

VILLAGE OF CAROL STREAM NOTICE OF SPECIAL WORKSHOP MEETING

PUBLIC NOTICE IS HEREBY GIVEN PURSUANT TO THE OPEN MEETINGS ACT – ILLINOIS COMPILED STATUTES, CHAPTER 5, ACT 120, SECTION 1.01 (5 ILCS120/1.01 et seq.) THAT THE MAYOR AND VILLAGE BOARD OF TRUSTEES HAVE SCHEDULED A SPECIAL WORKSHOP MEETING ON MONDAY, APRIL 5, 2021 IMMEDIATELY FOLLOWING THE 6:00 P.M. VILLAGE BOARD MEETING. THIS MEETING WILL BE HELD IN PERSON BY THE VILLAGE BOARD AND LIMITED STAFF AT THE GREGORY J. BIELAWSKI MUNICIPAL CENTER, 500 N. GARY AVENUE, CAROL STREAM, ILLINOIS, VILLAGE BOARD ROOM AND BY MEANS OF TELEPHONIC CONFERENCE FOR ALL OTHER PARTICIPANTS. MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE SPECIAL WORKSHOP MEETING BY ACCESSING THE VILLAGE WEB SITE AT <https://carolstre.am/mtg>

Agenda Attached

DATED: April 2, 2021

**Carol Stream Press
Chicago Tribune
Daily Herald
Examiner**

By: 
Julia Schwarze, Village Clerk

Village of Carol Stream

BOARD MEETING

AGENDA

APRIL 5, 2021

6:00 P.M.

Village Board meeting is being held virtually to the public until further notice due to the pandemic.

All matters on the Agenda may be discussed, amended and acted upon

A. ROLL CALL AND PLEDGE OF ALLEGIANCE:

B. MINUTES:

1. Approval of Minutes of the March 15, 2021 Village Board Meeting.
2. Approval but not release of Executive Session Minutes of the March 15, 2021 Village Board Meeting.
3. Approval of Minutes of the March 15, 2021 Special Workshop Meeting.

C. LISTENING POST:

1. Proclamation – Safe Digging Month
2. Addresses from Audience (3 Minutes)

D. PUBLIC HEARINGS:

E. SELECTION OF CONSENT AGENDA:

If you are here for an item, which is added to the consent agenda and approved, the Village Board has acted favorably on your request.

F. BOARD AND COMMISSION REPORTS:

1. Plan Commission/Zoning Board of Appeals
 - a. 20-0018 – 520 E. North Avenue LLC/Carol Stream Marketplace – 520 E. North Avenue
Final Plat of Resubdivision
RECOMMENDED APPROVAL 5-0 WITH TWO MEMBERS ABSENT

G. OLD BUSINESS:

Village of Carol Stream

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H. STAFF REPORTS AND RECOMMENDATIONS:

1. Agreements for Professional Services – B&F Construction Code Services, Inc. *Staff recommends approval of the proposals for Professional Services and Independent Contractor’s Agreement with B&F Construction Code Services for consultant services not to exceed \$65,000 in aggregate during FY21/22.*
2. Approval of Amendment No. 5 to the Agreement for Operations, Maintenance and Management Services of the Water Reclamation Center (WRC) in the amount of \$2,066,049 for the period May 1, 2021 through April 30, 2022.
3. Recommendation to enter into a contract with Polco/National Research Center to conduct a community-wide survey in the amount of \$15,045.
4. Cartegraph OMS Renewal. *Staff recommends awarding a contract to renew the Cartegraph Operations Management Software application in the amount of \$177,404.91.*

I. ORDINANCES:

1. Ordinance No. 2021-04-____ Amending Chapter 11, Article 2 of the Carol Stream Code of Ordinances by Decreasing the Number of Class C Liquor Licenses from 19 to 18 (Matruchhaya Inc. d/b/a Paul’s Pantry and Liquors) and increasing the Number of Class C Liquor Licenses from 18 to 19 (Palash 26 Corp d/b/a Paul’s Pantry and Liquors), 1390 Army Trail Road.

J. RESOLUTIONS:

1. Resolution No. ____ Approving an Intergovernmental Agreement by and between the Village of Carol Stream and the West Chicago/Winfield Wastewater Authority regarding Spoils Deposits.
2. Resolution No. ____ Accepting a Grant of Stormwater Management and Conveyance Easement for 1271 County Farm Road – Primrose School, Heritage Plaza.

