

Village of Carol Stream

Special Workshop Meeting of the Village Board Comprehensive Plan Update Paperless Village Board Agenda Budget Workshop #3 – Other Funds

Gregory J. Bielawski Municipal Center
500 N. Gary Avenue, Carol Stream, IL 60188
Lower Level Training Room
February 18, 2014
6:00 p.m. – 7:25 p.m.

Meeting Notes

ATTENDANCE: Mayor Frank Saverino, Sr.
Trustee Tem Matt McCarthy
Trustee Greg Schwarze
Trustee Don Weiss (absent)
Trustee Mary Frusolone
Trustee Rick Gieser
Trustee John LaRocca
Village Clerk Melody

Joseph E. Breinig, Village Manager
Robert Mellor, Asst. Village Manager
Chris Oakley, Asst. to the Village Manager
James Knudsen, Dir. Engineering Services
Jon Batek, Finance Director
Phil Modaff, Dir. of Public Works
Kevin Orr, Police Chief
Caryl Rebholz, Employee Relations Dir.
Bob Glees, Community Development Dir.
Don Bastian, Asst. CD Director
Dawn Damolaris, Asst. Finance Dir.
Ed Sailer, Deputy Police Chief
Dan Hoffman, Deputy Police Chief
Jeff Degnan, Police Commander
Tom Miller, Police Commander

The meeting was called to order at 6:00 p.m. by Mayor Saverino and the roll call read by Assistant Village Manager Mellor. The result of the roll call vote was as follows:

Present: Mayor Saverino and Trustees McCarthy Schwarze, Frusolone, Gieser & LaRocca
Absent: Trustee Weiss

CMAP Presentation – Comprehensive Plan Update, Project Introduction and Overview

Assistant Community Development Director Bastian introduced Nicole Woods, Associate Planner with the Chicago Metropolitan Agency for Planning (CMAP) who provided a brief overview/introduction on the Comprehensive Planning Project.

CMAP Background & Mission:

- Regional planning agency established in 2005
- Mission: To plan comprehensively for the economic prosperity and quality of life.
- Serve the Chicago Region
 - 7 Counties

- 284 Municipalities
- Over 1,200 units of local government

● **CMAP and Carol Stream's Partnership:**

October 2010: CMAP adopted GO TO 2040 Regional Plan.

Spring 2011: CMAP created the Local Technical Assistance Program (LTA) to implement GO TO 2040 through local projects.

Summer 2012: CMAP's second call for projects.

- 109 applications from over 88 applicants.
- 40 projects selected including Franklin Park's O'Hare Industrial Area.

Through this project CMAP will:

- Facilitate the comprehensive plan process and provide technical assistance at no cost to the community
- Utilize extensive network of data, resources, and partners.
- Develop and guide implementation.
- Work within a regional framework.

CMAP Project Team:

Project Director: *Jason Navota*

Project Manager: *Nicole Woods*

Community Outreach: *Samantha Robinson*

Contributing Planners: *Sef Okoth and Elizabeth Panella and other CMAP staff, consultants, and partners*

Comprehensive Planning Process:

What is a comprehensive plan?

- Outlines a vision for the community
- Provides policies, guidance, and direction to achieve that vision over a 10 to 20 year period.

Topic Areas:

- History and Regional Context
- Background Studies and Previous Plans
- Community Outreach
- Governance Structure
- Land Use and Development
- Population and Housing
- Economic Development
- Transportation
- Natural Environment

Outreach Process:

- Village Staff, Board of Trustees, Planning Commission
- Steering Committee (Diverse representation of community)
- Key Person Interviews (10-12 interviews with other leaders, representatives of community)
- Focus Groups (i.e. Youth, seniors, industrial businesses)
- Public Meetings/Workshops (3 meetings and workshops)
- Interactive Website

● **Comprehensive Plan Process:**

3 Phases over a 12 Month Timeline

- Evaluation

- Visioning
- Plan Creation & Adoption

Each phase includes:

- 1 Public Meeting
- 1-2 Steering Committee Meetings
- 1 Deliverable

Steering Committee Role:

- Providing feedback on proposed report, memo, and plan;
- Participating in public meetings– acting as table facilitators, presenters or other support roles;
- Disseminating information about public meetings to their community networks; and
- Identifying and provide connections for key persons and focus groups.

The Village Board provided the following Issues and Concerns and Vision for the Future of Carol Stream:

- Safe & Clean Housing
- Address challenges of changing demographics (through 2040)
- Maintain No Property Tax
- Secure revenue source for Capital Projects
- Armstrong Park Flood Control Project completion
- Branding/Community Identity
- Succession Planning – Retain & Maintain Staff
- Maintain great intergovernmental cooperation
- More Economic Development – Retail, Restaurants & Hotels
- Redevelopment of St. Charles Road from Gary Avenue to Schmale Road
- Preservation of open land
- Additional buyouts of flood prone properties

Paperless Village Board Agendas

Assistant Village Manager Mellor introduced Byron Gillin from Novus Solutions to present the Novus Agenda solution for paperless Village Board agendas.

