

Village of Carol Stream

SPECIAL WORKSHOP MEETING

MONDAY, OCTOBER 19, 2020

7:00 P.M.

GREGORY J. BIELAWSKI MUNICIPAL CENTER

500 N. GARY AVENUE

CAROL STREAM, ILLINOIS 60188

BOARD ROOM

AGENDA

1. CALL TO ORDER
2. ATTENDANCE
3. ECONOMIC DEVELOPMENT – Overview, Opportunities and Focus Moving Forward
4. FY21 BUDGET STATUS AND PLANNING FOR FY22
5. OTHER BUSINESS
6. ADJOURNMENT

Village of Carol Stream
Economic Development Workshop
Overview, Opportunities and Focus Moving Forward



Village of Carol Stream

Economic Development Workshop

AGENDA

I. Overview

- A. Current Practices
- B. Recent Accomplishments
- C. Challenges

II. Opportunities

- A. Key Opportunity Areas
- B. Retail Vacancies

III. Focus Moving Forward

- A. Vacant Land Sites
- B. Vacant Building Space

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Economic Development Workshop

I. OVERVIEW

A. Current Practices

- Quick and Predictable Building Permits and Entitlements
- Modern, Commonly Used Building Codes with few Local Amendments
- Information Resource
- Prospective Developer Meetings with Mayor and Staff
- Economic Development Events
- Partnerships
- Village Infrastructure
- Strategic Use of Incentives

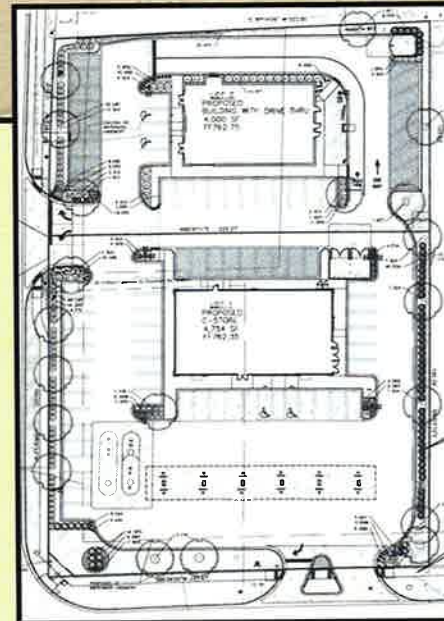
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I. OVERVIEW

B. Recent Accomplishments

- North Avenue Annexations
- Boundary Agreement – Winfield
- IGA with Wheaton – Vequity Project
- Industrial Teardowns & Redevelopment
- Industrial Vacancy Rate



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I. OVERVIEW

C. Challenges

- Decline in Bricks and Mortar Retailers

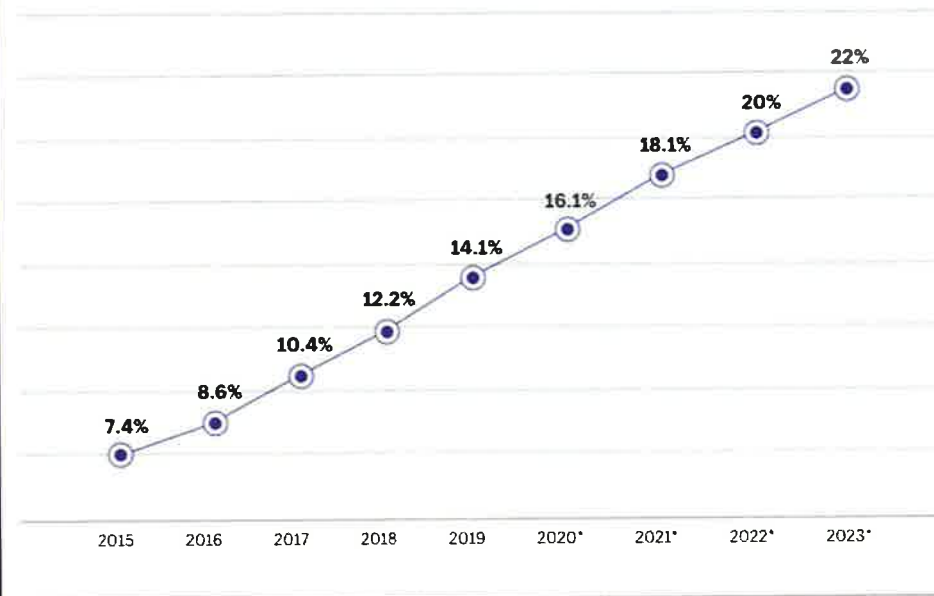
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I. OVERVIEW