Village of Carol Stream

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3. Resolution No. ____ Accepting Public Improvements and Release of Security for Public Improvements in the amount of \$98,807.03 – Logistics Property Company, 550 Center Avenue.
4. Resolution No. ____ Authorizing a Plat of Subdivision (Carol Stream Marketplace Subdivision, 520 E. North Avenue). *See F.1.a*

K. NEW BUSINESS:

L. PAYMENT OF BILLS:

1. Regular Bills: March 16, 2021 through April 5, 2021.
2. Addendum Warrants: March 16, 2021 through April 5, 2021.

M. REPORT OF OFFICERS:

1. Mayor:
2. Trustees:
3. Clerk:

N. EXECUTIVE SESSION:

O. ADJOURNMENT:

LAST ORDINANCE	2021-03-09	LAST RESOLUTION	3178
NEXT ORDINANCE	2021-04-10	NEXT RESOLUTION	3179

Village of Carol Stream

SPECIAL WORKSHOP MEETING

MONDAY, APRIL 5, 2021

**IMMEDIATELY FOLLOWING 6:00 P.M. VILLAGE BOARD MEETING
HYBRID MEETING – IN PERSON AND ZOOM**

**GREGORY J. BIELAWSKI MUNICIPAL CENTER
500 N. GARY AVENUE
CAROL STREAM, ILLINOIS 60188**

BOARD ROOM

AGENDA

1. CALL TO ORDER
2. ATTENDANCE
3. FY 22 BUDGET WORKSHOP #4 – WATER & SEWER FUND AND OTHER FUNDS
4. OTHER BUSINESS
5. ADJOURNMENT



Village of Carol Stream

FY22

Budget Workshop #4

WATER & SEWER FUND

OTHER FUNDS

April 5, 2021

Agenda

Water and Sewer Fund and Other Funds

- Water/Sewer Fund
 - Review of Historical Metrics
 - Current Budget Year FY21
 - Proposed FY22 Budget
 - Revenue / rate assumptions
 - Expenses and significant areas of focus for FY22
- Other Funds
 - Equipment Replacement Fund
 - State and Federal Asset Seizure Funds
 - Police Pension Fund
 - North Avenue / Schmale Road TIF Fund

