Agenda
Village of Glen Ellyn
Capital Improvements Commission
Regular Meeting
Tuesday, May 12, 2020
7:00 PM
Via Electronic Conference Call

On March 16, 2020, Governor Pritzker issued Executive Order. No. 5 in response to COVID-19, which temporary suspended certain requirements of the Open Meetings Act ILCS 120 allowing Village Capital Improvements Commission members to participate electronically in meetings.

Please complete the Capital Improvements Commission public comment form, which can be found at www.glenellyn.org/publiccomment. All public comments submitted prior to the Public Comment portion of the agenda will be read into the official record, and any comments received during the meeting will be read into the record during the appropriate portion of the agenda.

If you wish to attend the meeting, you may contact the Village at (630) 547-5507 or rdaubert@glenellyn.org and the meeting information will be provided to you. As a courtesy, the Village requests that these requests be submitted before 4:30pm on Monday, May 11, 2020. However, we will try to accommodate any request received up to and during the meeting.

A. Call to Order

B. Public Comment (Non Agenda Items)

C. Approval of Minutes

March 10, 2020 Capital Improvements Commission Meeting Minutes

D. Current Business

COVID-19 Financial Impacts, 10-Year Capital Plan, Project Prioritization

E. Trustee's Report

F. Other Business

G. Public Works Report

H. Project Report

Engineering Project Report Dated May 8, 2020

I. Adjournment

Capital Improvements Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 05/12/20 07:00 PM
Department: Capital Improvements Commission
Department Head: Rich Daubert
Category: Minutes
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4468) DOC ID: 4468

March 10, 2020 Capital Improvements Commission Meeting Minutes

The draft meeting minutes for the March 10, 2020 Capital Improvements Commission Meeting are attached for review and consideration of approval by the Capital Improvements Commission.

ATTACHMENTS:

- CIC Meeting Minutes March 10 2020 - Draft (PDF)

Village of Glen Ellyn

Minutes
Village of Glen Ellyn
Capital Improvements
Regular Meeting
March 10, 2020
7:00 PM
Glen Ellyn Civic Center, Room 301

Board or Commission:	Capital Improvement	**Date:**	March 10, 2020
Meeting:	Regular	**Called to Order:**	7:01 p.m.
Quorum:	Yes	**Adjourned:**	9:47 p.m.

MEMBER ATTENDANCE:

Michael T. Lane	Chairman	Present
Joel Baldin	Commissioner	Present
Adam B. Biggam	Commissioner	Absent
Joshua J. Cattero	Commissioner	Absent
Arthur F. Foerster	Commissioner	Absent
Michael M. Lindquist	Commissioner	Present
Steve Neurauter	Commissioner	Present
Steve Szymanski	Commissioner	Present
Rocco J. Zucchero	Commissioner	Absent
Richard Daubert	Professional Engineer/Staff Liaison	Present
Steve Thompson	Village Trustee/Trustee Liaison	Present

Also Present:

Christina Coyle	Glen Ellyn Finance Director	
Dan Anderson	Historical Society	
Dave Buckley	Glen Ellyn Assistant Public Works Director	
Dawn Bussey	Glen Ellyn Public Library Director	
Dawn Smith	Glen Ellyn Chamber of Commerce Executive Director	
John Magill	CivilTech Engineering	
Katie Crudele	Glen Ellyn Zoning Board of Appeals	
Matthew Jones	Glen Ellyn Zoning Board of Appeals	
Mark Franz	Glen Ellyn Village Manager	
Marv Ritter	540 Duane Street, Glen Ellyn	
Michelle Covington	Glen Ellyn Zoning Board of Appeals	
Mike Folkening	CivilTech Engineering	
Kristin Kalitowski	CivilTech Engineering	
Phil Hutchinson	CivilTech Engineering	
Terri Smith-Pfeiffer	540 Duane Street, Glen Ellyn	
Tom Topor	Senior Civil Engineer	

A. CALL TO ORDER

The March 10, 2020 meeting of the Capital Improvements Commission was called to order by Chairman Lane at 7:01 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES FROM February 12, 2020 MEETING

MOVE TO APPROVE MINUTES from 2/12/2020

RESULT: Unanimous

MOVER: Commissioner Lindquist

SECONDER: Commissioner Szymanski

D. CURRENT BUSINESS

1. *CBD Streetscape Paving Materials & Streetscape Elements Presentation:* Kristin Kalitowski from CivilTech outlines the meeting objectives: Tonight we will specifically covering decorative paving options, crosswalk material options, planter curb materials & railing design, and alternative options for planter curbs. To recap: *Materials Decision Making Process:* The technical advisory committee selects 3 material options so that Public Works can install the samples. Once the sample installations are completed we will have *a Materials Outreach Strategy*. This strategy will be led by Muse and will capture public feedback through website voting, in-person meetings, social media, and newsletters. *Material Selection Process:* To date we have done an exposed aggregate evaluation. We have revisited the 2013 Concept Plan. We have considered historic features and have revisited the use of pavers. Tonight we want to narrow down our material options and get the input from the CIC so that we can move forward on sample installation, public outreach and ultimately a final material decision.

   John from Civiltech presents the History of GE Streetscape Design: We consulted with Liz Paterson on the history of Glen Ellyn. We wanted to establish of sense of place and a vibe of Glen Ellyn. We pulled out elements from Hotel GE, McChesney, Glenbard West High School and the Civic Center. The elements that were pulled from these locations were limestone, red brick, and patterned brickwork. We also looked at precedent streetscapes (what other communities are doing).

   Phil Hutchinson from Civiltech presents the Streetscape Design Elements: We looked at a number of materials for the decorative pavement:
   1. Standard Concrete - low cost, easy to install, unobtrusive aesthetically, not decorative or inspiring.

2. Stamped Concrete – can mimic the look of brick, low cost, limited to one color, for future repairs it can be hard to match the color, susceptible to damage, textures hold water and can freeze, minimal benefit to cost
3. Exposed Aggregate: textures and colors are highly customizable, low cost relative to brick pavers $14/sf, color and texture hard to recreate for future repairs, requires highly skilled labor, can crack, more susceptible to damage from salt and ice, not a historic material.
4. Fire Clay Brick Pavers: historic material, classic look, durable, does not fade, can be simple or complicated patterns aesthetically, high cost $24/sf, limited sizes and shapes. Maintenance: does not need to be sealed, power wash, spot repairs, joint sand replacement, service life span lasts for generations, must use rubber tipped snow plows or brushes.

Commissioner Neurauter asks if we would secure extra pavers for future repairs. Hutchinson replies yes, it is called attic stock and we would build that into the cost of the materials.

Engineer Daubert asks if efflorescence is a problem with pavers. Hutchinson replies it does occur but the pavers can be cleaned of it; we haven't seen it as a problem, but will ask the manufacturer.

Hutchinson presents the finishes on the Fire Clay Brick Pavers. There are 2 options beveled edge and tumbled edge. The tumbled edge is a straight cut paver and it is put in a machine to tumble and rough it up at bit.

Hutchinson presents design options and shows each mockup perspective with varying materials (see attached presentation). Stamped concrete, exposed aggregate, Fire Clay Brick Option A herringbone pattern (4"x12"), Fire Clay Brick Option B – closer to 2013 plan herringbone pattern (4"x8"), Fire Clay Brick Option C – running bond field with 4"x8" diamond accent. We can engrave the 12" square pavers with info for historical landmarks.

Hutchinson presents the decorative sidewalk costs: Plain concrete: $224K, Stamped Concrete: $480K, Exposed Aggregate: $448K, and Fire Clay Pavers: $768K. Engineer Daubert adds we are also looking closer at lifecycle costs, once we have those we will bring it to the CIC. Also if costs become an issue we can dial back in other areas of the project (ie, planters, decorative curbing, furniture etc.). Hutchinson adds with respect to lifecycle, depending on weather, exposed aggregate should last about 20 years and Fire clay brick lasts about 40 years. So depending on what you choose you could incur more costs on the backend. Commissioner Baldin adds as part of the analysis we should consider the salvage value of pavers as they can likely last beyond 40 years. Baldin adds that we should also consider the use of an aggregate base under pavers in lieu of concrete. Concrete is preferential but adds significant cost and an aggregate base may still suffice.

Chairman Lane asks how many square feet of decorative materials are we considering. Kalitowski replies 32,000 sf.

Hutchinson adds historical plaques are an opportunity to add and incorporate in any of the designs. The CIC likes the idea of historic plaques.

Hutchinson presents Crosswalk Decorative Material Options (see attached presentation) Concrete – $11/sf long service life ($165K), Stamped asphalt (5yr lifespan)- $20/sf ($300K), MMA (10-20yr lifespan) - $34/sf ($510K), Fire Clay (30+yr lifespan) - $38/sf.($570K). Total square footage for crosswalk 15,000.

Mark Franz – Village Manager asks in terms of decorative crosswalks, what about doing the 6 prime crosswalks on Main Street and in key areas only. Commissioner Lindquist adds then we aren't treating the whole downtown as part of the project. Matthew Jones adds if you want to expand your tax base then you need to expand your downtown and consider use of decorative treatments throughout the downtown. The CIC saw value in both perspectives with continued analysis and discussion needed with the Village Board.

Civiltech presents the Planter Curb and Railing Designs (see attached presentation). Planter Curb material options: Granite & Cast in place concrete. Granite: Durable, classic, elegant aesthetic that communicates a feeling of permanence, low maintenance, expensive material - $70/LF for a 6" curb. Concrete - Low cost - $25/LF for a 6" curb, simple & functional, low maintenance, cracking can be hard to control, minimal aesthetic value, quality is dependent on installer's experience.

Commissioner Baldin adds something to think about if using granite; you should consider using standard size pieces when constructing the planters. It will be more cost effective than custom cut pieces. Alternative use of exposed aggregate curbs such as those utilized in Wheaton could also be considered.

Civiltech presents the 3 concepts for the Raised Seat Wall Planters (see attached presentation). Concept A - Window forms inspired by the Hotel Glen Ellyn, Concept B - Corner details inspired by the Civic Center, Concept C - Medallion details inspired the Civic Center. All options will be comfortable to sit on and very durable.

Civiltech asks if there are any questions or comments.

Chairman Lane states we should choose a planter design that gives the best opportunity for trees to thrive.

Commissioner Neurauter adds we should consider having uniformity within the entire downtown area.

Upon completion of the presentation, Kristen Kalitowski asks the CIC which material option they prefer. The CIC likes the Fire Clay Brick Paver Option A. Commissioner Baldin adds that Option C is creative but may be too busy. The pattern could also be interrupted by streetscape elements. Baldin suggests the design team also consider a backetweave pattern. The CIC asks the public for their comment. The public likes the Fire Clay Paver material.

Katie Crudele, (Zoning Board of Appeals) – likes the good, better, best option approach. If you had to cut costs, exposed aggregate would be a better option than plain concrete.

Commissioner Neurauter motions for a recommendation to mock up Fire Clay Brick Paver Options A & B, and Exposed Aggregate material. Commissioner Szymanski seconds the motion.

MOVE TO RECOMMEND MOCKUPS OF FIRECLAY BRICK PAVER OPTIONS A & B AND EXPOSED AGGREGATE MATERIAL

RESULT: Unanimous

MOVER: Commissioner Neurauter

SECONDER: Commissioner Szymanski

Chairman Lane adds Main Street needs to be done right. If costs need to be cut, don't cut Main Street.

Commissioner Szymanski adds we are giving you a license to prioritize Main Street and scale back on other areas if need be as well as framing the downtown. You will have a family of items to use throughout the downtown area.

Civiltech presents Historic Plaques. These plaques will fit into any design and it will set the downtown apart from others. The CIC likes incorporating historic plaques into the plan.

Commissioner Baldin asks about Place making items and gateways. Hutchinson reports that the 2013 plan included ideas of this for GE brand identity. These are items that would be considered instagrammable. Items such as fire features, festoon lighting that creates a ceiling and nice ambiance as well as flex street concepts. Flex street concepts are where the sidewalk and street are at the same level. It gives more pedestrian space. They have a curbless design and are great for special events and closing off streets.

Commissioner Baldin adds flex streets will be more money but would be worth studying. Engineer Daubert states we will look into but notes that Main Street, where the design may be contemplated, is a Federal Aid Route and that the design will require IDOT approval. One of the concerns will be associated with safety and the use of angled parking with the curbless design may not be acceptable. Civiltech adds we love the flex street concept but it is very expensive to do.

Mark Franz – Village Manager, adds we've had meetings about needing a spot for event space. We have a business community that does not necessarily want to close off streets. Perhaps we can do this at a different location in Glen Ellyn.

The CIC thanks Civiltech for tonight's presentation.

E. TRUSTEE'S REPORT – Trustee Thompson reports the parking garage design has been passed by the Village Board.

F. OTHER BUSINESS – None

G. PUBLIC WORKS REPORT – No report.

H. PROJECT REPORT – See attached report.

I. Adjournment & Next Meeting – Commissioner Szymanski motions and Commissioner Neurauter seconds to adjourn the meeting. The meeting was adjourned at 9:47 p.m.

The next CIC meeting is scheduled for April 14, 2020 at 7:00 p.m.

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Richard Daubert, Professional Engineer

Capital Improvements Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 05/12/20 07:00 PM
Department: Capital Improvements Commission
Department Head: Rich Daubert
Category: Discussion Item
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4469) DOC ID: 4469

COVID-19 Financial Impacts, 10-Year Capital Plan, Project Prioritization

Please see the attached May 2020 Meeting Memorandum and associated documents pertaining to the subject Agenda Item Discussion.

ATTACHMENTS:

- May 2020 Meeting (PDF)
- April 13 2020 VB AI On Revenue Models and Project Prioritization (PDF)
- April 27 2020 VB AI On Parking Garage and 10-Year Capital Plan (PDF)

MEMORANDUM

TO: Capital Improvements Commission

FROM: Rich Daubert, Professional Engineer

DATE: May 8, 2020

RE: COVID-19 Financial Impacts, 10-Year Capital Plan, Project Prioritization Discussion

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Background

Due to significant budgetary impacts of the ongoing COVID-19 Pandemic, the Village's Finance Department recently modeled revenue projections for four potential scenarios. The models yielded shortfalls to the Village's General and Capital Projects Fund anticipated revenues which are summarized in the attached materials presented to the Finance Commission (April 6 Meeting) and Village Board (April 13 Meeting).

