



Village of Hanover Park Administration

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VILLAGE MANAGER
JULIANA A. MALLER

VILLAGE OF HANOVER PARK

VILLAGE BOARD

REGULAR WORKSHOP MEETING

Municipal Building: 2121 W. Lake Street
Hanover Park, IL 60133

Thursday, September 5, 2013

6:00 p.m.

AGENDA

1. **CALL TO ORDER-ROLL CALL**
2. **ACCEPTANCE OF AGENDA**
3. **REGULAR BOARD MEETING AGENDA ITEM REVIEW**
4. **DISCUSSION ITEMS**
 - a. Redevelopment of 1557-1559 Irving Park Road
 - b. First Quarter FY'14 Financial Report Overview/Summary
 - c. Strategic Plan
 - d. DuPage River Salt Creek Workgroup Funding Resolution
 - e. Board Room Dais
 - f. St. Ansgar Parade Elected Official Participation
 - g. October 17th Board Meeting Date Change
5. **STAFF UPDATES**
 - a. Introduction of Shubhra Govind, Community & Economic Development Director
 - b. Hanover Square Update
6. **NEW BUSINESS**
7. **ADJOURNMENT**



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Katie Bowman, Village Planner

SUBJECT: Redevelopment of 1557-1559 Irving Park Road

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 5, 2013 – Board Workshop

Executive Summary

Review of proposed terms for a redevelopment agreement for the redevelopment of the property at 1557-1559 Irving Park Road.

Background

On June 6, 2013, the Village Board approved an Administrative Policy for Economic Development Incentives (Exhibit 3). In order to improve the Village's economic base, the Village Board may offer economic development incentives for business and property development. While incentives are not the only tool in the economic development toolbox, they are an important part of many business discussions. As resources are limited, economic incentives are discussed with potential businesses and developers in a strategic manner. A general process for reviewing economic development incentives, as well as criteria against which to measure requests for incentives, were set in this policy.

The property at 1557-1559 Irving Park Road has been identified as a property of strategic importance at the intersection of Irving Park and Barrington Roads. The property is located within the Village's TIF #4, which was formed in order to encourage the improvement and redevelopment of the area to the east of Irving Park and Barrington Roads. The 2010 Comprehensive Plan and 2012 Irving Park Corridor Study emphasize the importance of this area and provide guidelines for physical and commercial improvements. See Exhibit 2 for more information about the property.

The 25,000 square foot property currently includes a 10,000 square foot Auto Zone store and a 15,000 square foot space formerly occupied by a True Value store. The property has been more than 50% vacant for some time and is in need of exterior and interior improvements. Interior and exterior infrastructure does not meet current Building Codes and exterior parking, landscaping, façade, and lighting do not meet the requirements of the Zoning Code. Redevelopment of the property is needed to meet Village goals to improve the Irving Park Road Corridor and attract more retailers and shoppers.

Over the past several years, Staff has been in communication with the leasing agent and owners of the property at 1557-1559 Irving Park, encouraging the tenancing and redevelopment of this property. They have shared information about the TIF in which the property is located and the Village's policy on economic development incentives. Based upon this guidance, the property owner submitted a proposal for redevelopment of the property and request for TIF assistance. This proposal included a complete gap analysis that outlined costs of proposed improvements, projected revenues from project, and requested economic incentives to assist in filling the 'gap' between the costs and revenues.

In keeping with Village policy, Staff acquired the services of Kane McKenna Associates, to analyze the economic incentive request. As TIF consultant for the Village, Kane McKenna evaluated the economic gap for the proposed development, projected revenues to be generated by the project, and estimated the amount of public assistance that could be provided. This analysis verified that there is a significant economic funding gap and that 'but for' some type of outside assistance, the project would not be feasible. Such gap is due to, among other things, a high cost of required repairs and low projected income to the owner due to the depressed commercial real estate market. It was projected that increased public revenues in the form of incremental property taxes and sales taxes would be created by the project. These revenues could be utilized to provide assistance on a 'pay-as-you-go' basis in which agreed-upon TIF eligible costs are reimbursed over time as the project's public revenues are generated.