Novus Solutions provides agenda management software for 275 governmental agencies throughout the United States. The key features of their Novus Agenda software include:

- Provides transparency for Village Board, staff and constituents
- Can be used on any device with a standard user interface (no apps needed)
- Users login with unique user name and password
- Comments and notes are personal, private and password protected
- Documents and notes are keyword searchable
- User document notes are unique to each user name and password
- Old agendas can be loaded into Novus Agenda to provide lookup capabilities on historical documents
- Novus Solutions is a business partner with the Village’s document archive software Laserfiche
- Users have access to agenda and notes 24/7 from any Wi-Fi enabled location
- Documents and notes are stored in the Cloud or on Village servers, not on the individual tablet devices
- No limitation on the number or type of meetings
- Deployment takes from 30-90 days and includes all training
- Free trial includes deployment, training and 2 full meetings after deployment
- Novus Agenda cost is \$663/month with no contracts to sign

- iPads would facilitate communication of agendas, weeklies and all staff to Village Board correspondence

Village Manager Breinig stated the paperless agenda plan would be all or nothing as there is little benefit to having only some of the Board on paperless agendas and some on paper agendas. Assistant Village Manager Mellor stated the Village would provide paperless agendas on iPads for Village Board use since the Village has already standardized on the Apple iOS and currently uses iPhones and iPad tablets. The use of common devices would also provide a more reliable means of communication between the Village Board and staff and improve email via the Village's Exchange server.

The Village Board concurred to begin a free trial of the Novus Agenda paperless agenda solution. Staff will secure iPad tablets for Village Board use with the Novus Agenda paperless agenda software.

Proposed FY14/15 Budget - Other Funds Agenda

Director of Financial Services Jon Batek presented the proposed FY14/15 Budget - Other Funds budgets to the Village Board. The highlights of this budget presentation and update on future budget workshops was provided.

Budget Workshop Schedule and Agenda:

- All Funds Other than:
 - General Fund (March 3, 2014 Budget Workshop)
 - Capital Projects Fund & MFT (covered on Feb 3rd)
- Water and Sewer Fund
- TIF Funds
 - Geneva Crossing TIF
 - North / Schmale TIF
- Police Pension Fund

Water & Sewer Fund FY14/15 Revenues:

- Water Billings = 69%
- Sewer Billings = 24%
- Other = 7%

The "other" revenue category includes revenues such as grants, penalties, shut-off notice revenue, meter sales, water tower rental agreements and interest income.

Water & Sewer Fund – FY14/15 Budget Highlights and Key Assumptions:

Key Assumptions

- Revenues reflect direct pass-through only of Chicago/DWC rate increases that are known today
- No other rate adjustments included in projected 3 year plan
- Customer water consumption to decrease by 1% annually

Highlights

- Water Division revenues are sufficient to cover operating costs in each year of the 3 year Financial Plan.
- Sewer Division is not fully recovering operating costs by small margin. Some future rate adjustments may be needed.
- FY14/15 proposed budget \$4.3 million more than FY13/14 budget.
 - \$1.0 million increase in operating costs
 - \$3.3 million increase in capital costs

- Use of reserves to facilitate capital projects planned in all 3 years of financial plan. Adequate reserve balances available to complete.

Annual Change in Billed Water Consumption Last 7 Fiscal Years, Current Year and Next 3 Projected

- FY07 = -7.2%
- FY08 = +0.5%
- FY09 = -3.4%
- FY10 = -4.7%
- FY11 = -3.4%
- FY12 = -0.3%
- FY13 = +2.6%
- FY14 Est. = -4.6%
- FY15 Proj. = -1.0%
- FY16 Proj. = -1.0%
- FY17 Proj. = -1.0%

Water & Sewer Fund Proposed Expenses by Category FY14/15

- DuPage Water Commission = 36%
- Capital = 33%
- Water Reclamation Center Contract = 12%
- Salaries & Wages = 9%
- Other Contractual = 8%
- Commodities = 2%

The proposed draft Water & Sewer Fund Budget expenditures for FY14/15 shows a \$4,250,844 (40.8%) increase compared to the FY13/14 Budget primarily due to the City of Chicago water rate increase passed through the DuPage Water Commission, the CH2ChemHill contract to operate the water reclamation center and a large increase in capital expenditures (33% in FY15 versus 15% in FY14).

