



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Website: <http://www.villageofmaplepark.org>

BOARD OF TRUSTEES MEETING AGENDA

TUESDAY, JANUARY 2, 2024

7:00 P.M.

MAPLE PARK CIVIC CENTER

302 WILLOW STREET, MAPLE PARK

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL/QUORUM ESTABLISHED**
4. **PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*
5. **MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS**

CONSENT AGENDA – OMNIBUS VOTE

All items listed on the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board member, in which event the item(s) will be removed from the Consent Agenda. Prior to a vote on the Consent Agenda, members of the public may request that a Trustee have an item removed from the Consent Agenda.

- A. Approval of Board Minutes
 - Board Meeting Minutes December 5, 2023
- B. Receive and File
- C. Acceptance of Cash and Investment Report as of November 30, 2023
- D. Approval of Bills Payable and Manual Check Register #836

ACCOUNTS PAYABLE:	\$ 536,308.24
MANUAL CHECKS:	573.44
ACH PAYMENTS	6,017.96
TOTAL:	\$ 542,899.64

- E. Approval of Travel, Meals, Lodging for Elected Officials/Employees

6. **FINANCIAL REPORT**
7. **LEGAL REPORT**
8. **VILLAGE ADMINISTRATOR REPORT**
9. **POLICE DEPARTMENT REPORT**
10. **PUBLIC WORKS REPORT**
11. **ENGINEERING REPORT**
12. **OLD BUSINESS**
13. **NEW BUSINESS**

A. CONSIDERATIONS

B. MOTIONS

14. RESOLUTIONS

A. 2024-01 A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO ENTER INTO A GRANT AGREEMENT IN THE AMOUNT OF \$4,495.00 FROM THE SMALL, RURAL, AND TRIBAL LAW ENFORCEMENT AGENCY BODY-WORN CAMERA POLICY AND IMPLEMENTATION PROGRAM.

This Resolution authorizes the Village President or her designee to enter into a grant agreement in the amount of \$4,495.00 from the Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program.

15. **ORDINANCES**
16. **VILLAGE PRESIDENT REPORT**
17. **TRUSTEES REPORT**
18. **EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2 (C) (1)**

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

19. ADJOURNMENT



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Website: <http://www.villageofmaplepark.org>

PUBLIC HEARING
TUESDAY, DECEMBER 5, 2023
7:00 P.M.
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK

1. CALL TO ORDER

President Fahnestock called the Public Hearing to order at 7:00 p.m.

2. ROLL CALL/ESTABLISH A QUORUM

President Fahnestock asked for a roll call to establish a quorum

Members answering present were President Suzanne Fahnestock, Trustee Tonia Groezinger, Trustee Hillary Joy, Trustee JT Peloso, and Trustee Jen Ward. Absent: Trustee Chris Simon and Trustee Cliff Speare

Also, present were Village Administrator Cheryl Aldridge, Interim Police Chief Karen Clifton, Village Treasurer Shannon Warford, Village Engineer Jeremy Lin, Village Attorney Kevin Buick and Village Clerk Caryn Minor.

Members of the public present were found on the meeting sign in sheet.

President Fahnestock confirmed a quorum were established.

3. DISCUSSION OF TAX / PUBLIC COMMENTS

- Tax Levy Discussion

President Fahnestock gave an oral report on the tax levy.

- Total Extension is \$272,228
- Previous Year was \$258,394
- The Tax Rate is 0.6937
- This year the EAV increased by 4.82%. Last year the increase was 6.60%. We have also seen additional new growth this year of \$131,741. Last year was \$588,089 in new growth
- For example, a home with an assessed value of \$64,500 last year (estimated value of \$193,500) would pay approximately \$22 more in Village Property Taxes this year than last year.

Having no further comments to be heard, President Fahnestock asked for a motion to close the Public Hearing.

4. ADJOURNMENT

Motion by Trustee Groezinger with 2nd by Trustee Peloso to close the Public Hearing.
Motion carried on a voice vote.

Public Hearing closed at 7:02 p.m.

**BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, DECEMBER 5, 2023
IMMEDIATELY FOLLOWING THE PUBLIC HEARING
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK**

1. CALL TO ORDER

President Fahnestock called the regular meeting of the Board of Trustees to order at 7:02p.m.

2. PLEDGE OF ALLEGIANCE

President Fahnestock led everyone in the Pledge of Allegiance.

3. ROLL CALL/QUORUM ESTABLISHED

President Fahnestock asked for a roll call to establish a quorum.

Village Clerk Caryn Minor called the roll call and the following Board members were present: President Suzanne Fahnestock, Trustee Tonia Groezinger, Trustee Hillary Joy, Trustee JT Peloso, and Trustee Jen Ward. Absent: Trustee Chris Simon and Trustee Cliff Speare

Also, present were Village Administrator Cheryl Aldridge, Interim Police Chief Karen Clifton, Village Treasurer Shannon Warford, Village Engineer Jeremy Lin, Village Attorney Kevin Buick and Village Clerk Caryn Minor.

Members of the public present are found on the meeting sign in sheet.

President Fahnestock confirmed a quorum was established.

- 4. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

Julie Little a long time Maple Park resident came to address the Board regarding the ongoing issues transpiring on the east side of County Line Road. She reported the situation had prompted her neighbors to install costly fences to protect their properties because the issues have continued. Ms. Little requested the Board stand behind residents that care for and about their properties and are affected greatly by the properties that are unkept and littered.

5. MOTION TO APPROVE CONSENT AGENDA / ADDITIONS-DELETIONS

CONSENT AGENDA – OMNIBUS VOTE

All items listed on the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board member, in which event the item(s) will be removed from the Consent Agenda. Prior to a vote on the Consent Agenda, members of the public may request that a Trustee have an item removed from the Consent Agenda.

A. Approval of Board Minutes

- Board Meeting Minutes November 7, 2023
- Committee of the Whole Minutes November 21, 2023

B. Receive and File

C. Acceptance of Cash and Investment Report as of October 31, 2023

D. Approval of Bills Payable and Manual Check Register #835

ACCOUNTS PAYABLE:	\$504,657.45
MANUAL CHECKS:	11,161.58
ACH PAYMENTS	24,570.31
TOTAL:	\$540,389.34

E. Approval of Travel, Meals, Lodging for Elected Officials /Employees

None

Motion by Trustee Peloso with 2nd by Trustee Ward to approve the Consent Agenda items a.) through e.) as presented. On a roll call vote Trustee Groezinger, Trustee Joy, Trustee Peloso, and Trustee Ward voted yes. Motion carried. Absent: Trustee Simon and Trustee Speare.

6. FINANCIAL REPORT

President Fahnestock asked if there were any questions on the Financial Report. Hearing no questions, moved to the next agenda item.

7. LEGAL REPORT

President Fahnestock asked if there were any questions for Attorney Buick. Hearing no questions, moved to the next agenda item.

8. VILLAGE ADMINISTRATOR REPORT

Administrator Aldridge reported herself and staff had visited the Genoa adjudication hearings last week. Reporting the visit had gone well and was very beneficial.

Administrator Aldridge asked for the Board's consensus to employ a pool of 2-3 snow removers to be available to assist the Village's Public Works Department removing snow when needed. Consensus received.

9. POLICE DEPARTMENT REPORT

Interim Police Chief Clifton briefly answered questions and distributed a call for service report to the Board to review.

10. PUBLIC WORKS REPORT

President Fahnestock asked if there were any questions for public works. Public Works Director Lou Larson was not present.

11. ENGINEERING REPORT

Village Engineer Lin advised the Board the elevated tank weekly calls with the contractor continued. Lin reported the steel for the elevated tank was currently being prepped for onsite delivery in January, 2024.

12. OLD BUSINESS

None

13. NEW BUSINESS

A. CONSIDERATIONS

None

B. MOTIONS

1. Motion to approve the updated employee handbook related to the Illinois paid Leave for All Workers Act. Village Attorney Buick briefly discussed the Act and the necessary adopted provisions for the Village to be in compliance.

Motion by Trustee Joy with 2nd by Trustee Groezinger to approve the updated employee handbook related to the Illinois paid Leave for All Workers Act. On a roll call vote Trustee Joy, Trustee Peloso, Trustee Ward and Trustee Groezinger voted yes. Motion carried. Absent: Trustee Simon and Trustee Speare.

14. RESOLUTIONS

A. RESOLUTION 2023-24 AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE AN EXTENSION OF THE ENGINEERING SERVICES AGREEMENT WITH LINTECH ENGINEERING, INC. FOR ENGINEERING SERVICES

This resolution authorizes the village president or her designee to approve an extension of the Engineering Services Agreement with Lintech Engineering, Inc.

Motion by Trustee Ward with 2nd by Trustee Peloso to approve Resolution 2023-24 a resolution authorizing the village president or her designee to approve an extension of the engineering services agreement with Lintech Engineering, Inc. for engineering services. On a roll call vote Trustee Peloso, Trustee Ward, Trustee Groezinger and Trustee Joy voted yes. Motion carried. Absent: Trustee Simon and Trustee Speare.

15. ORDINANCES

A. ORDINANCE 2023-15 ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2023 TO PAY DEBT SERVICE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2022 OF THE VILLAGE OF MAPLE PARK, DEKALB AND KANE COUNTIES, ILLINOIS.

This ordinance allows the Village of Maple Park to abate taxes levied for the year 2023 in order to pay the debt service on the General Obligation Bonds

Motion by Trustee Groezinger with 2nd by Trustee Peloso to approve Ordinance 2023-15 an ordinance abating the taxes heretofore levied for the Year 2023 to pay debt service on general obligation bonds (alternate revenue source), Series 2022 of the Village of Maple Park, Dekalb and Kane Counties, Illinois. On a roll call vote Trustee Ward, Trustee Groezinger, Trustee Joy and Trustee Peloso voted yes. Motion carried. Absent: Trustee Simon and Trustee Speare

B. ORDINANCE 2023-16 AN ORDINANCE FOR THE LEVY AND COLLECTION OF TAXES FOR THE VILLAGE OF MAPLE PARK, KANE AND DEKALB COUNTIES FOR 2023 TAX LEVY, rust IN 2024.