C. Challenges

Ecommerce share of total global retail sales from 2015 to 2023



Worldwide; eMarketer; 2015 to 2019
Source: eMarketer © Statista 2019

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I. OVERVIEW

C. Challenges

- Decline in Bricks and Mortar Retailers
- Pandemic
- Not a Prime Retail Destination

Month	% Change in Sales Tax 2020 vs 2019
March	-10.3
April	-18.1
May	-14.5
June	-4.9
July	-9.0

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II. OPPORTUNITIES

A. Key Opportunity Areas

- Area 1 – Town Center Node
- Area 2 – North Avenue & County Farm Road
- Area 3 – North Avenue between Kuhn Road & Bennett Drive

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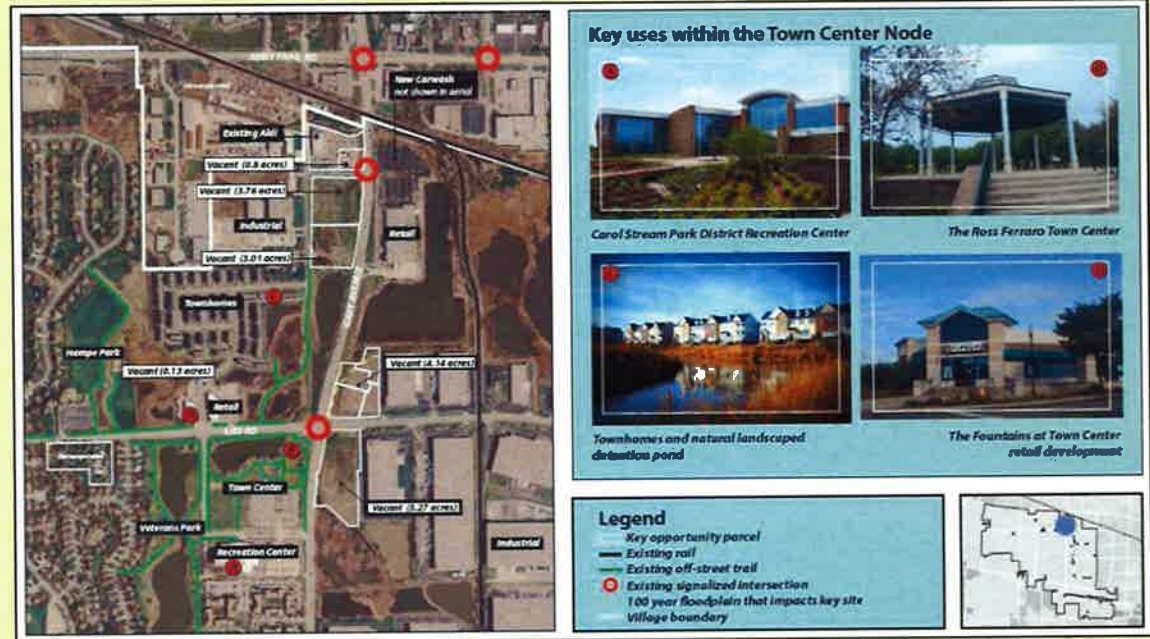
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Key Opportunity Area #1 – Town Center Node

- NEC of Gary & Lies (4.14 acres)
- SEC of Gary & Lies (5.27 acres)
- SWC of Gary & Stark (3.76 acres)
- Former Aldi (14,880 sq ft)

Recent Activity

- WoodSpring Suites
- Aldi closure
- New restaurant possibility at Gary/Stark (Tacoma Taco)
- Multi-Use Path construction (west side of Gary)



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Key Opportunity Area #1 – Town Center Node

Recommendations (2016 Comp Plan and 2015 market analysis):