In anticipation of the revenue shortfalls, staff was asked to carefully review all planned expenditures, including Public Works review of capital projects planned for implementation in 2020, and identify initiatives that could be deferred to aid the Village in weathering the storm. Engineering staff accordingly provided a tabular summary of near term projects with recommendations regarding their implementation. The table was provided to the CIC via email on April 8, 2020 and in the attached April 13 Village Board Agenda Item (see pages 11-13 entitled COVID-19 Project Prioritization).

Subsequent to the Finance Commission and Village Board Discussions, staff expanded the Village's 5-Year Capital Improvement Plan to a 10-Year Plan and developed two scenarios under which revenues were adjusted to reflect near-term reductions (Food & Beverage Tax as well as Real Estate Transfer Tax) while all planned capital projects, including the Parking Garage, CBD Streetscape, Metra Station, and Street/Utility projects were advanced but on slightly adjusted timelines. Staff notes the adjustments to the schedule for the CBD Streetscape and Utility Schedule are not set and that continued discussions need to be had on the project timelines, as indicated later in this memorandum.

Two different scenarios were modeled in the 10-year plan to depict different debt service scenarios (issuance of Municipal Bonds) and what the impacts would be on the Capital Projects Fund balances. These materials were overviewed with the Village Board on April 27th to facilitate upcoming continued decisions to be made on the advancement of projects, with a more near-term focus on the Civic Center Parking Garage but also longer-term focus on routine roadway/utility projects, the CBD Streetscape and Utility project, and Metra Station/Multimodal Access

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Improvements project.

Subject

As the financial impacts of the pandemic involve considerable uncertainty and potential longer-term impacts, the Village is exercising caution with the advancement of projects. However, the dichotomy of exercising reserve while trying to attend to needed capital infrastructure maintenance and improvements pose challenges. Simultaneously, significant progress has been made on long term and high priority projects such as the Civic Center Parking Garage, CBD Streetscape and Utility Project, and Metra Station project; needless to say the continued advancement of these projects require financial commitments in conflict of exercising reserve. Yet, the unfortunate downturn in activity in the Central Business District, low price of oil, and anticipated competitive construction pricing, are of consideration in deciding when the appropriate time is to advance these projects.

Recent discussions with the Village Board, including staff recommendations for award of contracts and consideration of the deferral of projects such as the parking garage, have yielded that additional discussions are needed with the Village Board on the topic. As such, staff intends to utilize the May 18th Village Board Workshop Meeting to have a more detailed discussion with the Village Board on these matters.

Action Requested

Staff would like to utilize the May Capital Improvements Commission Meeting to give the CIC a brief overview on the Financial Projections, the 10-Year Plan, Project Prioritization Recommendations, and solicit any input the CIC may have to help staff prepare for the May Village Board Workshop Discussion on these matters. Finance Director Christina Coyle and Professional Engineer Rich Daubert will lead this presentation to the Commission.

Attachments

April 13 Village Board Agenda Item – Revenue Models and Project Prioritization
April 27 Village Board Agenda Item – Parking Garage and 10-Year Capital Plan

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/13/20 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 4440)

DOC ID: 4440

Finance Director Coyle will present the preliminary financial modeling of the impact of COVID-19.

Objectives

Staff continues to focus on the Covid-19 crisis to ensure we continue to manage through this critical period. Keeping our residents and employees safe while continuing to provide essential services is paramount. However, the Covid-19 pandemic is significantly impacting the national, regional, and local economy. Staff has begun to develop an early financial strategy to address the likely impact of this crisis on revenues and expenses and the potential impact to Village's overall fiscal health. Creating a fiscal plan through modeling and providing a revenue "stress test" will help manage through this crisis. The goals and objective of this planning exercise are as follows:

- Provide essential services during the crisis and throughout 2020
- Provide essential services in 2021 and beyond
- Be financially prepared to respond to a future emergency
- Align our response with the timing and magnitude of the issue by using a tiered approach
- Respond in a manager consistent with state and federal responses
- Maintain 50% of the required General Fund Reserves policy limit (30% of operating expenses) in 2020

Background

The Governor's March 20 Executive "Stay at Home" Order, permitting only essential businesses to operate, has had an immediate impact on the local economy. Other states have followed suit and the national and world economy have been affected. Given that we are in early stages of the pandemic crisis, it is very difficult to predict the fiscal impact or the duration of a likely recession, but staff has begun to model and plan for its impact.

Glen Ellyn's 2020 Budget will be impacted as revenue sources will be negatively impacted, and some added expense associated with the crisis is expected. Staff is working diligently to model various possible impacts of Covid-19 on the Village's finances and discussed this preliminary plan with the Finance Commission last week. While it is unknown how long this economic downturn will last, it is known that the Village's finances will be impacted by this event. The Village is fortunate to have reserves to help weather this event and it is very important to note that this is exactly why those reserves are so important. Those reserves may not completely mitigate the financial impact of this event; however, coupled with cost savings and reprioritization, the Village should manage through this crisis. The Village will not be immune to this event as many of our revenues are dependent on the economy. Entities like the school district, park district, and library will be less impacted as the majority of their revenues are from property taxes.

Strategies and Actions

The initial plan calls for a multi-tiered approach which allows the Village to scale the financial response as the situation unfolds. Some immediate actions have been taken to address the financial concerns. A hiring freeze has been implemented, except for sworn personnel as the Village continues to backfill Police Officer positions. Department heads have been instructed that purchases should only be made that are necessary. Also, department heads have been instructed to develop a list of 2020 expenses and prioritize them as category 1 (essential) or category 2 (can be deferred or eliminated). Lastly, the engineering staff has recommended revisions to the Capital Budget that would defer many projects this year, to provide more flexibility in the short term.

Federal and State Assistance

Staff will also be applying for FEMA assistance to cover any eligible costs. In addition, federal stimulus funding may be available for municipalities, but the formula and process for distribution is unknown. It currently appears that these funds could only be used for Covid-19 expenses and not for existing expenses or for revenue replacement. The Illinois Municipal League is working to determine the impact of the recent stimulus bill on local governments and is asking the State to direct some stimulus funds to municipalities on a per capita basis.

Staff understands that there could be additional federal dollars for infrastructure projects, but no details have been provided to date; however, “shovel ready” projects may be preferred similar to the 2008 Recession (ARRA Stimulus).

DMMC and IML will be providing municipalities with some guidance on revenue impacts and staff has been involved in many discussions already to help prepare this plan.

Reserve Balances

As noted in the background, the Village is fortunate to have reserves to help mitigate some of the negative financial effects of the Covid-19 pandemic. We know that there will be some cash flow impacts to this event. The state has announced a two month delay in sales tax and home rule sales tax. We also have allowed our food and beverage businesses a similar delay in the food and beverage tax. This will defer cash flow into the Village, but cash reserves can be used to bridge these timing gaps. Attached to this memo as Attachment #1 is a Cash and Investments Report and a Cash Reserves Report. Staff will review this report with the Village Board at the meeting.

General Fund

Staff has modeled several General Fund revenue scenarios based upon the length of the "stay-at-home" order. This includes a 1 month, 3 month, 6 month, and 9 month scenarios as noted in Attachment #2. The assumptions for each revenue stream are noted in the analysis. A supporting analysis of sales and home rule sales tax projections has been prepared as Attachment #3. Staff has also noted the impact of the 2008/2009 recession on the Village's General Fund as a point of reference. At this time, it is difficult to model the impact of this event with any level of certainty. Our economy and the Village does not have historical experience with weathering a recession due to a pandemic and complete closure of certain sectors of the economy. These projections are based on the best information we have at this point in time. There will be some challenges with forecasting the impact of this event. The State of Illinois has delayed sales tax filings for two months which is a benefit to businesses. The Village already receives sales tax data at a three month lag. This will increase the lag to five months, making it difficult to determine the exact impact in a timely manner. The Village will rely upon incoming forecasts and data from the Illinois Municipal League, Illinois Department of Revenue, and others to determine how this event is affecting the local economy and the Village. These attached projections will be constantly reviewed and revised.

There will be some cash flow delays to the Village's General Fund. At this time, the fund has adequate reserves to manage those cash flow delays. The first delay, as mentioned above, is a delay in sales tax and home rule sales tax payments. At this point, it is unknown if DuPage County will delay the property tax payment dates. If those dates are delayed, then the first large distribution date of June 1 will be delayed.

Staff believes it is important to note that all municipalities will be affected by this event, but to different extents. The Village's Financial Scorecard highlights that the Village does not experience the sales tax highs like communities with a high retail base. The Village also does not experience drastic sales tax reductions in a recession as a high percentage of the Village's sales tax is derived from groceries, which will still be needed during this pandemic. This is important to keep in perspective as other communities share their financial projections.

The Village has also began the process of reviewing expenditures to determine paths of action. At this time, it is prudent to develop a tiered response where certain tiers can be placed into action as the pandemic lengthens or the budget impact increases. Currently, we have implemented a hiring freeze and asked departments to provide a list of potential projects and items that could be eliminated from the General Fund budget. The current list includes $1.2 million in potential expenditure reductions for the General Fund. Some items that were time sensitive have already been acted upon. One example is the spring tree planting which was time sensitive and was eliminated for a cost reduction of $72,000. Staff will also be reviewing personnel costs and determining potential paths for savings, if needed.

Capital Projects Fund

Staff has modeled the potential impact of Covid-19 on the Capital Projects Fund revenues. This is included as Attachment #4 and will be reviewed with the Village Board at the meeting.

One of the first decision points for the Village is the direction of the two most imminent capital projects, the Parking Garage and the CBD Street and Streetscape. At this point in time, it is not prudent to proceed with either project full throttle. Both projects have merits and are long term needs for the downtown and community, but given the unknown impact this crisis will have on our municipal budget, deferring these projects at least for a few months makes sense.

Parking Garage: As the debt markets are in flux and the ability to issue bonds is uncertain, we must know with some certainty that we can secure additional bonds for the Parking Garage before we can proceed forward. In addition, the Village committed $2 million in General Fund surplus/cash above reserve policy for these projects. It may be more prudent to direct those funds to operating needs or at least postpone the use of those funds until greater certainty regarding finances can be ascertained. On the other hand, this project was designed, funded, and promised to the business community to address a long standing need. The Village has spent $1.2 million to date on this project, and costs may increase with any further delay. Staff is reviewing the option of continuing with the demolition of 423 Main and the burying of utility lines this year. On the positive side, perhaps this project could help stimulate the local economy, help downtown businesses recover in the long run, and generate some cost savings as the construction industry struggles with the overall economic downturn. On the other hand, there could be some negative optics of constructing a garage during this time.

This project is funded by the Food and Beverage Tax, commuter permit revenue, and TIF Funds, so until we know the extent of the impact to the Food and Beverage Tax and the impact to the bond market, we cannot move forward. Delaying the project will add to the project cost and there are deadlines by which the Village must decide to advance or delay the project. For example, should we release the foundations/rebar scope by May 1st, we'll commit another $140,000 to the project; and, we would commit another $3.7 million through releasing the precast order by July 1st. These dates are consistent with keeping the project on track with the current schedule.

CBD Utility and Streetscape: Construction on this project was not slated to start until 2021. There may be some strategy in continuing engineering for the CBD Street and Streetscape as capital stimulus after the 2008/2009 recession was directed towards those projects that were "shovel ready". Certainly the Water and Sewer component of this project could proceed, as that Fund has been setting dedicated funding aside for this particular project for many years. Other aspects of the design might need to be reconsidered given the current economy and other priorities. The project may also need to be delayed to support downtown businesses. As businesses are trying to get back on their feet after the pandemic, the Village does not want to cause further stress to them by constructing the streets. Some level of balance will need to be achieved.

The Village's Professional Engineer has reviewed the projects planned for the 2020 budget and has prepared potential reductions to the capital plan for 2020. This is included as Attachment #5. Professional Engineer Daubert will be in attendance on to discuss the projects and answer any questions the Board may have.

Village Links/Reserve 22 Fund

The Village Board was aware that the Village Links/Reserve 22 Fund was at historic cash balance lows after two consecutive years of poor weather. The closure of the dining room and subsequent closure of the golf course for the stay-at-home order will only exacerbate this issue.

At the March 23, 2020, Village Board Meeting, the Village Board approved a $250,000 line of credit from the General Fund to the Village Links/Reserve 22 Fund. This will be an interest-free line of credit that the Village Links/Reserve 22 can draw on if needed. The line of credit will be repaid on a yet-to-be determined schedule. At worst, it can be repaid after the first series of bonds retires in 2023. This week, the majority of part time staff for the Village Links/Reserve 22 was laid off. A few part-time staff were retained to continue pick-up dinners on Thursday, Friday, and Saturday. Some part-time staff were also retained for golf course maintenance which must be continued to maintain the Village's asset.

Attached to this memo is a projection of the Village Links/Reserve 22 cash balances dependent on the duration of this event. Staff will review this with the Board at the meeting.

Finance Commission Feedback

The Finance Commission met on April 7, 2020, and reviewed the overall models provided by staff. Generally, the Commission felt that the models were timely and were a good way to model potential impact to the Village. It was discussed that there are limitations to the certainty of any model as no recession in recent history has involved a pandemic or shut downs of complete sectors of the economy. The Commission agreed with staff that continued review of the model was appropriate as the situation evolves and that a tiered approach to review of expenses would be appropriate.

Strategic Plan

Strategic Issue IV: FINANCIAL SUSTAINABILITY. Grow revenue and focus spending in line with anticipated resources to meet the highest priority needs and maintain the Village's AAA bond rating.

Action Requested

No decision is required from the Village Board at this time. This discussion is to update the Village Board on the potential impact of this event.