This ordinance allows the Village to levy taxes for budgeted expenses.

Motion by Trustee Peloso with 2nd by Trustee Joy to approve Ordinance 2023-16 an ordinance for the levy and collection of taxes for the Village of Maple Park, Kane and Dekalb Counties for 2023 Tax Levy, payable in 2024. On a roll call vote Trustee Groezinger, Trustee Joy, Trustee Peloso, and Trustee Ward voted yes. Motion carried. Absent: Trustee Simon and Trustee Speare

C. ORDINANCE 2023-17 AN ORDINANCE REGARDING THE ILLINOIS PAID LEAVE FOR ALL WORKERS ACT FOR THE VILLAGE OF MAPLE PARK

This ordinance adopts the Illinois paid leave for all workers act for the Village of Maple Park.

Motion by Trustee Peloso with 2nd by Trustee Joy to approve Ordinance 2023-17 an ordinance regarding the Illinois paid leave for all workers act for the Village of Maple Park. On a roll call vote Trustee Joy, Trustee Peloso, Trustee Ward and Trustee Groezinger voted yes. Motion carried. Absent: Trustee Simon and Trustee Speare.

16. VILLAGE PRESIDENT REPORT

President Fahnestock advised the Board the Village has received 4 applications for the police chief position. She reported these applications would be vetted and 2 will be brought back to the Board for consideration.

17. TRUSTEE REPORT

Discussion ensued on how the new police chief applications would be vetted.

18. ADJOURNMENT

Having no further business before the Board, motion by Trustee Groezinger with 2nd by Trustee Peloso to adjourn. Motion carried by voice vote.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Caryn Minor, Village Clerk

VILLAGE OF MAPLE PARK, ILLINOIS
Schedule of Cash and Investments
November 30, 2023

Fund	Interest Rate	CDs	IPTIP Accounts	Old National	Charles Schwab	Old Second Checking	Total Cash & Investments
	Approx						
Operating Funds							
General Fund							
Old Second - Checking Acct	0.00%	-	-	-	-	37,395.13	37,395.13
Illinois Public Treasurer's Pool	5.40%	-	934,919.52	-	-	-	934,919.52
Total General Fund		-	934,919.52	-	-	37,395.13	972,314.65
Utility Tax Fund							
Old Second - Checking Acct	0.00%	-	-	-	-	80,564.27	80,564.27
First Midwest Bank	0.04%	-	-	62,855.54	-	-	62,855.54
Certificate of Deposit	4.60%	-	-	325,000.00	-	-	325,000.00
Illinois Public Treasurer's Pool	5.40%	-	178,878.85	-	-	-	178,878.85
Total Utility Tax Fund		-	178,878.85	387,855.54	-	80,564.27	647,298.66
TIF District Fund							
Old Second - Checking Account	0.00%	-	-	-	-	3,210.00	3,210.00
Old Second - TIF Checking Acct	0.00%	-	-	-	-	58,005.42	58,005.42
Charles Schwab - Wealth Mgmt Acct	2.12%	-	-	-	1,471,310.07	-	1,471,310.07
Total Road & Bridge Fund		-	-	-	1,471,310.07	61,215.42	1,532,525.49
Road & Bridge Fund							
Old Second - Checking Account	0.00%	-	-	-	-	6,905.10	6,905.10
Illinois Public Treasurer's Pool	5.40%	-	96,960.66	-	-	-	96,960.66
Total Road & Bridge Fund		-	96,960.66	-	-	6,905.10	103,865.76
Motor Fuel Tax Fund							
Old Second - Checking Account	0.00%	-	-	-	-	(29,796.62)	(29,796.62)
Illinois Public Treasurer's Pool	5.40%	-	24,429.45	-	-	-	24,429.45
Total Motor Fuel Tax Fund		-	24,429.45	-	-	(29,796.62)	(5,367.17)
Water & Sewer Funds							
Operating Accounts							
Old Second - Checking Account	0.00%	-	-	-	-	9,171.18	9,171.18
Illinois Public Treasurer's Pool	5.40%	-	632,450.17	-	-	-	632,450.17
Total Operating Accounts		-	632,450.17	-	-	9,171.18	641,621.35
Water Improvement Account							
Old Second - Checking Account	0.00%	-	-	-	-	76.38	76.38
Illinois Public Treasurer's Pool	5.40%	-	290,396.98	-	-	-	290,396.98
Total Water Improvement Accounts		-	290,396.98	-	-	76.38	290,473.36
Sewer Improvement Account							
Old Second - Checking Account	0.00%	-	-	-	-	12,404.33	12,404.33
Illinois Public Treasurer's Pool	5.40%	-	547,596.22	-	-	-	547,596.22
Total Sewer Improvement Accounts		-	547,596.22	-	-	12,404.33	560,000.55
Total Water & Sewer Funds		-	1,470,443.37	-	-	21,651.89	1,492,095.26
Total Village Operating Funds		-	2,705,631.85	387,855.54	1,471,310.07	177,935.19	4,742,732.65
Escrow Funds							
School Land Cash							
Old Second - Checking Account	0.00%	-	-	-	-	-	-
Developer Escrow Fund							
Old Second - Checking Account	0.00%	-	-	-	-	47,167.90	47,167.90
Total Village Escrow Funds		-	-	-	-	47,167.90	47,167.90
Total Village Cash & Investments		-	2,705,631.85	387,855.54	1,471,310.07	225,103.09	4,789,900.55

SYS DATE:12/27/23

Village of Maple Park
A / P W A R R A N T L I S T
REGISTER # 836

SYS TIME:15:43
[NW1]

DATE: 12/27/23

wednesday December 27, 2023

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 BLACKBERRY TOWNSHIP 121823	01-50-5622	STREET SIGNS	139.58	139.58
01 CASEY'S BUSINESS MASTERCARD 1123	01-30-5250	GAS	880.82	467.26
120823	01-30-5250	GASOLINE		413.56
01 COMMONWEALTH EDISON 01470771921223	01-50-5730	STREET LIGHT	4867.55	284.12
04981420461223	52-20-5730	LIFT		94.90
0798152002 1223	52-10-5730	WELL ELECT		2328.89
1620026021 1223	52-20-5730	WWTP ELECT		1325.31
4665155040	01-50-5730	STREET LIGHT		779.08
57780150121223	01-20-5730	MEM PK		55.25
01 CONSERV FS, INC. 117022108	52-10-5600	GENERATOR FUEL	835.75	280.38
117022108	52-20-5600	GENERATOR FUEL		280.37
40021292	52-10-5600	GEN FUEL DISPOSAL		137.50
40021292	52-20-5600	GEN FUEL DISPOSAL		137.50
01 DE LAGE LANDEN PUBLIC FINANCE 81589816	01-10-5160	COPIER LEASE	487.08	199.82
81589816	01-10-5200	COPIER MAINT		287.26
01 FITZGERALD ELECTRICAL CONTRACT 1	54-00-8212	GENERATOR INSTALLATION 1	109395.00	109395.00
01 FOSTER, BUICK, CONKLIN, LUNDGR 52194	01-10-5330	LEGAL SERVICES	1413.75	1413.75
01 FRONTIER 3710 1223	52-10-5700	WELL HOUSE PHONE	266.21	92.64
5039 1223	52-20-5700	WWTP PHONE		80.93
5069 1223	52-20-5700	LIFT PHONE		92.64
01 ERIN HESTER 121023	01-00-2103	DEP REF 121023	100.00	100.00
01 ILLINOIS GOVERNMENT FINANCE 2024	01-10-5570	IGFOA MEMBERSHIP RENEWAL	150.00	150.00
01 ILLINOIS PUBLIC WORKS MUTUAL A 2288	01-10-5570	MEMBERSHIP IPWMAN	100.00	100.00
01 JANCO SUPPLY INC. 291549	01-40-5600	QUIK THAW	377.45	169.50
291658	01-40-5100	TOWELS		207.95
01 LINTECH ENGINEERING, INC. 4718	54-00-5320	EL TANK CONST SERV5	3627.50	3500.00
4719	01-10-5320	DEC BOARD		127.50
01 JULIE LITTLE 121723	01-00-2103	PK REF 121723	100.00	100.00
01 LOWE'S 94948	01-40-5100	WATER	41.94	41.94
01 MAGUIRE IRON, INC. 5	13-00-8418	STEEL FABRICATION	405619.88	405619.88

SYS DATE:12/27/23

Village of Maple Park
A / P W A R R A N T L I S T
REGISTER # 836

SYS TIME:15:43
[NW1]

