

*Village of Carol Stream*

**SPECIAL WORKSHOP MEETING**

**MONDAY OCTOBER 17, 2016**

**6:00 P.M.**

**GREGORY J. BIELAWSKI MUNICIPAL CENTER**

**500 N. GARY AVENUE**

**CAROL STREAM, ILLINOIS 60188**

**LOWER LEVEL TRAINING ROOM**

**AGENDA**

1. CALL TO ORDER
2. ATTENDANCE
3. VILLAGE HALL RENOVATION
4. PRESENTATION – PROMOTIONAL VIDEO
5. OTHER BUSINESS
6. ADJOURNMENT



VILLAGE OF CAROL STREAM  
17 OCTOBER 2016

# VILLAGE HALL

## SCHEMATIC DESIGN UPDATE



*Carol Stream*

17 OCTOBER 2016

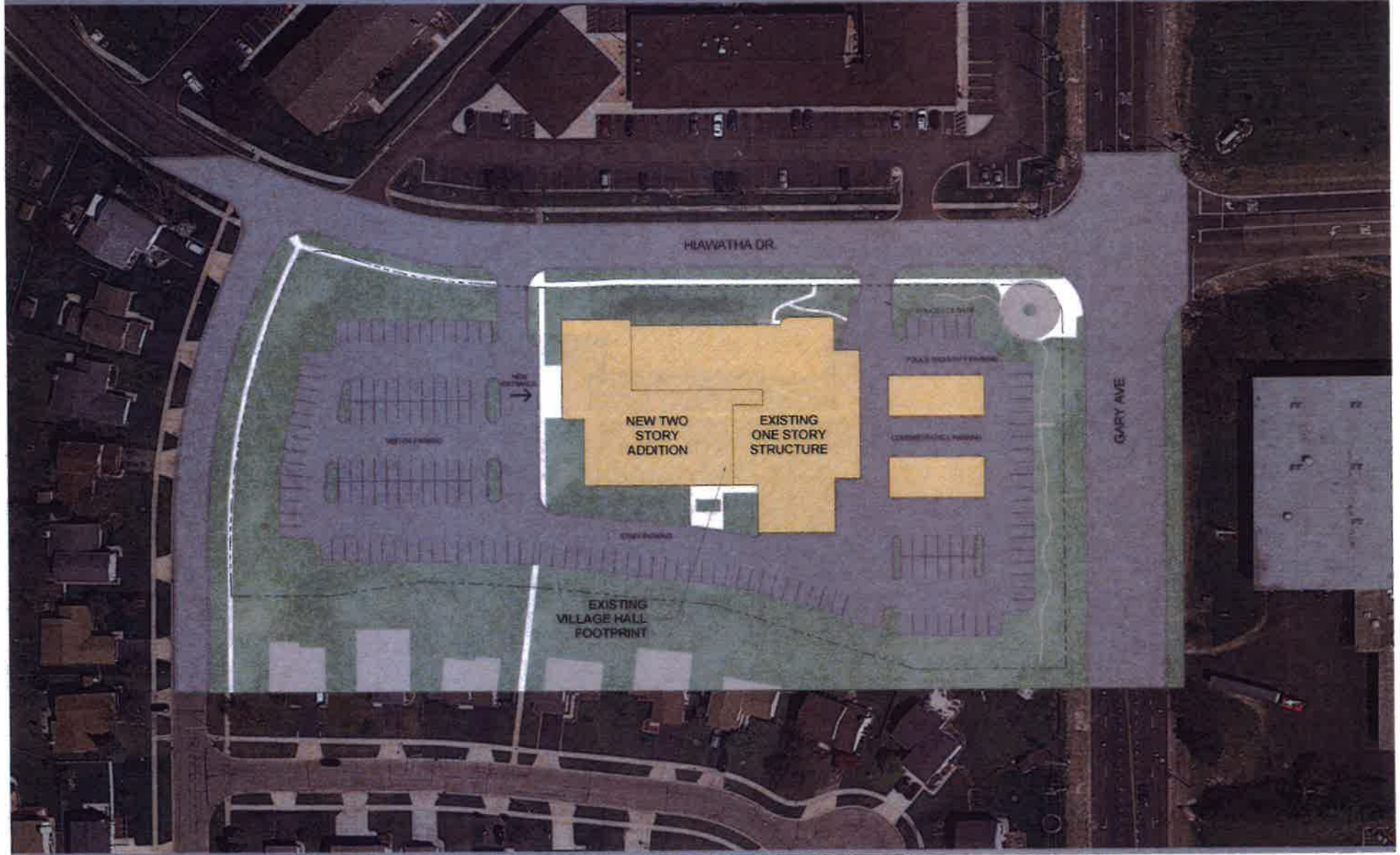
# SCHEMATIC DESIGN FLOOR PLAN

EXISTING SITE PLAN



# SCHEMATIC DESIGN FLOOR PLAN

ORIGINAL SCHEMATIC DESIGN SITE PLAN



# SCHEMATIC DESIGN FLOOR PLAN

## OPTION 1 - SITE PLAN



# SCHEMATIC DESIGN FLOOR PLAN

## OPTION 2 - SITE PLAN



# DESIGN OPTIONS COMPARISON

Village Goals	Master Plan	Previous Schematic Design	Option 1 - Smaller	Option 2 - Larger
Built-out finished Space	55,000 SF	<b>61,500 SF</b>	60,755 SF	<b>63,505 SF</b>
Future Unfinished Space	5,000 SF	<b>6,500 SF</b>	2,995 SF	<b>5,245 SF</b>
<b>Total Building Area</b>	<b>60,000 SF</b>	<b>67,500 SF</b>	<b>63,750 SF</b>	<b>68,750 SF</b>

- Meets Goal
- Partially Meets Goal
- Does Not Meet Goal

Customer Service Counters for Police, Finance, Comm. Dev. & Engineering all on Main Level.	●	●	●	●
Provide Daylight to all Staff Office Areas	●	●	●	●
Locate support functions in Lower Level along with future expansion area	●	●	●	●
Restrict Lower Level access to authorized personnel - not open to general public	●	●	○	○
Locate Social Services to allow more direct and private access and existing	○	●	○	●
Significant daylighting of staff & public areas and & improved energy efficient and green building features	○	●	○	●