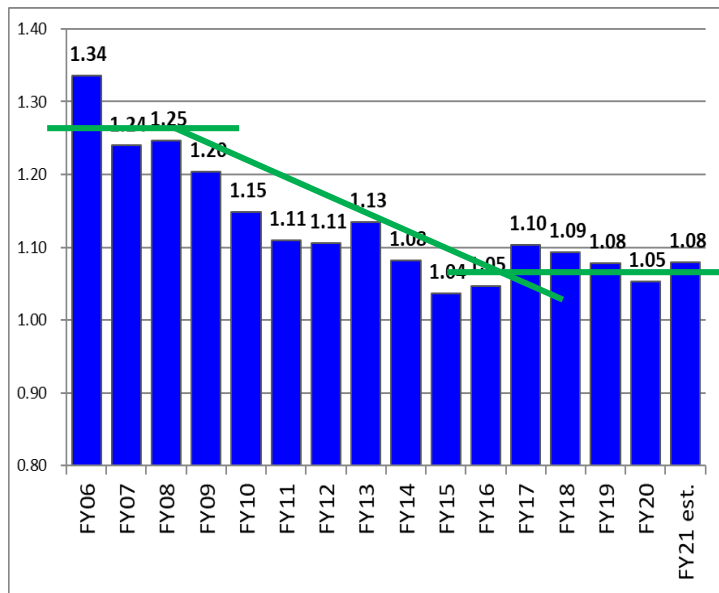


Water & Sewer Fund Review of Historical Metrics

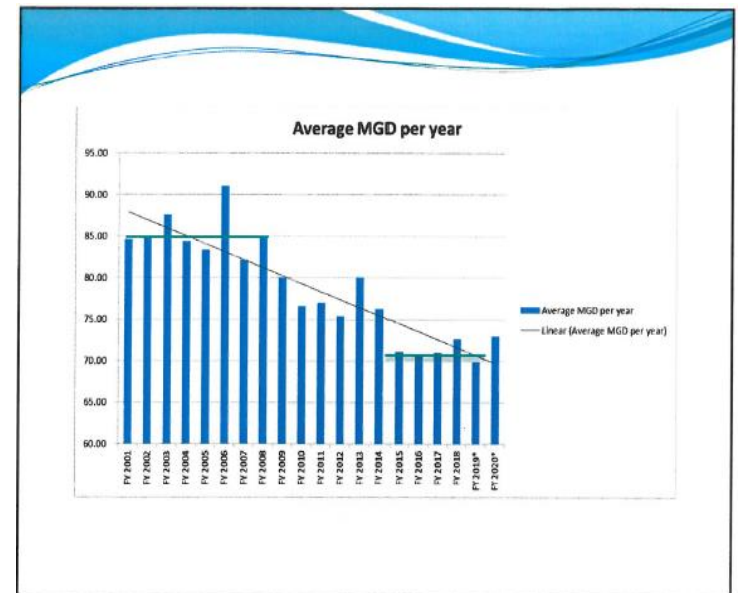
Water & Sewer Fund Review of Historical Metrics

- Billed consumption has stabilized over the last 5-6 years.
- Demand for water in Carol Stream follows the trend of all DuPage Water Commission members over the past 15-20 years.

