Agenda
Village of Glen Ellyn
Finance Commission
Special Meeting
Friday, May 15, 2020
7:00 AM
Glen Ellyn Civic Center, Galligan Board Room
And Via Conference Call

On March 16, 2020, Governor Pritzker issued Executive Order No. 5 in response to COVID-19, which temporarily suspended certain requirements of the Open Meetings Act (ILCS 120) allowing Finance Commission Members to participate electronically in Meetings.

Please complete the Finance 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.

A. Call to Order

B. Public Comment (Non Agenda Items)

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.

All public comment 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 appropriate portion of the agenda. Please complete the Finance Commission public comment form, which can be found at www.glenellyn.org/publiccomment. These temporary meeting procedures will be eliminated once the emergency declaration is lifted

C. Approval of Minutes

1. Finance Commission - Regular Meeting - Feb 14, 2020 7:00 AM

2. Finance Commission - Regular Meeting - Mar 13, 2020 7:00 AM

3. Finance Commission - Special Meeting - Apr 7, 2020 7:00 AM

D. Financial Reports

1. General Fund Update April 2020

2. Village Links/Reserve 22 Financial Statements - March 2020

E. Long Term Capital Plan and Project Prioritization

1. Staff will present an update to the long term capital plan and lead a discussion on project prioritization.

F. Trustee Liaison Report

G. Chairman's Report

H. Other Business

1. Next Meeting: Friday, June 12, 7:00 AM

I. Adjournment

1. Motion to Adjourn

Minutes
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, February 14, 2020
7:00 AM
Glen Ellyn Civic Center, Room 306

A. Call to Order

Attendee Name	Title	Status
Lisa A Cleaver	Commissioner	Present
Jose G DeLeon	Commissioner	Present
Scott R Greeno	Commissioner	Present
Jeremy S VanEk	Commissioner	Absent
Christopher D. Oakes	Commissioner	Present
Lea Dan	Commissioner	Absent
Michael Campagna	Commissioner	Present
Brenton J. Peck	Commissioner	Absent
Matthew L Halkyard	Chairman	Present
Ben Harrington	Student Commissioner	Absent

Also Present: Finance Director Coyle, Village Manager Franz, and Recording Secretary Haslett.

Chairman Halkyard called the meeting to order at 7:00 AM

B. Public Comment (Non Agenda Items)

Resident Mark Brodeur stated the Scorecard is great, informative, and helpful. However, in certain respects it can be misleading to indicate that the Volunteer Fire Department is no cost to citizens. Chairman Halkyard noted the Scorecard discusses the benefit of the Volunteer Fire Department compared to a fully staffed department. There are significant benefits of the Volunteer Fire Department particularly on the pension side. The overall goal is to reflect the cost savings that the Village attains from the Volunteer Fire Department and the intention is not to reflect that there is no cost. Chairman Halkyard thanked Brodeur for his feedback.

C. Approval of Minutes

1. Finance Commission - Regular Meeting - Jan 10, 2020 7:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Michael Campagna, Commissioner
SECONDER:	Christopher D. Oakes, Commissioner
AYES:	Cleaver, DeLeon, Greeno, Oakes, Campagna, Halkyard
ABSENT:	VanEk, Dan, Peck

D. Financial Reports

1. General Fund Update December 2019

Finance Director Coyle distributed the December 2019 General Fund report. Finance Director Coyle noted 2019 ended pretty well for the General Fund with a $949,031 surplus on a cash basis. The surplus was due to saving about 3% on expenses and revenues coming in about 3% higher than budgeted. The revenue increase was partially due to higher than anticipated income taxes, which were $320,493 higher than the estimated budget. Police and Forestry expenses were significantly below budget. Chairman Halkyard said it would be a good idea to redirect some of the surplus towards the police pension, given that a lot of the 2019 budget savings occurred in this department. Village Manager Franz said some of the surplus could also go towards capital projects so the Village can borrow less money.

2. Village Links/Reserve 22 - Manager's Report - November-December 2019 and Financial Statements – December 2019

Finance Director Coyle referenced the November-December 2019 Village Links and Reserve 22 financials included in the agenda packet. Reserve 22 experienced a positive gain for December with the buzz from the holiday pop-up bar. Overall revenues were up over 2018. The year-end combined operating profit was $579,361. The Village Links and Reserve 22 ended 2019 with a cash balance of $532,150, which is below policy level. Finance staff will be closely monitoring the Village Links and Reserve 22 cash levels. Staff is exploring options regarding the cash levels at the Village Links if another bad weather year is experienced.

RESULT:	**DISCUSSION ONLY**

E. Investment Report and Recommendation

1. Cash and Investments Report, December 31, 2019

Finance Director Coyle referenced the year-end investment and cash balance report included in the agenda and noted the Village's portfolio is doing well.

RESULT:	**DISCUSSION ONLY**

2. Motion to approve adding IPrime to the investment portfolio

Finance Director Coyle noted the Village currently works with PMA to invest in certificate of deposit investments to coincide with cash flow needs. PMA is phasing-out their liquid SDA/money market account at BMO Harris and switching to the IPrime platform. The PMA IPrime platform is a local government investment pool similar to the Illinois Funds and is AAA rated by Standard and Poor's. The IPrime investments are compliant with the Village's investment policy.

Finance Director Coyle said in meeting with PMA representatives they agreed to provide the Village with additional disclosures including a detail on the investment management fees. Chairman Halkyard noted in 2019 the PMA investments added about $250,000 in additional income to the Village's revenues.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Christopher D. Oakes, Commissioner
SECONDER:	Michael Campagna, Commissioner
AYES:	Cleaver, DeLeon, Greeno, Oakes, Campagna, Halkyard
ABSENT:	VanEk, Dan, Peck

F. Scorecard Working Session

Finance Director Coyle distributed the draft Scorecard and noted a final version of the Scorecard will be included in the next agenda. Finance Director Coyle detailed the changes included in the Scorecard based upon suggestions from the Finance Commission. The median family income graph was updated to include the national median income for 2018 as a benchmark. The sample DuPage County property tax bill now includes the property tax rate for District 89 residents. The assessed property types detail that condominiums are included in the residential property classification. The property taxes as a percentage of median family income now includes the national average for property taxes. A new chart was added detailing the estimated taxes paid on a residential home in Glen Ellyn over the past 10 years. A chart was added to show the different home rule and non-home rule taxes imposed by the peer communities. An explanation of the ISO rating scale was included.

The Finance Commission concurred that the Scorecard should include a future expense summary detailing future capital projects and their funding mechanisms. Chairman Halkyard suggested a graph detailing the winding down of some of the outstanding debt as well. Finance Director Coyle noted the Scorecard now includes a detailed explanation of sworn and non-sworn Police staff. The Finance Commission recommended adding a comment below the debt table about how the Village Links and Reserve pay their own debt payments, so when these bond issuances mature, taxes will not be going down. Finance Director Coyle said another column will be added to the debt table detailing the revenue sources for the debt payments. Commissioner Cleaver suggested including a dollar bill graphic with the breakdown of the property tax bill so residents understand how much of their taxes go to towards schools, park district, village, county, etc.

The Finance Commission praised Finance Director Coyle's efforts on the update. Finance Director Coyle said the updated Scorecard provides more context and responds to many commonly asked questions.

G. Trustee Liaison Report

None.

H. Chairman's Report

None.

I. Other Business

1. Economic Development Update

Village Manager Franz briefed the Finance Commission on recent economic development activities.

2. Next Meeting: Friday, March 13, 7:00 AM

J. Adjournment

1. Motion to Adjourn

Commissioner Oakes moved and Commissioner Greeno seconded, to adjourn the meeting. The meeting was adjourned at 8:20AM.

Submitted by Aileen Haslett, Recording Secretary

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Christopher D. Oakes, Commissioner
SECONDER:	Scott R Greeno, Commissioner
AYES:	Cleaver, DeLeon, Greeno, Oakes, Campagna, Halkyard
ABSENT:	VanEk, Dan, Peck

Minutes
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, March 13, 2020
7:00 AM
Glen Ellyn Civic Center, Room 306

A. Call to Order

Attendee Name	Title	Status
Lisa A Cleaver	Commissioner	Absent
Jose G DeLeon	Commissioner	Absent
Scott R Greeno	Commissioner	Absent
Jeremy S VanEk	Commissioner	Present
Christopher D. Oakes	Commissioner	Absent
Lea Dan	Commissioner	Absent
Michael Campagna	Commissioner	Present
Brenton J. Peck	Commissioner	Present
Matthew L Halkyard	Chairman	Present
Ben Harrington	Student Commissioner	Absent

Also present: Trustee Kelli Christiansen, Village Manager Franz, Finance Director Coyle, and Assistant Finance Director Thomas.

Chairman Halkyard called the meeting to order at 7:00 AM.

B. Public Comment (Non Agenda Items)

None.

C. Approval of Minutes

1. Finance Commission - Regular Meeting - Feb 14, 2020 7:00 AM

There was not a quorum so minutes were not approved.

D. Financial Reports

1. Finance Director Coyle will present the fourth quarter report for 2019.

Finance Director Coyle referenced the 2019 Financial Report included in the agenda packet and noted this report was prepared on a cash basis. The 2019 audit is currently being conducted and the final audit will be presented in May or June.

Income taxes increased in 2019 due to the large May payment. Home rule sales taxes increased over the prior year because 2018 only included a half year of the increase in the home rule sales tax rate. Building permits increased over the prior year due to some larger projects including the Avere project. Most revenues came in at budget or were close to the budgeted amounts. On the expense side overtime was up about 11.4% due to more snow events and police vacancies. Health insurance was up about 13.1%. The IMRF pension expense decreased about 21.7% from the prior year.

Other 2019 General Fund highlights include: the Police Department was $330,000 under budget and Forestry was $120,000 under budget. The unaudited estimated General Fund FY 2019 surplus is estimated at $855,689. In terms of cash reserves, the Village Links and Reserve 22 is currently below the policy level and staff is monitoring this closely. The Water and Sewer Fund is above the policy level, which is partially due to some delays in capital projects. A more detailed 2019 report will be discussed when the audit is completed.

RESULT:	**DISCUSSION ONLY**

2. Village Links/Reserve 22 - Manager's Report - January 2020

3. Village Links/Reserve 22 - Financial Statements - January 2020

Finance Director Coyle referenced the January 2020 Village Links and Reserve 22 Manager’s Report and financials included in the agenda packet. There were three (3) payrolls in January 2020, which almost accounts for the entire variance from 2019.

RESULT:	**DISCUSSION ONLY**

E. Scorecard

1. Finance Director Christina Coyle will present the 2019 Financial Scorecard.

Finance Director Coyle thanked the Finance Commission for all their input on overhauling the report and presented the final Scorecard to the Finance Commission. The Village Board will be reviewing the report at their Monday, March 16, 2020 meeting.

Finance Director Coyle went on to discuss the pages of the final Scorecard and noted the report now includes Lombard to provide a contrasting viewpoint. The Village’s Equalized Assessed Value (EAV) lagged the recession. There was a rather prolonged decrease in EAV and 2017 was the first year the Village went positive in terms of growth from the recession. The Scorecard also answers questions related to EAV for example if my EAV went down, how come my taxes increased. Even if your EAV decreased, but other home values decreased more than yours, your taxes could go up. A new graph was added this year detailing the assessed value of the top ten (10) property taxpayers. In terms of property taxes comparisons, the Village is in the middle of total property tax rate as a percentage of property value.

Another new graphic was added this year comparing the average property taxes paid to the Village of the Glen Ellyn over a ten (10) year period. The report also shows that a little over half of the Village's property taxes go towards capital and the other half is spent on operating expenses. Property taxes represent about 11% of the Village's budget. A new dollar bill illustration explains that the Village receives only seven (7) cents of every property tax dollar and the other 93 cents goes towards other taxing districts. The Scorecard's revenue pages show that the Village is on the low end of in terms of total revenues and on the middle end for revenue growth rate, with governmental fund revenues growing by 2.4% from 2013 to 2017. Another new section of data details the combined state and local sales tax revenue by community for 2017. Drinking and eating places is the largest section of growth for sales taxes. Grocers remains the Village's largest sales tax sector.

Finance Director Coyle provided an overview of Village expenditures by type compared to the peer communities. A new page was added to the Scorecard discussing future capital projects including: the new train station, pedestrian underpass, and parking garage. The Scorecard also details the Village's personnel metrics and a graph shows how the Village is still on the low end for full time employees per 1,000 residents. The pension pages of the Scorecard detail the two (2) different pension funds that the Village contributes towards including the Police Pension and the Illinois Municipal Retirement Fund. Overall, the Village is on the low end of pension contributions compared to the peer communities. The Village's outstanding debt obligations as well as the funding sources are detailed in the Scorecard report.

The Finance Commission commended Finance Director Coyle's efforts at compiling the Scorecard update.

RESULT:	**DISCUSSION ONLY**

F. Trustee Liaison Report

None.

G. Chairman's Report

None.

H. Other Business

1. Economic Development Update

Village Manager Franz briefed the Finance Commission on recent economic development activities.

2. Next Meeting: Friday, April 10, 7:00 AM

I. Adjournment

1. Motion to Adjourn

The meeting adjourned at 8:12 AM.