DATE: 12/27/23

wednesday December 27, 2023

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 GAIL MCCARNEY 122523	01-00-2103	DEP REF 122523	100.00	100.00
01 MEDIACOM 83849 122123	01-10-5700	INTERNET	249.90	249.90
01 LINTECH ENGINEERING, INC. 4717	52-10-5390	OPERATION SERV DEC	2600.00	1300.00
4717	52-20-5390	OPERATION SERV DEC		1300.00
01 MID-WEST TRUCKERS 32095	ASSOCIATION, 01-50-5900	PRE EMP TEST	77.00	77.00
01 NICOR 3502167 1223	01-50-5730	GARAGE GAS	464.81	101.63
5279370 1223	01-40-5730	CIVIC CENTER GAS		363.18
01 SHAW SUBURBAN MEDIA 2124084L00D	01-10-5900	LEVY PUBL	318.00	318.00
01 P A CRIMSON FIRE RISK SERVICES 29910	01-10-5900	EXTINGUISHER CERT	843.92	843.92
01 DAVID PEARSON 112223	01-50-5600	STATE TEST READY	100.00	100.00
01 P. F. PETTIBONE & CO. 184555	01-30-5300	NAME TAGS	47.90	47.90
01 QUILL CORPORATION 36045344	01-10-5200	LEGAL PAPER	53.98	53.98
01 ROLLKALL TECHNOLOGIES, LLC 586072	01-30-5390	COVERAGE	1596.00	672.00
586479	01-30-5390	COVERAGE		462.00
586748	01-30-5390	COVERAGE		462.00
01 CLIFF SPEARE 120723	01-00-2103	DEP REF 120723	100.00	100.00
01 SUBURBAN LABORATORIES, INC. 220450	52-20-5335	WW TESTING	710.33	311.85
220518	52-10-5335	WATER TESTING		86.63
220901	52-20-5335	WW TESTING		311.85
01 T-MOBILE 9814 1223	01-30-5700	CELL PHONE/AIRCARD	249.23	88.20
9814 1223	01-10-5700	CELL PHONE/AIRCARD		78.03
9817 1223	01-30-5700	CELL PHONE		53.08
9817 1223	01-10-5700	CELL PHONE		29.92
01 USIC LOCATING SERVICES, LLC 627653	01-50-5390	LOCATING	394.66	197.33
627653	52-10-5390	LOCATING		98.67
627653	52-20-5390	LOCATING		98.66
** TOTAL CHECKS TO BE ISSUED			536308.24	

SYS DATE:12/27/23

Village of Maple Park
A / P W A R R A N T L I S T
REGISTER # 836

SYS TIME:15:43
[NW1]

DATE: 12/27/23

wednesday December 27, 2023

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	GENERAL FUND		9434.64	
13	TIF DISTRICT		405619.88	
52	WATER & SEWER FUND		8358.72	
54	WATER IMPROVEMENT ACCT		112895.00	
***	GRAND TOTAL ***		536308.24	
	TOTAL FOR REGULAR CHECKS:		533,273.37	
	TOTAL FOR DIRECT PAY VENDORS:		3,034.87	

DATE: 12/27/23

Wednesday December 27, 2023

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A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

PAYABLE TO REG#	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
01	AMERICAN BANK & TRUST	12/07/23	23806	573.44	
123	112723J	01-50-5900	SAFETY STICKER		55.00
123	112723K	01-10-5120	POSTAGE		8.56
123	112723K	01-10-5390	TEAM ALERT		65.40
123	112723K	01-10-5700	VONAGE		138.92
123	112723K	01-20-5900	SALES TAX CRDT		6.19-
123	112723K	01-30-5100	FOIA POSTAGE		14.45
123	112723K	01-30-5700	VONAGE		143.80
123	112723K	01-30-5900	CLASSIFIED AD		35.00
123	1127230	01-40-5100	SUPPLIES		94.56
123	1127230	01-50-5620	POTHOLE PATCH		23.94

** TOTAL MANUAL CHECKS REGISTERED 573.44

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REPORT SUMMARY

CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	536308.24	573.44	536881.68
TOTAL CASH	536308.24	573.44	536881.68

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	9434.64	573.44	10008.08
13	405619.88	.00	405619.88
52	8358.72	.00	8358.72
54	112895.00	.00	112895.00
TOTAL DISTR	536308.24	573.44	536881.68

VILLAGE OF MAPLE PARK
ACH LISTING
Dec-23

PAYABLE TO

INVOICE NUMBER	DATE	G/L NUMBER	DESCRIPTION	AMOUNT	DISTRIBUTION
CMJ IT SOLUTIONS				1,159.99	
18130	12/1/23	01-10-5390	IT MANAGEMENT & MICROSOFT 365 - COMPUTER		1,080.00
18303	12/15/23	01-10-8210	BATTERY BACKUP		79.99
OLD NATIONAL				4,857.97	
121823	12/18/23	12-00-8428	PRINCIPAL PAYMENT		3,137.60
121823	12/18/23	12-00-8429	INTEREST PAYMENT		1,720.37
TOTAL ACH DECEMBER 2023				6,017.96	6,017.96



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

FINANCE REPORT TUESDAY, JANUARY 2, 2024

- Budget Report – Included in this month's packet is the December Budget Report. The Utility Bills for November and December have not been issued yet, so that revenue will be included in next month's report.
- Escrow Accounts – There was no activity for the month of December, so no Escrow Account Detail is included in the month's packet.
- Cash Accounts – The Estimated Cash Balances Report is included in the Board packet. The Village's current position is good and will be closely monitored.
- Payments Issued
 - A/P Check Run of \$536,308.24, Manual Checks of \$573.44, ACH Payments of \$6,017.96 for a total of \$542,899.64.
 - Maguire Iron – \$405,619.88 – Water Tower Construction 5th payment, approved at the April 4, 2023 Board Meeting.
 - Lintech – \$3,500.00 Elevated Storage Tank Construction Service 5th billing approved at the April 4, 2023 Board Meeting.
 - Fitzgerald Electrical Contracting – \$109,395.00 for generator installation approved by the Board at the July 5, 2023 Board Meeting.
- Please let me know if you have any questions or concerns.

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2023 - December 31, 2023

	FY 2023 Actuals	FY 2024 Budget	Budget May 23 - Dec 23	Actual Totals for May 23 - Dec 23	Variance to Budget
01 - GENERAL FUND					
TOTAL GENERAL FUND REVENUE	1,023,012	929,301	706,108	806,144	100,036
TOTAL ADMINISTRATION & FINANCE	304,006	425,244	315,680	257,734	57,946
TOTAL PARKS & GROUNDS	97,241	102,185	72,957	46,089	26,867
TOTAL POLICE DEPARTMENT	259,613	394,747	278,177	175,863	102,314
TOTAL CIVIC CENTER	44,820	71,500	48,667	33,517	15,150
TOTAL STREET DEPARTMENT	138,278	244,185	199,123	153,246	45,878
TOTAL EMERGENCY MANAGEMENT DEPARTMENT	1,340	12,340	11,893	470	11,423
TOTAL GENERAL FUND EXPENDITURES	845,298	1,250,200	926,496	666,918	259,579
GENERAL FUND NET INCOME/LOSS	177,714	(320,899)	(220,388)	139,226	359,614
12 - UTILITY TAX FUND					
TOTAL REVENUE	105,566	75,269	51,846	409,117	357,271
TOTAL EXPENDITURES	72,420	103,769	102,512	316,257	(213,744)
UTILITY TAX FUND NET INCOME/LOSS	33,147	(28,500)	(50,667)	92,860	143,527
13 - TIF DISTRICT FUND					
TOTAL REVENUE	403,939	380,000	380,000	446,326	66,326
TOTAL EXPENDITURES	360,903	3,098,756	2,324,006	2,235,158	88,848
ROAD & BRIDGE FUND NET INCOME/LOSS	43,036	(2,718,756)	(1,944,006)	(1,788,832)	155,174
15 - ROAD & BRIDGE FUND					
TOTAL REVENUE	58,879	239,506	237,089	57,573	(179,516)
TOTAL EXPENDITURES	39,361	370,500	370,000	112,256	257,744
ROAD & BRIDGE FUND NET INCOME/LOSS	19,518	(130,994)	(132,911)	(54,683)	78,228
19 - MOTOR FUEL TAX FUND					
TOTAL REVENUE	79,623	243,888	222,592	51,264	(171,328)
TOTAL EXPENDITURES	-	510,000	510,000	351,902	158,098
MOTOR FUEL TAX FUND NET INCOME/LOSS	79,623	(266,112)	(287,408)	(300,638)	(13,230)
28 - DEVELOPER ESCROW FUND					
TOTAL REVENUE	2,332	10,000	-	-	-
TOTAL EXPENDITURES	2,332	10,000	-	-	-
DEVELOPER ESCROW FUND NET INCOME/LOSS	-	-	-	-	-
52 - WATER & SEWER FUND					
TOTAL REVENUE	508,669	448,844	298,800	265,731	(33,069)
TOTAL WATER EXPENDITURES	299,099	249,995	174,582	136,611	37,971
TOTAL SEWER EXPENDITURES	220,843	192,388	120,475	96,535	23,940
TOTAL WATER & SEWER FUND EXPENDITURES	519,942	442,383	295,057	233,146	61,911
WATER & SEWER FUND NET INCOME/LOSS	(11,273)	6,461	3,743	32,585	28,842
54 - WATER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	35,424	125,324	112,667	21,567	(91,100)
TOTAL EXPENDITURES	23,018	300,000	270,000	131,895	138,105
WATER IMPROVEMENT NET INCOME/LOSS	12,406	(174,676)	(157,333)	(110,328)	47,005
56 - SEWER IMPROVEMENT ACCOUNT					
TOTAL REVENUE	39,571	28,574	16,000	26,571	10,571
TOTAL EXPENDITURES	61,717	50,000	50,000	-	50,000
SEWER IMPROVEMENT NET INCOME/LOSS	(22,146)	(21,426)	(34,000)	26,571	60,571
70 - SCHOOL LAND CASH					
TOTAL REVENUE	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-
SEWER IMPROVEMENT NET INCOME/LOSS	-	-	-	-	-
GRAND TOTAL REVENUE	2,257,015	2,480,706	2,025,102	2,084,294	59,192
GRAND TOTAL EXPENSES	1,924,990	6,135,608	4,848,072	4,047,532	800,539
GRAND TOTAL NET INCOME / LOSS	332,025	(3,654,902)	(2,822,970)	(1,963,239)	859,731