Carol Stream



ALL DWC Members

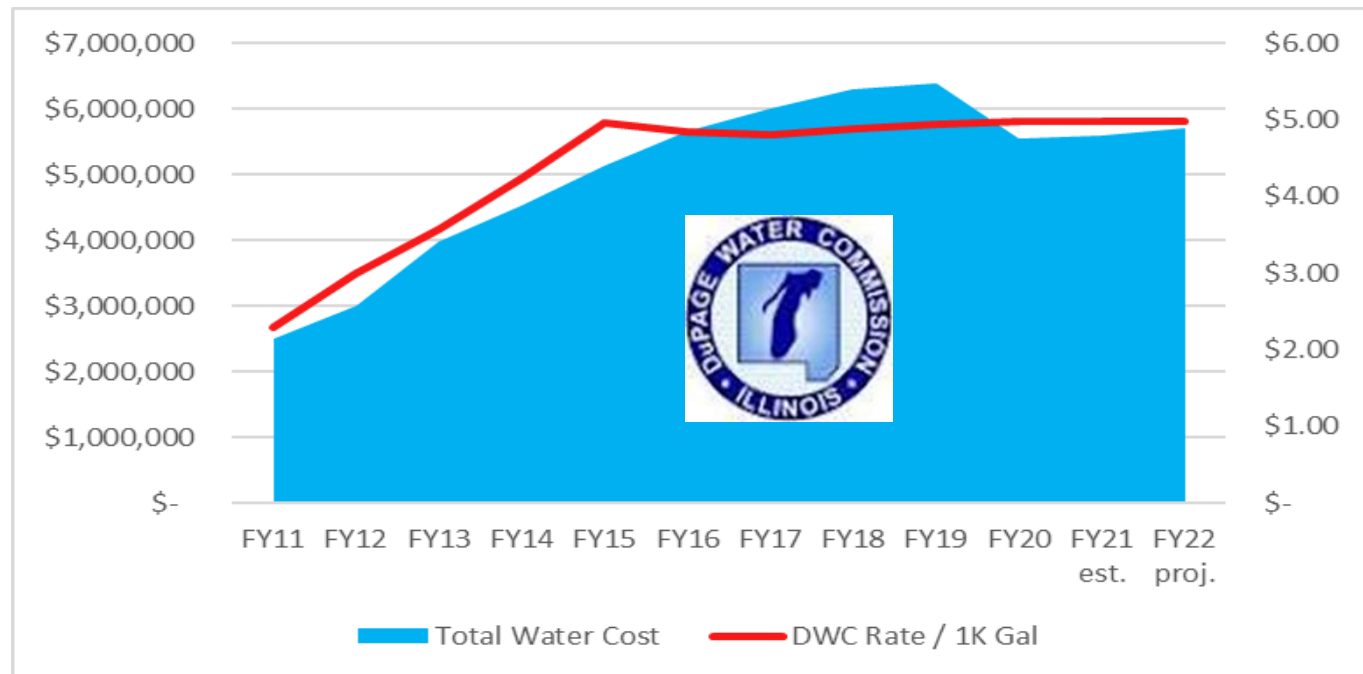


Water & Sewer Fund

Review of Historical Metrics

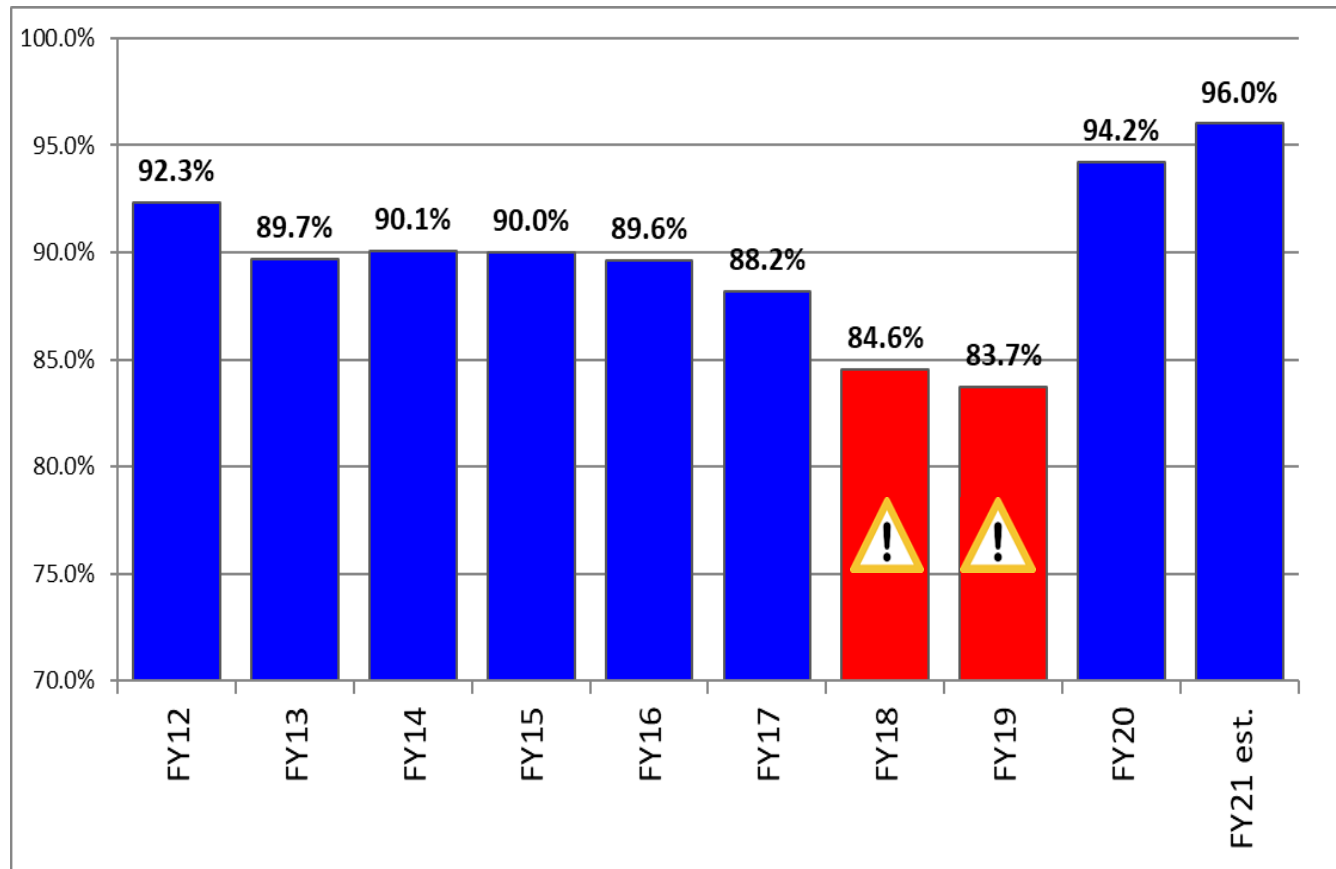
- The Village's cost of purchasing Lake Michigan water through the DuPage Water Commission (DWC) has stabilized since FY15 following many years of steep increases by the City of Chicago.