Minutes
Village of Glen Ellyn
Finance Commission
Special Meeting
Tuesday, April 7, 2020
7:00 AM
Glen Ellyn Civic Center, Room 306
And Via Conference Call

A. Call to Order

Attendee Name	Title	Status
Lisa A Cleaver	Commissioner	Absent
Jose G DeLeon	Commissioner	Present
Scott R Greeno	Commissioner	Present
Jeremy S VanEk	Commissioner	Present
Christopher D. Oakes	Commissioner	Present
Lea Dan	Commissioner	Present
Michael Campagna	Commissioner	Present
Brenton J. Peck	Commissioner	Present
Matthew L Halkyard	Chairman	Present
Ben Harrington	Student Commissioner	Absent

Also present: President McGinley, Trustee Christiansen, Trustee Fasules, Village Manager Franz, Assistant Village Manager Holmer, Finance Director Coyle, Assistant Finance Director Thomas, and Recording Secretary Haslett.

Chairman Halkyard called the meeting to order at 7:03 AM.

B. Public Comment (Non Agenda Items)

None.

C. Covid-19 Projections

1. Financial Projections - Covid-19

Finance Director Coyle noted Governor Pritzker's Executive Order allows the Finance Commission to meet through by conference call. Finance Director Coyle referenced the February 2020 cash reserves update included in the agenda packet. The Village is meeting all of the policy limits except for the Village Links. Interest rates have recently gone down which will lower investment income. Finance Director Coyle explained what funds could possibly be repurposed due to

Covid-19. Trustee Christiansen asked what would be the parameters to rebuild the reserves before the Village starts using other funds. Finance Director Coyle said this would be up to the Village Board and would be part of the budget discussions.

Finance Director Coyle referenced the Covid-19 General Fund Revenue projections which includes four (4) scenarios including a one (1) month stay-at-home order which is the best case scenario, a three (3) month impact, a six (6) month impact, and a nine (9) month impact being the worst case scenario. The Village's sales taxes are heavily weighted on groceries, which will help the Village in times like this. Commissioner Peck inquired if neighboring communities are preparing similar scenario projections. Finance Director Coyle replied Wheaton is using a similar approach. Commissioner Campagna asked if the State of Illinois has provided any guidance on the duration of the stay-at-home order. Finance Director Coyle responded the Illinois Municipal League plans on releasing some estimates for the per-capita rates. Finance Director Coyle noted the State of Illinois delayed sales tax payments for businesses, which means there will be a five (5) month delay from when the taxes are paid by the consumer to when the Village receives the funding. Village Manager Franz noted the Village is in constant contact with other village managers sharing information about the possible impact of COVID-19. Finance Director Coyle noted that back in 2008/2009 General Fund revenues decreased about $1.1 million due to the recession. The Village mitigated this reduction through instituting the home rule sales tax.

Finance Director Coyle provided an update on how the Village is handling expenses due to Covid-19. The Village instituted a hiring freeze. All departments were asked to provide a list of reductions that they could make in the current fiscal year and the departments submitted about $1 million in budget savings. The Village will be using a tiered response in terms of reductions. Village Manager Franz noted there is a possibility of obtaining some FEMA grants and staff is working with other municipalities to push for federal stimulus monies. Commissioner VanEk said he assumed that the monies under the Coronavirus Aid, Relief, and Economic Security Act for the payroll protection and employer retention credits were not applicable to the Village. Finance Director Coyle responded yes that most of the monies the Village will receive will come from FEMA for overtime and the costs associated with responding to the disaster.

Finance Director Coyle referenced the 2020 Capital Program information included in the agenda packet and discussed the possible impact of COVID-19 on the Capital Projects Fund. Food and beverage taxes will be impacted based upon the proportionate months that the restaurants are closed. The Village will still receive food and beverage taxes from liquor stores and curbside pickup. Similar to the State of Illinois, the Village gave businesses a two (2) month delay to file their food and beverage tax returns.

Professional Engineer Daubert prepared an analysis prioritizing the 2020 capital program. Some items can be pushed out in the future, to help with the Covid-19 event. Commissioner Peck inquired if there were any financial implications for the deferred projects. Professional Engineer Daubert replied the Village is moving forward with the projects already under contract. Professional Engineer Daubert noted the contracts include provisions allowing the Village to terminate the contract if needed. Professional Engineer Daubert recommended proceeding with the two (2) miles of street resurfacing project at $1.4 million because there are longer term cost impacts if this project is not completed. Commissioner VanEk inquired about the parking garage. Finance Director Coyle replied some decisions will need to be made in regards to this project. Finance Director Coyle said the Village met with their financial advisor who indicated the debt market to issue bonds is very uncertain right now. Commissioner VanEk asked how much more debt would the Village need to issue if the parking garage moves forward. Finance Director Coyle replied the Village has about $15 million more to spend on the project. Finance Director Coyle noted the Village Board will need to weigh in on this project and decide on how to proceed.

Village Manager Franz provided an update on the new train station project and said the Village received another $2 million grant from the ICC for the project bringing the total grants to over $20 million. Village Manager Franz said he does not believe the monies from this project will be shifted and taken away from the Village. Village Manager Franz noted the Village's share of the project cost will be around $4 million in upfront project costs for the phase two (2) engineering. Village Manager Franz the Village is in a good place to defer planning for the streetscape project for right now, and reevaluate this later.

Finance Director Coyle said the Village Board approved a $250,000 no-interest line of credit to the Village Links at the last meeting. The purpose of the line of credit is to provide funds for cash flow issues. The stay-at-home order has forced the closure of the golf course and Reserve 22 is only open for curbside pickup on the weekends. Some of the Village Links and Reserve part-time staff have been laid off, except for a couple of employees to help with food operations. The grounds crew is still working to maintain the greens. Finance Director Coyle noted if the closure is extended, the Village will need to look at other ways to reduce expenses. Village Manager Franz said public golf courses are lobbying to be first wave of businesses to be released from the stay-at-home order. Village Manager Franz said the Village Links has a new app in place whereby golfers can reserve their tee-time and pay without having to go into the golf shop. Commissioner Campagna asked if the $250,000 line of credit is enough. Finance Director Coyle said probably not given how long the stay-at-home order lasts. Finance Director Coyle explained in the worst-case analysis, the cash would last through May before asking for more money and if the event extends to June, the Links would definitely need additional funding. Village Manager Franz noted the Recreation department initially requested a $500,000 line of credit and added the $250,000 line of credit is a start and hope for the best.

Village Manager Franz noted building permits and construction projects have not slowed down since this event.

Chairman Halkyard thanked staff for their spectacular efforts at addressing Covid-19.

RESULT:	**DISCUSSION ONLY**

D. Other Business

None.

E. Adjournment

1. Motion to Adjourn

The meeting was adjourned at 8:30 AM.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Michael Campagna, Commissioner
SECONDER:	Matthew L Halkyard, Chairman
AYES:	DeLeon, Greeno, VanEk, Oakes, Dan, Campagna, Peck, Halkyard
ABSENT:	Cleaver, Harrington

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 05/15/20 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Report
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 4476) DOC ID: 4476

Village Links/Reserve 22 Financial Statements - March 2020

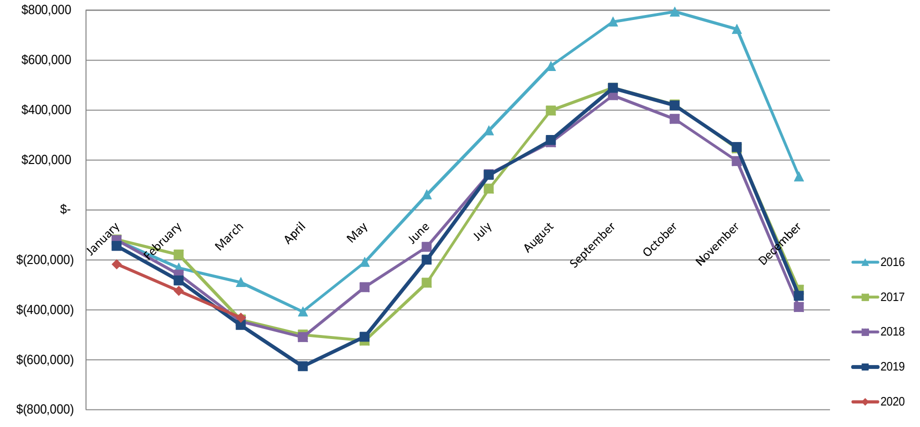
Please see the attached report.

ATTACHMENTS:

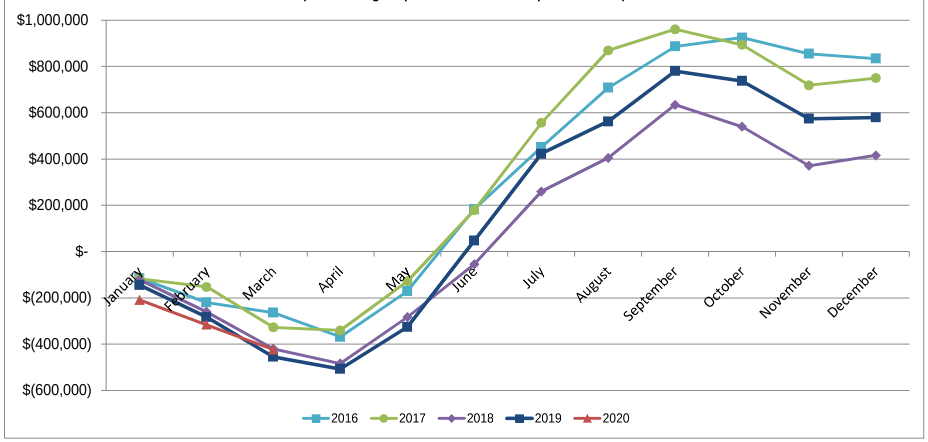
- Village Links - Financial Statements - March 2020 (PDF)

Village Links / Reserve 22
Dashboard Financial Report
As of March 31, 2020

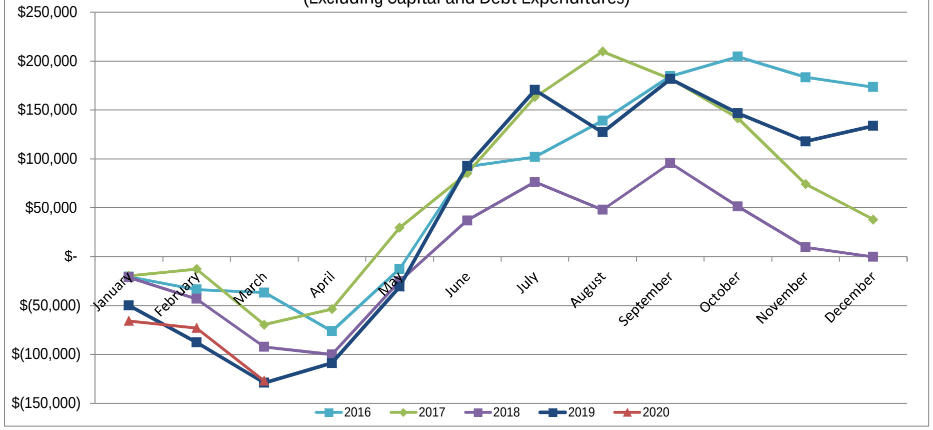
Year-To-Date Net Income
(Including Capital and Debt Expenditures)



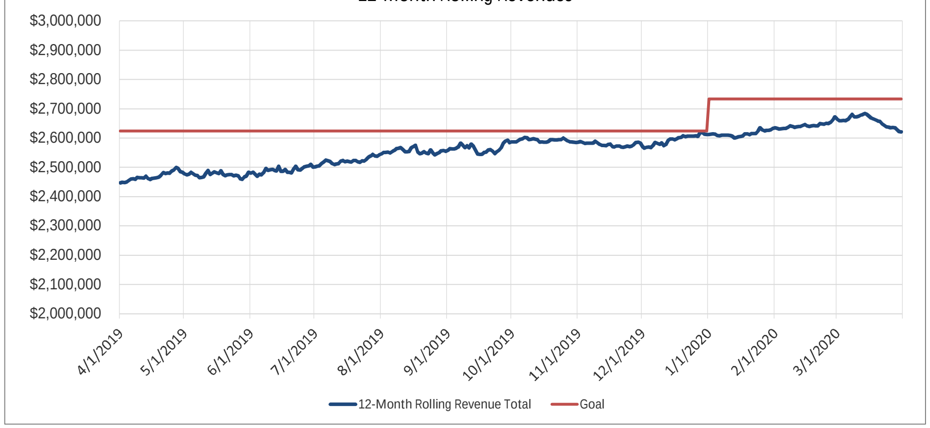
Year-to-Date Operating Income
(Excluding Capital and Debt Expenditures)