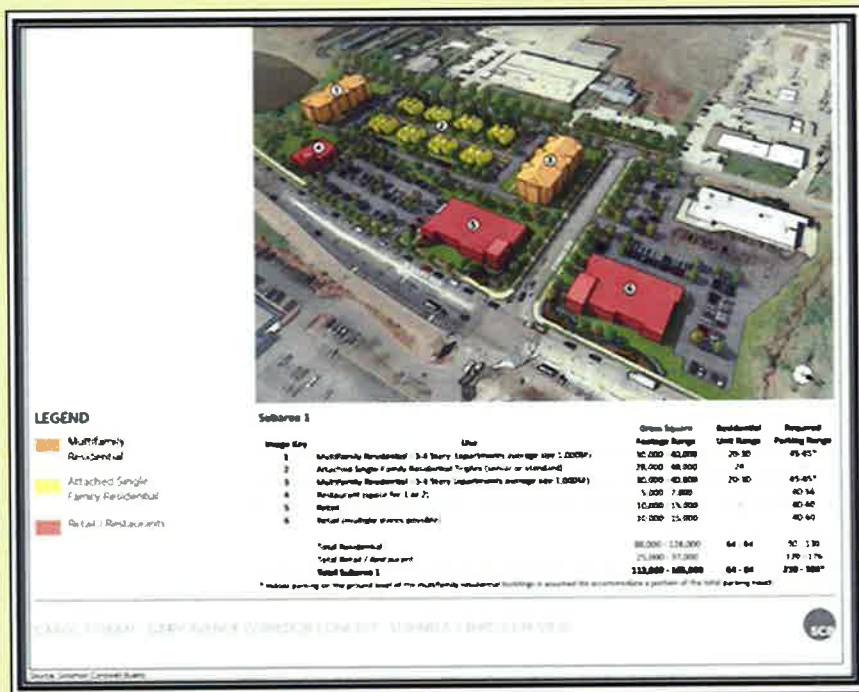
- Gary & Lies Parcels – appropriate uses include retail, restaurants, office, and hotels
- Gary & Stark – appropriate uses include retail and restaurants along Gary; commercial or multi-family residential acceptable fronting Old Gary



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Key Opportunity Area #1 Conceptual Plans



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Key Opportunity Area #2 – North Avenue/County Farm

- North Avenue and County Farm Road intersection (+/- 60 acres)
- Mostly unincorporated properties but within our planning jurisdiction
- Mix of commercial, industrial, and storage uses

Recent Activity

- Annexations on south side of North Avenue, west of County Farm Road
- Annexation and development of northwest corner of North Avenue and County Farm Road



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Key Opportunity Area #2 – North Avenue/County Farm

Recommendations (2016 Comp Plan and 2015 market analysis)

- Continued annexations
- Commercial development along North Avenue and County Farm frontages
- Multi-family residential may be appropriate adjacent to existing single-family homes in NE quadrant, with improved buffering
- Upgraded industrial development (redevelopment of underutilized properties, appropriate uses such as warehousing and showrooms; screen outdoor storage)



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Key Opportunity Area #3 – North Avenue: Kuhn Road to Bennett Drive Node

- +/- 40 acres on the north side of North Avenue between Kuhn Road and Bennett Drive
- Vacant properties are zoned B-2 General Business District

Recent Activity

- Spec. industrial development on westernmost 12 acres reviewed in 2017; withdrawn by developer



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Key Opportunity Area #3 – North Avenue: Kuhn Road to Bennett Drive Node

Recommendations (2016 Comp Plan and 2015 market analysis):

- Traditional retail a challenge
- Light industrial on west half; secondary option of commercial/wholesale uses (tile/flooring businesses, showrooms, vehicle sales)
- Corridor commercial uses on the east half closer to Easton Park (drug store, small grocer, service uses), with multi-family residential on rear portion



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II. OPPORTUNITIES

B. Retail Vacancies

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Carol Stream / Surrounding Communities Commercial Vacancy Rates

Total Available Retail/Commercial Square Footage	1.7 million sq ft
Total Vacant (3rd Quarter 2020)	155,255 sq ft
Vacancy Rate	9%

Municipality	Vacancy Rate
Bloomington	21%
Glendale Heights	7.3%
West Chicago	6.5%
Wheaton	7.3%
DuPage County	7.9%