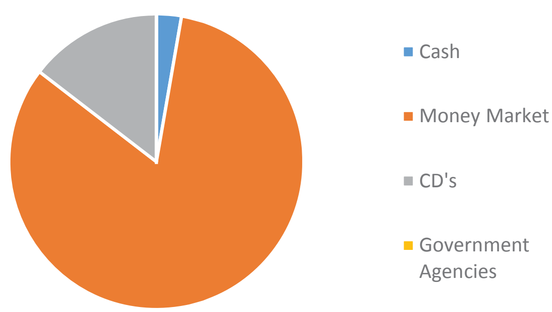
ATTACHMENTS:

- Attachment 1 Cash and Investments Report 2020-02-29 (PDF)
- Attachment 2 General Fund Covid19 Projections (PDF)
- Attachment 3 Covid19 Sales and HR Sales Tax Projections (PDF)
- Attachment 4 Capital Projects Fund Covid19 Projections (PDF)
- Attachment 5 2020 Capital Program Covid19 Project Prioritization (PDF)
- Attachment 6 Village Links Reserve22 Analysis (PDF)

Village of Glen Ellyn
Schedule of Cash and Investment Balances
For the Month Ended February 29, 2020

Summary of Investments by Type	Par Value	Market Value	Maturity < 1 year	1-3 years
Cash/Checking	$ 1,617,879	$ 1,617,879	$ 1,617,879	$ -
Cash/Checking - Federal Drug	93,328	$ 93,328	93,328	-
Cash/Checking - State Drug	325	$ 325	325	-
Cash/Checking - FLEX	33,881	$ 33,881	33,881	-
Cash/Checking - Seized Property	25,585	$ 25,585	25,585	-
Money Market - IL Funds	16,853,249	$ 16,853,249	16,853,249	-
Money Market - IL Funds State Drug	29,280	$ 29,280	29,280	-
Money Market - IL Funds Fed Drug	213,849	$ 213,849	213,849	-
Money Market - IL Funds MFT	1,144,595	$ 1,144,595	1,144,595	-
Money Market - IMET Convenience Fund	3,740	$ 3,740	3,740	-
PFM Illinois Trust	12,200,972	$ 12,200,972	12,200,972	-
PMA 2018 Bond Account - Money Market	7,068,181	$ 7,068,181	7,068,181	-
PMA Portfolio - Money Market	16,004,639	16,004,639	16,004,639	-
PMA Portfolio - CD's	9,430,040	9,430,040	9,430,040	-
PMA Portfolio - Government Agencies	-	-	-	-
	$ 64,719,543	**$ 64,719,543**	**$ 64,719,543**	**$ -**
			100%	**0%**

Investments by Type



Portfolio Concentration	Percent of Portfolio	Policy Limit
Cash/Checking Total (Glen Ellyn Bank & Trust)	2.74%	25%
IL Funds Total	28.18%	75%
IMET Total	0.01%	25%
PFM Total	18.85%	25%
PMA Total	50.22%	N/A

Investment Income	FY2020	FY2019
Investment Income	$ 146,284	$ 205,914

Investment Performance	FY2020	FY2019
Average Yield YTD - IL Funds	1.672%	2.430%
Average Yield YTD - IMET Convenience Fund	1.615%	2.335%
Average Yield YTD - PFM	1.720%	2.520%
Average Yield YTD - PMA	2.322%	2.094%
Benchmark - Three Month T-Bill	1.385%	

Village of Glen Ellyn

Analysis of Available Cash Reserves

For the Month Ended February 29, 2020

	Fund	A	B	C	D	E	F	G	H	I	J	K	
		Last Year Cash & Investment Balances	Current Year Cash & Investment Balances	Less Encumbrances	Less Deposits/ Other	Restricted by Statute	Assigned for Capital Projects	Assigned by Village Board	Assigned for Liab/Health Ins.	Balance Subject to Reserve Policy	Less Minimum Reserve Policy	Cash Above Minimum Policy	
1	General	$ 9,561,155	$ 10,024,892	$ (273,650)	$ (1,037,514)	$ -	$ (2,000,000)	$ (485,000)	$ -	$ 6,228,728	$ (5,828,000)	$ 400,728	1
2	Corporate Reserve	767,924	30,138	-	-	-	-	-	-	30,138	-	30,138	
3	Motor Fuel Tax	821,365	1,144,595	(271,876)	-	(872,719)		-	-	-	-	-	
4	Fire Services	2,195,526	3,369,686	(77,000)	-	-	(3,292,686)	-	-	-	-	-	
5	CBD TIF	362,580	477,925	(15,370)	-	(462,555)	-	-	-	-	-	-	
6	Roosevelt Road TIF	76,871	121,885	(370)	-	(121,515)	-	-	-	-	-	-	
7	Forfeiture Fund	572,873	362,367	-	-	(362,367)		-	-	-	-	-	
8	Debt Service	41,412	40,667	-	-	(40,667)		-	-	-	-	-	
9	Capital Projects	19,245,214	21,078,060	(3,260,813)	(7,068,181)	-	(10,749,066)	-	-	-	-	-	
10	Facilities Maint Reserve	1,649,892	566,035	(139,242)	-	-	(426,793)	-	-	-	-	-	
11	Water and Sanitary Sewer	15,231,280	17,885,348	(1,345,286)	(215,132)	-	(12,709,220)	-	-	3,615,710	(2,354,000)	1,261,710	2
12	Parking	1,597,975	1,666,783	(1,393,620)	-	-	-	-	-	273,163	(57,240)	215,923	2
13	Residential Solid Waste	595,073	657,029	-	-	-	-	-	-	657,029	(426,425)	230,604	2
14	Village Links/Reserve 22	660,452	338,080	(2,502)	(10,379)	-	-	-	-	325,199	(1,218,000)	(892,801)	3
15	Insurance	1,760,801	1,809,485	-	-	-	-	-	(1,809,485)	-	-	-	
16	Equipment Services	5,104,193	5,146,568	(403,549)	-	-	(4,389,300)	-	-	353,719	-	353,719	
		$ 60,730,533	$ 64,719,543	$ (7,183,278)	$ (8,331,206)	$ (1,859,823)	$ (33,567,065)	$ (485,000)	$ (1,809,485)	$ 11,483,686	$ (9,883,665)	$ 1,600,021	
17	Police Pension	$ 30,269,165	$ 30,949,359	$ -	$ -	$ (30,949,359)	$ -	$ -	$ -	$ -	$ -	$ -	

Footnotes:

(a) Encumbrances represent the unexpended portion of approved contracts for goods and services as of the end of the quarter. While encumbrances are not expenditures, they do represent a reduction in the level of available spendable cash.

(b) Deposits/Other represents money that the Village is holding but either is due to others such as deposits or other payables. The Capital Projects Fund amount of $7.1 million is the 2018 bond proceeds.

(c) Amounts restricted by statute are required by state or federal law to only be spent on specific expenditures.

(d) Amounts that are assigned have been designated by the Village's ordinances or budget to be spent on specific purposes. Amounts per fund are as follows:

General Fund: $2 million is designated for parking garage and CBD street project. $250K is designated as a line of credit to the Village Links. $235K is designated to IT projects.

Fire Services: Designated by Village code for fire operations, equipment and facilities.

Capital Projects: Designated by the 5 year Capital Improvement Plan

Facilities Maintenance Reserve: Designated by the 5 year Plan to be used for Village facilities.

Water & Sewer: Designated by the 5 year Capital Improvement Plan

Equipment Services: Designated by the Equipment Replacement Plan

(e) The Village has reserve policies as follows:

General Fund: Amount subject to reserve is 30% of operating expenditures.

Water and Sanitary Sewer Fund: Amount subject to reserve is $2,354,000, which will be adjusted annually by CPI-U or 3%, whichever is less.

Parking Fund: Amount subject to reserve is 25% of operating expenses.

Residential Solid Waste Fund: Amount subject to reserve is 25% of operating expenses

Village Links/Reserve 22 Fund: Amount subject to reserve is 25% of operating expenses.

(f) The cash above minimum policy is the amount undesignated above the minimum required level. In some cases, these funds may be restricted to the purpose for which the fund exists.

Notes on cash above/below reserve policy:

1 The Village hits a cash peak in September and a low point in April/May.

2 These are enterprise funds and are meant to be treated as separate enterprises/businesses. Generally, these funds cannot be repurposed to other funds.

3 The Village Links/Reserve 22 has reduced its cash levels due to two years of poor weather. The Village Board approved a $250K line of credit from the General Fund which may be used if needed. As of February 29, 2020, that line of credit had not been accessed.

VILLAGE OF GLEN ELLYN
GENERAL FUND
COVID-19 REVENUE REDUCTION PROJECTIONS

ORG	OBJECT	DESCRIPTION	2020 BUDGET	Reductions: 1 month Best	3 month Likely 1	6 month Likely 2	9 month Worst	Assumptions
TAXES								
1000	410100	PROPERTY TAX	7,508,849	-	-	-	-	
1000	410113	PROPERTY TAX - SSA # 13	43,900	-	-	-	-	
1000	410114	PROPERTY TAX - SSA # 14	96,000	-	-	-	-	
1000	410115	PROPERTY TAX - SSA # 15	4,800	-	-	-	-	
1000	410116	PROPERTY TAX - SSA # 16	2,100	-	-	-	-	
1000	410117	PROPERTY TAX - SSA # 17	670	-	-	-	-	
1000	410200	ROAD AND BRIDGE TAX	338,000	-	-	-	-	
1000	410300	PPRT	140,000	-	-	-	-	
1000	410400	SALES TAX	3,665,000	(192,949)	(604,059)	(1,120,934)	(1,616,600)	See Sales Tax Projections Analysis
1000	410405	HOME RULE SALES TAX	2,550,000	(157,081)	(517,459)	(935,906)	(1,537,328)	See Sales Tax Projections Analysis
1000	410410	STATE USE TAX	909,369	-	-	-	-	Assuming this will remain constant. This is generated mainly by internet sales. The assumption is that those will remain constant as people avoid leaving the house or going to stores.
1000	410412	AUTO RENTAL TAX	30,000	(2,500)	(7,500)	(15,000)	(22,500)	Decrease proportionate to number of months of "stay-at-home" order
1000	410420	STATE INCOME TAX	2,730,000	(227,500)	(682,500)	(1,365,000)	(2,047,500)	Decrease proportionate to number of months of "stay-at-home" order
1000	410700	DEMOLITION TAX	14,000	-	(3,500)	(7,000)	(10,500)	Decrease proportionate to number of months of "stay-at-home" order
1000	410800	HOTEL TAX	180,000	(15,000)	(45,000)	(90,000)	(135,000)	Decrease proportionate to number of months of "stay-at-home" order
SUBTOTAL TAXES			**18,212,688**	**(595,031)**	**(1,860,018)**	**(3,533,840)**	**(5,369,427)**	
LICENSES AND PERMITS								
1000	420100	VEHICLE LICENSES	380,000	-	-	-	-	
1000	420200	BUSINESS REGISTRATION LICENSES	85,000	-	-	-	-	
1000	420300	LIQUOR LICENSES	135,000	(8,000)	(27,000)	(54,000)	(81,000)	Accounts for any proration of liquor license if a facility was unable to sell liquor
1000	420400	BUILDING PERMITS	1,000,000	-	-	(250,000)	(500,000)	Building permits currently still strong. Assume any decrease will lag "stay-at-home" order. Construction also considered an essential service
1000	420420	STORMWATER ENGINEERING FEE	90,000	-	-	(22,500)	(45,000)	Building permits currently still strong. Assume any decrease will lag "stay-at-home" order. Construction also considered an essential service
1000	420450	ELEVATOR INSPECTIONS	17,550	-	-	-	-	
SUBTOTAL LICENSES AND PERMITS			**1,707,550**	**(8,000)**	**(27,000)**	**(326,500)**	**(626,000)**	
INTERGOVERNMENTAL								
1000	430100	FEDERAL GRANT REVENUE	7,260	-	-	-	-	
1000	430110	FEDERAL GRANT-RIDE DUPAGE	8,500	-	-	-	-	
1000	430200	STATE GRANT REVENUE	26,390	-	-	-	-	
SUBTOTAL INTERGOVERNMENTAL			**42,150**	**-**	**-**	**-**	**-**	
CHARGES FOR SERVICES								
1000	440050	AMBULANCE SERVICE FEES	25,500	(25,500)	(25,500)	(25,500)	(25,500)	Current projections show we will not be entitled to a reimbursement. This is unrelated to Covid-19.
1000	440060	POLICE FALSE ALARM FEES	26,200	-	-	-	-	
1000	440065	POLICE FINGERPRINTING FEES	24,000	-	-	-	-	
1000	440070	POLICE ACCIDENT REPORTS	3,500	-	-	-	-	
1000	440080	OVERWEIGHT TRUCK PERMIT	10,000	-	-	-	-	
1000	440100	POLICE SERVICE REIMBURSEMENTS	160,000	(13,333)	(40,000)	(40,000)	(80,000)	Reimbursement of officer salary lost as school not open
1000	440120	REIMBURSEMENT - OTHER AGENCIES	135,428	-	-	-	-	
1000	440130	REIMBURSEMENT - GLEN OAK	47,000	-	-	-	-	
1000	440170	FACILITY RENTALS	13,000	(1,083)	(6,500)	(13,000)	(13,000)	Facility rentals will be impacted if Civic Center is not open
1000	440221	CABLE FRANCHISE FEES	575,000	-	-	-	-	
SUBTOTAL CHARGES FOR SERVICES			**1,019,628**	**(39,917)**	**(72,000)**	**(78,500)**	**(118,500)**	
FINES AND FEES								
1000	450100	POLICE ORDINANCE FINES	235,000	(19,583)	(58,750)	(117,500)	(176,250)	Decrease proportionate to number of months of "stay-at-home" order
1000	450200	TRAFFIC COURT FINES	260,000	(21,667)	(65,000)	(130,000)	(195,000)	Decrease proportionate to number of months of "stay-at-home" order
1000	450300	PLAN & DEV ADJUDICATION FINES	3,000	-	-	-	-	
SUBTOTAL FINES AND FEES			**498,000**	**(41,250)**	**(123,750)**	**(247,500)**	**(371,250)**	
INVESTMENT INCOME								
1000	460100	INVESTMENT INCOME	200,000	(170,000)	(170,000)	(170,000)	(170,000)	Interest rates are near zero and this assumes that no matter the length of COVID, rates will be kept low.
SUBTOTAL INVESTMENT INCOME			**200,000**	**(170,000)**	**(170,000)**	**(170,000)**	**(170,000)**	