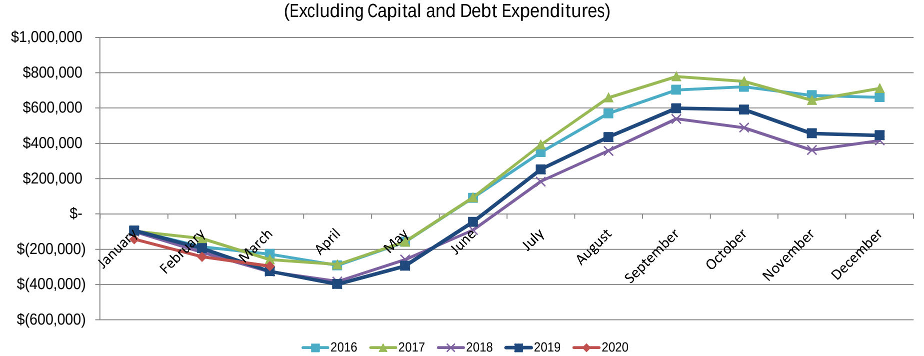
Reserve 22 Operating Income
(Excluding Capital and Debt Expenditures)



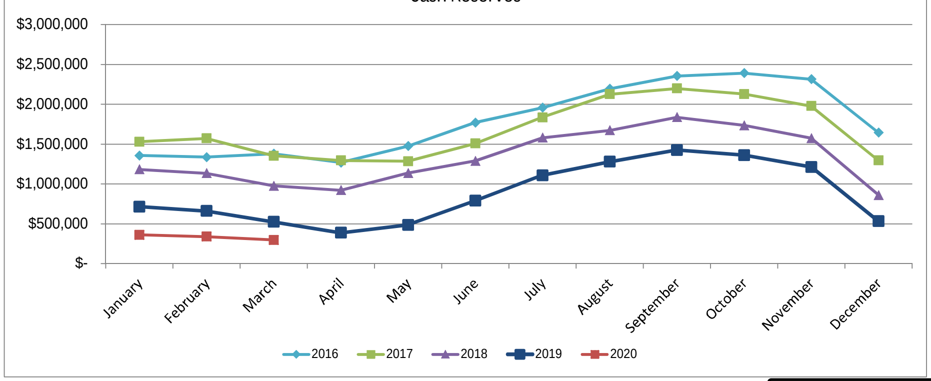
Reserve 22 Revenues
12-Month Rolling Revenues



Golf Operating Income
(Excluding Capital and Debt Expenditures)



Cash Reserves



VILLAGE LINKS GLEN ELLYN | RESERVE 22 TWENTY-TWO

VILLAGE LINKS / RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of March 31, 2020

ORG	DESCRIPTION	2020 BUDGET	MONTH 2020	MONTH 2019	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2020	YEAR-TO-DATE 2019	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	REVENUES:									
5500	Village Links Revenues	$ 2,997,700	$ 61,167	$ 52,649	$ 8,518	16%	$ 86,909	$ 79,279	$ 7,630	10%
5520	Reserve 22 Revenues	2,733,000	73,330	124,551	(51,221)	-41%	292,432	284,365	8,067	3%
	Total Revenues	$ 5,730,700	$ 134,497	$ 177,200	$ (42,703)	-24%	$ 379,341	$ 363,644	$ 15,697	4%
	EXPENDITURES:									
55700	Administration	$ 457,977	$ 39,964	$ 44,384	$ (4,420)	-10%	$ 120,719	$ 108,644	$ 12,074	11%
55710	Golf Course Maintenance	820,822	42,533	38,584	3,949	10%	120,602	97,641	22,961	24%
55720	Golf Services	727,678	35,472	58,158	(22,685)	-39%	110,207	124,638	(14,431)	-12%
55730	Reserve 22	2,452,699	127,521	166,005	(38,484)	-23%	419,626	413,511	6,115	1%
55740	Stormwater Management	28,823	286	415	(129)	-31%	982	962	20	2%
55750	Pro Shop Merchandise	157,234	(15,525)	16,071	(31,596)	-197%	(12,642)	15,512	(28,154)	-181%
55780	Motorized Carts	43,448	249	-	249	0%	249	-	249	0%
557X5	Mechanical Maintenance	184,873	11,809	25,541	(13,732)	-54%	43,420	57,648	(14,228)	-25%
	Total Operating Expenses	$ 4,873,554	$ 242,309	$ 349,156	$ (106,847)	-31%	$ 803,163	$ 818,556	$ (15,393)	-2%
	Operating Income (Loss)	$ 857,146	$ (107,812)	$ (171,957)	$ 64,144	-37%	$ (423,822)	$ (454,911)	$ 31,089	-7%
	Debt Service	657,696	-	-	-	0%	-	-	-	0%
	Capital Expenditures	192,000	-	6,620	(6,620)	-100%	8,085	6,620	1,465	22%
	CHANGE IN NET POSITION	$ 7,450	$ (107,812)	$ (178,577)	$ 70,764	-40%	$ (431,907)	$ (461,531)	$ 29,624	-6%

KEY METRICS

	Goal	Month 2020	Month 2019	Month Diff	YTD 2020	YTD 2019	YTD Diff
Personnel Expenses as % of Sales	48%	121%	119%	1%	137%	133%	4%
Cash Balance (End of Month, in $000's)	$ 1,218	$ 295	$ 522	$ (228)			

VILLAGE LINKS GLEN ELLYN | RESERVE 22 TWENTY-TWO

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)

As of March 31, 2020

ORG/ OBJECT	DESCRIPTION	2020 BUDGET	MONTH 2020	MONTH 2019	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2020	YEAR-TO-DATE 2019	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
5500	VILLAGE LINKS REVENUES:									
440550	Green Fees	$ 1,850,000	$ 27,382	$ 9,908	$ 17,474	176%	$ 27,752	$ 10,352	$ 17,400	168%
440554	Pro Shop - Sales	180,000	4,342	4,200	143	3%	8,655	6,814	1,841	27%
440555	Motor Carts	525,000	3,764	1,080	2,684	249%	3,764	1,080	2,684	249%
440556	Driving Range	285,000	7,030	6,126	904	15%	8,040	6,668	1,372	21%
440557	Resident Cards	32,000	8,945	9,665	(720)	-7%	15,560	17,500	(1,940)	-11%
460100	Investment Income	13,200	1,174	936	238	25%	2,103	3,638	(1,534)	-42%
489000	Miscellaneous Revenue	112,500	8,608	20,679	(12,071)	-58%	21,333	33,209	(11,876)	-36%
489100	Miscellaneous - Over/Short	-	(78)	55	(133)	-242%	(297)	19	(317)	-1649%
	Total Revenues	$ 2,997,700	$ 61,167	$ 52,649	$ 8,518	16%	$ 86,909	$ 79,279	$ 7,630	10%
	COST OF GOODS SOLD:									
520945	Cost of Goods Sold - Pro Shop	$ 126,000	$ (17,840)	$ 12,849	$ (30,689)	-239%	$ (20,548)	$ 8,259	$ (28,807)	-349%
	Total Cost of Goods Sold	$ 126,000	$ (17,840)	$ 12,849	$ (30,689)	-239%	$ (20,548)	$ 8,259	$ (28,807)	-349%
	Gross Profit	$ 2,871,700	$ 79,007	$ 39,800	$ 39,208	99%	$ 107,457	$ 71,021	$ 36,437	51%
	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	$ 898,265	$ 60,928	74878.27	$ (13,951)	-19%	$ 189,489	$ 168,548	$ 20,941	12%
510120	Salaries - Non-Pensionable	168,200	5,853	6,379	(526)	-8%	6,687	12,308	(5,622)	-46%
510200	Salaries - Overtime	4,500	-	97	(97)	-100%	-	97	(97)	-100%
510400	FICA Taxes	81,928	4,953	6,027	(1,075)	-18%	14,579	13,574	1,005	7%
510500	IMRF	81,653	5,321	5,177	144	3%	16,552	11,648	4,904	42%
590600	Health Insurance	132,375	9,868	11,977	(2,108)	-18%	34,114	27,555	6,560	24%
52XXXX	Contractual Services	633,434	43,411	60,867	(17,456)	-29%	122,694	139,227	(16,533)	-12%
53XXXX	Commodities	294,500	2,295	4,900	(2,605)	-53%	19,970	23,829	(3,859)	-16%
	Total Operating Expenses	$ 2,294,855	$ 132,629	$ 170,303	$ (37,674)	-22%	$ 404,085	$ 396,786	$ 7,299	2%
	Operating Income (Loss)	$ 576,845	$ (53,621)	$ (130,503)	$ 76,882	-59%	$ (296,628)	$ (325,765)	$ 29,138	-9%
	Operating Income (Loss) Percentage	19%	-88%	-248%			-341%	-411%		

KEY METRICS

	Goal	MONTH 2020	MONTH 2019	MONTH DIFF	YTD 2020	YTD 2019	YTD DIFF
Rounds Played	70,000	1,405	670	735	1,488	767	721
Revenue Per Round	$ 42.82	$ 43.54	$ 78.58	$ (35.04)	$ 58.41	$ 103.36	$ (44.96)
Resident Cards Sold	N/A	955	939	16	1,640	1,734	(94)
Cost of Goods Sold % - Pro Shop	70%	-411%	306%	-717%	-237%	121%	-359%
Personnel Expenses as % of Sales	46%	142%	199%	-56%	301%	295%	6%

VILLAGE LINKS GLEN ELLYN | RESERVE 22 TWENTY-TWO

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)
As of March 31, 2020

ORG/ OBJECT	DESCRIPTION	2020 BUDGET	MONTH 2020	MONTH 2019	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2020	YEAR-TO-DATE 2019	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	MISCELLANEOUS REVENUE									
	Miscellaneous Revenue includes the following items, which don't fit into any of the major revenue categories:									
	Handicaps		$ 5,440	$ 16,800	$ (11,360)		$ 12,920	$ 25,640	$ (12,720)	
	Hand Cart Rentals		808	374	434		856	406	450	
	Adult & Junior Golf Lessons		1,650	2,010	(360)		4,150	3,200	950	
	Golf Club Rentals		30	-	30		30	20	10	
	Golf Club Repairs		-	653	(653)		110	721	(611)	
	Locker Rentals		560	720	(160)		2,800	2,720	80	
	Illinois Sales Tax (1.75%)		143	104	39		472	406	66	
	Glen Ellyn Food & Beverage Tax (1%)		(26)	-	(26)		10	-	10	
	FootGolf Ball Rentals		-	15	(15)		-	15	(15)	
	ATM Machine Commission		4	4	-		14	13	1	
	Miscellaneous		-	-	-		(30)	67	(97)	
	Total	$ 112,500	$ 8,608	$ 20,679	$ (12,071)		$ 21,333	$ 33,209	$ (11,876)	

VILLAGE LINKS GLEN ELLYN | RESERVE 22 TWENTY-TWO

RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of March 31, 2020

ORG/ OBJECT	DESCRIPTION	2020 BUDGET	MONTH 2020	MONTH 2019	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2020	YEAR-TO-DATE 2019	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
5520	RESERVE 22 REVENUES:									
441100	Food	$ 1,500,000	$ 44,495	$ 75,985	$ (31,490)	-41%	$ 171,969	$ 173,659	$ (1,690)	-1%
441101	Liquor	260,000	6,251	10,125	(3,874)	-38%	28,858	24,365	4,493	18%
441102	Beer	485,000	9,369	16,312	(6,943)	-43%	29,638	35,301	(5,664)	-16%
441103	Wine	235,000	6,854	14,175	(7,321)	-52%	31,869	31,061	808	3%
441104	NA Beverages	85,000	1,011	2,268	(1,257)	-55%	4,865	4,739	127	3%
441106	Room Charges	4,000	-	-	-	0%	1,950	1,500	450	30%
441107	Service Charges	160,000	5,297	5,687	(389)	-7%	21,663	13,730	7,933	58%
489000	Miscellaneous Revenue	4,000	53	-	53	0%	1,620	10	1,610	16083%
	Total Revenues	$ 2,733,000	$ 73,330	$ 124,551	$ (51,221)	-41%	$ 292,432	$ 284,365	$ 8,067	3%
	COST OF GOODS SOLD:									
530400	Cost of Goods Sold - Beer	$ 121,250	$ 4,975	$ 2,703	$ 2,272	84%	$ 9,126	$ 9,450	$ (323)	-3%
530401	Cost of Goods Sold - Wine	68,150	2,247	3,204	(956)	-30%	10,626	8,567	2,060	24%
530402	Cost of Goods Sold - Liquor	46,800	1,423	(303)	1,726	-570%	5,546	3,534	2,012	57%
530405	Cost of Goods Sold - NA Beverages	28,050	2,287	2,768	(481)	-17%	4,523	4,420	103	2%
530420	Cost of Goods Sold - Food	495,000	22,554	24,891	(2,337)	-9%	64,946	68,326	(3,380)	-5%
	Total Cost of Goods Sold	$ 759,250	$ 33,487	$ 33,262	$ 225	1%	$ 94,767	$ 94,296	$ 472	1%
	Gross Profit	$ 1,973,750	$ 39,843	$ 91,289	$ (51,446)	-56%	$ 197,665	$ 190,070	$ 7,595	4%
	Gross Profit Percentage	72%	54%	73%			68%	67%		
	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	$ 640,000	$ 41,716	$ 58,106	$ (16,390)	-28%	$ 150,261	$ 138,710	$ 11,551	8%
510120	Salaries - Non-Pensionable	465,000	18,800	26,799	(8,000)	-30%	55,727	60,781	(5,054)	-8%
510200	Salaries - Overtime	5,000	2	19	(17)	-88%	400	19	380	1956%
510399	Tips Paid Through Payroll	-	1,561	447	1,114	249%	4,166	2,687	1,479	55%
510400	FICA Taxes	115,440	5,509	7,744	(2,234)	-29%	18,724	17,990	735	4%
510500	IMRF	58,176	4,307	4,490	(183)	-4%	15,439	10,639	4,800	45%
590600	Health Insurance	86,200	4,877	9,285	(4,407)	-47%	17,071	21,447	(4,376)	-20%
52XXXX	Contractual Services	178,883	7,781	15,626	(7,845)	-50%	35,245	36,459	(1,213)	-3%
53XXXX	Commodities	144,750	9,480	10,227	(746)	-7%	27,827	30,484	(2,657)	-9%
	Total Operating Expenses	$ 1,693,449	$ 94,034	$ 132,743	$ (38,709)	-29%	$ 324,859	$ 319,216	$ 5,644	2%
	Operating Income (Loss)	$ 280,301	$ (54,191)	$ (41,454)	$ (12,737)	31%	$ (127,194)	$ (129,146)	$ 1,952	-2%
	Operating Income (Loss) Percentage	10%	-74%	-33%			-43%	-45%		