Information obtained from Choose DuPage

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Army Trail Corridor

306,012 sq ft total
14,478 sq ft vacant
4.7% vacancy rate



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Gary Avenue Corridor

92,498 sq ft total

1,263 sq ft vacant

1.4% vacancy rate

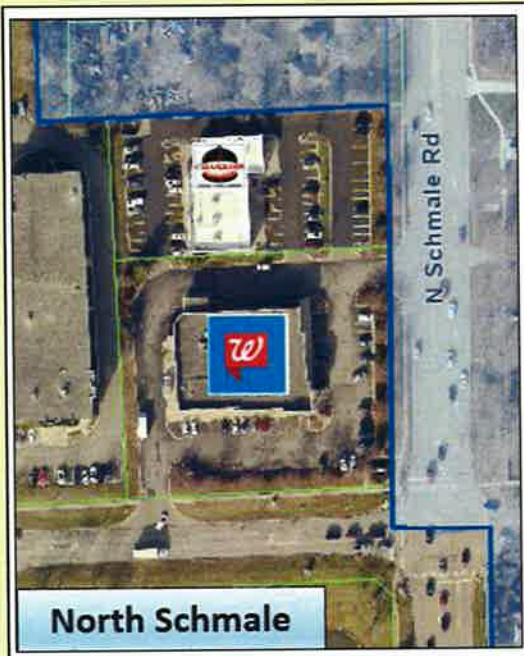


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Schmale Road Corridor

103,754 sq ft total
10,375 sq ft vacant
10% vacancy rate



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III. FOCUS MOVING FORWARD

Business Use Considerations

- Vacant Land Sites
- Vacant Building Space




Village of Carol Stream

Interdepartmental Memorandum

DATE: October 13, 2020

TO: Robert Mellor, Village Manager

FROM: Jon Batek, Finance Director 

SUBJECT: October 19, 2020 Village Board Workshop -
FY21 Budget Status and Planning for FY22

As we near the mid-point of our current 2020/21 fiscal year, the Village has continued to provide uninterrupted essential public services despite some of the volatility and uncertainty we have been confronted with during the on-going public health emergency and related economic slowdown. Although our budget process does not typically get underway until the later part of November each year, it would be appropriate to provide some insights as to how our current year is progressing as we begin to plan for next year and beyond.

Attached to this memorandum are three documents that I would like to briefly review with the Village Board at their workshop meeting scheduled for Monday, October 19th:

1. An early estimate of FY21 year-end revenues based on the first five (5) months of our current fiscal year.
2. A copy of the \$2 million in expenditure reductions ratified by the Village Board at their May 18, 2020 meeting as our initial budgetary response to the unfolding pandemic and economic decline. As a reminder, while there were many direct expenditure cuts made, a significant portion of expenditures identified on the list represent deferrals, reclassifications, or anticipated budget savings due to personnel vacancies.
3. An early estimate of FY21 personnel savings due to a significant number of retirements and positions that have turned over during the year. This estimate also includes some additional miscellaneous expenditure savings that will contribute toward keeping the budget in balance for the year.

Although by many accounts 2020 has been a year of unprecedented challenges, the financial condition of the Village, despite many ups and downs, is on remarkably strong footing. At present, barring any other unforeseen fiscal crisis, we fully anticipate our General Fund will conclude FY21 on April 30, 2021 in a surplus position. This is the case due to a number of reasons:

1. While the addition of the Village's first property tax in many decades was a difficult decision, it is the only major revenue source in the General Fund that has shown resilience throughout the economic downturn. The revenue sources that were moved to the Capital Projects Fund (electricity, telecommunications and real estate transfer taxes) and replaced by the property tax thus far have declined in total from last year. The property tax has added an increased level of stability to overall Village operations.
2. The Village has received its full allotment of CARES Act funding through DuPage County totaling \$2,032,283. While receipt of CARES Act funds are not approved to replace lost revenues, Carol Stream was eligible to receive these reimbursements for costs incurred primarily for pandemic response by our public safety personnel. Current estimates show that we will meet and exceed our original budgeted FY21 revenue projection of \$28,950,000 by 0.7%.
3. During FY20 and continuing into F21 we have seen Village staff turnover, primarily through retirements, at a level greater than what we experienced during the Great Recession. We are projecting FY21 payroll savings compared to the adopted budget of nearly \$1,000,000 by April 30, 2021. This savings has been generated by position vacancies as well as replacement hires at reduced salaries. In addition to personnel savings, there are a number of other budget savings which will contribute toward a projected FY21 surplus.