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2023 - December 31, 2023

		FY 2023 Actuals	FY 2024 Budget	Budget May 23 - Dec 23	Actual Totals for May 23 - Dec 23	Variance to Budget
01 - GENERAL FUND						
REVENUES						
01-00-4110	REAL ESTATE TAX - DEKALB CO.	131,763	142,076	142,076	141,818	(258)
01-00-4120	REAL ESTATE TAX - KANE CO.	109,989	116,318	116,318	117,947	1,629
01-00-4220	STATE OF IL - INCOME TAX	231,540	222,688	148,459	153,871	5,412
01-00-4240	STATE OF IL-MUNICIPAL SALES TAX	311,648	250,000	166,667	206,224	39,558
01-00-4250	STATE OF IL-REPLACEMENT TAX	10,437	8,000	5,333	5,609	276
01-00-4270	STATE OF IL-USE TAX	58,761	58,753	39,169	35,221	(3,947)
01-00-4280	STATE OF IL-VIDEO GAMING TAX	34,018	32,000	21,333	24,116	2,782
01-00-4281	STATE OF IL-CANNABIS TAX	2,256	2,565	1,710	1,425	(285)
01-00-4310	GAME LICENSE	250	250	250	100	(150)
01-00-4325	GOLF CART LICENSE	770	700	700	835	135
01-00-4330	CIGARETTE LICENSE	20	20	20	20	-
01-00-4340	FRANCHISE FEE LICENSE	3,646	3,500	2,333	1,395	(938)
01-00-4341	RAFFLE LICENSE FEE	60	40	40	45	5
01-00-4350	LIQUOR LICENSE	10,690	10,500	10,500	10,720	220
01-00-4407	TEMPORARY OCCUPANCY PERMIT	400	-	-	-	-
01-00-4410	BUILDING PERMITS	12,110	10,000	7,500	6,744	(756)
01-00-4410.02	BUILDING PERMITS - SQUIRE'S CROSSING	-	1,762	-	1,762	1,762
01-00-4410.03	BUILDING PERMITS - HERITAGE HILLS	4,057	-	-	-	-
01-00-4420	SOLICITOR PERMITS	100	-	-	100	100
01-00-4535.02	SQUIRE'S CROSSING - ENGINEERING	-	170	-	170	170
01-00-4535.03	HERITAGE HILLS - ENGINEERING	510	-	-	-	-
01-00-4550	PARK RENT	1,650	500	500	1,770	1,270
01-00-4550.03	RENT - KANE COUNTY POLLING	80	-	-	40	40
01-00-4550.04	RENT - GYM USE	2,285	1,500	1,000	8,845	7,845
01-00-4550.07	RENT - M.P. LIBRARY	4,800	4,800	3,200	4,800	1,600
01-00-4550.11	RENT - KITCHEN	425	300	200	225	25
01-00-4560	FUTURE LINK RENT	5,040	7,200	4,800	4,800	-
01-00-4575	WATER & SEWER ADMIN CHARGE	32,500	32,500	21,667	21,664	(3)
01-00-4610	DEKALB COUNTY FINES	6,390	500	333	6,041	5,708
01-00-4620	KANE COUNTY FINES	1,971	500	333	3,860	3,526
01-00-4625	ORDINANCE VIOLATION FINES	3,353	2,000	1,333	425	(908)
01-00-4654.02	POLICE DEVELOP CONTRIB - SQUIRE'S CROSSING	-	1,056	-	1,056	1,056
01-00-4654.03	POLICE DEVELOP CONTRIB - HERITAGE HILLS	2,164	-	-	-	-
01-00-4656.02	FACILITY DEVELOP CONTRIB - SQUIRE'S CROSSING	-	1,603	-	1,603	1,603
01-00-4656.03	FACILITY DEVELOP CONTRIB - HERITAGE HILLS	3,286	-	-	-	-
01-00-4800	INTEREST INCOME	23,202	10,000	6,667	33,075	26,408
01-00-4900	OTHER INCOME	3,196	500	333	326	(8)
01-00-4910	REIMBURSEMENT INCOME	5,644	5,000	3,333	7,494	4,160
01-00-4940.02	PARK CONTRIBUTION - SQUIRE'S CROSSING	-	2,000	-	2,000	2,000
01-00-4940.03	PARK CONTRIBUTION - HERITAGE HILLS	4,000	-	-	-	-
** TOTAL GENERAL FUND REVENUE		1,023,012	929,301	706,108	806,144	100,036

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2023 - December 31, 2023

		FY 2023 Actuals	FY 2024 Budget	Budget May 23 - Dec 23	Actual Totals for May 23 - Dec 23	Variance to Budget
10 - ADMINISTRATION & FINANCE EXPENDITURES						
01-10-5010	WAGES – FINANCE	89,948	164,742	109,828	95,552	14,276
01-10-5010.02	WAGES – FUN FEST (POLICE)	2,881	4,000	4,000	4,000	-
01-10-5010.03	WAGES – FUN FEST (PUBLIC WORKS)	3,000	3,000	3,000	3,000	-
01-10-5011	SALARIES – VILLAGE BOARD	4,833	5,000	-	-	-
01-10-5012	STATE UNEMPLOYMENT TAX	1,204	1,200	600	722	(122)
01-10-5020	SOCIAL SECURITY EXPENSE	7,771	14,362	9,575	8,376	1,199
01-10-5030	PENSION EXPENSE	2,988	6,582	4,388	1,725	2,663
01-10-5040	EMPLOYEE MEDICAL INSURANCE	7,202	18,000	12,000	11,249	751
01-10-5120	POSTAGE	1,799	2,000	1,333	1,014	320
01-10-5155	GOLF CART LICENSE EXPENSE	115	125	-	141	(141)
01-10-5160	COPIER & POSTAGE MACHINE LEASE	2,733	2,733	1,822	1,850	(28)
01-10-5200	OFFICE SUPPLIES	7,559	7,500	5,000	3,832	1,168
01-10-5320	ENGINEERING SERVICES	3,230	7,500	5,000	1,530	3,470
01-10-5330	LEGAL SERVICES	18,473	25,000	16,667	10,185	6,482
01-10-5350	AUDIT EXPENSE	13,920	14,400	14,400	14,400	-
01-10-5390	OTHER PROFESSIONAL SERVICES	49,249	37,500	25,000	14,908	10,092
01-10-5420	PERMIT EXPENSE	300	500	333	400	(67)
01-10-5420.02	PERMIT EXPENSE - SQUIRE'S CROSSING	250	300	200	-	200
01-10-5420.03	PERMIT EXPENSE - HERITAGE HILLS	450	300	200	-	200
01-10-5500	INSURANCE EXPENSE	47,390	50,000	50,000	49,169	831
01-10-5550	SOFTWARE EXPENSE	382	1,500	1,000	346	654
01-10-5570	DUES AND MEMBERSHIPS	5,123	7,500	5,000	4,497	503
01-10-5700	TELEPHONE	5,638	6,500	4,333	3,811	522
01-10-5900	OTHER EXPENSES	14,911	6,000	4,000	8,555	(4,555)
01-10-5900.01	FUN FEST EXPENSES	3,915	2,500	2,500	2,422	78
01-10-5910	EMERGENCY NOTIFICATION SYSTEM	952	1,000	1,000	1,000	-
01-10-5920	CONFERENCES	1,308	3,000	2,000	-	2,000
01-10-5999	TRANSFER TO OTHER FUNDS	5,000	5,000	5,000	-	5,000
01-10-8210	COMPUTERS	535	22,500	22,500	15,048	7,452
01-10-8300	FURNITURE & FIXTURES	944	5,000	5,000	-	5,000
** TOTAL ADMINISTRATION & FINANCE		304,006	425,244	315,680	257,734	57,946
20 - PARKS & GROUNDS EXPENDITURES						
01-20-5010	WAGES	38,629	43,653	29,102	26,843	2,259
01-20-5020	SOCIAL SECURITY EXPENSE	3,326	3,694	2,463	2,425	38
01-20-5030	PENSION EXPENSE	1,670	1,698	1,132	1,186	(54)
01-20-5040	EMPLOYEE MEDICAL INSURANCE	4,408	4,640	3,093	2,823	271
01-20-5250	GASOLINE & FUEL	1,214	1,500	1,000	938	62
01-20-5300	UNIFORM EXPENSE	280	500	500	150	350
01-20-5390	OTHER PROFESSIONAL SERVICES	1,500	-	-	-	-
	TRAINING	-	1,000	1,000	-	1,000
01-20-5600	MAINTENANCE & REPAIR	44,990	43,000	33,000	10,272	22,728
01-20-5730	UTILITIES	1,188	1,500	1,000	1,137	(137)
01-20-5900	OTHER EXPENSE	36	1,000	667	315	351
** TOTAL PARKS & GROUNDS		97,241	102,185	72,957	46,089	26,867
30 - POLICE DEPARTMENT EXPENDITURES						
01-30-5010	WAGES – CHIEF	60,697	80,000	53,333	27,348	25,986
01-30-5015	WAGES – PATROL OFFICERS	61,201	132,272	88,181	51,444	36,737
01-30-5016	WAGES – TRAINING	4,633	15,500	10,333	504	9,829
01-30-5018	WAGES – SERGEANT	32,097	45,360	30,240	36,898	(6,658)
01-30-5020	SOCIAL SECURITY EXPENSE	12,821	21,507	14,338	9,723	4,614
01-30-5030	PENSION EXPENSE	2,755	3,520	2,347	(1,872)	4,219
01-30-5040	EMPLOYEE MEDICAL INSURANCE	7,600	8,000	5,333	2,769	2,564
01-30-5100	GENERAL SUPPLIES	2,869	4,500	3,000	2,585	415
01-30-5250	GASOLINE & FUEL	10,312	11,000	7,333	4,950	2,383
01-30-5300	UNIFORM EXPENSE	1,458	2,000	1,333	486	847
01-30-5330	LEGAL SERVICES	555	12,500	8,333	-	8,333
01-30-5390	OTHER PROFESSIONAL SERVICES	-	-	-	6,300	(6,300)
01-30-5550	SOFTWARE EXPENSE	2,880	3,200	3,200	1,976	1,224
01-30-5560	TRAINING	1,702	2,500	2,050	1,195	855
01-30-5570	DUES & MEMBERSHIPS	430	1,700	1,133	810	323
01-30-5600	MAINTENANCE & REPAIR	13,297	4,000	2,667	1,238	1,429
01-30-5700	TELEPHONE	3,482	4,000	2,667	2,124	543
01-30-5750	COMMUNICATIONS	15,349	22,000	22,000	17,472	4,528
01-30-5900	OTHER EXPENSE	4,364	2,500	1,667	3,881	(2,215)
01-30-8200	EQUIPMENT	-	13,688	13,688	1,798	11,890
01-30-8210	COMPUTERS	3,757	5,000	5,000	4,233	767
01-30-8300	FURNITURE & FIXTURES	17,354	-	-	-	-
** TOTAL POLICE DEPARTMENT		259,613	394,747	278,177	175,863	102,314