Attachment: April 13 2020 VB AI On Revenue Models and Project Prioritization (4469 : COVID-19 Financial Impacts, 10-Year Capital Plan,

VILLAGE OF GLEN ELLYN
GENERAL FUND
COVID-19 REVENUE REDUCTION PROJECTIONS

ORG	OBJECT	DESCRIPTION	2020 BUDGET	Reductions 1 month Best	3 month Likely 1	6 month Likely 2	9 month Worst	Assumptions
MISCELLANEOUS REVENUE								
1000	480110	POLICE TRAINING REIMBURSE	2,000	(167)	(500)	(1,000)	(1,500)	Decrease proportionate to number of months of "stay-at-home" order
1000	480438	COD LICENSE FEE	30,000	-	-	-	-	
1000	480440	CELL TOWER RENTAL INCOME	168,500	-	-	-	-	
1000	489000	MISCELLANEOUS REVENUE	90,000	-	-	-	-	
SUBTOTAL MISCELLANEOUS REVENUE			**290,500**	**(167)**	**(500)**	**(1,000)**	**(1,500)**	
TRANSFERS IN (IFTS)								
1000	490100	REIMB - MFT LABOR / EQUIP	400,000	-	-	-	-	
1000	490110	REIMB - ACCOUNTING SERVICES	576,400	-	-	-	-	
1000	490120	REIMB - STAFF ENGINEER	218,600	-	-	-	-	
1000	490140	REIMB - PW SERVICE CHARGE	124,400	-	-	-	-	
1000	490150	REIMB - FACILITIES MAINTENANCE	105,600	-	-	-	-	
1000	490160	REIMB - PW OPERATIONS	25,000	-	-	-	-	
1000	490180	REIMB - FORFEITURE FUND	-	-	-	-	-	
1000	490800	OPERATING TRANSFER IN	50,000	-	-	-	-	
1000	490850	OPERATING XFER-PROPERTY TAX	(3,913,031)	-	-	-	-	
SUBTOTAL TRANSFERS IN (IFTS)			**(2,413,031)**	**-**	**-**	**-**	**-**	
TOTAL			**19,557,485**	**(854,364)**	**(2,253,268)**	**(4,357,340)**	**(6,656,677)**	
		Percent Decrease		-4%	-12%	-22%	-34%	

Impact of 2008/2009:	(1,100,000)
2008/2009 Adjusted for inflation:	(1,327,000)

VILLAGE OF GLEN ELLYN
COVID-19 SALES TAX AND HOME RULE SALES TAX PROJECTIONS
LOSS ASSUMPTIONS BASED ON LENGTH OF STAY-AT-HOME ORDER

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		1 month		3 months		6 months		9 months	
Categories	2019 Data Sales Tax	Loss Assumption	Sales Tax Loss	Loss Assumption	Sales Tax Loss	Loss Assumption	Sales Tax Loss	Loss Assumption	Sales Tax Loss
General Merchandise	$ 28,994.33	8%	$ (2,406.53)	25%	$ (7,248.58)	50%	$ (14,497.17)	75%	$ (21,745.75)
Food	$ 820,023.80	0%	$ -	0%	$ -	5%	$ (41,001.19)	15%	$ (123,003.57)
Drinking and Eating Places	$ 637,877.73	8%	$ (51,030.22)	25%	$ (159,469.43)	50%	$ (318,938.87)	75%	$ (478,408.30)
Apparel	$ 103,850.89	8%	$ (8,308.07)	25%	$ (25,962.72)	50%	$ (51,925.45)	75%	$ (77,888.17)
Furniture HH Radio	$ 59,528.06	8%	$ (4,762.24)	25%	$ (14,882.02)	50%	$ (29,764.03)	75%	$ (44,646.05)
Lumber Bldg Hardware	$ 41,051.25	5%	$ (2,052.56)	10%	$ (4,105.13)	25%	$ (10,262.81)	40%	$ (16,420.50)
Automotive & Filling	$ 686,247.19	8%	$ (54,899.78)	20%	$ (137,249.44)	40%	$ (274,498.88)	50%	$ (343,123.60)
Drugs & Misc Retail	$ 836,177.47	5%	$ (41,808.87)	20%	$ (167,235.49)	25%	$ (209,044.37)	30%	$ (250,853.24)
Agriculture and All Others	$ 325,967.30	8%	$ (26,077.38)	25%	$ (81,491.83)	50%	$ (162,983.65)	75%	$ (244,475.48)
Manufacturers	$ 32,070.53	5%	$ (1,603.53)	20%	$ (6,414.11)	25%	$ (8,017.63)	50%	$ (16,035.27)
Total	$ 3,571,788.55	-5%	$ (192,949.19)	-17%	$ (604,058.74)	-31%	$ (1,120,934.03)	-45%	$ (1,616,599.90)

Categories	2019 Data HR Sales Tax	Loss Assumption	Sales Tax Loss	Loss Assumption	Sales Tax Loss	Loss Assumption	Sales Tax Loss	Loss Assumption	Sales Tax Loss
General Merchandise	$ 30,238.66	8%	$ (2,419.09)	25%	$ (7,559.67)	50%	$ (15,119.33)	75%	$ (22,679.00)
Food	$ 348,496.14	0%	$ -	0%	$ -	5%	$ (17,424.81)	15%	$ (52,274.42)
Drinking and Eating Places	$ 795,249.95	8%	$ (63,620.00)	25%	$ (198,812.49)	50%	$ (397,624.98)	75%	$ (596,437.46)
Apparel	$ 129,280.61	8%	$ (10,342.45)	25%	$ (32,320.15)	50%	$ (64,640.31)	75%	$ (96,960.46)
Furniture HH Radio	$ 73,936.71	8%	$ (5,914.94)	25%	$ (18,484.18)	50%	$ (36,968.36)	75%	$ (55,452.53)
Lumber Bldg Hardware	$ 51,263.15	8%	$ (4,101.05)	25%	$ (12,815.79)	25%	$ (12,815.79)	50%	$ (25,631.58)
Automotive & Filling	$ 174,866.02	5%	$ (8,743.30)	15%	$ (26,229.90)	25%	$ (43,716.51)	50%	$ (87,433.01)
Drugs & Misc Retail	$ 596,830.02	5%	$ (29,841.50)	20%	$ (119,366.00)	25%	$ (149,207.51)	50%	$ (298,415.01)
Agriculture and All Others	$ 378,932.82	8%	$ (30,314.63)	25%	$ (94,733.21)	50%	$ (189,466.41)	75%	$ (284,199.62)
Manufacturers	$ 35,688.96	5%	$ (1,784.45)	20%	$ (7,137.79)	25%	$ (8,922.24)	50%	$ (17,844.48)
Total	$ 2,614,783.04	-6%	$ (157,081.40)	-20%	$ (517,459.17)	-36%	$ (935,906.22)	-59%	$ (1,537,327.56)

VILLAGE OF GLEN ELLYN
CAPITAL PROJECTS FUND
COVID-19 REVENUE REDUCTION PROJECTIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2020 BUDGET	Reductions 1 month Best	3 month Likely 1	6 month Likely 2	9 month Worst	Assumptions
4000	**CAPITAL PROJECTS REVENUES**							
4000	410100	PROPERTY TAX	3,913,031	-	-	-	-	
4000	410500	TELECOMMUNICATIONS TAX	613,000	(50,000)	(50,000)	(50,000)	(50,000)	Adjustment not due to Covid-19. 2020 budget was likely too high. This revenue continues to decline.
4000	410510	ELECTRICITY USE TAX	950,000	-	-	-	-	
4000	410520	NATURAL GAS USE TAX	350,000	-	-	-	-	
4000	410600	REAL ESTATE TRANSFER TAX	750,000	(62,500)	(187,500)	(375,000)	(387,057)	Assumes proportional decrease based on number of months. Worst case scenario is the lowest RETT revenue went in 2008/2009 recession which largely affected the real estate market
4000	410850	FOOD AND BEVERAGE TAX	1,300,000	(108,333)	(325,000)	(650,000)	(975,000)	Decrease proportionate to number of months of "stay-at-home" order
4000	430100	FEDERAL GRANT REVENUE	863,563	-	-	-	-	Grant related to projects; if project does not move forward grant is not received. Not shown in analysis as it would net with an expense
4000	440400	STORMWATER ORDINANCE FEE	143,675	-	-	-	-	
4000	460100	INVESTMENT INCOME	90,000	(30,000)	(30,000)	(30,000)	(30,000)	Interest rates are near zero and this assumes that no matter the length of COVID, rates will be kept low.
4000	480450	BOND PROCEEDS	9,500,000	-	-	-	-	Bonds are related to the parking garage. If project does not move forward then bonds will not be issued. Not shown in this analysis as it would net with an expense
4000	489000	MISCELLANEOUS REVENUE	80,000	-	-	-	-	
TOTAL	**CAPITAL PROJECTS REVENUES**		**18,553,269**	**(250,833)**	**(592,500)**	**(1,105,000)**	**(1,442,057)**	

Note: Lowest revenues for RETT were in 2009 ($362,943) and 2010 ($375,097)

VILLAGE OF GLEN ELLYN
2020 CAPITAL PROGRAM
COVID-19 PROJECT PRIORITIZATION

Account	Project	Recommendation	Amount Budgeted	Expend	Defer	Justification for Action
CAPITAL PROJECTS FUND						
40000-520990	Asphalt Roadway Cracksealing	Proceed With Reserve	25,000.00	15,000.00	10,000.00	Preserve Recently Paved Streets From Deterioration With Focus On North Park Boulevard & Main Street
40000-520990	Asphalt Roadway Surface Treatments	Defer	25,000.00	-	25,000.00	Candidate Streets Paved Last Fall And Can Be Deferred To 2021 Without Significant Immediate Consequence
40000-520990	Asphalt Street Patching	Proceed With Reserve	200,000.00	180,000.00	20,000.00	Project Addresses Localized Issues And Buys Time In Terms Of Next Needed Street Rehabilitation
40000-520990	Concrete Street Patching	Proceed With Reserve	550,000.00	250,000.00	300,000.00	Project Addresses Localized Issues; Program Reduced To Focus On Higher Volume And More Severely Deteriorated Pavement Panels
40000-521055	Engineering Software	Proceed With Reserve	6,500.00	4,214.00	2,286.00	Shared License Procured To Still Allow In-House Design But At Reduced Cost
40000-580100	Misc. Expenses	Proceed With Reserve	15,000.00	10,000.00	5,000.00	Services Primarily Related To Technical Assistance With Grant Applications (Traffic Counts, Drawing Prep, Etc.)
40000-580100	Misc. Storm Sewer Improvements	Proceed With Reserve	50,000.00	25,000.00	25,000.00	Program Focuses On Addressing Drainage Hazards In ROW (Sump Pumps Causing Sidewalk/Street Hazards Such As Ice). Program Reduced To Focus On More Critical Needs.
40000-580100	NPDES Permit	Proceed As Planned	1,000.00	1,000.00	-	Mandatory Annual Expenditure Allowing Stormwater/Stormwater Maintenance/Construction Activity (With Complimentary NOI As Required) Related Discharges
40000-580100	Development Capital Improvements	Proceed As Planned	200,000.00	200,000.00	-	Already Committed To (Avere on Duane)
40000-580100	Street Lighting Improvements/Replacements	Proceed As Planned	26,000.00	26,000.00	-	Essential Pole Replacements
40000-580100	Taft Avenue Street Lighting	Proceed As Planned	-	50,000.00	(50,000.00)	Requested Safety Improvement
40000-580100	McKee House	To be determined	75,000.00	-	75,000.00	
40000-580100-16016	Metra Station Phase II Eng.	Proceed As Planned	500,000.00	100,000.00	400,000.00	Maintain Steady Progress On Engineering; Reduced Expenditure Due To Starting Phase II Later In Calendar Year
40000-580155	Sidewalk Improvements	Proceed With Reserve	210,000.00	150,000.00	60,000.00	Program Focuses On Addressing Sidewalk Defects To Protect Pedestrians And Reduce Liability. Program Reduced To Focus On More Critical Needs And Defer New Construction Sidewalks On Western & High
40000-580160	Pavement Condition Index Survey	Defer	35,000.00	-	35,000.00	Power Planning Tool But Can Update PCI Inventory And Street Plan In 2021 Without Significant Immediate Consequence
40000-580160-00511	Hill Avenue Water & Sewer Extensions	Defer	200,000.00	-	200,000.00	Engineering Still Underway; 2021 Better Timeline For Construction; Lombard Still Committed To Funding 60% Toward Water Main Improvements If Project Completed In 2021
40000-580160-15006	CBD Utility and Streetscape Imp. Design Engineering	Proceed As Planned	800,000.00	800,000.00	-	Continue Engineering To Get Project Ready For Construction
40000-580160-19009	Cumnor Avenue Utility Improvements	Proceed With Reserve	105,000.00	105,000.00	-	Engineering Near Complete And Project Ready For Construction; Proceed With Caution If Residents Still Committed To Annexing And Partially Funding Project
40000-580160-20001	Street Reconstruction Program	Defer	4,817,641.00	152,036.00	4,665,605.00	Complete Engineering But Given Streets Are Being Reconstructed, Preservation Of Pavement Base Not Critical And Project Can Be Deferred
40000-580160-20002	Street Resurfacing Program	Proceed As Planned	1,359,057.00	1,359,057.00	-	Streets Inherited From Township In 2015 And Are Severely Deteriorated And In Need Of Imminent Rehabilitation
		TOTAL CAPITAL PROJECTS FUND	**9,200,198.00**	**3,427,307.00**	**5,772,891.00**	
WATER & SEWER FUND						
WATER						
50100-580100	Street Repairs	Proceed As Planned	18,000.00	18,000.00	-	Pavement Repairs Required For Utility Digs
50100-580100	IL American Water Interconnect	Proceed As Planned	-	39,380.00	(39,380.00)	Continue Engineering To Get Project Ready For Construction
50100-580100-00511	Hill Avenue Water Main Ext.	Defer	710,000.00	-	710,000.00	Engineering Still Underway; 2021 Better Timeline For Construction; Lombard Still Committed To Funding 60% Toward Water Main Improvements If Project Completed In 2021
50100-580100-16005	CBD Utility Imp. Design	Proceed As Planned	150,000.00	150,000.00	-	Continue Engineering To Get Project Ready For Construction
50100-580100-16015	Route 53 Water Main Lining	Defer	1,000,000.00	-	1,000,000.00	Engineering Not Complete; 2021 Better Timeline For Construction
50100-580100-19009	Cumnor Avenue Water Main Ext.	Proceed As Planned	160,000.00	160,000.00	-	Engineering Near Complete And Project Ready For Construction; Proceed With Caution If Residents Still Committed To Annexing And Partially Funding Project
50100-580100-20001	2020 Street Reconstruction Program	Defer	2,391,581.00	63,348.00	2,328,233.00	Complete Engineering But Given Streets Are Being Reconstructed, Preservation Of Pavement Base Not Critical And Project Can Be Deferred
		TOTAL WATER	**$4,429,581**	**$430,728**	**$3,998,853**	
SEWER						
50200-580100	Street Repairs	Proceed As Planned	18,000.00	18,000.00	-	Pavement Repairs Required For Utility Digs
50200-580100-00511	Hill Avenue Sewer Main Ex.	Defer	500,000.00	-	500,000.00	Engineering Still Underway; 2021 Better Timeline For Construction; Lombard Still Committed To Funding 60% Toward Water Main Improvements If Project Completed In 2021
50200-580100-16005	CBD Utility Imp. Design	Proceed As Planned	150,000.00	150,000.00	-	Continue Engineering To Get Project Ready For Construction
50200-580100-18006	Sewer Lining	Proceed As Planned	500,000.00	628,592.00	(128,592.00)	Project Awarded And Involves Rehabilitation Of Critical Sewer Infrastructure