Historical Water Purchase Costs
and DuPage Water Commission Member Rates



Water & Sewer Fund Review of Historical Metrics

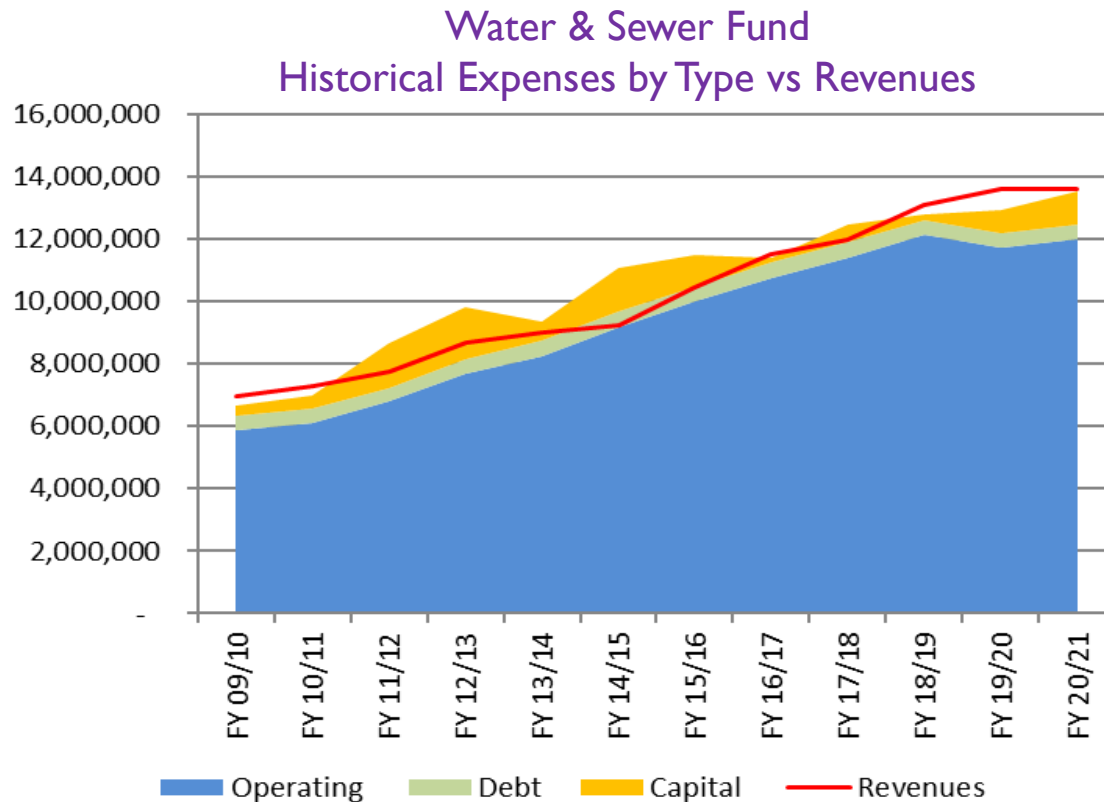
Gallons Billed to Customers
as a Percentage of Total Water Purchases



Water & Sewer Fund

Review of Historical Metrics

- Rate adjustments over the last 5 years have improved operating expense coverage and we are now banking some funds for future capital improvements.





Current Budget Year FY21

Water & Sewer Fund Current Year FY21

FY21 REVENUES

- Total water purchases from the DuPage Water Commission are estimated to increase by 0.6% compared to the prior year FY20.
- Billed consumption for FY21 is projected to increase by 2.5% compared to FY20.
- Total billed **water revenues** are projected to increase by \$343,000 or 3.9% over FY20 actual due to 2.5% increase in billed consumption plus a 2.9% May 1, 2020 rate increase.
- Total billed **sewer revenues** are projected to increase by \$67,000 or 1.7% over FY20 actual due to increase in billed water consumption (there was no sewer rate increase on May 1, 2020).
- **Total fund revenues** estimated for FY21 are nearly identical to FY20 actual revenues. This is mostly the result of a sharp decline in interest income and to a lesser extent some penalty and shut-off fees that were waived during periods in the pandemic during FY21.