VILLAGE LINKS GLEN ELLYN | RESERVE 22 TWENTY-TWO

RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of March 31, 2020

ORG/ OBJECT	DESCRIPTION	2020 BUDGET	MONTH 2020	MONTH 2019	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2020	YEAR-TO-DATE 2019	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	KEY METRICS									
		Goal								
	Revenue Source:									
	Restaurant/Bar	N/A	$ 43,300	$ 89,161	$ (45,861)	-51%	$ 164,565	$ 200,961	$ (36,396)	-18%
	Banquets	N/A	28,542	34,820	(6,278)	-18%	125,958	82,823	43,135	52%
	Other	N/A	1,488	570	918	161%	1,910	582	1,328	228%
	Total	$ 2,733,000	$ 73,330	$ 124,551	$ (51,221)	-41%	$ 292,432	$ 284,365	$ 8,067	3%
	Reserve 22 Revenues (Last 12 Months)	$ 2,733,000					$ 2,620,555	$ 2,457,986	$ 162,569	7%
	Reserve 22 Expenses (Last 12 Months)	$ 2,452,699					$ 2,484,835	$ 2,495,041	$ (10,206)	0%
	# Guest Checks (Restaurant/Bar)	N/A	1,290	2,575	(1,285)		4,804	6,078	(1,274)	
	Revenue Per Guest Check	N/A	$ 33.57	$ 34.63	$ (1.06)		$ 34.26	$ 33.06	$ 1.19	
	# Guests (Restaurant/Bar)	N/A	2,051	4,535	(2,484)		7,816	10,312	(2,496)	
	Average Guest Spend	N/A	$ 21.11	$ 19.66	$ 1.45		$ 21.05	$ 19.49	$ 1.57	
	Cost of Goods Sold %	28%	46%	27%	19%		32%	33%	-1%	
	Cost of Goods Sold % (By Category):									
	Cost of Goods Sold - Beer	25%	53%	17%	37%		31%	27%	4%	
	Cost of Goods Sold - Wine	29%	33%	23%	10%		33%	28%	6%	
	Cost of Goods Sold - Liquor	18%	23%	-3%	26%		19%	15%	5%	
	Cost of Goods Sold - NA Beverages	33%	226%	122%	104%		93%	93%	0%	
	Cost of Goods Sold - Food	33%	51%	33%	18%		38%	39%	-2%	
	Personnel Expenses as % of Sales	50%	103%	85%	17%		88%	88%	0%	
	Prime Cost (Cost of Goods Sold + Personnel Expenses) as % of Sales	78%	148%	112%	36%		121%	121%	0%	

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 05/15/20 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Report
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 4479) DOC ID: 4479

Staff will present an update to the long term capital plan and lead a discussion on project prioritization.

Background

Due to significant budgetary impacts of the ongoing COVID-19 Pandemic, the Village's Finance Department recently modeled revenue projections for four potential reduced revenue 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 in the attached April 13 Village Board Agenda Item (please see PDF pages 13-14 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 Improvements project.

Subject

As the financial impacts of the pandemic involve considerable uncertainty and potential longer-term impacts, staff 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 strict spending 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. One viewpoint being that now is a good time to advance work in the CBD prior to the economy and downtown activity returning to pre-pandemic conditions; the other viewpoint being that now is not the time to advance work in the CBD as it may only add to the challenges the business community currently faces due to the pandemic.

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 near-term fate of all projects. 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.

Staff is bringing this item for consideration to the Finance Commission at its May 15, 2020 Special Meeting. The Finance Commission will be asked of their viewpoints on the capital plan as well as advancing the CBD streetscape project and the CBD parking garage.

Capital Improvements Commission (CIC) Input

In preparation of this discussion with the Village Board, staff did consult with the CIC at its May 12 Meeting. The COVID-19 Project Prioritization table was discussed in detail with the 7 Commissioners in attendance making a unanimous motion in support of the staff recommendations as presented in the table. Multiple Commissioners did comment that if attractive bids are received on projects such as the 2020 Utility and Roadway Improvement Project #20002 that is currently out for bid, the Village should consider advancing additional street rehabilitation work.

Staff also consulted with the CIC for input on the 10-Year Capital Plan and their thoughts about the advancement of the Civic Center Parking Garage Project as well as the CBD Streetscape and Utility Project. Commissioners appreciated that the 10-Year Plan allowed projects to be advanced, in the context of bonds being able to be issued and the plan not showing deficits until its latter years. However, one Commissioner is opposed to the Village taking on additional debt at this time.

In terms of the Civic Center Parking Garage Project:

- 2 Commissioners expressed strong support of moving the project forward now
- 1 Commissioner was somewhat neutral but leaned towards deferring the project a year while also wondering if the funds could be utilized differently to better help the business community
- 3 Commissioners supported the project but expressed preference for the CBD project if the choice had to be made between the CBD Utility and Streetscape Project and the Parking Garage Project
- 1 Commissioner supported the project but not in the context of the Village taking on additional debt at this time and would rather see the CBD Utility and Streetscape Project be

advanced.

In terms of the CBD Streetscape and Utility Project:

- The Commissioners expressed unanimous support of advancing the project. However, a few takeaway notes from the discussion:
  - 1 Commissioner noted he would like to see this project move forward along with the Civic Center Parking Garage
  - 1 Commissioner noted that he is all for the CBD Project moving forward but the Civic Center Parking Garage is ready to go now, let's not lose momentum on it
  - 1 Commissioner noted that while businesses may be hurting now, pushing the CBD project back will only prolong impacts of two events on the downtown businesses; i.e. COVID-19 and CBD Streetscape and Utility Construction Impacts. We should move quickly to advance the CBD project.
  - 1 Commissioner expressed that the CBD Utilities and Streets are assets that we have to maintain at this time. The project should take priority over the Parking Garage if one is to be not advanced at this time. However, the Commissioner also noted that now is a good time to borrow money to move both projects forward and that we should be prepared to take advantage of competitive contractor pricing.

<u>Action Requested</u>

Staff requests a discussion with the Finance Commission on its tabular summary of recommendations for implementation of near term projects. As much is still to be learned of the actual financial implications of the COVID-19 Pandemic, staff would like to go through the tabular COVID-19 Project Prioritization summary to discuss more imminent decisions to be made on implementing capital projects. A few points staff would like to note as part of the discussion are as follows:

1. **2020 Utility and Roadway Improvement Project #20002:** This project involves the rehabilitation of approximately 2 miles of residential streets primarily located in southeast Glen Ellyn. Please see the attached Utility and Roadway Improvements Map 20001 and 20002, referring to Project #20002 for the streets included in this project. The project is currently being let with bids due at 10 a.m. on Thursday, March 14th. Based on the final design, the engineer's estimate of probable construction cost for the project is $1,517,000 with the 2020 Budget Including $1,679,951 with a breakdown of $1,359,057 Capital and $320,894 Water & Sewer Funds. While subject to review upon opening of the bids, staff notes that based on the final design, the Capital Funding Component is anticipated to be greater than budgeted and the Water & Sewer Funding Components anticipated to be less than budgeted. As denoted in the tabular summary, the Street Reconstruction Project #20001 which has a preliminary (pre-detailed design) estimated cost of $8,779,372 and includes extensive roadway, sewer, and water infrastructure improvements along approximately 1.6 miles of streets primarily located in the central-west portion of the Village (see the aforementioned attached map), is recommended for deferral at this time.

2. **CBD Parking Garage:** Attached to this agenda item is the memo that went to the Village Board on April 27 regarding the CBD Parking Garage. At that meeting, a decision was made to wait a month and revisit the decision at the May Village Board Workshop. The parking garage is currently "shovel ready", but remains a decision point for the Village Board on whether to move it forward or delay construction. Demolition of the 423 N. Main building began last week and utility relocation will also commence whether or not the full project moves forward. The viewpoint was that providing access to Main Street from the Civic Center parking lot had value whether or not a garage was constructed. There is a decision point by June 1 if the Village Board wishes to remain with the original schedule which contemplated construction starting this summer and finishing in late winter/early Spring 2021. There are positives with moving forward with the construction on schedule which include cost mitigation, low borrowing rates and constructing the garage at a time when there is less activity within the CBD. Certainly, beginning construction of a garage now will be less impactful to customers, commuters, and employers. The downside of moving forward with the garage is the uncertainty of the length of the impact of Covid-19 on particularly the food and beverage tax which was to fund a portion of the debt service on the parking garage. Staff has done financial modeling with the 10 year capital plan; and, in the near term, there is liquidity in the Capital Projects Fund to fund the parking garage and debt service. However, to be clear, that means that other funding sources would be making up for the loss of the food and beverage revenue in until food and beverage revenue returned to its pre-Covid levels.

   Since the April 27 Village Board meeting, some potential additional revenue sources have become available. Once source is known and will provide funding to the Capital Projects Fund. The State issued a $1.5 billion grant program using proceeds from general obligation bonds authorized in the REBUILD Illinois capital program to provide Local Public Agencies (LPAs) with the funds for capital projects. Grants will be allotted among LPAs based on the regular Motor Fuel tax (MFT) formula. However, keep in mind that these are not MFT disbursements. Rather, they are grants made from bond proceeds that must be used for capital projects. Based upon the notice from the Illinois Department of Transportation, Glen Ellyn should receive $1.8 million over a period of 3 years. The State also issued a notice for grants for "shovel-ready" projects through the Department of Commerce and Economic Opportunity (DCEO) of between $500,000 and $5,000,000. This could be an additional funding source for the parking garage or other projects within the Capital Projects Fund should the Village receive the grant.

   With the help of the Village's TIF consultant, the Village is also projecting CBD TIF revenues over the life of the TIF. Staff hopes to review those with the Finance Commission at the May meeting.

Ultimately, staff is requesting the Finance Commission's recommendation to the Village Board on when to move the parking garage forward. Should the Village keep with the original schedule to begin construction this summer? Or should the project be deferred to a later date?

2. **CBD Streetscape and Utility Improvements Project:** The utility improvement design is continuing to advance; however input will be needed from the Village Board to finalize the budget, design, and project schedule particularly for the streetscape improvements. As noted in this memorandum, there lies different perspectives on the appropriate time to implement this project. Deferral of the project does create some concern for one business in particular, A Toda Madre which is looking to make a number of improvements to the building space they occupy including ADA accessibility improvements, but is also looking to incorporate provisions for an outdoor dining deck on the north side of the building along Pennsylvania Avenue, east of Main Street. Staff is preparing for a June/July workshop discussion with the Village Board on the overall CBD Project as well as to discuss the possibility of making certain improvements to support businesses if the Project is deferred for an extended period of time.

3. **Cumnor Avenue Sewer and Water Utility Improvements:** On October 16, 2017 the Village Board discussed the annexation strategy for the unincorporated area to the east of the Enclaves Subdivision and north of the Village's boundary near Glen Oak County Club. Minutes from that meeting as well as a map of the areas discussed are attached. The Village Board also discussed utility extension to properties in this area. As noted in the minutes, utility extension to the entire area would be too costly for most of the benefitted properties (around $50,000 per lot just for their share of the mains). The Village Board provided staff with direction to move forward with a smaller project to extend utilities from the intersection of Fairway Street and Cumnor Avenue up to Acorn Avenue (benefitting 11 properties). Property owners from lots on Cumnor Avenue and Acorn Avenue attended the meeting and spoke on behalf of those that are interested in connecting to utilities and annexation. Since that meeting Village staff have received petitions and fees for annexation from four property owners. A right-of-way vacation and minor subdivision application has also been submitted, which will create a 5th lot that will be annexed and connected to utilities as well. Annexation agreements outlining the utility extension costs and terms of repayment for the project have been drafted and sent to the participating properties. A letter has also been sent to the remainder of the property owners on Cumnor and Acorn Avenue to determine if any others wish to participate in the project at this time. Staff has estimated that the total cost to extend the water and sanitary mains to this area is approximately $408,900 (estimate included in the attachment). The cost for just the water main is $198,460, and the Village agreed to contribute 25% ($49,615) to the project for the benefit of having water mains/hydrants for the Fire Company in this area. The principal cost to each

property that connects to the water and sewer mains is $32,665. Staff has put together a repayment plan that will allow the property owners to repay the Village for their proportionate share of the water and sewer mains over a period of 20 years at a 3% interest rate. Any property that would connect to the water and sewer main at a future date, after the commencement of the project, would pay the same principal amount to connect with compounding interest of 5% per year starting the year of construction. Staff expects to bring forward the annexation agreements and annexation of this area for Village Board consideration as early as June. The water and sewer utility extension project design is being wrapped up with the construction of the project possible as soon as fall of 2020. In this context, staff is looking for direction on the near term fate of this project; i.e. should the project be advanced or deferred to 2021?