VILLAGE OF GLEN ELLYN
2020 CAPITAL PROGRAM
COVID-19 PROJECT PRIORITIZATION

Account	Project	Recommendation	Amount Budgeted	Expend	Defer	Justification for Action
50100-580100-19009	Cumnor Avenue Sewer Main Ex.	Proceed As Planned	175,000.00	175,000.00	-	Engineering Near Complete And Project Ready For Construction; Proceed With Caution If Residents Still Committed To Annexing And Partially Funding Project
50200-580100-20001	2020 Street Reconstruction Program	Defer	1,570,150.00	38,009.00	1,532,141.00	Complete Engineering But Given Streets Are Being Reconstructed, Preservation Of Pavement Base Not Critical And Project Can Be Deferred
50200-580100-20002	2020 Street Resurfacing Program / Var. Point Repairs	Proceed As Planned	320,894.00	320,894.00	-	More Immediate Needed Repairs
		TOTAL SEWER	**3,234,044.00**	**1,330,495.00**	**1,903,549.00**	
		TOTAL WATER & SEWER FUND	**7,663,625.00**	**1,761,223.00**	**5,902,402.00**	
		TOTAL ACROSS CAPITAL, WATER, SEWER	**$16,863,823**	**$5,188,530**	**$11,675,293**	

Covid-19	2020	2020	2020	2020	2020	2020	2020	2020	2020
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Full Time Salaries	89,367	95,489	80,489	120,733	80,489	80,489	80,489	80,489	80,489
Part Time Salaries	9,200	9,200	9,200	13,200	9,200	9,200	9,200	9,200	9,200
Health Insurance	14,603	13,936	13,936	20,904	13,936	13,936	13,936	13,936	13,936
DEBT SERVICE			59,035						599,035
Non payroll Operating (20%)	56,442	35,191	36,212	34,205	31,394	26,944	26,439	18,617	15,479
Total monthly CLOSED Expense	**169,611**	**153,816**	**198,872**	**189,042**	**135,019**	**130,569**	**130,064**	**122,242**	**718,139**
Cash On Hand Estimates - Before									
Unemployment:	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
If closed thru April	30,389	150,290	343,386	640,839	860,849	1,014,153	966,443	845,391	162,300
If closed thru May	30,389	(123,427)	69,669	367,122	587,131	740,435	692,726	571,673	(111,418)
If closed thru June	30,389	(123,427)	(322,299)	(24,847)	195,163	348,467	300,757	179,705	(503,386)
If closed thru July	30,389	(123,427)	(322,299)	(511,342)	(291,332)	(138,028)	(185,738)	(306,790)	(989,881)
Average increase(decrease)history	(40)	120	193	297	220	153	(48)	(121)	(683)
Potential Unemployement Liability									
Expected Total P/T - Seasonal 2020	73,802	135,311	165,769	258,368	171,461	139,261	120,666	72,558	55,080
PotentialUnemployment liability PT (60%)	44,281	81,187	99,461	155,021	102,877	83,557	72,399	43,535	33,048
Cash On Hand Estimates - After									
Unemployment:	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
If closed thru April	(13,892)	106,009	299,105	596,558	816,568	969,872	922,162	801,110	118,019
If closed thru May	(13,892)	(248,895)	(55,799)	241,654	461,663	614,968	567,258	446,206	(236,885)
If closed thru June	(13,892)	(248,895)	(547,228)	(249,775)	(29,766)	123,538	75,829	(45,224)	(728,315)
If closed thru July	(13,892)	(248,895)	(547,228)	(891,292)	(671,282)	(517,978)	(565,688)	(686,740)	(1,369,831)

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 04/27/20 07:00 PM
Department: Glen Ellyn Village Board
Department Head: William Holmer
Category: Discussion Item
Prepared By: William Holmer

SCHEDULED

AGENDA ITEM (ID # 4452) DOC ID: 4452

Assistant Village Manager Holmer will facilitate a discussion regarding the progress of the Civic Center Parking Garage Project with respect to current events.

Background

As you know, in 2018, the Village embarked upon a project to build a parking garage behind the Civic Center. We have completed the design phase of the project and we are scheduled to begin construction this Spring/Summer with a completion date expected in February 2021. However, the current situation involving COVID-19 and its impact on the economy has created cause for us to reevaluate our plans. The impact of this pandemic on Village revenue streams and the bond market has changed the landscape from when the Board initially decided to move forward with the project. For this reason, staff is prepared to provide the Board with options that may be considered regarding postponing or moving ahead with the project. The intent of this discussion is to provide some additional background regarding timelines and financial commitments that we are approaching to assist the Board to make a decision as to whether a change in our course of action is necessary.

Subject

Mortenson is proceeding ahead with the demolition of the Village-owned building at 423/425 N. Main Street and undergrounding the utilities in the rear parking lot of the Civic Center. It was determined early in the deliberations about the garage project that the pedestrian connection created at this location would be beneficial with or without a garage. Given the condition of the two buildings planned to be demolished and the willingness to create better access to the existing parking, this part of the project is moving ahead.

Current Expenditures

After the demolition and utility relocation is complete, the Village will have expended approximately $3 million on the project. This includes design, permitting, engineering costs, and the demolition/utility work. However, it does not include costs incurred outside of the Guaranteed Maximum Price (GMP) regarding easements, acquisition of the 423/425 N. Main structure, etc. which amount to approximately $1 million. Please recall that the GMP was set at just over $16.1 million (again, exclusive of the aforementioned $1 million).

Buy-Out Savings

We have realized approximately $365,000 in buy-out savings on the Mortensen GMP to-date. Buy-out savings reflect the actual bid award to a sub-contractor compared to what was allocated as part of the GMP budget. Our contract with Mortenson outlines a shared split of buy-out savings of 70% to the Village and 30% to Mortenson. However, given the current market conditions, Mortenson has offered to forego their 30% of the initial buy-out savings to-date. However, future savings would revert to the agreement. This can be looked at as simply subtracting $365,000 from the GMP, effectively making the GMP approximately $15.8 million.

It is unknown how much additional buy-out savings there might be going forward or whether the initial buy-out savings would continue to be there for us if the project was postponed for a longer period of time. Staff and the Mortenson team have evaluated the potential for cost savings on the project through "value engineering" portions of the structure. Unfortunately, there are not many opportunities to value engineer the structure. The one exception is a $1 million savings to reduce the structure by one level. However, that would effectively reduce the number of parking spaces within the garage to approximately 215. This certainly impacts usability of the garage along with the per space cost if you are inclined to consider cost per space.

Upcoming Commitments

Should the project be expected to remain on schedule we will be expected to "release" rebar and foundation work by early May which will commit us to spending $140,000. By July 1st, we will be expected to commit to the precast work which will commit us to $3.7 million. Should we decide to postpone the project now, we would not be committed to those costs. However, it is important to understand that we would likely seek bids from subcontractors again at the time we chose to re-engage the project, and the bids could be different (positive or negative impact to the Village).

Options

The Village Board has several options in proceeding with this project:

Eliminate the project

Should we eliminate the project we will have spent approximately $3.2 million in design fees, engineering fees, demolition of 423 N. Main, and undergrounding utilities (excluding easements and property acquisition).

Postpone 3 months (begin in August)

We can expect this to cost an additional $185,000 due to winter conditions and increases in labor cost. We would need to decide to procure the steel for the earth retention system by July 1st which will commit the Village to a $200,000 expense. We could maintain the buy-out savings with this timeline.

Postpone 4 months (Begin in September)

We can expect this to cost an additional $300,000 due to winter conditions and an increased amount of time at higher labor costs. We would need to decide to procure the steel for the earth retention system by July 20th which will commit the Village to a $200,000 expense. We believe we could maintain the buy-out savings with this timeline if the Village was firm on the timing.

Postpone until spring of 2021 (begin March 2021)

We can expect this to cost an additional $280,000 due to increased labor costs; however, the cost for winter conditions will be eliminated. Mortenson would attempt to have the sub-contractors hold their bid numbers until this time, but would plan to re-bid if the bids changed. Depending on what happens in the market, the smart play could be to re-bid regardless.

The Board may also want to consider other factors in conjunction with this decision, such as:

- Timing of other projects and events such streetscape, Apex 400, and Frida which has been rescheduled for June 2021.
- Benefit of completing the project while business is slow thereby reducing impact to businesses.
- Negative appearance of spending on a high-cost project during economic uncertainty.
- Economic uncertainty of return of revenues.
- Positive influence of stimulating the economy through this project.

Budget Impact

An important consideration in whether to move forward with the parking garage is the impact of Covid-19 both on the Capital Projects Fund revenues and the ability to issue additional bonds through the bond market.

At this time, there is uncertainty in the bond market. It is completely possible we could go to market and issue bonds with no problem. It is also completely possible that we go to market and market issues exist that delay the sale. There are instances during this crisis where communities have successfully issued bonds. However, doing so requires patience and timing.

The next factor is the ability to generate revenues to pay the debt service both on the debt issued in 2018 and the debt that the Village would be issuing in 2020. The Village had planned to issue another $9.5 million in bonds in 2020 to pay for the remainder of the parking garage and a portion of the Central Business District (CBD) Street and Streetscape project. The annual debt service on this issue was estimated at $686,000.

At the April 13, 2020, Village Board meeting, staff shared projections on the impact of Covid-19 on the Capital Projects Fund. Those projections showed a loss of $250,000 to $1.4 million for 2020 based upon the duration of the Covid-19 event. A copy of this analysis is attached (Attachment B).

Professional Engineer Daubert has drafted a memo (Attachment A) which outlines some highlights of a revised 10 year capital plan. Staff has incorporated updated revenue projections into an updated 10-year capital plan. Staff has prepared two iterations of this plan. One iteration (Attachment C) contemplates deferring the bond issue to 2021, but moving forward with the parking garage. The purpose of showing this exhibit would be to illustrate for the Village Board what the impact would be of moving forward with the garage and not being able to issue bonds to do so. It is important to note that in this scenario, there would be less flexibility to be able to use capital dollars to supplement operating funds, if necessary.

The second iteration (Attachment D) contemplates issuing bonds in 2020 and completing the garage. In this case, the Capital Projects Fund would still maintain a positive balance through the end of 2024. However, to be clear, the positive balance would be maintained by dipping into fund balance that would have been used for the street and other programs. The revenues from the food and beverage tax in 2021 and 2022 would not be enough to cover the debt service on the bonds for these projects. A forecast of debt service payments versus dedicated revenues has been prepared and attached to this agenda item (Attachment E). This shows that given the revised revenue projections, the shortfall would be $1.5 million over 10 years. To be clear, what this means is that the Capital Projects Fund budget would be adjusted to make up the average annual difference of $143,000. This would mean that savings would need to be realized in other projects or the scope of projects would need to be reduced to make the Capital Projects Fund budget balance.

From a financial perspective, staff is recommending postponing any decision on the parking garage until June 2020 and then re-evaluating if and when to move forward with the parking garage. There is too much uncertainty in the Village's revenue streams and the financial impact of Covid-19 to commit such a large sum of money on a project. It is important that the Village retains flexibility. If Covid-19 lengthens, it may be required to use capital funds to supplement operating funds. This is not something that the Village wishes to do and would likely only be used as a last resort. However, it is important to be fiscally responsible in light of so many unknowns.

Strategic Plan Initiatives

The project fulfills the following Village of Glen Ellyn Strategic Initiative:

Strategic Issue I: INFRASTRUCTURE. Invest in infrastructure to meet key needs, including downtown accessibility, Village facilities, streets, utility, and technology improvements.

Goal: Evaluate parking garage alternatives as well as economic development partnerships that would increase parking in the downtown by October 2019. Village Board provided further direction to proceed with plans to construct a parking garage behind the Civic Center by July 2020.