Based upon this analysis, Staff then began discussion with the applicant regarding proposed terms of a redevelopment agreement. Following several discussions, basic terms for a redevelopment agreement have been reached and are here proposed for review by the Village Board.

Discussion

Analysis of the proposed redevelopment shows that it will meet the economic development goals of the Village, bringing economic benefits, improving the aesthetic and physical quality of the property, and improving the Irving Park Road Corridor. It will also meet the guidelines outlined in the Village's Administrative Policy on Economic Development Incentives, providing a return on investment, showing a need for assistance, and creating long-term improvements.

As such, Staff recommends that economic incentives be given in order to assist in the feasibility of the project. Such incentives will be given on a 'pay-as-you-go' basis, in which the owner is reimbursed for agreed-upon TIF eligible expenses as TIF and tax revenues are generated. By this arrangement, no municipal funds will be given up-front and the owner will be reimbursed only from revenues that the project generates.

Key elements of the project will include: (See Exhibit 1 for further detail)

Scope: Site Improvements, such as new parking, landscaping, and storm drainage
 Exterior Building Improvements, such as a new façade, roofing, and HVAC
 Interior Building Improvements, in order to meet current building codes

Costs:	Site Improvements:	\$ 850,000	
	Building Improvements:	<u>\$1,800,000</u>	
	Total:	\$2,650,000	
Project	Incremental Property Tax:	\$1,383,044	
Revenues:	Local Sales Tax (1%):	\$1,098,169	
(15 years)	Home Rule Sales Tax (0.75%):	<u>\$ 823,627</u>	
	Total:	\$3,304,840	
Proposed	50% Incremental Property Tax:	\$ 690,000	(15 years)
Incentive:	40% Local Sales Tax:	<u>\$ 264,000</u>	(10 years)
	Total:	\$ 954,000	(36% construction costs)
Projected Net	100% Home Rule Sales Tax:	\$ 823,627	(15 years)
Village	60% Local Sales Tax (1%):	\$ 447,838	(10 years)
Revenues:	100% Local Sales Tax:	<u>\$ 386,331</u>	(5 final years)
	Total:	\$1,657,796	(15 years)

As proposed, the project will provide a number of community and economic benefits that are not currently available at the property. These benefits include:

- Direct Economic Benefit to Village during life of TIF (15 years): \$1,657,796
 - \$60,000 yearly in first year, \$140,000 yearly in last (2029)
- Return on Investment: 174%
- Increased property tax increment received yearly following end of TIF: \$1,522 first year
- Improved property tax base and revenue base of Village
- Increased economic viability and competitiveness of Village with surrounding communities
- Attraction of additional businesses and development to Village
- Provision of additional goods and services to Hanover Park residents
- Occupancy of a vacant retail space, reinforcing the confidence and rental/sale rates of properties within the area
- Long-term improvement of aesthetic and structural quality of building
- Correction of environmental and engineering problems onsite
- Improvement of appearance of site along the strategically important corridor
- Availability of a model project to spur additional redevelopment in the area

The proposed project and incentive are found to meet the evaluation criteria outlined in the Village's policy on economic development incentives, specifically:

- That there is a demonstrable quantitative and qualitative return on the Village's investment to be realized during a reasonable period of time after granting of the incentive (such as through projected TIF, sales tax, or other revenues).
- That the Village's participation in the incentive agreement is necessary to assure the feasibility of the business to expand or develop within Hanover Park (a.k.a. – 'but for' clause or financing gap).
- That the business concept and operations are sustainable in the long-term and be able to operate without assistance following the conclusion of the incentive.

Recommendation

Direct Staff to draft a Redevelopment Agreement for redevelopment of the property at 1557-1559 Irving Park Road with terms as outlined in Exhibit 1.