Comply with accessibility requirements	●	●	●	●
Improved detention zone safety monitoring and efficiency	●	●	●	●
Separate main access for Police & Village Hall	●	●	●	○
Sufficient building size to meet current and planned near term growth	○	●	●	●
Additional building area to allow long term growth	●	●	○	●

Total Cost to design, build & equip facility.	max. \$15,650,000	\$18,900,000	\$17,000,000	\$18,000,000
Estimated budget to provide move and temporary facility.	Not Included	\$1,000,000	\$1,000,000	\$1,000,000
<b>Total "All-In" budget</b>	<b>Not Determined</b>	<b>\$19,900,000</b>	<b>\$18,000,000</b>	<b>\$19,000,000</b>

THANK YOU!  
(Q&A)



*Village of Carol Stream*  
**INTER-DEPARTMENTAL MEMO**

**TO:** Mayor and Trustees

*Rm*

**FROM:** Robert Mellor, Assistant Village Manager

**DATE:** October 17, 2016

**RE:** Municipal Center Renovation/Expansion Project Update

On August 1, 2016 the Village Board reviewed the preliminary schematic design and exterior building elevations for the Municipal Center Renovation/Expansion Project presented by Williams Architects (WA). The preliminary interior design was based on comments from staff at all levels of the organization. You will recall there were three employee teams established to review and provide input on the interior design, space allocations and workflows of the building. The committees include employees from each department who have been providing valuable input into the design of the building based on operational needs of each department. Resident and customer needs and considerations were also factored into the design based on design standards for municipal buildings.