Recommendation

Considering the current budget situation and economic uncertainty regarding revenues, staff believes that the prudent course of action is to postpone the project after the demolition and utility work is complete. Staff recommends that the Village Board revisit the status of the garage project in June to determine if moving forward in August or September would be prudent.

Action Requested

The Board may consider several options including:

- Continue with construction as planned.
- Postpone construction for a defined period of time.
- Eliminate the project.

This information has been provided to give the Board an opportunity to consider options related to the project in conjunction with the current financial picture. Staff is requesting direction from the Board in order to properly direct the contractor.

ATTACHMENTS:

- Attachment A: Memo from Professional Engineer Daubert on 10 Year Capital Plan (PDF)
- Attachment B: Capital Projects Fund Covid19 Projections (PDF)
- Attachment C: Capital Projects Fund 10 Year Plan with Deferred Bond Issue (PDF)
- Attachment D: Capital Projects Fund 10 Year Plan with Bond Issue (PDF)
- Attachment E: Debt Service and Funding Projections (PDF)

MEMORANDUM

TO: Mark Franz, Village Manager
Christina Coyle, Finance Director

FROM: Rich Daubert, Professional Engineer

DATE: April 23, 2010

RE: Capital Plan Update and Expansion to 10-Year Plan

Introduction

Staff has historically developed and updated the Village's 5-Year Capital Plan as part of the annual budget process. However, given the ongoing COVID-19 Pandemic and its financial implications on the Village, staff has revisited the Capital portion of the plan at this time.

The plan has been updated to reflect adjusted schedules for projects that were planned for implementation in 2020, but recommended for deferral to exercise caution in a fiscally challenging time for the Village. These changes are generally consistent with the document that was included in the materials for the April 13, 2020 Village Board Meeting. Minor changes were made to reflect awarded Contract Amounts since the meeting, specifically for the sidewalk and street repair program.

While subject to further discussion with the Village Board, the CBD Streetscape Project was pushed back a few years in the plan with utility work commencing in 2023 and the project shown for completion in 2026. The Metra Station project was also adjusted to the 2024-2025 timeframe, coinciding with grants as well as construction of CBD improvements, particularly on Crescent Boulevard.

The plan has also been expanded to include additional out years, making it a 10-Year Plan. Staff cautions that the out years are less reliable in terms of accuracy as they do not include what are unforeseeable priorities or needs for the Village at this time. However, the plan as updated does include some provisions for unidentified non-roadway and roadway related projects.

Revenues have been adjusted to reflect staff's current estimated short term impacts of the Pandemic. Additionally, two scenarios have been developed to show the issuance of municipal bonds to advance all projects. Staff recognizes that these scenarios do not fit within the Village's financial resources, as assumed in the plan. However, this is a document that the Village Board and Staff can utilize to support any short term decisions to be made regarding issuing bonds and advancing projects.

Executive Summary of 10-Year Capital Plan Projects

Highlights of the $132M (Capital Portion Only) plan projects include:

- $80M for the maintenance and rehabilitation of approximately 52 centerline miles of Village Roadways. A further breakdown includes the following:
  - $53M towards planned roadway rehabilitation from resurfacing to reconstruction
  - $19M towards the CBD Roadway and Streetscape Improvements
  - $5.5M towards pavement preservation (cracksealing, patching, pavement condition and planning assessments)
  - $2.5M towards unidentified roadway improvements
- $25M for the Metra Station and Multimodal Access Improvements Project. The project cost has been updated to reflect potential cost escalation and scope creep. However, the project funding has been recently increased with grant funding currently at $20.4M. Additional funding will be pursued as future grant opportunities are available.
- $16M for remaining costs associated with the Civic Center Parking Garage.
- $7M for various drainage, lighting, sidewalk, and traffic initiatives.
- $3M for various professional service expenditures and employee salaries
- $1M for contributions to Development Initiatives

Some items to note from the Public Works and Engineering Perspectives

- With the exception of the Central Business District project and local road reconstruction projects, there is somewhat limited opportunity to reduce costs for the road program without deferring work and thereby compromising pavement condition and service levels. This is based on the majority of the street rehabilitation work planned for the next 10 years being primarily resurfacing in terms of scope.
- The Village has expressed past interest in contributing towards some projects such as:
  - East Branch DuPage River Trail: The plan includes a $100,000 contribution towards engineering and pursuit of grants. However, no additional funds are provided for construction.
  - Roosevelt Road Streetscape/Beautification: While grants could substantially fund this project, no funding is provided in the current 10-year plan towards this initiative.
- The plan currently reflects only those grant funding sources which have been secured. There does lie the opportunity to secure additional grants for projects from. Staff has and will continue to apply for these opportunities. Staff has been successful with several applications but cautions that grants are competitive in nature with more and more agencies relying on them for implementation of their capital projects.

Summary of Revenue Assumptions

Staff has adjusted revenues to reflect its current estimated changes due to COVID-19. Staff cautions that the impacts are assumed to be more short term with the long-term implications of the situation unknown.

Bond Issuance Scenarios

Two scenarios have been developed, one in which the Village issues bonds as planned and one where the issuance of bonds is deferred. This depiction has been done to highlight possible scenarios for the parking garage. Another scenario is deferring the issuances of bonds and also defer the parking garage.

Action Requested

Staff intends to present and discuss this information with the Village Board at its April 27th Regular Meeting. The goal is to provide this information to the Village Board as to facilitate more imminent decisions encircling the Civic Center Parking Garage Project.

VILLAGE OF GLEN ELLYN
CAPITAL PROJECTS FUND
COVID-19 REVENUE REDUCTION PROJECTIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2020 BUDGET	Reductions 1 month Best	3 month Likely 1	6 month Likely 2	9 month Worst	Assumptions
4000		**CAPITAL PROJECTS REVENUES**						
4000	410100	PROPERTY TAX	3,913,031	-	-	-	-	
4000	410500	TELECOMMUNICATIONS TAX	613,000	(50,000)	(50,000)	(50,000)	(50,000)	Adjustment not due to Covid-19. 2020 budget was likely too high. This revenue continues to decline.
4000	410510	ELECTRICITY USE TAX	950,000	-	-	-	-	
4000	410520	NATURAL GAS USE TAX	350,000	-	-	-	-	
4000	410600	REAL ESTATE TRANSFER TAX	750,000	(62,500)	(187,500)	(375,000)	(387,057)	Assumes proportional decrease based on number of months. Worst case scenario is the lowest RETT revenue went in 2008/2009 recession which largely affected the real estate market
4000	410850	FOOD AND BEVERAGE TAX	1,300,000	(108,333)	(325,000)	(650,000)	(975,000)	Decrease proportionate to number of months of "stay-at-home" order
4000	430100	FEDERAL GRANT REVENUE	863,563	-	-	-	-	Grant related to projects; if project does not move forward grant is not received. Not shown in analysis as it would net with an expense
4000	440400	STORMWATER ORDINANCE FEE	143,675	-	-	-	-	
4000	460100	INVESTMENT INCOME	90,000	(30,000)	(30,000)	(30,000)	(30,000)	Interest rates are near zero and this assumes that no matter the length of COVID, rates will be kept low.
4000	480450	BOND PROCEEDS	9,500,000	-	-	-	-	Bonds are related to the parking garage. If project does not move forward then bonds will not be issued. Not shown in this analysis as it would net with an expense
4000	489000	MISCELLANEOUS REVENUE	80,000	-	-	-	-	
TOTAL		**CAPITAL PROJECTS REVENUES**	**18,553,269**	**(250,833)**	**(592,500)**	**(1,105,000)**	**(1,442,057)**	

Note: Lowest revenues for RETT were in 2009 ($362,943) and 2010 ($375,097)

CAPITAL PROJECTS FUND
10 YEAR PLAN - WITH DEFERRED BOND ISSUE

	Capital Fund	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST	CY2023 FORECAST	CY2024 FORECAST	CY2025 FORECAST	CY2026 FORECAST	CY2027 FORECAST	CY2028 FORECAST	CY2029 FORECAST	CY2030 FORECAST
	Revenues:											
	Property Taxes	$ 3,913,031	$ 3,991,292	$ 4,071,117	$ 4,152,540	$ 4,235,591	$ 4,320,302	$ 4,406,708	$ 4,494,843	$ 4,584,739	$ 4,676,434	$ 4,769,963
	Food and Beverage Tax	$ 650,000	$ 650,000	$ 975,000	$ 975,000	$ 1,191,000	$ 1,300,000	$ 1,326,000	$ 1,352,520	$ 1,379,570	$ 1,407,162	$ 1,435,305
	Drainage Infrastructure Fee	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675
	TIF Contributions to Capital Projects	-	75,000	75,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	Parking Fund Contributions to Capital Projects	-	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
	General Obligation Bond for CBD Projects		9,500,000	-	-	6,780,000	-	-	-	-	-	-
	Telecommunications Tax	563,000	551,740	540,705	529,891	519,293	508,907	498,729	488,755	478,980	469,400	460,012
	Electricity Use Tax	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000
	Natural Gas Use Tax	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
	Real Estate Transfer Tax	375,000	382,500	750,000	765,000	780,300	795,906	811,824	828,061	844,622	861,514	878,745
	Grant Revenue	863,563	-	475,000	-	7,200,000	13,200,000	-	-	-	-	-
	Forfeiture Funds - To reimburse police station project (if funds are available)	*100,000*	100,000	100,000	-	-	-	-	-	-	-	-
	MFT (One Time Transfer)	-	-	2,000,000	-	-	-	-	-	-	-	-
	General Fund (One Time Transfer)	-	-	2,000,000	-	-	-	-	-	-	-	-
	Miscellaneous Income	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
	Interest Income	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
	Total Revenues	**$ 8,078,269**	**$ 16,939,207**	**$ 12,675,498**	**$ 8,261,106**	**$ 22,544,859**	**$ 21,963,791**	**$ 8,881,937**	**$ 9,002,853**	**$ 9,126,586**	**$ 9,253,185**	**$ 9,382,700**
	Expenditures:											
	Non-Roadway Construction Projects:											
	Minor capital investment/other expenditures	$ 22,500	$ 23,200	$ 23,900	$ 24,600	$ 25,300	$ 26,100	$ 26,900	$ 27,700	$ 28,500	$ 29,400	$ 30,300
	Placeholder for Unidentified Non-Roadway Projects		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
	Village Green Storm Sewer Replacement	286,000	-	-	-	-	-	-	-	-	-	-
GF	Lake Road Undergrounding	-	-	-	-	-	-	-	-	-	-	-
	Hill Avenue Bridge	30,500	-	-	-	-	-	-	-	-	-	-
	Hill Avenue Utility Sewer and Water (Phase I)	-	200,000	-	-	-	-	-	-	-	-	-
	Cumnor Water and Sewer Utility Extensions	105,000	-	-	-	-	-	-	-	-	-	-
	Royal Glen Infrastructure Improvements	-	125,000	-	-	-	-	-	-	-	-	-
	McKee House	75,000	-	-	-	-	-	-	-	-	-	-
	Saint Charles Road Salt Storage Facility	-	-	-	-	-	-	-	-	-	-	-
	Street Lighting Improvements - 5 Corners	-	-	-	-	-	-	-	-	-	-	-
	Street Lighting Improvements - Roosevelt Road	-	-	-	-	-	-	-	1,952,766	-	-	-
	Street Lighting Improvements - Replacements and Requests	76,000	15,000	15,000	15,000	15,000	75,000	15,000	15,000	15,000	15,000	75,000
	Horse Trough	-	-	-	-	-	-	-	-	-	-	-
	Stormwater Drainage Improvements Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Traffic Studies and Improvements	25,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Wayfinding Signage	63,000	200,000	-	-	-	-	-	-	-	-	-
	East Branch Trail Feasibility Study Contribution	-	100,000	-	-	-	-	-	-	-	-	-
	Special Engineering Projects						-	-	-	-	-	-
	Parking Garage (Transfer to Parking Fund)	16,000,000	-	-	-	-	-	-	-	-	-	-
GF	Taylor Avenue Pedestrian Tunnel	938,399	-	-	-	-	-	-	-	-	-	-
	Train Station/Pedestrian Underpass	230,000	1,000,000	1,000,000	3,000,000	10,000,000	10,000,000	-	-	-	-	-
	CBD Over/Underpass Feasibility Study	-	-	-	-	-	-	-	-	-	-	-
	Developer Capital Improvements (CBD)	200,000	50,000	200,000	50,000	200,000	50,000	50,000	50,000	50,000	50,000	50,000
	Civic Center HVAC Project	-	-	-	-	-	-	-	-	-	-	-
GF	Sidewalk Program	141,800	260,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	IDOT Crosswalks	-	-	-	-	-	-	-	-	-	-	-
	Illinois Route 38 Streetscape Improvements	-	-	-	-	-	-	-	-	-	-	-
	subtotal non-roadway	18,218,199	2,098,200	1,513,900	3,364,600	10,515,300	10,426,100	366,900	2,320,466	368,500	369,400	430,300
	Roadway Rehabilitation Program											
	Placeholder for Unidentified Roadway Projects	-	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250000
	Pavement Preservation Program	195,000	250,000	250,000	250,000	250,000	300,000	300,000	300,000	300,000	300,000	300,000
	Pavement Condition Survey	-	50,000	-	-	-	50,000	-	-	-	50,000	-
	Baker Hill Ingress/Egress Improvements	-	-	-	-	-	-	-	-	-	-	-
GF	Crescent Boulevard Reconstruction	423,238	-	-	-	-	-	-	-	-	-	-
	2016 and 2017 Street Resurfacing	-	-	-	-	-	-	-	-	-	-	-
	2018 Street Resurfacing	-	-	-	-	-	-	-	-	-	-	-
	Kenilworth-Alley Improvements	-	-	-	-	-	-	-	-	-	-	-
GF	North Park/Main Street Improvements	412,071	-	-	-	-	-	-	-	-	-	-
	2020 Street Program 20001	152,036	2,534,146	2,490,958	-	-	-	-	-	-	-	-
	2020 Street Program 20002	1,359,057	-	-	-	-	-	-	-	-	-	-
	Scott Clifton Cumnor Street Rehabilitation	-	-	-	-	-	-	-	-	-	-	-
	Future Street Resurfacing/Reconstruction Projects	-	5,361,062	4,181,092	3,261,173	2,821,539	4,823,364	5,343,621	6,492,088	6,474,142	3,817,072	2,958,768
	Concrete Street Patching and Rehabilitation Program	225,000	100,000	500,000	550,000	300,000	450,000	-	100,000	-	100,000	-
	CBD Underground Improvements Study	-	-	-	-	-	-	-	-	-	-	-
	CBD Streetscape and Utility Improvements	800,000	-	-	1,248,480	8,323,200	6,242,400	2,080,800	-	-	-	-
	IFT / General Fund Engineering	218,600	223,000	227,000	232,000	237,000	242,000	247,000	252,000	257,000	262,000	267,000
	IFT/ Food and Beverage Collection Cost	50,000	51,500	53,045	54,636	56,275	-	-	-	-	-	-
	subtotal road program	3,835,002	8,819,708	7,952,095	5,846,289	12,238,014	12,357,764	8,221,421	7,394,088	7,281,142	4,779,072	3,775,768
	Total Improvements - Capital Projects Fund	**$ 22,053,201**	**$ 10,917,908**	**$ 9,465,995**	**$ 9,210,889**	**$ 22,753,314**	**$ 22,783,864**	**$ 8,588,321**	**$ 9,714,554**	**$ 7,649,642**	**$ 5,148,472**	**$ 4,206,068**
	Bond Repayment - 2015 Police Station Bonds	**$ 956,494**	**$ 954,544**	**$ 957,144**	**$ 954,143**	**$ 955,694**	**$ 956,644**	**$ 956,994**	**$ 956,744**	**$ 955,894**	**$ 952,656**	**$ 952,850**
	Bond Repayment - 2018 Capital Project Bonds	**$ 678,469**	**$ 682,219**	**$ 680,519**	**$ 678,519**	**$ 681,219**	**$ 683,469**	**$ 680,469**	**$ 681,769**	**$ 682,819**	**$ 683,419**	**$ 678,569**
	Bond Repayment - 2020 Capital Project Bonds (est.)	**$ -**	**$ 343,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**
	Bond Repayment - 2022 Capital Project Bonds (est.)	**$ -**	**$ -**	**$ -**	**$ -**	**$ 251,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**
	Total Expenditures - Capital Projects Fund	**$ 23,688,164**	**$ 12,897,671**	**$ 11,789,658**	**$ 11,529,551**	**$ 25,327,227**	**$ 25,611,977**	**$ 11,413,784**	**$ 12,541,067**	**$ 10,476,355**	**$ 7,972,547**	**$ 7,025,487**
	Change in Fund Balance, Capital Projects Fund	**$ (15,609,895)**	**$ 4,041,536**	**$ 885,840**	**$ (3,268,445)**	**$ (2,782,369)**	**$ (3,648,186)**	**$ (2,531,847)**	**$ (3,538,214)**	**$ (1,349,769)**	**$ 1,280,638**	**$ 2,357,213**
	Capital Projects Fund Balance, Beginning of Year	**$ 20,540,361**	**$ 4,930,466**	**$ 8,972,002**	**$ 9,857,842**	**$ 6,589,396**	**$ 3,807,028**	**$ 158,841**	**$ (2,373,006)**	**$ (5,911,220)**	**$ (7,260,988)**	**$ (5,980,350)**
	Capital Projects Fund Balance, End of Year	**$ 4,930,466**	**$ 8,972,002**	**$ 9,857,842**	**$ 6,589,396**	**$ 3,807,028**	**$ 158,841**	**$ (2,373,006)**	**$ (5,911,220)**	**$ (7,260,988)**	**$ (5,980,350)**	**$ (3,623,137)**