4. **Hill Avenue Sewer and Water Utility Improvements**: The Village of Glen Ellyn and Lombard have an intergovernmental agreement (attached for reference) whereby the Village of Glen Ellyn intends to extend its water distribution system from the east end of Crescent Boulevard (near the East Branch) south across the UP-West Railroad Line to Hill Avenue (near the East Branch) and thereby provide water service to properties that are currently served by water mains owned, operated, and maintained by the Village of Lombard. This project provides mutual benefits to the communities in that the project will support the eventual looping of Glen Ellyn's water distribution system which has dead ends on Crescent Boulevard and Hill Avenue. Looping the Village's distribution system improves redundancy thereby reducing the areas that are impacted by potential water main breaks; it also supports improved water quality in the Village's water distribution system. Lombard benefits in that they will no longer need to serve the Hill Avenue commercial corridor and more substantially, the project will allow them to abandon a portion of their water distribution system, which serves this area and runs under I-355. Failure of this pipe under the tollway would be an expensive, complex, and time sensitive manner to repair. In both of these contexts, the Village of Lombard is willing to contribute up to 60% towards the cost of the mutually beneficial water system improvements, if the project is completed by 12/31/2021. Other improvements would be constructed in tangent with the water distribution system work including sanitary sewer extensions for future annexations. Staff is also considering inclusion of the full extension of the water main on Hill Avenue to the west (near Golf Avenue) to close the dead end water main on Hill Avenue. This would potentially be an alternate bid. The project design is far along; however, staff has been trying to work with a property owner within the project area that is interested in annexation to the Village. Some of the requests of the petitioner impact the project design and have therefore been somewhat of a hold up on completion of the design. Preliminary estimates put the project cost on the order of $1.5M. The water system improvements, excluding the Hill Avenue loop closure, would be approximately $710K with Lombard contributing ~$426K towards construction and $25K towards

design engineering. A decision will need to be made to finalize the design and maximize the dollars that Lombard would contribute towards the project by implementing construction in 2021. Staff invites any comments or concerns the Board may have on this approach of implementing this project in 2021.

5. **Continued Design and Construction Engineering Services for Projects**: The Village will need to continue to ready projects for their future implementation as well as provide construction engineering services. Some design and construction observation work has, and will continue to be, performed in-house. Staff continues to review how it uses in-house and contractual resources. However, engineering contracts are anticipated to continue to be brought to the Village Board for consideration of approval. It is noted that if the Village desires to remain competitive with grant applications, preliminary design engineering should be advanced for projects that qualify for grant funding. While there are significant up-front costs, advancement and completion of preliminary engineering is a common evaluation criteria within grant applications.

6. **Metra Train Station and Multimodal Access Improvements Project**: With the project still working through Phase I/Preliminary Engineering Design, including the National Register of Historic Places eligibility determination and its required efforts to work through, there is no particular rush to advance the project into Phase II/Detailed Engineering Design at this time. This is also in the context of the project funding not earmarked until Federal Fiscal Year 2024. Engineering expenses will continue to be incurred on the Preliminary Engineering Design and it is likely that there may be forthcoming change orders as the project team continues to work through the NRHP eligibility determination/106/4f process. Staff intends to bring an update to the Village Board on the project as more information evolves on this topic. Staff does note that an additional $2M in funding has been earmarked for the project as part of the Illinois Commerce Commission's Crossing Safety Improvement Program. Those funds are earmarked for 2025.

7. **Other Various Projects**: Other various projects that staff feels are priorities are overhead sewer conversion cost share program, public right-of-way drainage/sump pump connection cost share program, and various drainage improvements such as the Village Green Park Storm Sewer Replacement project. Staff intends to continue to advance these initiatives.

List of Attachments

1. April 13 Village Board Agenda Item - Revenue Models and Project Prioritization (PDF Pages 13-14 include project prioritization table)
2. April 27 Village Board Agenda Item - Parking Garage and 10-Year Capital Plan
3. Utility and Roadway Improvements Map 20001 and 20002
4. Cumnor Avenue Annexation and Utility Extension Documents
5. Glen Ellyn-Lombard IGA for Hill Avenue Water System Improvements

ATTACHMENTS:

- 1. April 13 2020 VB AI On Revenue Models and Project Prioritization (PDF)
- 2. April 27 2020 VB AI On Parking Garage and 10-Year Capital Plan (PDF)
- 3. Utility and Roadway Improvement Projects 20001 and 20002 (PDF)
- 4. Cumnor Avenue Annexation and Utility Extension Documents (PDF)
- 5. Glen Ellyn-Lombard IGA for Hill Avenue Water System Improvements (PDF)

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.

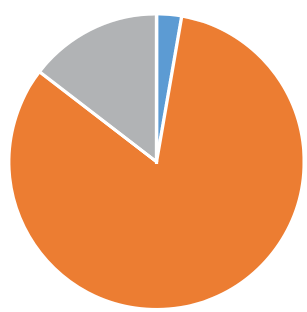
ATTACHMENTS:

- 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 Last Year Cash & Investment Balances	B Current Year Cash & Investment Balances	C Less Encumbrances	D Less Deposits/ Other	E Restricted by Statute	F Assigned for Capital Projects	G Assigned by Village Board	H Assigned for Liab/Health Ins.	I Balance Subject to Reserve Policy	J Less Minimum Reserve Policy	K 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 AGENCIE!	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)**	

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 APR	2020 MAY	2020 JUN	2020 JUL	2020 AUG	2020 SEP	2020 OCT	2020 NOV	2020 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

				Reductions				
ORG	OBJECT	ACCOUNT DESCRIPTION	2020 BUDGET	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)**	


Village of Glen Ellyn
Utility and Roadway Improvements Map
Project #20001
Project #20002
NORTH AV
ST CHARLES RD
GENEVA RD
ROOSEVELT RD
IL ROUTE 38
BUTTERFIELD RD
ILLINOIS ROUTE 56
PARK BLVD
ROUTE 53
FAWELL BLVD
VILLAGE OF GLEN ELLYN
1834

Minutes
Village of Glen Ellyn
Regular Workshop Meeting
Monday, October 16, 2017
7:00 PM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status	Arrived
Diane McGinley	Village President	Present	
Bill Enright	Village Trustee	Present	
Gary Fasules	Village Trustee	Present	
John Kenwood	Village Trustee	Present	7:10 PM
Pete Ladesic	Village Trustee	Present	
Craig R. Pryde	Village Trustee	Present	
Mark Senak	Village Trustee	Present	
John Chereskin	Village Clerk	Present	
Mark Franz	Village Manager	Present	
Greg Mathews	Attorney	Present	
Christina Coyle	Finance Director	Present	
Staci Hulseberg	Director	Present	
Phil Norton	Chief of Police	Present	
Meredith Hannah	Economic Development Coordinator	Present	
Rich Daubert	Senior Civil Engineer	Present	
Debbie Solomon	Board Member	Present	

B. Pledge of Allegiance

President McGinley asked Recording Secretary Debbie Solomon to lead the Pledge of Allegiance

C. Roll Call

Motion by Trustee Pryde, seconded by Trustee Ladesic to allow Trustee Kenwood to remotely participate in this evening's Workshop meeting. Motion passed unanimously.

D. Audience Participation

None.

1. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Civic Center Master Plan/Innovation DuPage - College of DuPage Update (Presented by Village Manager Franz) (Discussion Only)

1. Village Manager Mark Franz will present the Civic Center Master Plan in conjunction with an update on Innovation DuPage - COD (Discussion Only)

Village Manager Franz presented information on the Civic Center Master Plan in conjunction with an update on Innovation DuPage. Village Manager Franz stated the staff is looking at potential opportunities to explore the use of the Civic Center for the College of DuPage (COD) for Innovation DuPage. Village Manager Franz stated the Board discussed this at a workshop in July and a Memorandum of Understanding (MOU) was formed to explore this. Village Manager Franz stated COD looked at design concepts with Dewberry and covered this cost as well. Village Manager Franz stated Dewberry has worked on a Master Plan of the Civic Center to identify all the moving pieces of the building and to identify improvements that need to be made.

Joe Cassidy, COD's Dean of Continuing Education/Extended Learning, gave an update on the Innovation DuPage project and stated there are many people meeting on a bi-weekly basis on this project including people from COD, the Village of Glen Ellyn staff, Choose DuPage/Rev 3, DuPage Impact, Benedictine University and Elmhurst College. Dean Cassidy stated progress has been made on the Innovation DuPage project including the launch of the website and getting a marketing/public relations plan in place. Dean Cassidy shared a list of Critical Action Items, a projected timeline and the advantages of what Innovation DuPage will do.

Trustee Kenwood joined the meeting via phone at 7:10 p.m.

Trustee Ladesic asked about the genesis of this project. Dean Cassidy stated this started at COD about five years ago as it has been shown that a concerted effort at the right time will help companies prosper. Trustee Ladesic asked about other sites that had been looked at to house Innovation DuPage to which Dean Cassidy stated the initial thought was to do this on the COD campus. Trustee Ladesic asked about the timeframe of the project. Dean Cassidy stated they can expand activity in January 2018 without additional space and then would be possibly ready to be in full operation by September 2018 at the earlies. Dean Cassidy stated their current leasing is terminating in April 2018, but they could get a lease extension for the office space they are currently using in Lisle. Trustee Ladesic asked what might happen if the Board waited a few weeks or few months on this decision so which Dean Cassidy stated this could affect Innovation DuPage.

Trustee Fasules asked what would happen if Innovation DuPage does not hit key milestones for the incubator component in a year and why this is not being done on the COD campus. Dean Cassidy stated the incubator concept has been around about five to ten years, and this concept is going to continue to grow. Trustee Senak stated the incubator projects that have succeeded have done so due to a good location and reference 1871 in Chicago.

There was discussion regarding 1871 and its success, the benefits of an incubator-type project and where Innovation DuPage could be located.

President McGinley asked how many employees there are between the two groups to which Dean Cassidy stated about 10 total. President McGinley stated the local state senator and local stated representative have reached out and are very excited about this project.

President McGinley asked how many people are at the current events. Dean Cassidy stated these events could be 12 to 15 people for a small event and up to 250 people for a large event. Dean Cassidy stated if they are doing events in the Civic Cente4r, they would ensure they used a local Glen Ellyn company for catering. Trustee Pryde stated all events would not be at the Civic Center due to size to which Dean Cassidy agreed.

Village Manager Franz gave a recap of the groups and organizations who have expressed interest in Civic Center space or have taken tours of the building.

Trustee Fasules asked what Innovation DuPage would be bringing monetarily and what impact it would have. Village Manager Franz stated this is not quantifiable. Trustee Senak stated the Village has an opportunity now instead of speculation in the future, and the Village would not be paying for the renovation of the space. Trustee Senak stated the Board needs to bring the highest and best use of the property the Village has and create economic revenues.

Trustee Ladesic stated they need to continue to vet the School Board and the Park District to see if they want to use the Civic Center space. Trustee Ladesic stated it would be good if Innovation DuPage would sign something saying that if a product that came out of Innovation DuPage takes off and is making a profit, the Village of Glen Ellyn would get a small percentage of this. Dean Cassidy stated some companies may go for this idea, and some may not.

Trustee Kenwood stated the Civic Center would be a place for Innovation DuPage to have initial conversations as it would be the start of the journey. Trustee Kenwood stated events could be done elsewhere if needed. Trustee Kenwood asked who is making money from Innovation DuPage. Dean Cassidy stated most of the partners are not directly making money off this, but angel investors could get profits after the initial capital investment.

Trustee Kenwood asked what the economic development objection of Innovation DuPage is to which Dean Cassidy stated DuPage County first and foremost and then the local area. Trustee Kenwood stated it seems this could be good for economic development in the Village as a person could decide to stay in Glen Ellyn as well as taking advantage of the businesses and downtown area. Trustee Kenwood stated he likes the idea of negotiating a small profit for the Village.

Brian Meade, Design Director at Dewberry, gave an update of the past few months and stated they have been thinking about the future of the Civic Center as it is a 90-year old building. Mr. Meade stated they have looked at each floor of the building to determine current shortcomings and needed improvements.
Mr. Meade shared pictures of 1871's space so the Board could get the feel for another incubator space.

Mr. Meade referred to the 2017 Village of Glen Ellyn Master Plan Study and stated the first floor is about 18,500 square feet. Mr. Meade stated the changes to the first floor would be to relocate Finance to the northeast corner, relocate Planning and Development to the northwest corner, correct ADA issues, and add a new conference room that would be shared with the public as well as more accessible restrooms and the 5,000 square foot space for a new tenant. Mr. Meade stated the changes to the second floor would be to renovate 2,000 square feet for new tenant space, add a shared amenities space and make improvements to the Administration space.