As a reminder the guiding design features of the Municipal Center (MC) project included the following:

- Location of most of the operational departments, those that residents and customers visit most frequently, to the main level of the MC. Those departments include Finance, Community Development, Engineering and Police.
- The support functions of IT, Buildings & Grounds Maintenance, certain Police facilities (Locker Rooms, Training Room, Evidence Storage, etc.), employee lounge/lunch/break room and other rooms supporting the entire organization now and in the future would be located in the lower level of the building. The lower level would generally be restricted to authorized personnel and not be open to the general public.
- The addition of a second floor to accommodate the Village Board Room with enhanced A/V and IT capabilities, Employee Relations, Administration, the Mayor and Village Clerk offices and Social Services.
- A building design to include use of energy efficient lighting and plumbing fixtures, wide spread use of exterior & interior windows to bring more daylight into employee work areas
- Design features to comply with current ADA standards
- A redesigned jail area with enhanced monitoring & safety features
- A modern yet timeless building exterior
- Separate building entrances for police and non-police customers and employees

Since our last update on this project we have contracted with a MTI Construction Services to manage the project and to develop more accurate cost estimates for the new building design. Andy Jones from MTI will attend Monday's workshop. The presentation will include several cost and building size options for the Board to consider.

Staff is requesting the Village Board review the preliminary building design and provide direction on the proposed cost estimates and interior design options. Also included in your workshop packets is revised information on funding for the renovation project which staff feels can still be funded with cash reserves.

This item will be discussed at the Village Board workshop on Monday October 17, 2016 at 6:00 p.m. In the meantime, please contact me if you have any questions.



# VILLAGE OF CAROL STREAM

Village Hall Renovation Program



# FINANCING CONSIDERATIONS

**The Village has historically been a pay-as-you-go community with respect to capital improvement projects.**

- The Village has no bonded indebtedness (very few communities can say this).
- The Village has avoided borrowing for capital projects and as a result has saved millions in related interest costs associated with borrowing.
- The Village's reserve policies establish a framework for saving to complete projects rather than borrowing now and paying later.
- Lowest cost borrowing (general obligation debt) requires a property tax pledge – something we cannot do since the Village does not levy a property tax.

# FINANCING CONSIDERATIONS

## HISTORY OF CAPITAL FUND BALANCES

<i>Fiscal Year</i>	<i>CPF Fund Balance</i>	<i>MFT Fund Balance</i>	<i>Total</i>	<i>GF Surplus Transfer</i>
<i>FY07/08</i>	<i>18,385,025</i>	<i>1,241,538</i>	<i>19,626,563</i>	<i>1,750,000</i>
<i>FY08/09</i>	<i>20,520,802</i>	<i>1,920,332</i>	<i>22,441,134</i>	<i>3,500,000</i>
<i>FY09/10</i>	<i>17,635,180</i>	<i>2,416,354</i>	<i>20,051,534</i>	<i>-</i>
<i>FY10/11</i>	<i>19,041,250</i>	<i>1,824,555</i>	<i>20,865,805</i>	<i>-</i>
<i>FY11/12</i>	<i>22,574,313</i>	<i>2,615,279</i>	<i>25,189,592</i>	<i>5,000,000</i>
<i>FY12/13</i>	<i>21,739,351</i>	<i>3,389,061</i>	<i>25,128,412</i>	<i>2,100,000</i>
<i>FY13/14</i>	<i>24,258,788</i>	<i>2,169,448</i>	<i>26,428,236</i>	<i>3,700,000</i>
<i>FY14/15</i>	<i>22,054,316</i>	<i>3,370,082</i>	<i>25,424,398</i>	<i>2,100,000</i>
<i>FY15/16</i>	<i>28,236,000</i>	<i>4,290,779</i>	<i>32,526,779</i>	<i>10,000,000</i>
				<i>\$ 28,150,000</i>

## CAPITAL PROJECTS AND MFT FUND STATS

Combined fund balances have grown by 66% over the past 9 years.

\$28.15 million in General Fund reserve transfers over the past 9 years. Average of \$3.13M per year.

Held off on transfers for two years during recovery from Great Recession.

# FINANCING CONSIDERATIONS

## Current FY16/17 General Fund Budget Update

Our current FY16/17 budget projects surpluses over the next 3 years as follows:

FY16/17	\$2,184,500
FY17/18	\$2,489,000
FY18/19	\$3,590,900

As of August 31, 2016, just 4 months into the fiscal year, the General Fund has a surplus of \$1.4 million, so we are well on track to meet or exceed the budgeted surplus of \$2.2 million for FY16/17.