Attachments:

Exhibit 1 – Proposed Term Sheet

Exhibit 2 – Map of Property

Exhibit 3 – Administrative Policy for Economic Development Incentives

**PROPOSED TERM SHEET - Development Reimbursement for
TIF Eligible Redevelopment Project Costs**

Proposed 1559 Irving Park Road Redevelopment

Subject to verification that all developer's expenditures to be reimbursed by the TIF Increment are authorized by the TIF Act, and premised on the project not reasonably being anticipated to be developed or redeveloped without the hereafter financial assistance, the following represents the preliminary understanding of the Owner of the above real estate and the Village staff concerning terms to be included in a draft redevelopment agreement to be considered by the Village's corporate authorities.

1. **Timing**

The development is tentatively scheduled to begin on or before October 15, 2013 and conclude on or before December 15, 2013.

2. **Project Scope**

The project will include redevelopment of the property by the Owner in preparation of a new retail tenant who shall be obligated by a building lease agreement concerning a minimum term of 10 years, with new occupancy by said tenant of 15,000 square feet of the 25,000 square foot building. Work will address building, zoning, and other code deficiencies documented by Village, as well as agreed upon leasehold improvements for the new tenant. All improvements shall comply with current zoning, building, and sign ordinances and regulations. The project is depicted on Exhibit ____, with final design and scope subject to both the Village's discretionary approval as well as its final development and building permit approval. The Redevelopment will include Owner improvements to the following areas, as proposed by the Owner:

- Site Improvements:
 - o Remove and reconstruct Parking Lot
 - o Install new landscape areas and plantings throughout site
 - o Install new site lighting, including on building and in parking lot
 - o Re-engineer storm water drainage onsite with proper out flow, installing new storm drain system in accordance with Village approved plans
 - o Construct new code-compliant trash enclosure
 - o Reconstruct exterior walkways both on public and private property, including ADA accessibility
 - o Remove underground propane tank and clean up as required
- Exterior Building Improvements:
 - o Replace existing roof with new roof
 - o Replace existing and provide new HVAC units
 - o Repair overhead doors along rear of building
 - o Install reinforcing finish on brick exterior walls, including tuck pointing and reinforcing as necessary

- Install new façade along north and west elevations and follow Village design guidelines, materials to be approved by Village
- Replace rain gutters and integrate into site drainage system as approved by Village
- Interior Building Improvements: (vacant space only)
 - Remove and Reconstruct concrete floors
 - Upgrade electrical service to meet current code
 - Upgrade interior lighting to meet current code
 - Upgrade fire sprinklers to meet current code
 - Reconstruct restrooms to ADA Standards and to meet current code
 - Reseal windows to meet current code
 - Obtain a detailed asbestos report and remove asbestos as necessary within building and roof

3. **Project Costs**

Owner's Project Costs will include at a minimum the following:

- Site Improvements:	\$850,000
- Building Improvements:	<u>\$1,800,000</u>
Total	\$2,650,000

To be eligible for reimbursement for the TIF Improvements to be specified in the agreement, Project Costs must equal or exceed the above amounts and be certified by the Village in accordance with the provisions of the Agreement. The procedures to obtain Village Certificate of Eligibility for the Owner's Costs in order to be reimbursed by a portion of the TIF Increment will be described in the Agreement. Owner shall be responsible to complete all of Owner's Improvements, including the TIF funded portion of the improvements, and to complete the construction of all items referenced in the Village approved Plans, without regard to whether the actual cost of the same exceeds the amounts set forth herein or in any subsequent agreement between the parties.

4. **Sources of Revenues**

There are two primary sources of revenue to be derived from the improvement of the property. These terms are premised on the property being used for retail sales including, in particular, the retail sales of the Tenant for the full term of the lease for the additional 15,000 square feet of space. There are new sales tax revenues expected to be generated from the property, and also tax increment financing revenues generated from the property over and above the higher assessment of (i) the 2012 Tax Assessment Year or (ii) the assessment of the property as frozen upon the previous certification by the County Clerk. These revenues are not currently being generated or received by the Village, as the new tenant space is vacant.