VILLAGE OF MAPLE PARK - BUDGET REPORT
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		FY 2023 Actuals	FY 2024 Budget	Budget May 23 - Dec 23	Actual Totals for May 23 - Dec 23	Variance to Budget
40 - CIVIC CENTER EXPENDITURES						
01-40-5100	GENERAL SUPPLIES	2,086	3,000	2,000	2,200	(200)
01-40-5560	TRAINING	-	1,000	1,000	-	1,000
01-40-5600	MAINTENANCE & REPAIR	29,821	50,000	33,333	28,423	4,910
01-40-5730	UTILITIES	10,695	15,000	10,000	1,428	8,572
01-40-5900	OTHER EXPENSE	506	500	333	-	333
01-40-8200	EQUIPMENT	1,712	2,000	2,000	1,465	535
** TOTAL CIVIC CENTER		44,820	71,500	48,667	33,517	15,150
50 - STREET DEPARTMENT EXPENDITURES						
01-50-5010	WAGES	38,629	43,653	29,102	26,344	2,758
01-50-5020	SOCIAL SECURITY EXPENSE	3,326	3,694	2,463	2,425	38
01-50-5030	PENSION EXPENSE	1,670	1,698	1,132	1,186	(54)
01-50-5040	EMPLOYEE MEDICAL INSURANCE	4,408	4,640	3,093	3,322	(229)
01-50-5175	ROAD SALT	2,138	10,000	5,000	-	5,000
01-50-5250	GASOLINE & FUEL	1,474	1,500	1,000	365	635
01-50-5300	UNIFORM EXPENSE	280	500	333	-	333
01-50-5390	OTHER PROFESSIONAL SERVICES	4,196	7,500	5,000	1,992	3,008
01-50-5560	TRAINING	-	1,000	1,000	212	788
01-50-5600	MAINTENANCE & REPAIR	28,584	27,000	18,000	11,739	6,262
01-50-5620	STREET MAINTENANCE	9,754	110,000	106,000	84,112	21,888
01-50-5621	TREE MAINTENANCE	11,704	15,000	15,000	12,465	2,535
01-50-5622	STREET SIGN INSTALLATION	19	2,000	1,333	448	885
01-50-5730	UTILITIES	11,914	15,000	10,000	7,856	2,144
01-50-5900	OTHER EXPENSE	284	1,000	667	781	(114)
01-50-8210	COMPUTERS	535	-	-	-	-
01-50-8215	VEHICLE PURCHASE	19,364	-	-	-	-
** TOTAL STREET DEPARTMENT		138,278	244,185	199,123	153,246	45,878
60 - EMERGENCY MANAGEMENT DEPARTMENT EXPENDITURES						
01-60-5010	WAGES	1,200	1,200	800	415	385
01-60-5020	SOCIAL SECURITY EXPENSE	92	92	61	37	24
01-60-5030	PENSION EXPENSE	48	48	32	18	14
01-60-5100	SUPPLIES	-	1,000	1,000	-	1,000
01-60-5600	MAINTENANCE & REPAIR	-	10,000	10,000	-	10,000
** TOTAL EMERGENCY MANAGEMENT DEPARTMENT		1,340	12,340	11,893	470	11,423
TOTAL GENERAL FUND REVENUES		1,023,012	929,301	706,108	806,144	100,036
TOTAL GENERAL FUND EXPENDITURES		845,298	1,250,200	926,496	666,918	259,579
GENERAL FUND NET INCOME/LOSS		177,714	(320,899)	(220,388)	139,226	359,614

12 - UTILITY TAX FUND

REVENUES						
12-00-4140.10	TELECOMMUNICATIONS TAX	9,899	9,000	6,000	7,349	1,349
12-00-4140.30	COM ED - UTILITY TAX	39,494	30,000	20,000	17,075	(2,925)
12-00-4140.40	NICOR GAS - UTILITY TAX	34,951	25,000	16,667	12,171	(4,495)
12-00-4746	POLICE GRANTS	1,050	3,769	2,512	2,818	305
12-00-4750	LOAN PROCEEDS	-	-	-	325,000	325,000
12-00-4751	DEKALB COUNTY COMMUNITY GRANT	10,000	-	-	40,000	40,000
12-00-4800	INTEREST INCOME	5,172	2,500	1,667	4,704	3,037
12-00-4992	TRANSFER FROM GENERAL FUND	5,000	5,000	5,000	-	(5,000)
** TOTAL REVENUE		105,566	75,269	51,846	409,117	357,271
EXPENDITURES						
12-00-5992	TRANSFER TO WATER & SEWER FUND	59,000	-	-	-	-
12-00-8102	CIVIC CENTER IMPROVEMENTS	-	100,000	100,000	290,893	(190,893)
12-00-8413	POLICE GRANT PURCHASES	1,050	3,769	2,512	1,074	1,439
12-00-8425	DEKALB COUNTY COMMUNITY GRANT EXPENSES	10,000	-	-	-	-
12-00-8426	POLICE VEHICLE LOAN - PRINCIPAL	2,361	-	-	-	-
12-00-8427	POLICE VEHICLE LOAN - INTEREST	8	-	-	-	-
12-00-8428	CIVIC CTR HVAC LOAN - PRINCIPAL	-	-	-	15,343	(15,343)
12-00-8429	CIVIC CTR HVAC LOAN - INTEREST	-	-	-	8,947	(8,947)
** TOTAL EXPENDITURES		72,420	103,769	102,512	316,257	(213,744)
UTILITY TAX FUND NET INCOME/LOSS		33,147	(28,500)	(50,667)	92,860	143,527

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		FY 2023 Actuals	FY 2024 Budget	Budget May 23 - Dec 23	Actual Totals for May 23 - Dec 23	Variance to Budget
13 - TIF DISTRICT FUND						
REVENUES						
13-00-4110	TIF TAX - DEKALB CO.	19,471	20,000	20,000	24,822	4,822
13-00-4120	TIF TAX - KANE CO.	358,889	360,000	360,000	425,773	65,773
13-00-4880	INTEREST INCOME	25,578	-	-	(4,268)	(4,268)
** TOTAL REVENUE		403,939	380,000	380,000	446,326	66,326
EXPENDITURES						
13-00-5320	ENGINEERING SERVICES	1,295	-	-	-	-
13-00-5320.01	ENGINEERING SERVICES	81,486	-	-	-	-
13-00-5350	AUDIT EXPENSE	280	290	290	290	-
13-00-5900	OTHER EXPENSE	3,962	-	-	45	(45)
13-00-8417	TIF LEGAL FEES	32,031	10,000	6,000	3,053	2,948
13-00-8418	TIF IMPROVEMENTS	66,958	2,915,000	2,144,250	2,058,473	85,777
13-00-8440	BOND PAYMENT - PRINCIPAL	140,000	130,000	130,000	130,000	-
13-00-8442	BOND PAYMENT - INTEREST	34,891	43,466	43,466	43,298	168
** TOTAL EXPENDITURES		360,903	3,098,756	2,324,006	2,235,158	88,848
TIF DISTRICT FUND NET INCOME/LOSS		43,036	(2,718,756)	(1,944,006)	(1,788,832)	155,174
15 - ROAD & BRIDGE FUND						
REVENUES						
15-00-4100	VEHICLE LICENSE FEES	24,805	24,000	24,000	23,980	(20)
15-00-4110	REAL ESTATE TAX-DEKALB COUNTY	3,942	3,500	3,500	3,913	413
15-00-4120	REAL ESTATE TAX-KANE COUNTY	22,351	22,000	22,000	23,222	1,222
15-00-4260	VIRGIL TWSP. REPLACE. TAX	607	750	500	567	67
15-00-4652.01	ROADS DEVELOPMENT CONTRIB - SETTLEMENT	-	1,500	-	1,500	1,500
15-00-4652.03	ROADS DEVELOPMENT CONTRIB - HERITAGE HILLS	3,075	-	-	-	-
15-00-4800	INTEREST INCOME	4,099	2,000	1,333	4,391	3,058
15-00-4910.30	AMERICAN RESCUE PLAN FUNDS	-	185,756	185,756	-	(185,756)
** TOTAL REVENUE		58,879	239,506	237,089	57,573	(179,516)
EXPENDITURES						
15-00-5100	GENERAL SUPPLIES	441	500	-	-	-
15-00-5320	ENGINEERING SERVICES	38,420	30,000	30,000	10,000	20,000
15-00-5620	STREET MAINTENANCE	-	340,000	340,000	102,256	237,744
15-00-5900	OTHER EXPENSES	500	-	-	-	-
** TOTAL EXPENDITURES		39,361	370,500	370,000	112,256	257,744
ROAD & BRIDGE FUND NET INCOME/LOSS		19,518	(130,994)	(132,911)	(54,683)	78,228
19 - MOTOR FUEL TAX FUND						
REVENUES						
19-00-4290	STATE OF IL-MOTOR FUEL TAX	71,217	60,888	40,592	42,725	2,133
19-00-4755	CDBG GRANT REVENUE	-	180,000	180,000	-	(180,000)
19-00-4800	INTEREST INCOME	8,406	3,000	2,000	8,539	6,539
** TOTAL REVENUE		79,623	243,888	222,592	51,264	(171,328)
EXPENDITURES						
19-00-5200	STREET IMPROVEMENTS	-	390,000	390,000	271,902	118,098
19-00-5320	ENGINEERING SERVICES	-	120,000	120,000	80,000	40,000
** TOTAL EXPENDITURES		-	510,000	510,000	351,902	158,098
MOTOR FUEL TAX FUND NET INCOME/LOSS		79,623	(266,112)	(287,408)	(300,638)	(13,230)
28 - DEVELOPER ESCROW FUND						
REVENUES						
28-00-4940	DEVELOPER RECEIPTS	2,332	10,000	-	-	-
** TOTAL REVENUE		2,332	10,000	-	-	-
EXPENDITURES						
28-00-5320	DEVELOPER LEGAL EXPENDITURES	-	5,000	-	-	-
28-00-5330	DEVELOPER ENGINEERING & ADMIN	2,332	5,000	-	-	-
** TOTAL EXPENDITURES		2,332	10,000	-	-	-
DEVELOPER ESCROW FUND NET INCOME/LOSS		-	-	-	-	-