Trustee Kenwood asked if the gym space is still needed and stated it would be good to get data on the gym space usage. Village Manager Franz stated it would be very expensive to renovate the gym space, and the gym is being maintained for historic purposes. President McGinley stated the gym space is in high demand.

Mr. Meade stated the changes to the third floor would need the least amount of work with updates to Room 301, two more office for a new tenant and a Village President office and Village Trustee lounge. Trustee Fasules stated he thinks the Village President should be on the same floor as Administration. Police Chief Norton stated there are concerns with the current council chambers and suggested a 90-degree rotation of the dais if possible so the Trustees are not in direct site lines of the doorways. Police Chief Norton stated the extra exit to the council chambers with the addition of the Village President's office door is good.

Trustee Ladesic asked if this could lease a space for profit. Village Attorney Mathews stated in Illinois, municipalities are statutory creatures, and only certain powers are granted by statute. Village Attorney Mathews stated to his knowledge, no statute say a municipality can enter into a profit venture of any kind.

Mr. Meade shared options for the Civic Center parking and stated there are currently 75 onsite parking spaces. Mr. Meade showed three different schemes that could increase parking up to 160 spaces.

Village Manager Franz shared a summary of the Civic Center project, including the components, the purpose, two options for Planning and Development, changes for Finance and Administration, a square-foot assessment and Innovation DuPage. Village Manager Franz showed a slide of the Civic Center Community Space Analysis and stated there is an overall gain of 681 net new square footage which includes the new community room at the Police Department. Trustee Ladesic asked to see data on the current square footage by department compared the proposed square footage.

Trustee Kenwood stated the gym could help the space issue and asked about the historical commitment on the gym. Mr. Meade stated they did look at the idea of moving the council chambers to the second floor and sub-divide the current gym space.

Trustee Ladesic stated they need to slow down the conversation with COD and ensure all other ideas are vetted for the Civic Center space. Trustee Kenwood stated as of now, there is one plan in hand. Trustee Kenwood asked if there is another entity that would have $1,500,000 to invest in the Civic Center, and he would welcome another competing plan. Trustee Kenwood asked about the benefit of the shuffle. There was a discussion of possibilities for the Civic Center.

Trustee Fasules stated they need to invest in the building for the next 30 years and for the community. Trustee Kenwood asked what gaps the Village has in serving the community.

President McGinley asked for a consensus of conceptually moving Planning and Development to the first floor to which all Trustees agreed. President McGinley asked for a consensus of moving Finance to the first floor to which all Trustees agreed but Trustee Ladesic. Trustee McGinley asked for a consensus on the Administration second-floor updates to which all Trustees agreed but Trustee Ladesic. President McGinley stated this project will come back before the Board with more information including a Draft Intergovernmental Agreement (IGA) at a Special Workshop added before the November

13th meeting.

Village Manager Franz asked if they should move forward with the IGA to which Trustee Pryde stated more information is needed in the next 30 days, including any other entities who might want the space.

Village Manager Franz asked if they should look at the gym space for future non-gym use to which the majority of Trustees asked for this to be reviewed. Trustee Kenwood asked for data on the gym usage and the possible historical commitment of the gym. Trustee Senak stated all options should be on the table.

RESULT:	**DISCUSSION ONLY**

F. Annexation Strategy - Northeast Village Limits (Presented by Planning and Development Director Hulseberg) (Discussion Only)

1. Planning and Development Director Hulseberg will present the Village's Annexation Strategy - Northeast Village Limits (Discussion Only)

Planning and Development Director Hulseberg referred to the overview map in the Trustees' packet of the action and overall strategy the Village has taken in the northeasterly part of the community over the last couple decades. Planning and Development Director Hulseberg stated the two residents in the audience are there for the 14A part of the map discussion so she will focus on this.

Planning and Development Director Hulseberg gave an overview of the Village's Annexation Strategy and pointed out where the Prairie Path and railroad tracks were on the map so the Trustees could get a feel for where this area is. Planning and Development Director Hulseberg stated there are a number of residents in Area 14A that have been interested in the Village's utilities over the years, and some have been interested in the utilities but feel the cost is too high. Planning and Development Director Hulseberg stated they would take the utilities from the current terminus which is at the entrance of the Glen Oak Country Club and taking the utilities up Hill Avenue, going in-between the industrial buildings then connecting with a dead-end main that is along Crescent Boulevard. Planning and Development Director Hulseberg stated there are benefits of extending the utilities, including improvements in water pressure and water quality. Planning and Development Director Hulseberg stated the cost estimate is about $50,000 per home, not including the cost of permits and service line connections to the homes. Planning and Development Director Hulseberg stated there are not many homes that front onto Hill Avenue so this is driving up the costs.

Senior Civil Engineer Daubert showed an overview picture of the homes around the intersection of Fairway Avenue and Cumnor Avenue and stated many residents in this area want an extension off of what is currently there. There was a discussion regarding where the water and sewer lines would be located.

Trustee Pryde asked what the term would be on the payments to which Planning and Development Director Hulseberg stated it does vary. Trustee Senak asked how many residents objected to this due to the cost. Dennis Arest, who resides at 0N282 Cumnor Avenue, stated there are some objections, but these residents only see the full cost and not how the cost is divided over time.

Trustee Fasules stated to not do the loop and then take that cost and divide it among the residents.

Trustee Pryde asked how many residents in the area have asked for connection. Planning and Development Director Hulseberg stated it has varied over the years and showed an overview map of Area 14A with the residents who do want the connection marked in one color and the residents who do not want the connection marked in another color. Trustee Senak asked what would happen for residents who cannot afford the cost. Planning and Development Director Hulseberg stated the Village usually would give those residents a discount if they sign on now and another discount if they hook up to the utilities in the first year. There was a discussion of interest from the residents and the possibility of an IEPA loan or an SSA.

Trustee Pryde asked if the lines could just be extended down Cumnor Avenue. Senior Civil Engineer Daubert stated this is about 300 feet and cost approximately $350,000 total so $35,000 per home. Mr. Arest stated more residents have indicated interest in the utilities than what is shown on the map, and if a small section is done, this might encourage other residents to want connection as well.

President McGinley asked for a consensus from the Trustees, and all Trustees agreed to just extend the lines down Cumnor Avenue.

Senior Civil Engineer Daubert stated this proposed project is currently not in the capital plan for Sewer and Water as of now, but they will work on this.

Planning and Development Director Hulseberg showed an overview map of areas with annexation agreements in place or pending annexation agreements and stated the Village has been working toward getting into this area for about 20 years. Planning and Development Director Hulseberg stated Trustee Pryde had asked for EAV data, and Planning and Development Director Hulseberg reviewed information for the EAV at Cumnor, Acorn, Fairway and Walnut as well as the Neighborhood Potential Annexation which could bring in approximately $218,000.

Trustee Pryde asked if there would be any leverage with the railroad if these areas are annexed to which Planning and Development Director Hulseberg stated there would be no leverage with the railroad.

RESULT:	**DISCUSSION ONLY**

G. Budget Wrap-Up (Presented by Finance Director Coyle) (Discussion Only)

Due to time constraints, it was decided to add another Special Village Board Workshop to Monday, November 6th for the Budget Wrap-Up discussion as well as the Executive Session that was to happen after this meeting. Finance Director Coyle there is a Public Hearing at the October 23rd Village Board Meeting for the draft of the Fiscal 2018 Village of Glen Ellyn budget.

H. Other Items

Village President McGinley stated the staff did hear today that the Village did not get the grant for the Comprehensive Plan so this project will now be in the Fiscal 2018 budget.

I. Motion to adjourn to Executive Session for discussion concerning salary schedules for one or more classes of employees without returning to open session thereafter.

At 11:09 p.m., a motion was made by Trustee Kenwood and seconded by Trustee Pryde to adjourn. Motion carried.

Respectfully submitted,

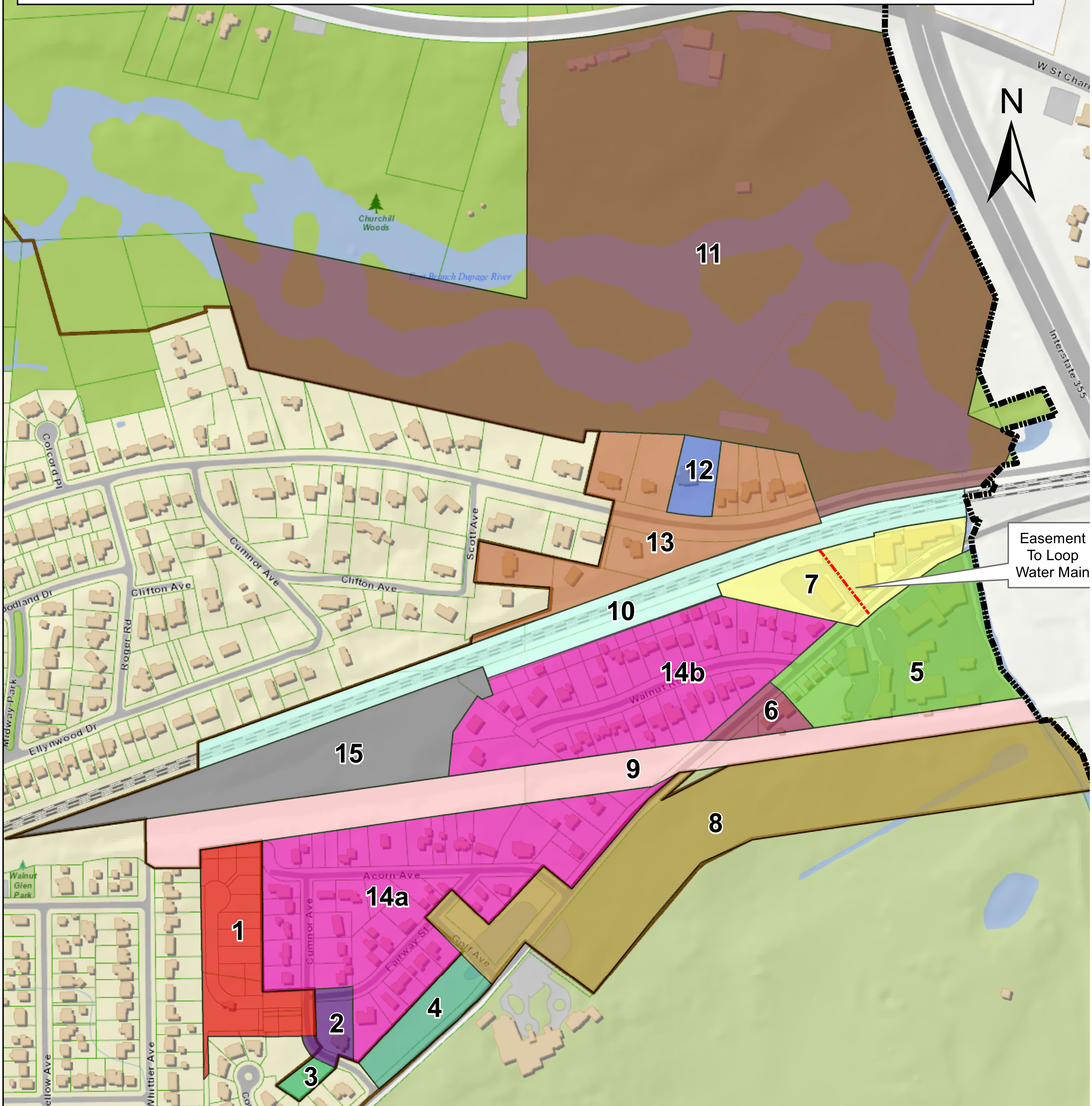
Debbie Solomon
Recording Secretary

Reviewed and approved,

John A. Chereskin
Village Clerk

Village of Glen Ellyn

Annexation Strategy for the Northeastern Village Limits



Legend

- Village Boundary
- Planning Jurisdiction Boundary

1. The Enclaves
2. 0N201 Cumnor Ave
3. 0N170 Cumnor Ave
4. 982-992 Hill Ave
5. Elliot Property
6. 21W251 Hill Ave
7. 21W180 & 21W200 Hill Ave
8. Glen Oak Country Club
9. Prairie Path
10. UP Railroad
11. 889 St. Charles Rd (McKee & Salt Storage / Forest Preserve)
12. 21W302 Crescent Blvd
13. 1050, 1075, 21W330, 21W276, 21W262, 21W254, 21W240, 21W325 Crescent Blvd, & 0N461 Scott Ave

14a. Cumnor, Acorn, and Fairway

14b. Walnut Neighborhood

15. Forest Preserve

WATER AND SEWER MAIN EXTENSION COST ESTIMATE FOR CUMNOR AVENUE (FAIRWAY TO ACORN)
PREPARED ON 12/22/2017 BY RICH DAUBERT, GLEN ELLYN PROFESSIONAL ENGINEER

Assumptions

1. Cost estimate based on recent Glen Ellyn projects: Elm-Cottage-Geneva (2015), Elm-Oak-Geneva (2016), MEDST (2017)
2. Project should be combined with larger Village Capital Project to receive best pricing
3. All roadway pavement and driveway aprons to be replaced (roadway typical section is 8-Inch Aggregate Base, 4.25-Inches N50 Binder, 2-Inches N50 Surface)
4. All driveway culverts to be replaced
5. Property owners to extend utilities from property line to residence. Costs estimates not provided for this work due to varying nature of work from property to property