Given this information, staff will perform a review of the previous \$2 million in budget expenditure reductions imposed in May to determine which items would be recommended to be reinstated in the current fiscal year. At present we are considering a recommendation for Village Board action on November 2.

Looking forward to FY22

While we are confident we will conclude FY21 with a positive result, there are a number of signs that show there is room for some optimism as we begin planning for FY22:

1. Given the volume of staff turnover/retirements, there is good reason to believe that our largest operating expense (salaries and benefit costs) will show less than average growth year over year.
2. The Village should expect growth in sales tax collections due to the implementation of the "Leveling the Playing Field for Illinois Retail Act" which begins on January 1, 2021. This will expand our collection of sales taxes on certain internet based purchases, including the Village's home rule sales tax, which was not previously collected.

3. There are a number of promising economic development prospects including the proposed Jet Foods at County Farm and Army Trail and Vequity development at Geneva and Schmale, among others that are still in the planning phase.
4. During the current year FY21, we received IDOT Build Illinois grants totaling \$872,370 which were not previously included in our capital plan and budget. These are expected to recur in the same amount in each of the next two fiscal years. While these proceeds are earmarked toward specific categories of capital improvement projects, these unanticipated funds have provided an added boost to capital reserves, which always relieves pressure on General operating funds to fill any funding gaps that may occur.
5. Within the next two years, our current sales tax sharing agreement will expire. Unless it is renewed, we will have significant reduction in General Fund operating expenditures that funded this rebate agreement.

I look forward to briefly summarizing the attachments at Monday evening's workshop and address any questions the Village Board may have at this early point in our upcoming budget process.

Village of Carol Stream
Estimate of FY21 General Fund Revenues
As of October 15, 2020

Ref.	Description	Actual FY19/20	Budget FY 20/21	Estimate FY20/21	+ / (-) Budget
Property Taxes					
1	Property Tax	\$0	\$3,800,000	\$3,800,000	\$0 Full levy collections anticipated
2	Road and Bridge Tax	161,844	153,100	143,000	(10,100)
3	Pers. Prop. Repl. Tax	114,919	100,800	82,700	(18,100) Sept 2020 IML projection = 28% reduction from FY20 actual.
Other Taxes					
4	Sales Tax	6,888,692	6,825,000	6,370,000	(455,000) Assume 7.5% reduction from FY20 actual.
5	Electricity Tax	1,817,004	0	0	0 Moved to CPF
6	Income Tax	4,304,050	4,170,000	3,890,000	(280,000) Sept 2020 IML projection = \$98.00 per capita
7	Alcohol Tax	253,105	325,000	275,000	(50,000)
8	Amusement Tax	1,325	1,000	1,000	0
9	Home Rule Sales Tax	5,000,255	5,016,000	4,500,000	(516,000) Assume 10.0% reduction from FY20 actual.
10	Real Estate Transfer Tax	999,671	0	0	0 Moved to CPF
11	Natural Gas Use Tax	610,565	620,000	620,000	0 Assume on budget. Make or break is in winter months.
12	Telecommunications Tax	758,398	0	0	0 Moved to CPF
13	Auto Rental Tax	22,632	26,000	18,000	(8,000)
14	Local Use Tax	1,420,234	1,603,000	1,560,000	(43,000) IML proj = \$37.50 (\$1.489M). We are 20% ahead of LY. Assume +10%
15	Hotel Tax	293,138	352,000	100,000	(252,000) Collections down 80% in first 4 months of FY21.
16	Video Gaming Tax	274,597	340,000	250,000	(90,000) Lost 2 months rev in FY21. Assume return to "normal" on reopening.
17	State Cannabis Regulation	9,819	32,000	32,000	0 Sept 2020 IML projection = \$0.84 per capita. On budget
	Total Taxes	\$22,930,248	\$23,363,900	\$21,641,700	(\$1,722,200)
Licenses and Permits					
18	Business/Misc. License	25,500	28,500	28,500	0
19	Dog License	1,497	1,800	1,800	0
20	Vehicle License	576,902	700,000	655,000	(45,000)
21	Liquor License	161,148	165,000	130,000	(35,000) 50% off restaurant licenses in FY21
22	Vending Machine License	5,220	5,500	5,500	0
23	Game Room Fees	875	500	500	0
24	Building Permits	506,149	550,000	550,000	0
25	Rental Licensing Fees	71,725	70,000	70,000	0
26	Small Cell Wire Fee	3,830	5,300	5,300	0
27	Video Gaming Permit Fee	88,040	90,500	90,500	0
28	Massage Est. Lic. Fee	4,950	4,000	4,000	0
29	Tobacco License	3,900	4,100	4,100	0
	Total Licenses / Permits	\$1,449,736	\$1,625,200	\$1,545,200	(80,000)
Charges for Services					
30	Legal & Planning Fees	120,878	125,000	125,000	0
31	Annexation Fees	385	0	0	0
32	Liquor Investigation Fees	4,900	8,000	8,000	0