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2023 - December 31, 2023

		FY 2023 Actuals	FY 2024 Budget	Budget May 23 - Dec 23	Actual Totals for May 23 - Dec 23	Variance to Budget
52 - WATER & SEWER FUND						
REVENUES						
52-00-4170	WATER REVENUE	224,275	230,000	153,333	126,701	(26,633)
52-00-4171	ALLOCATION OF WATER REVENUE	(13,544)	(14,000)	(9,333)	(7,581)	1,753
52-00-4180	SEWER REVENUE	227,056	230,000	153,333	130,562	(22,771)
52-00-4181	ALLOCATION OF SEWER REVENUE	(13,502)	(14,000)	(9,333)	(7,549)	1,784
52-00-4190	PENALTIES	6,316	6,000	4,000	5,351	1,351
52-00-4200	TURN ON/OFF REVENUE	100	-	-	-	-
52-00-4200.02	SQUIRE'S CROSSING - TURN ON/OFF REVENUE	-	100	-	100	100
52-00-4200.03	HERITAGE HILLS - TURN ON/OFF REVENUE	200	-	-	-	-
52-00-4300	METER FEES	-	-	-	1,147	1,147
52-00-4300.02	METER FEES - SQUIRE'S CROSSING	-	344	-	344	344
52-00-4300.03	METER FEES - HERITAGE HILLS	702	-	-	-	-
52-00-4460.02	SEWER INSPECT - SQUIRE'S CROSSING	-	200	-	200	200
52-00-4460.03	SEWER INSPECT - HERITAGE HILLS	400	-	-	-	-
52-00-4800	INTEREST INCOME	17,434	10,000	6,667	16,186	9,520
52-00-4900	OTHER REVENUE	232	200	133	270	137
52-00-4994	TRANSFER FROM UTILITY TAX	59,000	-	-	-	-
** TOTAL REVENUE		508,669	448,844	298,800	265,731	(33,069)
10 - WATER DIVISION EXPENDITURES						
52-10-5010	WAGES	43,276	55,322	36,881	35,020	1,861
52-10-5020	SOCIAL SECURITY EXPENSE	3,709	4,734	3,156	3,159	(3)
52-10-5030	PENSION EXPENSE	1,953	2,475	1,650	477	1,173
52-10-5040	EMPLOYEE MEDICAL INSURANCE	5,084	6,560	4,373	4,340	33
52-10-5100	GENERAL SUPPLIES	492	1,000	667	253	414
52-10-5105	METERS	2,204	7,500	5,000	2,872	2,128
52-10-5110	CHEMICALS	18,534	20,000	13,333	14,996	(1,662)
52-10-5120	POSTAGE	1,154	1,200	800	584	216
52-10-5250	GASOLINE & FUEL	1,591	1,600	1,067	938	128
52-10-5335	TEST EXPENSE	1,680	3,000	2,000	2,348	(348)
52-10-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	10,833	10,832	1
52-10-5390	OTHER PROFESSIONAL SERVICES	28,280	19,600	13,067	11,396	1,671
52-10-5550	SOFTWARE EXPENSE	1,275	1,400	1,400	-	1,400
52-10-5600	MAINTENANCE & REPAIR	28,207	45,000	30,000	1,818	28,182
52-10-5700	TELEPHONE	948	1,000	667	726	(60)
52-10-5730	UTILITIES	21,134	18,000	12,000	13,163	(1,163)
52-10-5740	JULIE LOCATES	137	250	250	-	250
52-10-5870	IEPA LOAN - PRINCIPAL	57,915	-	-	-	-
52-10-5880	IEPA LOAN - INTEREST	954	-	-	-	-
52-10-5886	IEPA LOAN - WATERMAIN	29,034	29,704	29,704	29,704	0
52-10-5888	IEPA LOAN - WATERMAIN	7,769	7,400	7,400	3,970	3,430
52-10-5900	OTHER EXPENSE	120	500	333	15	319
52-10-5960	ARO AMORTIZATION EXPENSE	7,500	7,500	-	-	-
52-10-8210	COMPUTERS	535	-	-	-	-
52-10-8215	VEHICLE PURCHASE	19,364	-	-	-	-
** TOTAL WATER EXPENDITURES		299,099	249,995	174,582	136,611	37,971
20 - SEWER DIVISION EXPENDITURES						
52-20-5010	WAGES	38,872	51,061	34,041	32,412	1,629
52-20-5020	SOCIAL SECURITY EXPENSE	3,339	4,377	2,918	2,914	4
52-20-5030	PENSION EXPENSE	1,760	2,289	1,526	378	1,147
52-20-5040	EMPLOYEE MEDICAL INSURANCE	4,703	6,160	4,107	3,987	120
52-20-5100	GENERAL SUPPLIES	166	250	167	176	(9)
52-20-5110	CHEMICALS	-	250	167	-	167
52-20-5120	POSTAGE	1,154	1,200	800	584	216
52-20-5250	GASOLINE & FUEL	619	750	500	365	135
52-20-5320	ENGINEERING	-	-	-	680	(680)
52-20-5335	TEST EXPENSE	1,781	5,000	3,333	17,183	(13,850)
52-20-5375	ADMINISTRATIVE SERVICE CHARGE	16,250	16,250	10,833	10,832	1
52-20-5390	OTHER PROFESSIONAL SERVICES	28,280	19,600	13,067	11,396	1,671
52-20-5400	PERMIT EXPENSE	2,500	2,500	2,500	2,500	-
52-20-5550	SOFTWARE EXPENSE	1,275	1,400	1,400	-	1,400
52-20-5600	MAINTENANCE & REPAIR	72,934	51,000	34,000	2,136	31,864
52-20-5700	TELEPHONE	1,764	1,800	1,200	1,355	(155)
52-20-5730	UTILITIES	11,599	14,000	9,333	9,623	(290)
52-20-5740	JULIE LOCATES	137	250	250	-	250
52-20-5900	OTHER EXPENSE	60	500	333	15	319
52-20-5960	ARO AMORTIZATION EXPENSE	13,750	13,750	-	-	-
52-20-8210	COMPUTERS	535	-	-	-	-
52-20-8215	VEHICLE PURCHASE	19,364	-	-	-	-
** TOTAL SEWER EXPENDITURES		220,843	192,388	120,475	96,535	23,940
TOTAL WATER & SEWER FUND EXPENDITURES		519,942	442,383	295,057	233,146	61,911
WATER & SEWER FUND NET INCOME/LOSS		(11,273)	6,461	3,743	32,585	28,842

VILLAGE OF MAPLE PARK - BUDGET REPORT
May 1, 2023 - December 31, 2023

		FY 2023 Actuals	FY 2024 Budget	Budget May 23 - Dec 23	Actual Totals for May 23 - Dec 23	Variance to Budget
54 - WATER IMPROVEMENT ACCOUNT						
REVENUES						
54-00-4171	ALLOCATION OF WATER REVENUE	13,544	14,000	9,333	7,581	(1,753)
54-00-4430.02	WATER CONNECTION - SQUIRE'S CROSSING	-	2,500	-	2,500	2,500
54-00-4430.03	WATER CONNECTION - HERITAGE HILLS	5,000	-	-	-	-
54-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	-	3,824	-	3,824	3,824
54-00-4650.03	IMPACT FEES - HERITAGE HILLS	7,820	-	-	-	-
54-00-4800	INTEREST INCOME	9,060	5,000	3,333	7,662	4,328
54-00-4885	DEKALB ARPA FUNDS	-	100,000	100,000	-	(100,000)
	** TOTAL REVENUE	35,424	125,324	112,667	21,567	(91,100)
EXPENDITURES						
54-00-5320	ENGINEERING SERVICES	15,000	100,000	70,000	22,500	47,500
54-00-8103	HANDHELD READ DEVICE	8,018	-	-	-	-
54-00-8212	GENERATOR	-	200,000	200,000	109,395	90,605
	** TOTAL EXPENDITURES	23,018	300,000	270,000	131,895	138,105
	WATER IMPROVEMENT NET INCOME/LOSS	12,406	(174,676)	(157,333)	(110,328)	47,005
56 - SEWER IMPROVEMENT ACCOUNT						
REVENUES						
56-00-4181	ALLOCATION OF SEWER REVENUE	13,502	14,000	9,333	7,549	(1,784)
56-00-4420.02	SEWER TAP - SQUIRE'S CROSSING	-	750	-	750	750
56-00-4420.03	SEWER TAP - HERITAGE HILLS	1,500	-	-	-	-
56-00-4650.02	IMPACT FEES - SQUIRE'S CROSSING	-	3,824	-	3,824	3,824
56-00-4650.03	IMPACT FEES - HERITAGE HILLS	7,820	-	-	-	-
56-00-4800	INTEREST INCOME	16,749	10,000	6,667	14,448	7,781
	** TOTAL REVENUE	39,571	28,574	16,000	26,571	10,571
EXPENDITURES						
56-00-5600	MAINTENANCE & REPAIR	61,717	50,000	50,000	-	50,000
	** TOTAL EXPENDITURES	61,717	50,000	50,000	-	50,000
	SEWER IMPROVEMENT NET INCOME/LOSS	(22,146)	(21,426)	(34,000)	26,571	60,571
70 - SCHOOL LAND CASH FUND						
REVENUES						
70-00-4100.03	SCHOOL CONTRIBUTION - HERITAGE HILLS	2,200	-	-	-	-
70-00-4100.99	SCHOOL CONTRIBUTIONS RECLASSIFIED	(2,200)	-	-	-	-
	** TOTAL REVENUE	-	-	-	-	-
EXPENDITURES						
70-00-5930	PAYMENT TO SCHOOLS	-	-	-	-	-
	** TOTAL EXPENDITURES	-	-	-	-	-
	SCHOOL LAND CASH NET INCOME/LOSS	-	-	-	-	-
GRAND TOTALS						
	GRAND TOTAL REVENUE	2,257,015	2,480,706	2,025,102	2,084,294	59,192
	GRAND TOTAL EXPENSES	1,924,990	6,135,608	4,848,072	4,047,532	800,539
	GRAND TOTAL NET INCOME / LOSS	332,025	(3,654,902)	(2,822,970)	(1,963,239)	859,731