CAPITAL PROJECTS FUND
10 YEAR PLAN - WITH BOND ISSUE

	Capital Fund	CY2020 FORECAST	CY2021 FORECAST	CY2022 FORECAST	CY2023 FORECAST	CY2024 FORECAST	CY2025 FORECAST	CY2026 FORECAST	CY2027 FORECAST	CY2028 FORECAST	CY2029 FORECAST	CY2030 FORECAST
Revenues:												
	Property Taxes	$ 3,913,031	$ 3,991,292	$ 4,071,117	$ 4,152,540	$ 4,235,591	$ 4,320,302	$ 4,406,708	$ 4,494,843	$ 4,584,739	$ 4,676,434	$ 4,769,963
	Food and Beverage Tax	$ 650,000	$ 650,000	$ 975,000	$ 975,000	$ 1,191,000	$ 1,300,000	$ 1,326,000	$ 1,352,520	$ 1,379,570	$ 1,407,162	$ 1,435,305
	Drainage Infrastructure Fee	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675	143,675
	TIF Contributions to Capital Projects	-	75,000	75,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	Parking Fund Contributions to Capital Projects	-	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
	General Obligation Bond for CBD Projects	9,500,000	-	-	-	6,780,000	-	-	-	-	-	-
	Telecommunications Tax	563,000	551,740	540,705	529,891	519,293	508,907	498,729	488,755	478,980	469,400	460,012
	Electricity Use Tax	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000	950,000
	Natural Gas Use Tax	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
	Real Estate Transfer Tax	375,000	382,500	750,000	765,000	780,300	795,906	811,824	828,061	844,622	861,514	878,745
	Grant Revenue	863,563	-	475,000	-	7,200,000	13,200,000	-	-	-	-	-
	Forfeiture Funds - To reimburse police station project (if funds are available)	*100,000*	100,000	100,000	-	-	-	-	-	-	-	-
	MFT (One Time Transfer)	-	-	2,000,000	-	-	-	-	-	-	-	-
	General Fund (One Time Transfer)	-	-	2,000,000	-	-	-	-	-	-	-	-
	Miscellaneous Income	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
	Interest Income	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
	Total Revenues	**$ 17,578,269**	**$ 7,439,207**	**$ 12,675,498**	**$ 8,261,106**	**$ 22,544,859**	**$ 21,963,791**	**$ 8,881,937**	**$ 9,002,853**	**$ 9,126,586**	**$ 9,253,185**	**$ 9,382,700**
Expenditures:												
Non-Roadway Construction Projects:												
	Minor capital investment/other expenditures	$ 22,500	$ 23,200	$ 23,900	$ 24,600	$ 25,300	$ 26,100	$ 26,900	$ 27,700	$ 28,500	$ 29,400	$ 30,300
	Placeholder for Unidentified Non-Roadway Projects	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Village Green Storm Sewer Replacement	286,000	-	-	-	-	-	-	-	-	-	-
GF	Lake Road Undergrounding	-	-	-	-	-	-	-	-	-	-	-
	Hill Avenue Bridge	30,500	-	-	-	-	-	-	-	-	-	-
	Hill Avenue Utility Sewer and Water (Phase I)	-	200,000	-	-	-	-	-	-	-	-	-
	Cumnor Water and Sewer Utility Extensions	105,000	-	-	-	-	-	-	-	-	-	-
	Royal Glen Infrastructure Improvements	-	125,000	-	-	-	-	-	-	-	-	-
	McKee House	75,000	-	-	-	-	-	-	-	-	-	-
	Saint Charles Road Salt Storage Facility	-	-	-	-	-	-	-	-	-	-	-
	Street Lighting Improvements - 5 Corners	-	-	-	-	-	-	-	-	-	-	-
	Street Lighting Improvements - Roosevelt Road	-	-	-	-	-	-	-	1,952,766	-	-	-
	Street Lighting Improvements - Replacements and Requests	76,000	15,000	15,000	15,000	15,000	75,000	15,000	15,000	15,000	15,000	75,000
	Horse Trough	-	-	-	-	-	-	-	-	-	-	-
	Stormwater Drainage Improvements Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Traffic Studies and Improvements	25,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Wayfinding Signage	63,000	200,000	-	-	-	-	-	-	-	-	-
	East Branch Trail Feasibility Study Contribution	-	100,000	-	-	-	-	-	-	-	-	-
	Special Engineering Projects						-	-	-	-	-	-
	Parking Garage (Transfer to Parking Fund)	16,000,000	-	-	-	-	-	-	-	-	-	-
GF	Taylor Avenue Pedestrian Tunnel	938,399	-	-	-	-	-	-	-	-	-	-
	Train Station/Pedestrian Underpass	230,000	1,000,000	1,000,000	3,000,000	10,000,000	10,000,000	-	-	-	-	-
	CBD Over/Underpass Feasibility Study	-	-	-	-	-	-	-	-	-	-	-
	Developer Capital Improvements (CBD)	200,000	50,000	200,000	50,000	200,000	50,000	50,000	50,000	50,000	50,000	50,000
	Civic Center HVAC Project	-	-	-	-	-	-	-	-	-	-	-
GF	Sidewalk Program	141,800	260,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	IDOT Crosswalks	-	-	-	-	-	-	-	-	-	-	-
	Illinois Route 38 Streetscape Improvements	-	-	-	-	-	-	-	-	-	-	-
	subtotal non-roadway	18,218,199	2,098,200	1,513,900	3,364,600	10,515,300	10,426,100	366,900	2,320,466	368,500	369,400	430,300
Roadway Rehabilitation Program												
	Placeholder for Unidentified Roadway Projects	-	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250000
	Pavement Preservation Program	195,000	250,000	250,000	250,000	250,000	300,000	300,000	300,000	300,000	300,000	300,000
	Pavement Condition Survey	-	50,000	-	-	-	50,000	-	-	-	50,000	-
	Baker Hill Ingress/Egress Improvements	-	-	-	-	-	-	-	-	-	-	-
GF	Crescent Boulevard Reconstruction	423,238	-	-	-	-	-	-	-	-	-	-
	2016 and 2017 Street Resurfacing	-	-	-	-	-	-	-	-	-	-	-
	2018 Street Resurfacing	-	-	-	-	-	-	-	-	-	-	-
	Kenilworth-Alley Improvements	-	-	-	-	-	-	-	-	-	-	-
GF	North Park/Main Street Improvements	412,071	-	-	-	-	-	-	-	-	-	-
	2020 Street Program 20001	152,036	2,534,146	2,490,958	-	-	-	-	-	-	-	-
	2020 Street Program 20002	1,359,057	-	-	-	-	-	-	-	-	-	-
	Scott Clifton Cumnor Street Rehabilitation	-	-	-	-	-	-	-	-	-	-	-
	Future Street Resurfacing/Reconstruction Projects	-	5,361,062	4,181,092	3,261,173	2,821,539	4,823,364	5,343,621	6,492,088	6,474,142	3,817,072	2,958,768
	Concrete Street Patching and Rehabilitation Program	225,000	100,000	500,000	550,000	300,000	450,000	-	100,000	-	100,000	-
	CBD Underground Improvements Study	-	-	-	-	-	-	-	-	-	-	-
	CBD Streetscape and Utility Improvements	800,000	-	-	1,248,480	8,323,200	6,242,400	2,080,800	-	-	-	-
	IFT / General Fund Engineering	218,600	223,000	227,000	232,000	237,000	242,000	247,000	252,000	257,000	262,000	267,000
	IFT/ Food and Beverage Collection Cost	50,000	51,500	53,045	54,636	56,275	-	-	-	-	-	-
	subtotal road program	3,835,002	8,819,708	7,952,095	5,846,289	12,238,014	12,357,764	8,221,421	7,394,088	7,281,142	4,779,072	3,775,768
	Total Improvements - Capital Projects Fund	**$ 22,053,201**	**$ 10,917,908**	**$ 9,465,995**	**$ 9,210,889**	**$ 22,753,314**	**$ 22,783,864**	**$ 8,588,321**	**$ 9,714,554**	**$ 7,649,642**	**$ 5,148,472**	**$ 4,206,068**
	Bond Repayment - 2015 Police Station Bonds	**$ 956,494**	**$ 954,544**	**$ 957,144**	**$ 954,143**	**$ 955,694**	**$ 956,644**	**$ 956,994**	**$ 956,744**	**$ 955,894**	**$ 952,656**	**$ 952,850**
	Bond Repayment - 2018 Capital Project Bonds	**$ 678,469**	**$ 682,219**	**$ 680,519**	**$ 678,519**	**$ 681,219**	**$ 683,469**	**$ 680,469**	**$ 681,769**	**$ 682,819**	**$ 683,419**	**$ 678,569**
	Bond Repayment - 2020 Capital Project Bonds (est.)	**$ 343,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**	**$ 686,000**
	Bond Repayment - 2022 Capital Project Bonds (est.)	**$ -**	**$ -**	**$ -**	**$ -**	**$ 251,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**	**$ 502,000**
	Total Expenditures - Capital Projects Fund	**$ 24,031,164**	**$ 13,240,671**	**$ 11,789,658**	**$ 11,529,551**	**$ 25,327,227**	**$ 25,611,977**	**$ 11,413,784**	**$ 12,541,067**	**$ 10,476,355**	**$ 7,972,547**	**$ 7,025,487**
	Change in Fund Balance, Capital Projects Fund	**$ (6,452,895)**	**$ (5,801,464)**	**$ 885,840**	**$ (3,268,445)**	**$ (2,782,369)**	**$ (3,648,186)**	**$ (2,531,847)**	**$ (3,538,214)**	**$ (1,349,769)**	**$ 1,280,638**	**$ 2,357,213**
	Capital Projects Fund Balance, Beginning of Year	**$ 20,540,361**	**$ 14,087,466**	**$ 8,286,002**	**$ 9,171,842**	**$ 5,903,396**	**$ 3,121,028**	**$ (527,159)**	**$ (3,059,006)**	**$ (6,597,220)**	**$ (7,946,988)**	**$ (6,666,350)**
	Capital Projects Fund Balance, End of Year	**$ 14,087,466**	**$ 8,286,002**	**$ 9,171,842**	**$ 5,903,396**	**$ 3,121,028**	**$ (527,159)**	**$ (3,059,006)**	**$ (6,597,220)**	**$ (7,946,988)**	**$ (6,666,350)**	**$ (4,309,137)**