Village of Carol Stream
Estimate of FY21 General Fund Revenues
As of October 15, 2020

Ref.	Description	Actual FY19/20	Budget FY 20/21	Estimate FY20/21	+ / (-) Budget
33	Cable Franchise Fees	521,027	497,000	497,000	0
37	Public Hearing Fees	43,745	25,000	25,000	0
38	PEG Fees - Comcast	28,946	28,500	28,500	0
39	PEG Fees - AT&T	21,493	20,000	20,000	0
40	Maint. & Rpr. Reimb.	4,234	3,500	3,500	0
41	Stormwater Plan Review	52,319	130,000	130,000	0
42	Police Training Act Reimb.	0	12,000	25,000	13,000 More than normal vacancies.
43	Police Liaison	228,768	238,000	238,000	0
44	Police Reports	3,637	4,000	4,000	0
45	Mowing - DPC ROW	22,914	24,000	24,000	0
46	Municipal Service Charge	415,000	399,000	399,000	0
47	Total Charges for Services	1,468,246	1,514,000	1,527,000	13,000
Fines and Forfeits					
48	Circuit Court Fines	493,756	475,000	450,000	(25,000)
49	Court DUI Fines	231,343	250,000	250,000	0
50	DUI Tech Funds	48,816	15,000	35,000	20,000
51	Court Fines - Vehicles	9,544	16,000	8,000	(8,000)
52	ATLE Fines	438,883	375,000	400,000	25,000
53	Towing Fee	208,975	250,000	175,000	(75,000)
54	Ordinance Forfeits	85,333	50,000	35,000	(15,000)
55	Reim Fee Based/DuMeg	139,496	150,000	90,000	(60,000)
56	False Alarms	21,290	20,000	20,000	0
57	Vehicle Forfeiture	3,780	0	0	0
	Total Fines and Forfeits	1,681,216	1,601,000	1,463,000	(138,000)
Interest Income					
	Interest Income	354,130	175,000	60,000	(115,000) Interest rate crash. 0.10% today vs 2.2% 1 year ago
Other Revenues					
58	Miscellaneous Revenue	74,306	150,000	150,000	0
59	IT Library Reimbursement	92,856	95,900	95,900	0
60	IPBC Rebate	242,882	0	242,882	242,882 Assume IPBC equity adj. on par with FY20 actual
61	Insurance Reimbursements	154,287	100,000	100,000	0
62	Sale of Surplus Property	3,156	20,000	20,000	0
63	Donations & Contributions	29,850	30,000	0	(30,000) Cancellation of TC events.
	Total Other Operating	597,337	395,900	608,782	212,882
	Total Operating Revenue	28,480,913	28,675,000	26,845,682	(1,829,318)

Village of Carol Stream
Estimate of FY21 General Fund Revenues
As of October 15, 2020

Ref.	Description	Actual <u>FY19/20</u>	Budget <u>FY 20/21</u>	Estimate <u>FY20/21</u>	+ / (-) <u>Budget</u>
Non-Operating Revenue					
64	Intergovernmental Grants	252,739	275,000	275,000	0
65	CARES ACT Reimb. from DPC	0	0	2,032,284	2,032,284
	Total Non-Operating Rev.	<u>252,739</u>	<u>275,000</u>	<u>2,307,284</u>	<u>2,032,284</u>
	Total Revenue	\$28,733,652	\$28,950,000	\$29,152,966	\$202,966 0.7%