Estimated Fund Balance
through December 31, 2023

	Beginning Balance 05/01/23	Revenues FY24	Expenditures FY24	Ending Balance	Ending Balance in Budget	Better/(Worse)
General Fund	\$757,625	\$806,144	\$666,918	\$896,851	\$379,937	516,914
Other Funds:						
Utility Tax Fund	554,915	409,117	316,257	647,775	521,959	125,816
TIF District Fund	2,915,738	446,326	2,235,158	1,126,906	167,930	958,976
Road & Bridge Fund	158,548	57,573	112,256	103,865	21,773	82,092
Motor Fuel Tax Fund	306,305	51,264	351,902	5,667	39,127	(33,460)
Totals	3,935,506	964,280	3,015,573	1,884,213	750,789	1,133,424
Water & Sewer Funds						
Water & Sewer Operating Fund	569,199	265,731	233,146	601,784	566,502	35,282
Water Improvement Fund	287,907	21,567	131,895	177,579	107,113	70,466
Sewer Improvement Fund	533,428	26,571		559,999	510,001	49,998
Totals	1,390,534	313,869	365,041	1,339,362	1,183,616	155,746
Village Totals	<u>\$6,083,665</u>	<u>\$2,084,293</u>	<u>\$4,047,532</u>	<u>\$4,120,426</u>	<u>\$2,314,342</u>	<u>1,806,084</u>

Estimated Cash Balances for Decmber 31, 2023

	12/01/23 Balance	Misc	Transfers & Deposits	Manual Checks and Tax Pymts	Payroll	12/31/23 Check Run	Estimated 12/31/23 Balance	
Old Second Checking	167,097.67		620,353.23	(1,753.11)	(45,233.56)	(536,308.24)	204,155.99	0.00%
First Midwest / Old National	62,855.54			(4,857.97)			57,997.57	0.04%
TIF Funds - Old Second	58,005.42	(15.00)	(5,619.88)				52,370.54	0.00%
Illinois Funds	2,705,631.85		(140,824.62)				2,564,807.23	5.40%
Old National CD	325,000.00						325,000.00	4.60%
TIF Funds - Wealth Management	1,471,310.07		(400,000.00)				1,071,310.07	2.12%
	4,789,900.55	(15.00)	73,908.73	(6,611.08)	(45,233.56)	(536,308.24)	4,275,641.40	

VILLAGE OF MAPLE PARK KANE AND DEKALB COUNTIES, ILLINOIS

RESOLUTION 2024-01

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO ENTER INTO A GRANT AGREEMENT IN THE AMOUNT OF \$4,495.00 FROM THE SMALL, RURAL, AND TRIBAL LAW ENFORCEMENT AGENCY BODY-WORN CAMERA POLICY AND IMPLEMENTATION PROGRAM.

WHEREAS the Village of Maple Park ("The Village") is a municipality in accordance with the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village determined that it was in the best interest of the Village to submit an application to the Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program for \$4,495.00 toward the cost of purchase and installation of body worn cameras; and

WHEREAS, the Village received notification from the Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program of the awarded \$4,495.00 toward the cost of purchase and installation of body worn cameras; and

WHEREAS, the Village Board finds it in the best interest of the welfare of the community to accept the grant award to benefit its residents and community and enter into a new grant agreement accordingly.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE VILLAGE OF MAPLE PARK, LOCATED IN DEKALB AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:

Section 1. The Village Board acknowledges that the Village of Maple Park has received \$4,495.00 toward the cost of the purchase and installation of body worn cameras from the Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program.

Section 2. The Village President or her designee is hereby advised to accept the awarded \$4,495.00 toward the cost of purchase and installation of body worn cameras from the Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on January 2, 2024.

Ayes: _____

Nays: _____

Absent: _____

(SEAL)

Suzanne Fahnestock, Village President

ATTEST:

Caryn Minor, Village Clerk

Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program

SUBAWARD ("MICRO-GRANT") AGREEMENT BETWEEN Maple Park Police Department And



SUBAWARD INFORMATION	
Name:	Maple Park Police Department
Address:	306 Willow Street Maple Park, IL 60151
Award Number	45276391
Federal Identification Number	36-2524762
Micro-grantee UEI	W9E1NBC6D6C5
Program Period: Start Date - End Date	01/01/2023-12/31/2025
Total Amount of the Federal Award	\$ 4,495.00
Match Amount	\$ 4,495.00

By signing this document, you agree to accept and comply with the award requirements including award conditions, assurances and certifications that were presented within the application portal and the associated attachments, as well as any additional requirements or conditions imposed subsequent to the program start date of this award by DOJ, OJP or JSS on Maple Park Police Department. These conditions apply during the project period. These requirements encompass financial, administrative, and programmatic matters, including specific restrictions on use of funds in the approved budget. In addition to the specified award conditions, the micro-grantee also agrees to abide by the general Federal award conditions accepted by the prime award agency, Justice & Security Strategies, Inc. which can be found at the following link: <https://www.srtbwc.com/wp-content/uploads/2022/03/SRT-BWC-Micro-Grantee-Award-Special-Conditions.pdf>.

Should Maple Park Police Department accept the award and then fail to comply with an award requirement, JSS, on behalf of DOJ, will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

AGENCY APPROVAL	SUBRECIPIENT ACCEPTANCE
Dr. Shellie Solomon, CEO, Justice & Security Strategies, Inc. 1835 E Hallandale Beach Blvd #387, Hallandale Beach, FL 33009 info@srtbwc.com , 888-235-0565	Typed Name and Title of Authorized Subrecipient Official
Signature of Approving Official	Signature of Authorized Subrecipient Official
Date:	Date:

Federal Award Number: 2020-BC-BX-K001, **October 1, 2020, C.F.D.A. No:** 16.835. **Federal Award Project Description:** The Fiscal Year 2022 Supporting Small and Rural Agency Body-Worn Camera Policy and Implementation Program (SRA-BWC) will provide funding and program development support to small and rural agencies that intend to initiate expanded body-worn camera programs. The provider will be responsible for designing and administering a competitive funding solicitation that distributes micro-grants to qualified small and rural agencies to implement a body-worn camera program. They will also identify the needs of micro-grantee agencies and deliver standard and customized training and technical assistance (TTA) to those agencies. This is not a research and development grant.

This project was supported by Grant No. 2020-BC-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Attachment A: Award Specific Requirements

- 1) **Body-worn Camera ("BWC") Policy Review Required In Order to Receive Funding:** Micro-grantee is required to successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed and acceptable to DOJ's Office of Justice Programs (OJP) and JSS. All funding except 10% of the total award amount under this micro-grant will be held until Micro-grantee's BWC policy is approved in writing by JSS.
 - a) If Micro-grantee already developed a BWC policy, JSS must review and approve the policy, and Micro-grantee's executive officers must certify that their policy was developed in a comprehensive, deliberate, and planned manner, and is consistent with relevant state laws; or
 - b) If Micro-grantee has not yet developed a BWC policy, Micro-grantee must develop a BWC policy as a condition of this micro-grant. Micro-grantee must work with JSS to ensure that policy development is purposeful, comprehensive and deliberate.
- 2) **Monthly Reporting Required:** In order to be eligible for reimbursement under this micro-grant, Micro-grantee will be required to submit monthly reports, as well as a final report after the project end date, through the online micro-grant portal no later than dates to be specified by JSS. These reports will require submission of both financial and programmatic information. Micro-grantee must collect and maintain data concerning the work performed under this micro-grant in a manner and timeframes specified by JSS. The financial and programmatic data elements, outputs and outcomes will be outlined by JSS in the online micro-grant portal for this program.
- 3) **Budget and spending restrictions:** In addition to all restrictions in funding previously communicated to Micro-grantee, specified in the solicitation or budget submission form for this micro-grant, outlined in the special conditions below, or specified in applicable federal law and regulations, Micro-grantee may not use funds from this micro-grant to pay for:
 - a) Costs associated conferences, including but not limited to costs for hosting, developing, sponsoring, or attending conferences. Important note: Conferences are defined by DOJ to mean "a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity."
 - b) Costs associated with a website, including software development, updating, programming, design, or otherwise any website-related expense.
 - c) Any consultant rate in excess of \$650 per day unless approved in writing by JSS prior to expenditure.
- 4) **Audit and monitoring:**
 - a) Should Micro-grantee's audit, if applicable, under Part 2 CFR 200 or related regulations contain findings related to this micro-grant, Micro-grantee understands all payments under this micro-grant may stop until those findings are resolved in a manner approved by JSS.
 - b) Micro-grantee agrees to comply with all micro-grant monitoring guidelines, protocols, and procedures, and to cooperate with JSS and BJA (including its Office of the CFO) on all grant and program monitoring requests, including:
 - i. Requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits.
 - ii. Providing all documentation requested or otherwise necessary to complete monitoring tasks, by the deadlines set by JSS or BJA.