UNIT PRICE ITEM DESCRIPTION	UNIT	UNIT PRICE	# OF UNITS	EXTENSION
PRE-CONSTRUCTION VIDEO TAPING	LUMP SUM	$1,000	1	$1,000
CONSTRUCTION LAYOUT	LUMP SUM	$5,000	1	$5,000
MOBILIZATION/TRAFFIC CONTROL & PROTECTION	LUMP SUM	$25,000	1	$25,000
EARTH SAW CUT OF TREE ROOTS	FOOT	$5	250	$1,250
INSTALLATION AND MAINTENANCE OF TEMPORARY PROTECTIVE TREE FENCE	FOOT	$5	250	$1,250
STREET SWEEPING	DAY	$250	10	$2,500
DUST CONTROL, SPECIAL	GALLON	$3	2000	$6,000
SODDING, SPECIAL	SQUARE YARD	$12	750	$9,000
SUPPLEMENTAL WATERING	UNIT	$10	10	$100
GRAVEL SHOULDERS	SQUARE YARD	$30	125	$3,750
TEMPORARY DRIVEWAY RAMPS	EACH	$75	11	$825
SPECIAL EXCAVATION	CUBIC YARD	$35	392	$13,720
SUB-BASE GRANULAR MATERIAL, TYPE B 8-INCH	SQUARE YARD	$8	1175	$9,400
HOT-MIX ASPHALT SURFACE REMOVAL, BUTT JOINT	SQUARE YARD	$40	8	$320
HOT-MIX ASPHALT BINDER COURSE, IL 19.0, N50	TON	$70	281	$19,670
HOT-MIX ASPHALT SURFACE COURSE, IL 19.0, N50	TON	$75	132	$9,900
HOT-MIX ASPHALT DRIVEWAY PAVEMENT, REMOVAL AND REPLACEMENT	SQUARE YARD	$60	180	$10,800
BITUMINOUS MATERIALS (PRIME COAT)	TON	$0.05	1.52	$0.08
BITUMINOUS MATERIALS (TACK COAT)	TON	$0.05	0.15	$0.01
SOIL DISPOSAL ANALYSIS (SPECIAL)	LUMP SUM	$2,000	1	$2,000
UNDERCUTTING FOR UTILITIES	CUBIC YARD	$20	25	$500
NON-SPECIAL WASTE DISPOSAL	CUBIC YARD	$60	50	$3,000
CONNECTION TO EXISTING WATER MAIN	EACH	$5,000	1	$5,000
WATER MAIN, 8-INCH PVC C-900 DR18 AND FITTINGS, OPEN CUT	FOOT	$100	475	$47,500
8-INCH GATE VALVES & 5-FOOT DIA. VALVE VAULT	EACH	$6,000	1	$6,000
FIRE HYDRANT WITH AUXILARY VALVE AND VALVE BOX	EACH	$5,500	2	$11,000
FIRE HYDRANT EXTENSION	EACH	$1,000	2	$2,000
1-1/2-INCH DIAMETER WATER SERVICE CONNECTION (SHORT SIDE)	EACH	$2,200	4	$8,800
1-1/2-INCH DIAMETER WATER SERVICE CONNECTION (LONG SIDE)	EACH	$2,500	7	$17,500
1-1/2-INCH DIAMETER ADDITIONAL WATER SERVICE LINE	FOOT	$25	150	$3,750
CONNECT TO EXISTING 8-INCH SANITARY SEWER STUB	LUMP SUM	$5,000	1	$5,000
SANITARY SEWER, 8-INCH PVC SDR 26 ASTM D2241	FOOT	$115	560	$64,400
SANITARY MANHOLE, 4' DIAMETER WITH FRAME AND CLOSED LID	EACH	$5,000	2	$10,000
SANITARY SEWER SEVICE PIPE, 6-INCH PVC, SDR 26 ASTM D2241	FOOT	$65	330	$21,450
SANITARY SEWER SERVICE TEE/WYE	EACH	$1,000	11	$11,000
TELEVISING OF SANITARY SEWERS	FOOT	$3	560	$1,680
12-INCH REINFORCED CONCRETE PIPE CULVERT	FOOT	$40	200	$8,000
GRADING AND SHAPING DITCHES	CUBIC YARD	$125	60	$7,500
CONTINGENCY	LUMP SUM	$35,557	1	$35,557
CONSTRUCTION ENGINEERING (5% OF CONSTRUCTION)	LUMP SUM	$17,778	1	$17,778
TOTAL CONSTRUCTION COST				**$408,900**

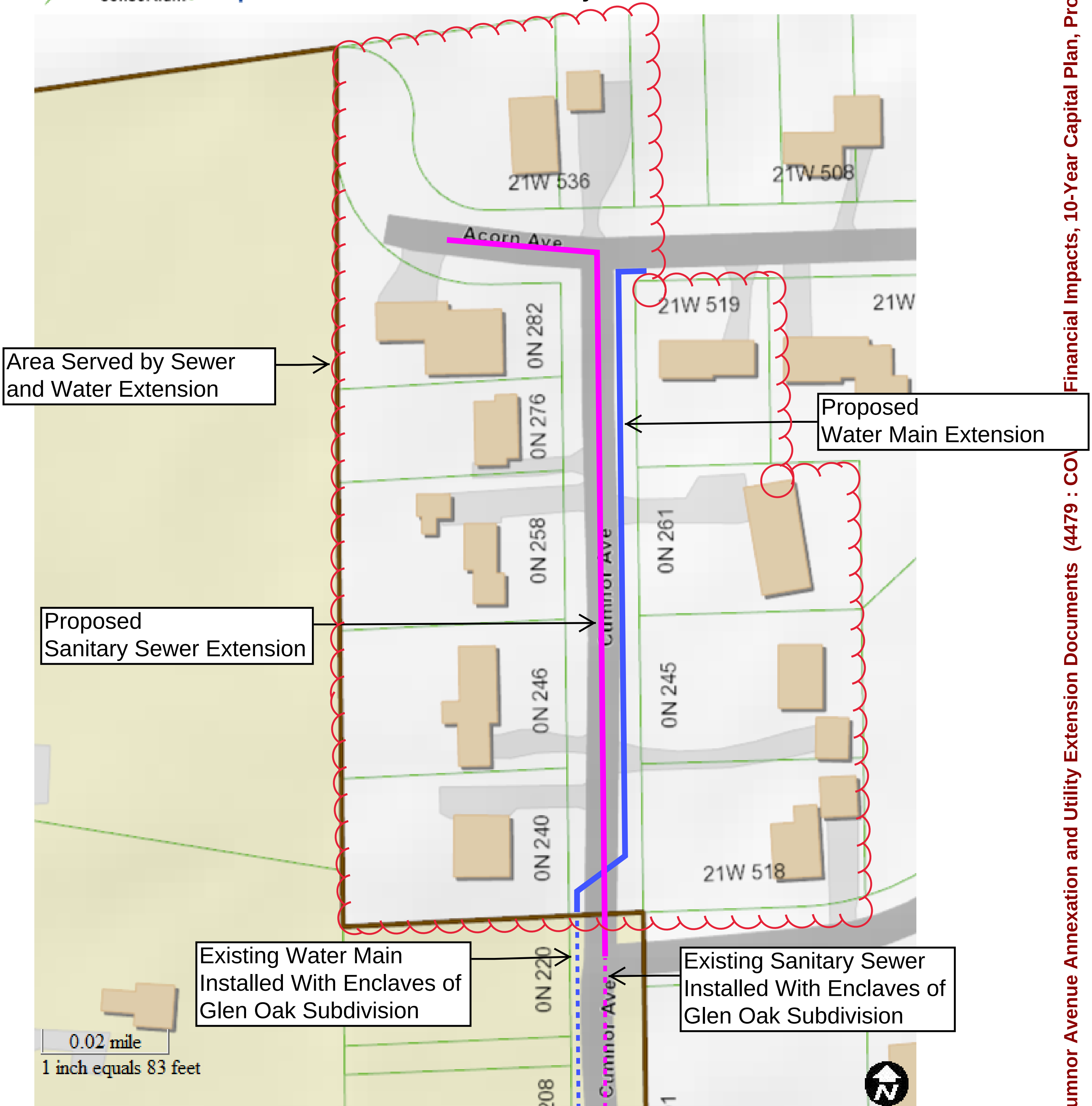
WATER/SEWER BREAKDOWN	
WATER	**$198,460**
SEWER	**$210,440**

ADD SIDEWALK ALONG WEST SIDE OF CUMNOR

UNIT PRICE ITEM DESCRIPTION	UNIT	UNIT PRICE	# OF UNITS	EXTENSION
NEW PORTLAND CEMENT CONCRETE SIDEWALK	SQUARE FOOT	$8	2150	$17,200
SIDEWALK EARTH EXCAVATION	CUBIC YARD	$60	80	$4,800
SUB-BASE GRANULAR MATERIAL, TYPE B, 4-INCH FOR SIDEWALK	SQUARE YARD	$5	239	$1,195
SODDING, SPECIAL	SQUARE YARD	$12	200	$2,400
HOT-MIX ASPHALT DRIVEWAY PAVEMENT, REMOVAL AND REPLACEMENT	SQUARE YARD	$60	27	$1,620
CONTINGENCY	LUMP SUM	$2,722	1	$2,722
CONSTRUCTION ENGINEERING (5% OF CONSTRUCTION)	LUMP SUM	$1,497	1	$1,497
TOTAL CONSTRUCTION COST				**$31,434**

MapOffice™

Cumnor Avenue
Sewer And Water Utility Extension Exhibit



Map created on December 27, 2017.

AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF GLEN ELLYN AND THE VILLAGE OF LOMBARD REGARDING THE CONSTRUCTION OF A WATER MAIN TO CONNECT THE GLENBARD WASTEWATER AUTHORITY COMBINED SEWER OVERFLOW FACILITY TO THE GLEN ELLYN WATER DISTRIBUTION SYSTEM

This Intergovernmental Agreement (hereinafter referred to as the "Agreement") is by and between the Village of Glen Ellyn (hereinafter referred to as "Glen Ellyn"), a home rule municipality in DuPage County, Illinois, and the Village of Lombard (hereinafter referred to as "Lombard"), a municipality in DuPage County, Illinois. Lombard and Glen Ellyn are hereinafter sometimes individually referred to as a "Party" or collectively as the "Parties."

Recitals

WHEREAS, the Glenbard Wastewater Authority Combined Sewer Overflow (CSO) Facility (hereinafter referred to as "CSO Facility), operated by the Glenbard Wastewater Authority (GWA), and certain properties adjacent to Hill Avenue, are currently connected to the Lombard potable water distribution system by a water main pipe running underneath Illinois Route 53 and Illinois Interstate 355, causing Lombard significant present and future maintenance concerns and costs; and

WHEREAS, Lombard provides water to parcels in unincorporated Glen Ellyn located adjacent to Hill Avenue, as depicted in Exhibit "A" attached hereto and made part hereof, and has five hundred and thirty-five (535) feet of six (6) inch water main (hereinafter referred to as "Watermain") under Illinois Route 53 and Illinois Interstate 355 that feeds the properties along Hill Avenue, including the CSO Facility; and

WHEREAS, Lombard has determined that it is in the best interests of its residents to abandon the Watermain, disconnect the CSO Facility from its water system, and for Glen Ellyn to provide water to the CSO Facility and those other properties currently served by the Watermain; and

WHEREAS, Lombard will retain ownership, maintenance, and operation of a section of the Watermain and a future metering station on Hill Avenue, between the CSO Facility and Glen Ellyn's water distribution system, immediately West of the West end of the Hill Avenue Bridge over the East Branch of the DuPage River, which will ultimately be the CSO Facility's water service line to be connected to Glen Ellyn's water distribution system; and

WHEREAS, Glen Ellyn currently owns, operates, and maintains a twelve (12) inch water main along Crescent Boulevard which terminates approximately five hundred and seventy-five (575) feet West of the West end of the Crescent Boulevard Bridge over the East Branch of the DuPage River; and

WHEREAS, Glen Ellyn currently owns, operates and maintains a twelve (12) inch water main along Hill Avenue which currently terminates at the intersection of Hill Avenue and Golf Avenue; and

WHEREAS, Glen Ellyn seeks to improve the performance of its water distribution system by connecting the Crescent Boulevard and Hill Avenue water mains to create a looped system, which will buffer system operating pressure, eliminate the dead end water mains on Hill Avenue and Crescent Boulevard, and, therefore, improve water quality and service in the system, and which implementation of the aforementioned will require extending both water mains to a point where they can be most cost-effectively connected; and

WHEREAS, Glen Ellyn has contracted with Walter E. Deuchler Associates, Inc. to develop plans and specifications for a project to construct a water main that would traverse the Union Pacific Railroad Company (hereinafter referred to as the "UPRR") right-of-way and be extended along Hill Avenue to serve water to the parcels adjacent to Hill Avenue, including to the service line to the CSO Facility (hereinafter referred to as the "Project"); and

WHEREAS, the Project, which is generally depicted in Exhibit "B" to this Agreement, will address the needs of both Parties by improving efficiencies in the provision of water utility services for Parties; and

WHEREAS, both the 1970 Illinois Constitution (Article VII, Section 10) and the Intergovernmental Cooperation Act (5 ILCS, 220/1 et seq.) authorize and encourage intergovernmental cooperation; and

WHEREAS, it is in the best interest of Glen Ellyn and Lombard to work jointly together to assure the completion of the Project in a timely and cost-effective manner.