Village of Carol Stream
FY20/21 Annual Budget
Items Budgeted but Frozen/Suspended - **VB Approved on May 18, 2020**

Dept.	Account No.	Line Item	Amount	Description
<u>GENERAL FUND</u>				
ALL	various	Salaries	\$ 546,561	Vacant Positions. Represents budgetary savings on 6 vacant Police Officers, 1 Police Chief, 1 Deputy Chief, 1 CST, 1 Engineering Technician. These savings generally reflect current vacancies and estimates of likely recruitment date later in FY21.
MOST	various	Salaries	110,000	Merit Pay Raises
ALL	various	Overtime	50,000	Reduced Overtime - Estimate for May 2020
Eng	01620100-51106	Seasonal Salaries	8,612	Engineering Intern (1 of 2)
VB&C	01520000-52222	Meetings	5,000	Goal Setting Workshop
Muni Bldg.	01680000-52219	TC Maint	10,500	Fountain Cleaning - Closed for season.
Muni Bldg.			1,130	Chlorine Tabs
Muni Bldg.	01680000-53220	Water	9,500	Fountain
Spec. Events	01750000-52288	Concert Series	28,570	Bands/Sound/Etc.
Spec. Events	01750000-52291	Misc. Events	14,000	Fireworks
Spec. Events			150	Parade Supplies 4th of July
HR	0160000-52222	Meetings	100	DMMC Luncheons
HR	0160000-52242	Employee Recognition	1,000	EE Appreciation Brunch
HR			300	Impromptu Events
HR	0160000-52253	Consultant	2,500	Organizational Development - Supervisors
HR	0160000-52255	Software Maint.	375	Survey Monkey
HR	0160000-52340	Wellness	1,500	Other
Fin	01610100-52223	Training	2,800	IGFOA Conf/MUNIS

Village of Carol Stream
FY20/21 Annual Budget
Items Budgeted but Frozen/Suspended - **VB Approved on May 18, 2020**

Dept.	Account No.	Line Item	Amount	Description
Fin	01610100-52234	Dues / Subscript.	450	GFOA Dues
Fin	01610100-53317	Operating Supplies	300	Staff Shirts
CD	01642100-52253	Consultant	5,000	Code Enf. Multi-Family Housing
CD	01643600-52246	Economic Dev.	25,000	Development Incentives
CD	01643600-52253	Consultant	5,000	Consult/Promotional Video
Engineering	01620100-52223	Training	4,000	APWA Conference
Engineering	01620100-52358	Pond/Storm maint.	30,000	Stream Maintenance
Engineering	01620100-52355	Bridge Inspections	2,000	Culvert Inspections
Engineering	01620100-53350	Small Equipment	1,700	Velocity Meters
Engineering	01620100-53324	Uniforms	300	Staff Shirts
Police	01660100-52223	Training	13,500	Basic Recruit
Police			13,600	ILEETA Conference
Police			2,850	IATAI Conference
Police			1,600	ILHIA Conference
Police			2,200	IDEOA Conference
Police			1,000	IEMA Conference
Police			1,650	IDEO Conference
Police			900	Child Passenger Safety Conference
Police			1,000	Child Passenger Instructor Conference
Police			7,000	EMP Class
Police			3,330	CPTED (Reduce to 1)
Police			2,000	NMERT
Police			400	MGIA Conference
Police			950	IAPEM (Reduce to 1)
Police	01660100-53324	Uniforms	10,400	4 New Police Officers

Village of Carol Stream
FY20/21 Annual Budget
Items Budgeted but Frozen/Suspended - **VB Approved on May 18, 2020**