# FINANCING CONSIDERATIONS

## Current FY16/17 Capital Improvement Plan Update

Our current FY16/17 CIP projected combined Capital Projects Fund/MFT Fund balances over the next 5 years as follows:

Est.	FY15/16	\$27,057,504
	FY16/17	\$21,937,004
	FY17/18	\$ 5,181,004
	FY18/19	\$ 3,491,904
	FY19/20	\$ 1,025,404
	FY20/21	( \$1,459,096)

This includes a Village Hall Renovation cost of \$16,000,000. Deficit shown in year 5 determined to be within our ability to manage considering anticipated projects and flexibility in scope of work to be performed.

# FINANCING CONSIDERATIONS

## Current FY16/17 Capital Improvement Plan REVISED

Our FY15/16 end of year transfer of \$10M to the CPF has significantly improved the fund balance outlook for the next 5 years:

		<u>ORIGINAL</u>	<u>REVISED</u>
Est.	FY15/16	\$27,057,504	\$32,614,299 (Actual)
	FY16/17	\$21,937,004	\$27,493,799
	FY17/18	\$ 5,181,004	\$10,737,799
	FY18/19	\$ 3,491,904	\$ 9,048,699
	FY19/20	\$ 1,025,404	\$ 6,582,199
	FY20/21	( \$1,459,096)	\$ 4,097,699



# FINANCING CONSIDERATIONS

## Current FY16/17 Capital Improvement Plan **REVISED**

In addition to an improved revised CIP 5 year projection, other factors that will contribute toward increasing combined fund balances include:

- Our current FY16/17 is estimated to end approximately **\$2.2 million UNDER budget** due to favorable bid experience, project deferrals and the elimination of planned off site evidence storage facility.
- The plan only identifies funding from other sources (grants, cost sharing, private funding, etc.) to the degree that its availability is reasonably secured. As projects are evaluated and developed, funding from other sources typically improves the overall CIP fund balance position.
- There have been no adjustments in the planned scope of programmed road improvements. These can be modified to ensure adequate fund balances are maintained.



# FINANCING CONSIDERATIONS

Based on all of the above factors:

We conclude that the Village Hall renovation project can adequately be funded using cash financing rather than borrowing. We also conclude this will be possible if the Village Board decides to expand the scope of the Village Hall renovation based on originally prepared schematic drawings that include an additional 7,000 square feet of building area not originally included in preliminary architect's cost estimates. We estimate that recovery of fund balances under the expanded building option should not hinder the Village's ability to schedule and complete needed roadway and other infrastructure improvements in a timely manner.

*Village of Carol Stream*  
**INTER-DEPARTMENTAL MEMO**

**TO:** Mayor and Trustees

*Rm*

**FROM:** Robert Mellor, Assistant Village Manager

**DATE:** October 17, 2016

**RE:** Carol Stream Promotional Video

In January the Village Board approved a proposal for professional video production services with Global Aerial Video, Inc. (GAV). Staff has worked with GAV over the past summer to develop a video for marketing and promoting the Village of Carol Stream to a variety of audiences. The full length video has undergone various edits and will be presented to you at your special workshop meeting next Monday night. The full length video can be further edited into smaller clips to appeal to specific targeted audiences (commercial, industrial, etc.). The video run time is 4min.25sec. and can be viewed by using the link below. Staff is interested in any thoughts and comments you have on the video. Subject to any thoughts and comments we receive from the Village Board on Monday night we anticipate this will be the final draft of the video.

Carol Stream Promotional Video: <https://vimeo.com/182352096>

Produced by: Joe Hill, Global Aerial Video Inc., Naperville, Illinois  
in conjunction with the Village of Carol Stream

Fee for service: \$4,500

Date of contract approval: January 19, 2016

This item will be previewed and discussed at the Village Board workshop on Monday October 17, 2016 at 6:00 p.m. In the meantime, please contact me if you have any questions.