NOW, THEREFORE, in consideration of the foregoing, the promises, covenants, terms and conditions set forth in this Agreement and other good and valuable consideration, it is hereby agreed by and between Glen Ellyn and Lombard as follows:

I. Glen Ellyn Responsibilities. Glen Ellyn is responsible for and agrees to the following:

A. Glen Ellyn shall cause to be performed, by qualified engineers engaged by Glen Ellyn, the preparation of engineering plans and specifications ("Plans") necessary to construct the Project.

B. Glen Ellyn shall submit preliminary plans (in accordance with Section 11-2.01 of the Illinois Department of Transportation Bureau of Local Roads and Streets Manual) to Lombard for review upon receipt thereof.

C. Glen Ellyn shall submit Plans to the UPRR to obtain proper permits and rights for the construction of the portion of the Project within the UPRR right-of-way.

D. Glen Ellyn shall provide Lombard with pre-final plans and specifications for the Project, for review and approval by Lombard, prior to releasing the Project for bidding any construction relative to the implementation of the approved plans for the Project.

E. Subject to review and approval thereof by Glen Ellyn's attorney and Village Board, Glen Ellyn will prepare any contracts necessary of the construction of the Project.

F. Glen Ellyn shall serve as the lead agency for the construction of all necessary improvements identified in the plans for the Project.

G. Glen Ellyn will seek all necessary permits and approvals for the construction of the Project.

H. Glen Ellyn shall invoice Lombard for Lombard's portion of the Project costs, in unison with the invoices received from the contractor and engineers working on the project. Invoicing for construction costs shall be based upon the schedule in Section II.F of this Agreement.

I. Glen Ellyn shall be responsible for all future maintenance, repair and replacement costs associated with the improvements included as part of the Project, with the exception of the metering station and service line that will serve the CSO Facility.

J. In the event that Glen Ellyn does not complete the Project by the end of 2028, Glen Ellyn shall reimburse Lombard for its share of the cost to prepare the plans for the Project, with interest at the rate of two percent (2%) per annum, from the date the payment was submitted to Glen Ellyn, minus any losses incurred by Glen Ellyn due to Lombard's failure to provide a timely review and approval of the plans for the Project.

K. Glen Ellyn shall require all contractors to name Lombard and its officers, agents and employees as additional insureds on insurance policies, with certificates of insurance to evidence same, plus indemnification from said contractors relative to claims against Lombard and its officers, agents and employees, as a result of the construction of the Project. Glen Ellyn will require the contractor in regard to the Project to meet or exceed the minimum levels of insurance, based upon either Glen Ellyn's or Lombard's requirements, whichever is more stringent.

II. Lombard Responsibilities. Lombard is responsible for and agrees to the following:

A. Lombard shall provide any necessary letters of support and assistance in regard to any permitting and approvals necessary for the construction of the Project.

B. Lombard shall provide written review comments for preliminary and pre-final plans and specifications within forty-five (45) days of receipt of the documents submitted by Glen Ellyn.

C. Lombard shall commit to fund fifty percent (50%) of the engineering costs, for the Project, including costs to prepare the plans, in a not to exceed amount of twenty-five thousand and no/100 dollars ($25,000.00).

D. Lombard agrees that Glen Ellyn has the authority to award the Project to the lowest responsible bidder as determined by Glen Ellyn.

E. Lombard shall reimburse Glen Ellyn for its portion of the Project costs, including all construction and engineering costs, based upon the following schedule, based upon the final Project completion date:

Completion	Lombard Percentage of Project Costs	Glen Ellyn Percentage of Project Costs
12/31/2021	60%	40%
12/31/2022	58%	42%
12/31/2023	56%	44%
12/31/2024	54%	46%
12/31/2025	52%	48%
12/31/2026	50%	50%
12/31/2027	50%	50%
12/31/2028	50%	50%

F. Lombard shall be responsible for all future maintenance, repair and replacement costs associated with the service line, including the water meter and vault in relation thereto, that will serve the CSO Facility.

III. Glen Ellyn Indemnification of Lombard

Glen Ellyn shall indemnify and hold harmless Lombard, and its elected officials, officers, agents and employees, with respect to any claim or loss, including, but not limited to, attorney's fees, costs and expenses of litigation, claims and judgements in connection with any and all claims for damages of any kind which may arise, either directly or indirectly, out of the acts or omissions of Glen Ellyn, or its elected officials, officers, agents, employees, consultants or contractors, pursuant to this Agreement.

VI. Lombard Indemnification of Glen Ellyn

Lombard shall indemnify and hold harmless Glen Ellyn, and its elected officials, officers, agents and employees, with respect to any claim or loss, including, but not limited to, attorney's fees, costs and expenses of litigation, claims and judgements in connection with any and all claims for damages of any kind which may arise, either directly or indirectly, out of the acts or omissions of Lombard, or its elected officials, officers, agents, employees, consultants or contractors, pursuant to this Agreement.

V. No Waiver of Tort Immunity Defenses

Nothing contained in Sections III. or IV. above, or in any other provision of this Agreement, is intended to constitute, nor shall it constitute, a waiver of the defenses available to either of the Parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 *et seq.*) with respect to claims by third parties.

VI. Preambles and Exhibits. The preambles and Exhibits to this Agreement are hereby incorporated as if set forth fully herein.

VII. Authority. The respective officers of both Parties are herein authorized to take such acts and execute such documents as shall be required to implement this Agreement which is authorized under constitutional and statutory authority.

VIII. Term and Termination. This Agreement shall commence on its Effective Date (see Section XIII. below) and shall continue in full force and effect for ten (10) years, or until completion of the Project, with all costs paid by Glen Ellyn and reimbursements made in full by Lombard, whichever occurs first.

IX. Relationship of the Parties. Nothing in this Agreement shall be construed to consider either Party or its respective employees or agents as the agents or employees of the other Party. Nothing contained in or done pursuant to this Agreement shall be construed as creating a partnership, agency, joint employer or joint venture relationship between Glen Ellyn and Lombard. No Party shall become bound, with respect to third parties, by any representation, act or omission of the other Party. This Agreement is for the benefit of the contracting Parties only and is not intended to raise or acknowledge any duty regarding conduct or other form of liability as to third parties.

X. Entire Agreement. This Agreement sets forth all the covenants, conditions and promises between the Parties, represents the entire agreement between the Parties, and supersedes all previous communications or understandings whether oral or written. This Agreement may not be amended except by means of a written document signed by authorized representatives of both of the Parties.

XI. Provisions Severable. In the event any provision of this Agreement or the application of any such provision to any state of facts shall be declared to be illegal, unenforceable or contrary to public policy, then such provision or application, as the case may be, shall be null and void, but this Agreement, with such provision severed, shall continue in full force and effect as to all other provisions.

XII. No Assignment and Successors. No Party may assign any rights or duties under this Agreement without the prior express written consent of the other Party. This Agreement shall be binding upon the successors of the Parties' respective governing boards.

XIII. Compliance with All Laws. Glen Ellyn and Lombard shall at all times observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local governmental agencies which may in any manner affect the performance of this Agreement.

XIV. Governing Law. This Agreement shall be governed by the laws of the State of Illinois.

XV. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original, but together shall constitute one and the same Agreement.

XVI. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the Parties signs as set forth below the signature of their duly authorized representatives.

XVII. Notice. Notice or other writings which either Party is required to, or may wish to, serve upon the other Party in connection with this Agreement shall be in writing and shall be delivered personally or sent by registered mail, return receipt requested, postage prepaid, addressed as follows:

If to Glen Ellyn:	Village Manager Village of Glen Ellyn 535 Duane Street Glen Ellyn, IL 60137
If to Lombard:	Village Manager Village of Lombard 255 E. Wilson Ave. Lombard, IL 60148

Or to such other address, or to such other and/or additional parties, as either Party may from time to time designate in a written notice to the other Party. Service by certified mail shall be deemed given on the third day following the mailing of said notice, and service by personal delivery shall be deemed given upon actual delivery.

VILLAGE OF GLEN ELLYN

BY: Diane Mc[illegible]
Village President

ATTEST: John G Clarke
Village Clerk

Dated: May 14, 2018

VILLAGE OF LOMBARD

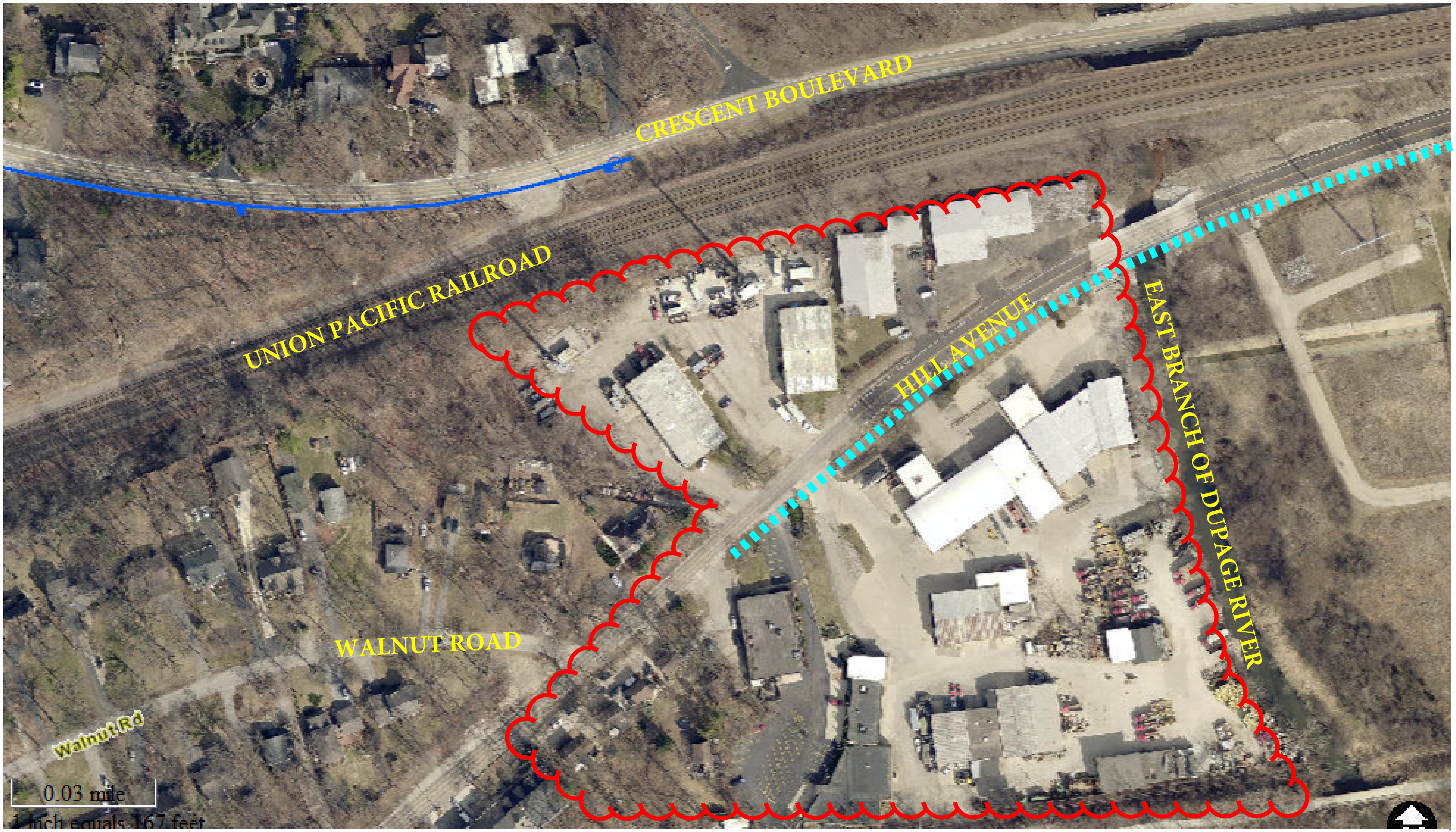
BY: [illegible]
Village President

ATTEST: Sharon Kuderna
Village Clerk

Dated: May 3, 2018

EXHIBIT A - VILLAGE OF LOMBARD WATER MAIN AND SERVICE AREA

GIS consortium MapOffice™



LEGEND

VILLAGE OF GLEN ELLYN WATER MAIN

VILLAGE OF LOMBARD WATER MAIN

AREA SERVED BY VILLAGE OF LOMBARD WATER MAIN

EXHIBIT B - GENERAL DEPICTION OF PROJECT

GIS consortium MapOffice™

LEGEND

VILLAGE OF GLEN ELLYN WATER MAIN

VILLAGE OF GLEN ELLYN NEW WATER MAIN EXTENSION

VILLAGE OF LOMBARD WATER MAIN TO BE RETIRED

VILLAGE OF LOMBARD WATER MAIN TO REMAIN AS SERVICE LINE TO CSO FACILITY