Water & Sewer Fund Current Year FY21

FY21 EXPENSES

- Total projected FY21 operating expenses (excluding capital) are \$614,205 or 4.7% below budget. Most of the reduced expenditures below budget are the result of deferral of the Lies Road water tower maintenance project and reduced DWC water purchases.
- Total FY21 expenditures (including capital) are \$5.5 million below budget due to the rebidding of the WRC Dewatering Improvements Project and a late start to the Schmale/Geneva/St. Charles water main project. (most of these costs are re-budgeted in FY22).
- A small Fund surplus of approximately \$48,000 is projected by the end of FY21 on April 30, 2021.

Water & Sewer Fund

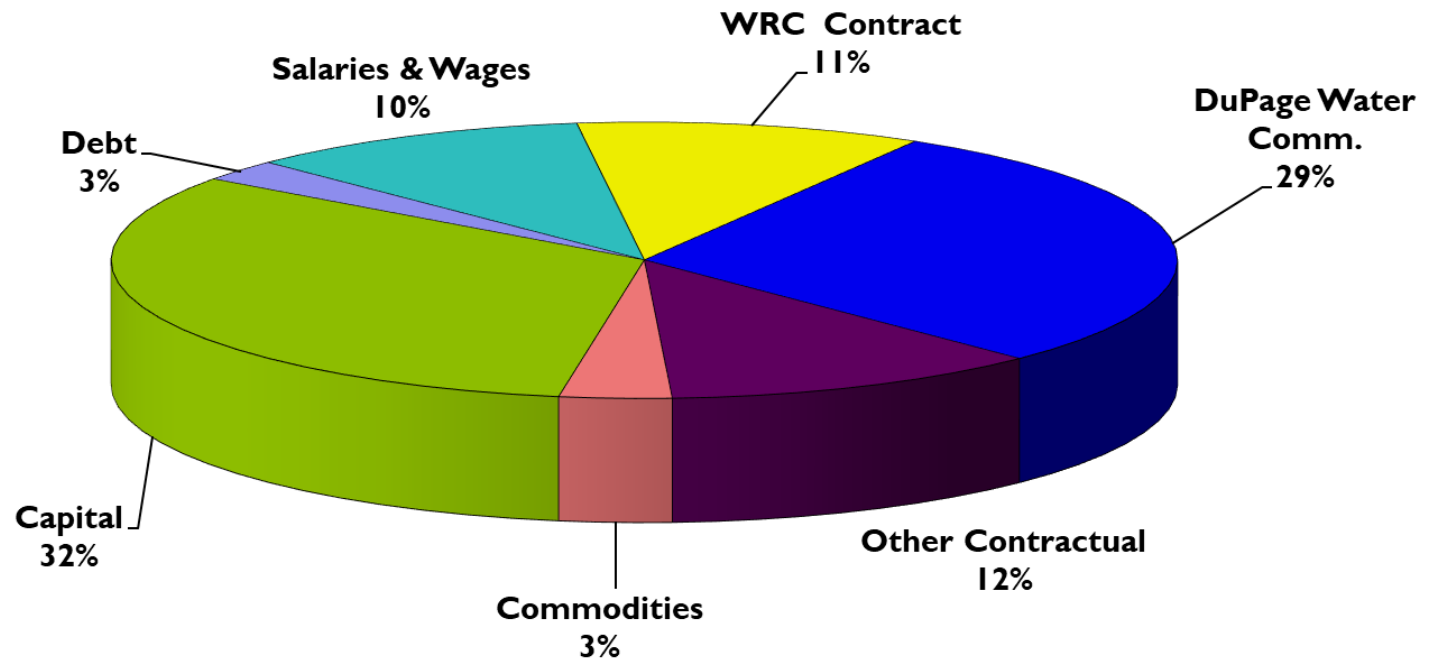
Current Year FY21

	Actual FY19/20	Revised Budget FY20/21	Estimated FY20/21	Above (Below) Budget
REVENUES	\$ 13,579,814	\$ 13,530,000	\$ 13,575,000	\$ 45,000
OPERATING COSTS				
Salaries & Wages	1,867,648	1,990,555	1,883,635	(106,920)
Contractual Services				
Water Commission	5,554,581	5,715,000	5,588,000	(127,000)
WRC Contract	1,853,401	1,945,000	1,925,757	(19,243)
All Other	<u>1,780,099</u>	<u>2,255,849</u>	<u>1,929,208</u>	<u>(326,641)</u>
Total Contractual	9,188,081	9,915,849	9,442,965	(472,884)
Commodities	643,197	688,531	645,130	(43,401)
Debt	<u>492,525</u>	<u>483,579</u>	<u>492,579</u>	<u>9,000</u>
TOTAL OPERATING	12,191,451	13,078,514	12,464,309	(614,205)
Net G/L Before Capital	<u>1,388,363</u>	<u>451,486</u>	<u>1,110,691</u>	<u>659,205</u>
CAPITAL COSTS	<u>747,766</u>	<u>5,984,000</u>	<u>1,062,208</u>	<u>(4,921,792)</u>
Total Expenses	<u><u>\$ 12,939,217</u></u>	<u><u>\$ 19,062,514</u></u>	<u><u>\$ 13,526,517</u></u>	<u><u>\$ (5,535,997)</u></u>
Fund Income/(Loss)	\$ 640,597	\$ (5,532,514)	\$ 48,483	



Proposed FY22 Budget

Village of Carol Stream Water & Sewer Fund Proposed Expenses by Category FY22



Water & Sewer Fund

Proposed FY22

REVENUES

Assumptions used in projecting revenues:

1. Projecting billed water consumption at same level as FY21 estimate (1.08 billion gal.).
2. Current water and sewer rates provide sufficient operating expense coverage for FY22 proposed budget and also provide some savings for future capital investment, therefore no rate increase is proposed for May 1, 2021.