Failure to cooperate with BJA's or JSS's grant monitoring activities may result in sanctions affecting Micro-grantee's DOJ awards, including, but not limited to: withholdings and/or other restrictions on access to this or other grant funds; termination of this or other grant awards, referral to the Office of the Inspector General for audit review; designation of Micro-grantee as a DOJ High Risk grantee.
- 5) **Close-out:** Micro-grantee will comply with all close-out procedures provided by JSS and submit its final report no later than the date specified by JSS during close-out.

Attachment B: Award Specific Requirements

Because your organization's funding (referred to below as a "subgrant" or "micro-grant") utilizes OJP funds, DOJ requires your organization to comply with certain federal legal requirements in addition to the requirements of your Micro-grant Agreement with JSS. These additional requirements are:

- 1) **Federal rules that apply to this Subgrant:** Micro-grantee is required to comply with the federal rules governing the financial management of federal grants like this Subgrant. These rules are called the Uniform Guidance and can be found at 2 CFR 200. The Uniform Guidance contains requirements about how an organization may spend federal funds, the tracking of receipt and spending of federal funds, and other financial requirements.

For additional details about these requirements, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

If you have a question or believe there is a conflict between any documents JSS provides you and the Uniform Guidance, contact JSS immediately for clarification.

- 2) **DOJ Grants Financial Guide:** Micro-grantee agrees to comply with the requirements of the DOJ Grants Financial Guide and any updates made to this document, which is located at: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf.
- 3) **Record retention and access:** All micro-grantee records of any kind that relate to this Subgrant must be kept by your organization for 3 years from the date you submit your final report at the end of the Subgrant. Micro-grantee records that relate to this Subgrant means any document, record, or data or any kind whatsoever concerning this Subgrant. This includes but is not limited to: agreements, contracts, purchase orders, receipts, reports, financial documents, computer data, personnel files, and any other paper or document related to this Subgrant in any way.

Also, your organization must provide access to these records to JSS, OJP and other federal inspectors and agencies. For more details about this requirement, please see 2 C.F.R. 200.333. The records you must provide access to include performance measurement information about this Subgrant.

If micro-grantee is eligible and elects to use an indirect cost rate as described in 2 C.F.R. 200.414(f), micro-grantee must advise JSS in writing that it is eligible and elects to use an indirect cost rate. Micro-grantee must comply with all requirements of 2 CFR Part 200 concerning indirect cost rates. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

- 4) **Requirement to report potentially duplicative funding:** If micro-grantee currently has other active federal grants, or if micro-grantee receives any other award of federal funds during the period of performance for this micro-grant, micro-grantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, micro-grantee must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) and JSS in writing of the potential duplication, and, if so requested by the DOJ awarding agency or JSS, must seek a grant adjustment modification to eliminate any inappropriate duplication of funding.
- 5) **Requirement to report breach of confidential information:** Personally Identifiable Information (PII) is information that can be used, by itself or together with other information, to identify someone. The full definition can be found at 2 CFR 200.79. Micro-grantee must have procedures to respond if there is an actual or imminent "breach" of PII if micro-grantee either:
 - a) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PII within the scope of an OJP grant-funded program or activity, or

- b) uses or operates a "Federal information system," which typically is a database that a federal agency uses.

As a law enforcement agency, micro-grantee's organization collects and maintains PII. Therefore, micro-grantee must have written procedures on how micro-grantee will respond if there is an actual or imminent breach of PII.

A breach of PII, as defined in OMB M-17-12, means: The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses PII or (2) an authorized user accesses or potentially accesses PII for an other than authorized purpose.

Micro-grantee's procedures required by this section must include a requirement to report an actual or imminent breach to JSS within 12 hours of when it occurs. This is required so that JSS can report the breach to OJP within 24 hours as legally required by OJP. Micro-grantee must contact JSS immediately using the method specified by JSS and no later than 12 hours if a breach of PII occurs or is about to occur to make sure this gets reported to OJP within 24 hours as required.

- 6) **Subgrants:** Micro-grantee is not permitted to award subgrants—also referred to as subawards—with the funds from this Subgrant unless you have written approval from JSS in advance of issuing the subaward.
- 7) **Procurement rule—cannot discriminate against associates of the federal government:** When buying any goods or services with funds from this micro-grant (this is known as a "procurement transaction"), micro-grantee must not discriminate against any person or business because of their status as an "associate of the federal government" (or because a person or entity is affiliated or owned by such an associate). A person or entity is an "associate of the federal government" if they are engaged or employed (in the past or at present) by or on behalf of the federal government—as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise—in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 8) **Human trafficking:** Micro-grantee must comply with all U.S. Department of Justice requirements related to trafficking in persons. This includes, but is not limited to, the requirement micro-grantee and its employees must not engage in:
 - a) Severe forms of trafficking in persons
 - b) Procurement of a commercial sex act
 - c) Use of forced labor in the performance of the Subgrant
 - d) Acts that directly support or advance trafficking in persons.

Examples are included in Section B at this website: <https://ojp.gov/funding/explore/prohibitedconduct-trafficking>

Micro-grantee's full obligations related to prohibited conduct in trafficking in persons can be found at that link above and are incorporated here with this reference. Micro-grantee's micro-grant can be terminated immediately for violation of these requirements.

- 9) **Rules for trainings developed with funds from this micro-grant:** Any training materials micro-grantee develops or delivers with funds from this micro-grant must comply with the Department of Justice OJP training requirements. These requirements include that:
 - a) Trainers comply with the law and cannot discriminate.
 - b) The content of the training and the materials must be accurate, relevant, useful and well-matched to the purpose of the training.
 - c) Trainers must be well-qualified in the subject area.
 - d) Trainers must demonstrate highest standards of professionalism.

Details about these requirements can be found here:

<https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.html>.

- 10) **Compliance with DOJ Regulations pertaining to civil rights and nondiscrimination:** Equal Employment Opportunity: Micro-grantee must uphold all requirements for an equal employment opportunity organization. This means it must comply with all applicable requirements of 28 CFR Part 42, relating to civil rights and nondiscrimination and includes the requirements for equal employment opportunity programs provided in 28 CFR42 Subpart E if Micro-grantee is required to have such a program.

- 11) **Civil Rights: Nondiscrimination on basis of religion:** Micro-grantee must comply with all applicable requirements of 28 CFR 38 regarding nondiscrimination on the basis of religion or religious beliefs.
- 12) **Prohibition on using Subgrant funds for lobbying or influencing government officials:** Micro-grantee may not use any of the funds from this Subgrant for lobbying, whether directly or indirectly. Lobbying means supporting or opposing the enactment, repeal, modification or adoption of any law, regulation or policy at any level of government. See 18 USC 1913 for additional details.

Also, Micro-grantee may not use any of the funds from this Subgrant to pay any person to influence or attempt to influence any federal agency, member of Congress or any of their employees concerning a federal grant, contract, or any other federal award. There are exceptions, including an exception for tribal organizations. See 31 USC 1352 for details.

Contact JSS immediately if you have any questions about this section or whether a specific situation falls within these rules.

- 13) **Duty to report fraud, waste, abuse, and misconduct:** Micro-grantee must promptly report to the DOJ Office of the Inspector General (OIG) any credible evidence that any person (whether they work for your organization or not) has (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws of fraud, conflict of interest, bribery, gratuity, or similar misconduct, in connection with funds under this award.

You can report potential fraud, waste, abuse, or misconduct involving or relating to these Subgrant funds by: (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Micro-grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Micro-grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

- 14) **No restriction on reporting fraud, waste or abuse permitted:** Micro-grantee may not require any employee or contractor to sign a confidentiality agreement that restricts or bans reporting of waste, fraud or abuse to a federal agency. This does not apply to the federal Standard Forms 312 or 4414 regarding not disclosing certain classified or sensitive information.

If JSS learns that micro-grantee is requiring agreements or statements from its employees or contractors that restrict or prohibit reporting of fraud, waste, abuse or misconduct, JSS is required by law to stop all payments under this micro-grant to micro-grantee.

- 15) **No retaliation for reporting gross mismanagement of federal funds:** Micro-grantee may not retaliate against an employee for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. This requires that Micro-grantee complies with applicable provisions of 41 USC 4712.
- 16) **Encouragement to ban text messaging while driving:** Micro-grantee is encouraged to adopt and enforce policies banning employees from text messaging while driving and to establish policies and educate its employees to decrease crashes caused by distracted drivers.
- 17) **Requirements if designated "high risk" by a federal agency:** If micro-grantee is designated "high risk" by a federal grant-making agency other than DOJ, currently or at any time during the course of this micro-grant, micro-grantee must disclose this and any other information requested immediately to JSS at the contact information provided by JSS and to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. "High risk" includes any status under which a federal awarding agency provides additional oversight due to micro-grantee's past performance, or other programmatic or financial concerns with the micro-grantee. Micro-grantee's disclosure must include the following: 1. The federal awarding agency that designates micro-grantee high risk, 2. The date micro-grantee was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency. Micro-grantee agrees to comply with all additional requirements imposed by OJP or JSS if micro-grantee is designated as high risk by DOJ or any other federal agency.

- 18) **Copyright and data rights:** Micro-grantee acknowledges that OJP has a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use for Federal purposes: (1) any copyrighted work developed under this Subgrant; and (2) any rights of copyright to which Micro-grantee purchased with Subgrant funds.

Micro-grantee acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under this Subgrant; and (2) authorize others to receive, reproduce, publish, or otherwise use this data for Federal purposes.

If Micro-grantee refuses to accept terms affording the Government such rights, JSS is required to report this to OJP and not proceed with an agreement with Micro-grantee.

- 19) **Micro-grantee integrity and performance matters:** Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS.

Micro-grantee must comply with all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with either this micro-grant or any other grant, cooperative agreement, or procurement contract from the federal government.

If the total value of micro-grantee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then during that period of time, micro-grantee must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in this special condition.

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.