Water & Sewer Capital Summary FY14/15

Water System

Schmale Road Water Main Repl.	\$ 2,351,000
GIS Mapping Project	70,000
Other Equipment	15,350
DWC Loan P&I - Riviera/Judith Water Main	<u>60,815</u>
	\$ 2,497,165

Sewer System

Phase II Aeration System	\$ 1,153,000
Phase I Pumping Station Improvements	450,000
WRC Pavement Resurfacing	300,000
WRC Building Roof Replacements	65,000
Other Equipment	10,850
IEPA Loan Repayments	<u>428,650</u>
	<u>\$ 2,407,500</u>

Total Capital Improvement

\$ 4,904,665

Schedule of Projected Water Rates Calendar Years 2012 to 2015

Calendar Year	Chicago Charge to DWC			DWC Charges to Municipalities			Carol Stream Charges to Customers				
	Rate	\$ Inc.	% Inc.	Variable	Fixed	Total	\$ Inc.	% Inc.	Rate	\$ Inc.	% Inc.
2011	\$ 2.01			\$ 2.04	\$ 0.26	\$ 2.30			\$ 4.09		
2012	2.51	0.50	25%	2.73	0.26	2.99	0.69	30%	4.78	0.69	17%
2013	2.89	0.38	15%	3.32	0.26	3.58	0.59	20%	5.37	0.59	12%
2014	3.32	0.43	15%	3.97	0.27	4.24	0.66	18%	6.03	0.66	12%
2015	3.82	0.50	15%	4.68	0.28	4.96	0.72	17%	6.75	0.72	12%

Geneva Crossing TIF #2 North Ave / Schmale Road TIF

- Created in 1997, FY14/15 begins 19th year.
- 8 years of debt service remain. Expires in FY21/22.
- Average annual debt service obligation = \$372,000.
- Current tax increment = 105% of annual debt service.
- Village contributes sales tax in excess of \$100,000 to TIF.
- Loss of center's anchor tenant not an immediate threat.
- Projected 4/30/14 reserve balance = \$1,994,000.
 - Equivalent to 5.4 years of debt service reserve.
- Early redemption window opened on December 30, 2013.
 - Full defeasance not possible at present time (short by \$750,000).

North Ave./Schmale Rd. TIF3

- Created in December, 2011.
- Still in it's infancy, no increment in year 1. Year 2 (current FY13/14) \$18,800 increment generated. Year 3 (FY14/15), not much additional increment anticipated (\$19,500).
- Redevelopment Agreement approved 7/15/13.
- 100% of increment + 50% of Sales Taxes go to TIF.
- 13 Year term (Increment + Sales). Optional 2 year extension (Increment Only).
- Significant completion and opening in Spring 2014.

Police Pension Fund Highlights

- Funding from 3 sources: Employees (10% of salary), Interest Income & Village Contributions
- Net Return for FY12/13 = 8.13%
- Have exceeded Rate of Return Assumption of 7.25% four years in a row.
- Net Assets grew by 9.5% in FY12/13.
- Village Contribution for FY14/15 up 6.4% (\$100K) due to mortality table change.
- Funded status hovering around 70%.
- Carol Stream funds pension at 100% which is above the State of Illinois 90% requirement.

Next Steps

- Monday, March 3, 2014
 - 6:00 pm Special Village Board Workshop
FY14/15 Draft Budget Presentation – Part 4
GENERAL FUND

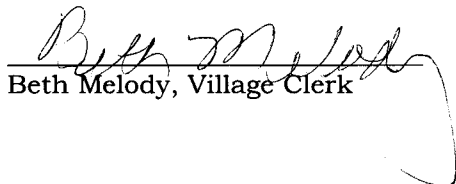
- Monday April 7, 2014
 - 7:30 pm Regular Village Board Meeting
Budget Public Hearing
Budget Adoption

- May 1, 2014
 - FY14/15 Begins

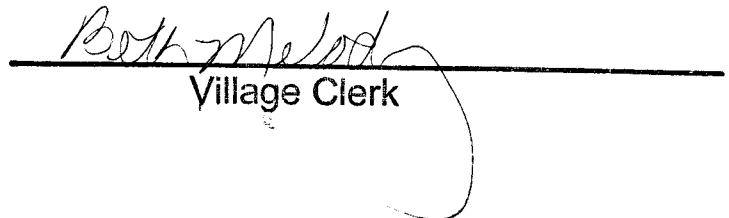
There being no other business, Trustee Gieser moved and Trustee Frusolone made the second to adjourn the Special Workshop meeting of the Village Board at 7:25 p.m. The motion to adjourn was unanimous.

FOR THE BOARD OF TRUSTEES


Frank Saverino, Sr., Mayor


Beth Melody, Village Clerk

Minutes approved by the President and Board of Trustees on this
3RD day of March, 2014.


Village Clerk