Dept.	Account No.	Line Item	Amount	Description
Police	01662700-53313	Auto Gas & Oil	30,000	Estimated reduced fuel usage
Police	01662700-53321	Ammunition	5,000	Ammunition Reduction
Police	01664700-53325	Community Relations	2,700	Citizen's Police Academy
PW Admin	01670100-52223	Training	650	COD Public Service Inst. - Supt.
PW Admin			625	Low Bender strategic planning
PW Admin			1,250	Morrison Assessment - Sam
PW Admin			1,250	National Conference - Director
PW Admin			1,400	Non-engineers seminar - Barghi
PW Admin			01670100-52230	Telephone
PW Admin	01670100-52253	Consultant	10,000	Space Optimization Study
PW Snow	01670200-52223	Training	3,100	Snow Conference - Street Supv. & Supt
PW Snow	01670200-53335	Salt	9,300	Road salt
PW Snow	01670200-53350	Small Equipment	2,800	Brine pump - higher GPM for truck loading
PW Snow			3,300	Snow blower - UTV attachment
PW Signs	01670300-53317	Operating Supplies	1,300	Impact Walls
PW B&G	01670400-52244	Maint. & Repair	4,000	Exterior Lighting - change to LED
PW B&G			2,000	Flag Pole Replacement - PWC
PW B&G	01670400-52272	Property Maint.	4,500	FIC America turf conversion to pollinator
PW B&G			30,000	Mulch installation
PW B&G	01670400-53317	Operating Supplies	20,000	Mulch purchase
PW Trees	01670700-52223	Training	500	Arborist license - Supervisor

Village of Carol Stream
 FY20/21 Annual Budget
 Items Budgeted but Frozen/Suspended - VB Approved on May 18, 2020

Dept.	Account No.	Line Item	Amount	Description
PW Trees	01670700-52268	Tree Maintenance	23,625	Fall tree purchase and planting. Pushes planting cycle back one year.
PW Trees			1,125	Gator Bags
PW Trees			55,000	Tree trimming
PW Trees	01670700-53350	Small Equipment	20,000	Stump Grinder - Purchased in FY20
PW Gar Adm	01690100-52223	Training	625	Lew Bender strategic planning
PW Gar M&R	01696200-52223	Training	1,000	Mechanic Training
PW Gar M&R			150	Vactor electrical training
PW Gar M&R	01696200-53350	Small Equipment	10,000	Rolling scaffold
PW Gar M&R			600	Sandblaster attachment for pressure washer
Info Tech	01652800-52223	Training	3,000	Cyber Security Class
Info Tech		Training	2,100	Lynda.com
Info Tech	01652800-52234	Dues & Subscripts.	5,800	Info-Tech
Info Tech	01652800-52253	Consultant	6,000	Cyber Security Assessment
Info Tech			20,000	Microfilm Conversion
Info Tech	01652800-52255	Software Maint.	4,000	Adobe Professional
Info Tech	01652800-52257	GIS	40,000	NIU Contract
Various		Equip Reserve Tfrs.	433,467	Cancel All FY21 Tfrs to ERF
PW - Snow	01670200-53335	Salt	242,700	Transfer to MFT fund.
Emerg. Srv.			70,000	Emerg. Services Contractor. Keep EOC upgrades.
Total GENERAL FUND			\$ 2,001,800	

Village of Carol Stream
FY21 Estimated Budget Savings - Personnel and Misc. Expenditures
As of October 15, 2020

	<u>FY21 Projected Budget Savings</u>	<u>Reason / Assumptions</u>
Municipal Building	\$ 48,000	Retirement of Building Maintenance Supervisor, vacancy and rehire at lower salary.
Engineering	137,000	Vacant Eng. Tech. whole year, vacancy and retirement of PT Secretary.
Community Development	75,000	Turnover/retirement of Code Prof. & Permit Coordinator, vacancies plus rehire at lower salary.
Police	700,000	Social Worker vacancy - recruitment in-process. Records Clerk vacancy - recruitment in-process. FT Secretary vacancy - position under evaluation. PT Secretary vacancy - position under evaluation. CST vacancy - position under evaluation. Project 4 of 6 vacant Police Officer positions recruited by mid-December. Deputy Chief vacancy - position under evaluation.
Total Proj. Payroll Savings	<u>\$ 960,000</u>	
 <u>Other Known Savings</u>		
DuComm Reduction	208,139	One quarter dues waived - per DuComm Board action.
IT - GIS	19,500	20% discount on MGP services in FY21 (May to Dec.).
NIU GIS Contract	40,000	Contract cancelled.
Frozen Items	???	Staff to review items that have been frozen but cannot be reinstated this year. Estimate between \$125,000 and \$200,000 of additional budget savings.
 Minimum Estimated Savings	 <u>\$ 1,227,639</u>	