3. Carol Stream water and sewer rates continue to be at the lower end of our DuPage Water Commission peers (updated rate survey currently in process).

Water & Sewer Fund – FY22

OPERATING EXPENSES

- Net Operating Expense increase for FY22 at 1.4% over FY21 budget.
- Total FY22 Budget increase (including capital projects) of 3.0% over FY21 budget.
- Net use of Cash Reserves of \$6.04M in FY22, all for capital improvement projects.

Water & Sewer Fund – FY22

OPERATING EXPENSES

- Salary & Wages - increase of 3.3% compared to FY21 budget is consistent with current collective bargaining agreement and some position turnover savings.
- Water Purchases - the DuPage Water Commission (DWC) is planning to absorb a small rate increase from Chicago (4 cents) and keep their rates to member communities unchanged for a third consecutive year.
- WRC Contract - Amounts over the base contract adjustment of 2.95% relate to a one-time increase for temporary dewatering costs during the WRC Dewatering Replacement Project.

Water & Sewer Fund – FY22

NOTABLE OPERATING EXPENSE

Lies Rd. Tower Painting & Repairs (\$600,000)

Includes cleaning and painting (interior and exterior), repair welds, replace interior lighting, install cathodic protection, install ladder, install mixing system.



Village of Carol Stream
Draft Water & Sewer Fund Budget Expenditures
FY22 Proposed Compared to FY21 Budget

	Revised Budget FY20/21	Estimated FY20/21	Proposed Budget FY21/22	FY21/22 proposed to FY20/21 Budget	
REVENUES	\$ 13,530,000	\$ 13,575,000	\$ 13,590,000	\$ 60,000	0.4%
OPERATING COSTS					
Salaries & Wages	1,990,555	1,883,635	2,055,428	64,873	3.3%
Contractual Services					
Water Commission	5,715,000	5,588,000	5,715,000	-	0.0%
WRC Contract	1,945,000	1,925,757	2,066,050	121,050	6.2%
All Other	<u>2,255,849</u>	<u>1,929,208</u>	<u>2,268,020</u>	<u>12,171</u>	0.5%
Total Contractual	9,915,849	9,442,965	10,049,070	133,221	1.3%
Commodities	688,531	645,130	666,806	(21,725)	-3.2%
Debt	<u>483,579</u>	<u>492,579</u>	<u>491,598</u>	<u>8,019</u>	1.7%
TOTAL OPERATING	13,078,514	12,464,309	13,262,902	184,388	1.4%
Net G/L Before Capital	<u>451,486</u>	<u>1,110,691</u>	<u>327,098</u>		
CAPITAL COSTS	<u>5,984,000</u>	<u>1,062,208</u>	<u>6,366,000</u>	382,000	6.4%
Total Expenses	<u>\$ 19,062,514</u>	<u>\$ 13,526,517</u>	<u>\$ 19,628,902</u>	566,388	3.0%
Fund Income/(Loss)	\$ (5,532,514)	\$ 48,483	\$ (6,038,902)		