Debt Service Funding Forecast

Debt Service Payments	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	*Notes*
Bonds Issued 2018 - $9.9 million - Debt Service Known	$ 678,469	$ 682,219	$ 680,519	$ 678,519	$ 681,219	$ 683,469	$ 680,469	$ 681,769	$ 682,819	$ 683,419	$ 678,569	
Bonds to be Issued 2020 - Estimated $9.9 million	$ 343,000	$ 686,000	$ 686,000	$ 686,000	$ 686,000	$ 686,000	$ 686,000	$ 686,000	$ 686,000	$ 686,000	$ 686,000	*Estimate Only*
Debt Service - Later Date - $7,280,000 - Estimated	$ -	$ -	$ -	$ -	$ 251,000	$ 502,000	$ 502,000	$ 502,000	$ 502,000	$ 502,000	$ 502,000	*Estimate Only*
Total Annual Debt Service - 20 years of bond payments	**$ 1,021,469**	**$ 1,368,219**	**$ 1,366,519**	**$ 1,364,519**	**$ 1,618,219**	**$ 1,871,469**	**$ 1,868,469**	**$ 1,869,769**	**$ 1,870,819**	**$ 1,871,419**	**$ 1,866,569**	
Forecasted Revenues												Notes
Food and Beverage Tax - 1.5%	$ 650,000	$ 650,000	$ 975,000	$ 975,000	$ 1,191,000	$ 1,300,000	$ 1,326,000	$ 1,352,520	$ 1,379,570	$ 1,407,162	$ 1,435,305	Annual estimate before Covid was $1.3 million
CBD TIF Contribution	$ -	$ 75,000	$ 75,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	As increment in the TIF grows, this contribution could grow and cover some shortfalls
Parking Fund Contribution	$ -	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	Based on new commuter and Merchant Parking Garage permits
Storm Sewer Fee	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$1.50 of $3.00 monthly drainage fee on Village Services Bill
Total Funding Sources	**$ 800,000**	**$ 950,000**	**$ 1,275,000**	**$ 1,350,000**	**$ 1,566,000**	**$ 1,675,000**	**$ 1,701,000**	**$ 1,727,520**	**$ 1,754,570**	**$ 1,782,162**	**$ 1,810,305**	
Annual Debt Service Overage/(Shortfall)	**$ (221,469)**	**$ (418,219)**	**$ (91,519)**	**$ (14,519)**	**$ (52,219)**	**$ (196,469)**	**$ (167,469)**	**$ (142,249)**	**$ (116,249)**	**$ (89,257)**	**$ (56,264)**	

Capital Improvements Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 05/12/20 07:00 PM
Department: Capital Improvements Commission
Department Head: Rich Daubert
Category: Report
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4470) DOC ID: 4470

Engineering Project Report Dated May 8, 2020

Please see the attached Engineering Project Report Dated May 8, 2020.

ATTACHMENTS:

- Monthly Construction Report 5-8-20 (PDF)

May 8, 2020

ENGINEERING DIVISION PROJECT ACTIVITY REPORT

CONSTRUCTION PROJECTS

SCOTT-CLIFTON-CUMNOR IMPROVEMENTS *– Contractor:* ***Chicagoland Paving***

(Project No. 19007; Value of Construction Contract = $622,405)

While the project has been substantially completed since last fall, the newly installed sod was reviewed this month and a final punch list was issued to direct the contractor to address a handful of lawn restoration deficiencies. This final punch list work is scheduled to be completed this month.

CONSTRUCTION PROJECTS IN CLOSE-OUT

BAKER HILL ACCESS IMPROVEMENTS – *Contractor:* ***Triggi Construction***

(Project No. 16021; Value of Construction Contract = $446,167)

The Contractor has completed the project with close-out underway.

NORTH PARK BLVD. / MAIN STREET IMPROVEMENTS – *Contractor:* ***R.W. Dunteman***

(Project No. 13001; Value of Construction Contract = $2,945,000)

Staff and the Engineer have responded to IDOT's request for material inspection documentation. IDOT's Construction Engineer indicated he has all required documentation at this time and is awaiting completion of review by IDOT Materials.

TAYLOR AVENUE PEDESTRIAN TUNNEL – *Contractor:* ***"D" Construction***

(Project No. 15009; Value of Construction Contract = $2,745,521)

Staff was recently advised that the project has been awarded the **American Public Works Association 2020 National Project of the Year Award in the Transportation <$5M Category.** Staff cannot emphasize how thrilled and proud it is for the Village to have earned this prestigious award. Congratulations to the Village Residents, Boards, Commissions, Staff, Contractors, Engineers, Permitting Agencies, and Other Project Constituents!

HILL AVENUE BRIDGE REPLACEMENT – *Contractor:* ***Dunnet Bay Construction***

(Project No. 16008; Value of IDOT Contract = $1,550,000; Glen Ellyn Share = $160,000)

The Village has received and is processing invoices from Lombard for construction and construction engineering services for the project.

CRESCENT BOULEVARD RECONSTRUCTION – *Contractor:* ***Martam Construction***

(Project No. 13002; Value of IDOT Contract = $3,153,000; Local Share = $1,480,000)

Staff has been working directly with IDOT to submit the final authorizations commemorating the final project quantities and project costs. IDOT has noted that the Village has fulfilled all duties to close the project out with IDOT's EEO Department to sign off on the project soon and the Contractor to submit one final form.

ENGINEERING PROJECTS

ROOSEVELT ROAD – ROUTE 53 WATER MAIN LINING – *Engineer:* ***Baxter & Woodman***
(Project No. 16015)
The acoustical testing results have been discussed with the Engineer for final design direction. In addition, staff met with a potential lining contractor to evaluate their capabilities of lining through 45-degree water main bend fittings. Staff is currently reviewing the contractors lining specifications, videos, and other project information as well as other contractors'/manufacturers' information.

HILL AVENUE UTILITY IMPROVEMENTS – *Engineer:* ***Walter E. Deuchler Associates***
(Project No. 00511)
The project design is approximately 80% complete with engineering staff awaiting final details of a potential annexation on Hill Avenue which ultimately impacts the design and proposed scope of water main utility improvements. The Village's Community Development and Legal teams are working with the property owner to finalize details relating to the potential annexation. Once the final annexation details are established, the annexation petition and associated details will be presented to the Village Board for consideration of approval; thereby allowing for the project design to advance towards completion. In the interim, staff is working with the Engineer to finalize as many items as possible.

CUMNOR AVENUE UTILITY IMPROVEMENTS – *Engineer:* ***Walter E. Deuchler Associates***
(Project No. 19009)
Similar to the Hill Avenue Utility Improvements project, engineering staff is working with the Engineer to ready the project for competitive bidding; however execution of the project does hinge upon annexations which the Community Development Department is working with the property Owners to facilitate. It is tentatively anticipated that the annexations will come together in a timely enough matter to allow for the project to be constructed in 2020.

UTILITY AND ROADWAY REHABILITATION PROJECT 20001– *Engineer:* ***Engineering Resource Associates***
This project, currently in the design phase, involves more extensive utility and roadway improvements along approximately 1.6 miles of streets in the central-west area of the Village. The Engineer continues to prepare the project plans with the first project work area involving Phillips, Vine, and Ridgewood having preliminary plans completed. Given the COVID-19 Pandemic, the project is still being readied for letting and construction; however, implementation of street reconstruction projects is tentatively deferred to 2021.

ROADWAY REHABILITATION PROJECT 20002– *Engineer:* ***Gewalt Hamilton Associates***
This project, currently in the tail end of the design phase, involves more limited utility (repairs) and roadway improvements (resurfacing) along approximately 2 miles of roadways generally located in southeast Glen Ellyn. The project is currently out for bid with bid proposals due at 10 a.m. on Thursday, May 14. An RFP for Construction Engineering has also been issued with staff simultaneously considering in-house oversight of the project. Staff recommendations for the construction contract and construction engineering services are anticipated to be presented to the Village Board on May 26.

GLEN ELLYN/IL AMERICAN WATER INTERCONNECT–** Engineer: **Donohue

This project involves the design of an emergency use interconnection between the Village and Illinois American water distributions systems, near Glenbard South High School. The interconnection would significantly reduce the water outage areas for the respective utilities in the event of water main breaks. The Engineer and its geotech and survey subconsultants have been working with IDOT to secure permitting for field work. IDOT has issued the permit for the geotech work with the permit for the survey work still outstanding.

CENTRAL BUSINESS DISTRICT PROJECTS

TRAIN STATION / PEDESTRIAN TUNNEL** – Engineer: **CDM Smith/KMI Architects

(Project No. 16016)

As a follow up to the January submittal of the ICC Grade Crossing Protection Fund application, ICC published the 2021-2025 Crossing Safety Improvement Program Plan with the Program including $2M in funding for the pedestrian underpass component of the project. This brings the total project funding to approximately $20.4M. Over the past two months, the Engineer and Staff have had several meetings with IDOT to discuss the historic eligibility determination of the station and continue to work on a path forward to work through the matter.

CBD UTILITY STUDY** – Engineer: **RJN Group/Michels Corp.

(Project No. 15006)

Televising and review of the few remaining sections of sewer has been completed. The results will be added to the final infrastructure report on the condition of the underground storm, sanitary and water infrastructure which was received in November 2018. RJN is working on addressing staff's comments on the draft report for monitoring and modeling of sanitary sewers in the CBD. Staff is working with RJN to finalize the study and provide direction on the scope of the CBD Streetscape and Utility Improvements Project.

CBD UTILITY AND STREETSCAPE IMPROVEMENTS** – Engineer: **Civiltech Engineering, Inc.

(Project No. 15006)

Prior to COVID-19, staff was preparing to continue discussions on the project with the Village Board in March/April to solicit direction on the tree plan, paving materials, lighting, budget, schedule, and other matters requiring attention to advance the project design. It is anticipated that these discussions with the Board will continue in June/July. In the meantime, the underground utility design continues for sanitary, storm, and water improvements. The project team's goal is to ready the underground improvements for competitive bidding in the fall pending discussions and direction from the Village Board regarding the project schedule.

PROCUREMENT OF GOODS AND SERVICES

Public Works seeks the best vendor prices for various annual municipal and utility maintenance and operations activities. This effort includes local bidding of projects or joint purchasing initiatives, including the Municipal Partnering Initiative (MPI), a consortium of DuPage County communities.

Project	Estimated Glen Ellyn Cost	Status
2020 Sidewalk and Concrete Street Repairs	$406,300 (2020)	Extensive concrete roadway panel replacement was originally intended for this year's program, but staff has reduced scope to only include critical patching locations and sidewalk repairs. The contract was advertised on April 7, 2020 with bids opened on April 17, 2020. Award to the low bidder, AC Concrete Construction, was recommended at the April 27, 2020 Village Board Meeting, but the motion was tabled due to financial concerns relating to COVID-19. Staff was requested to ask the contractor if they would be willing to split the project into two mobilizations to allow for an opportunity for the Village to terminate the contract after completion of approximately half of the bid contract work. The contractor has agreed to provide an additional mobilization for a lump sum cost of $3,500. Staff is again recommending award of the contract (either with or without the additional mobilization) at the May 11, 2020 Village Board Meeting. Pending award of a two mobilization contract, construction is targeted to start in early June, with a potential second mobilization targeted to start in late July. Both mobilizations/repair batches would take approximately 2 weeks to complete (each).
2020 Asphalt Roadway Patching	$154,000 (2020)	Project scope includes roadway patching throughout the Village. The contract was advertised on February 24, 2020 with bids opened on March 11, 2020. The project was awarded to Schroeder Asphalt Services at the March 23, 2020 Village Board meeting. Construction was successfully completed between April 23 and April 27, 2020. The project will be closed out pending punchlist inspections and any newly arisen utility digs in the coming months.
2020 Pavement Markings	$20,000 (2020)	This contract is annually intended to be awarded to the 2020 low bidder of either the DuPage County contract or Suburban Purchasing Cooperative (SPC). DuPage County's received bid pricing has come in lower than the SPC. The advancement of the project is subject to a May Workshop Discussion with the Village Board about advancement of projects in the context of COVID-19 concerns.
2020 Crack Sealing	$15,000 (2020)	Candidate locations and quantities are being compiled in order to request three price proposals. Staff anticipates recommending the low proposal for execution by the Village Manager in late May, subject to a May Workshop Discussion with the Village Board about advancement of projects in the context of COVID-19 concerns.
2020 Asphalt Surface Rejuvenation	$0 (2020)	Candidate locations include streets that have been resurfaced one to three years prior. The program was completed in 2017 and 2019, with only a few streets meeting desired criteria in 2020. Staff is currently proposing to conduct this program every other year, which would involve skipping the 2020 program and instead using this year's funds in 2021 when a greater economy of scale can be achieved.

Project	Estimated Glen Ellyn Cost	Status
2020 Pavement Condition Index (PCI) Study	$0 (2020)	The Village has obtained pavement condition data for all Village streets every four years since 2004. As consistent with this schedule, a 2020 study was originally proposed, but is now recommended for deferral due to financial concerns relating to COVID-19.
2020 Sanitary Sewer Lining Program	$628,591.50 (2020)	This year's program includes approx. 11,000 feet of sewer. The bids for 2020 Sanitary Sewer Lining Program was opened on March 12, 2020 and awarded to Performance Pipelining, Inc. at the March 23, 2020 Village Board meeting. The project is scheduled to begin later in May and will be completed should be completed by August 31, 2020.
2020 Sanitary Sewer Point Repair Program	$148,800 (2020)	This year's program includes 7 point repairs strategically selected based on the condition of existing sanitary sewer mains. Upon additional investigation, one location was eliminated from the program. Work has begun last week of April and is slated to be completed by May 15. 
Spoil Hauling and Delivery of Aggregates	$54,000 (2018)	KLF Enterprises

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