Water & Sewer Fund – FY22

CAPITAL EXPENSES

Water System

Schmale/Geneva/St. Charles Water Main Replacement	\$	2,719,000 *
Kuhn Rd. Pump Station Repairs/Mixer		160,000
Chorine Injection Systems		100,000 *
Gerzevske Reservoir Mixer		60,000
Well Retirements		<u>40,000</u>
Total Water	\$	3,079,000

Sewer System

WRC Sludge Dewatering System Improvements	\$	2,700,000 *
Gary Avenue Sanitary Sewer Bypass		300,000 *
WRC SCADA Upgrade		237,000
Sanitary Sewer Manhole Repairs		<u>50,000</u>
Total Sewer	\$	<u>3,287,000</u>


Total Capital Improvement **\$ 6,366,000**

* Re-budgeted from FY21

Water & Sewer Fund – FY22 AMR Replacement Program Update

- AMRs (attached on top of water meter) that transmit meter readings via radio wave to collection equipment.
- FY19 (August 2018) began program for replacement of approximately 10,800 AMR's over 3+ year time frame using internal staff to complete.
- 4,447 replaced through 4/30/2020 (21 months).
- 1,383 replaced during FY21 (progress slowed due to pandemic).
- 2,000 estimated installs for FY22 (72.5% completion by 4/30/2022).





EQUIPMENT REPLACEMENT FUND

Equipment Replacement Fund

- Newly established in FY21.
- An internal service fund intended to accumulate funds for major Village equipment and vehicle replacements as the assets age, rather than when they have reached the end of their service life.
- Begin funding estimated replacement cost over projected service life in year after purchase.
- Ensures funds are available when vehicles require replacement.
- Lower-cost alternative to capital lease financing.
- Smooths annual operating costs. Fewer budgetary “peaks and valleys”.
- FY22 contributions totaling \$619,542 between the General Fund and Water& Sewer Fund were made in FY21 from known budget surplus.



STATE AND FEDERAL ASSET SEIZURE FUNDS

State and Federal Asset Seizure Funds

- Newly established in FY20.
- Accounts for receipt and disposition of State and Federal asset forfeitures in cases where CSPD provides assistance.
- Activities formerly accounted for within General Fund, now separated into distinct funds for improved transparency and State and Federal compliance reporting.
- Funds must be spent on authorized law enforcement purposes.
- Notable current year (FY21) purchases:
 - 1 Police Vehicle.
 - Built-out computer lab for the department's RCFL (Regional Computer Forensics Laboratory) Investigator.
 - Canine Support / Supplies.



POLICE PENSION FUND

Police Pension Fund

- \$52.9 million in net assets at April 30, 2020.
 - Asset Value at 12/31/20 = \$61.2 million, 14%+ return in CY2020.
- 62.63% funded as of April 30, 2020 vs. 62.06% last year.
- The Fund currently pays \$3.9M in annual benefits to retired Carol Stream Police Officers as prescribed by State statute.
- Pension Fund consolidation per P.A. 101-0610.
 - Investment consolidation within 30 months (mid-2022).
 - Local pension boards remain intact.
 - Investments in trust, no comingling between funds.



NORTH AVENUE / SCHMALE ROAD TIF FUND

Village of Carol Stream

North Ave./Schmale Rd.TIF

- TIF Structure
 - Non-monetized Village note of \$3.5M (Caputo's Grocery parcel).
 - Secured by 100% of incremental property taxes + 50% of sales taxes for a period of 13 years (2027). 2 year extension (to 2029) if total principal not paid (incremental property taxes ONLY).
- Caputo's note began October 28, 2014 (when grocery opened).
- FY21 – Total of \$400,999 in principal paid on \$3.5 million note through April 30, 2021. Total principal and interest paid on the note since inception = \$1,245,185.
- FY22 projected principal payments = \$162,000.

Next Steps

- **Monday, April 19, 2021**
 - 6:00 pm Regular Village Board Meeting
 - **Budget Public Hearing**
 - **Budget Adoption**

The draft FY22 Village Budget is available at:

<https://www.carolstream.org/Home/ShowDocument?id=5625>