5. **Public Expenses**

The public expenses for the project include sharing of a portion of the 1% municipal sales tax with the owner from the new tenant space, and also reimbursing developer from a portion of the incremental property tax generated from the property by the owner's

project. These public expenses will be utilized to assist the owner through a reimbursement system following owner's expenditures and construction of the required improvements in order to financially assist owner for a portion of owner's TIF-eligible improvement costs. Total incentives offered by the Village will not exceed 37 percent (37%) of the total owner's site improvement and building improvement costs and shall not exceed the following:

- Incremental Property Tax: A maximum of \$690,000 based on no more than
 - o 50% of incremental property tax deposited into a TIF #4 fund generated solely from the property for the remaining life of the TIF (up to 15 years)
 - o To be paid annually, but only from available funds after Village's receipt of said funds and proof of owner's payment of second installment of property taxes.
 - o Village's obligation to pay from the 50% TIF increment generated by the property will be subject, however, to amounts first owed to Menard's under a previous TIF Agreement between Village and Menard's, a copy of which owner has examined, and also subject to any claimed refunds or returns of TIF incremental taxes to Cook County claimed or deducted from any TIF allocation by the County of Cook.

- Sales Tax:
 - o 40% of Village's 1% municipal sales tax payable from sales derived from retail sales at the new leased business for up to 10 years (but not to exceed \$264,000 in the aggregate)
 - o To be paid semi-annually or annually based upon receipt concerning the new tenant's sales from quarterly sales tax report from the State of Illinois.

- **Total: TIF and Sales Tax Reimbursement up to \$954,000**

TIF 4



1557-1559

Irving Park Rd

7001 BARRINGTON RD.
H.P. BOYS FOOTBALL



ADMINISTRATIVE POLICY HANOVER PARK, ILLINOIS



DIRECTIVE: 000

SUBJECT: **Economic Development Incentive Agreements**

POLICY: It is the policy of the Village of Hanover Park to offer incentives for business expansion or development within the Village limits utilizing guidelines set in place by this policy.

PURPOSE: The purpose of economic development incentive agreements is to assist in the maintenance and improvement of the Village's economic base.

POLICY STATEMENT:

In order to improve the Village's economic base, the Village Board may offer incentives for business development within Village limits.

Whether the Village participates in the agreement, and if it participates, the amount or nature of the incentive will be determined on a case-by-case basis. Overall, several key conditions should be met:

- The Village of Hanover Park shall require any economic development incentives provide a demonstrable quantitative and qualitative return on the Village's investment to be realized during a reasonable period of time after such investment.
- The Village's participation in the incentive agreement should be necessary to assure the feasibility of a private business to expand or develop within Hanover Park.
- That the business concept and operations are sustainable in the long-term and be able to operate without assistance following the conclusion of the incentive.

Consideration of an incentive also takes into account the extent to which the business or development will do the following:

- increase sales tax receipts
- improve the property tax base
- help the Village to remain economically viable and competitive with surrounding communities
- attract additional businesses or development to the Village

- provide additional goods and services to Hanover Park residents
- protect or increase the revenue base of the Village

The process for discussing the use of economic development incentives includes the following:

- Business or developer expresses interest in operating in Hanover Park
- Staff meets with interested party to discuss criteria, ground rules, and process
- Business or developer submits proposal for development of the property
 - Includes proposal for purchase of Village property or request for economic incentives as applicable
- Staff reviews and comments on the proposal (with the assistance of a consultant as needed)
 - Village administrative policies on sale of Village-owned property and use of economic development incentives guides Staff in this review
- Staff works with business or developer to draft a Redevelopment Agreement as needed
- Proposal, Redevelopment Agreement, and Staff comments are forwarded to the Village Board for review
- Notice of sale of Village-owned property is given and acted upon as required, including notice of call for alternative proposals in a local newspaper
- Village Board acts on the proposal, authorizing sale and agreements
- Final approval of the development will only be given after all necessary development approvals (planned unit development, special use, variance, etc) are granted



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Rebekah Flakus, Finance Director

SUBJECT: First Quarter Fiscal Year 2014 Financial Report Overview/Summary

ACTION

REQUESTED: Approval Concurrence Discussion Information

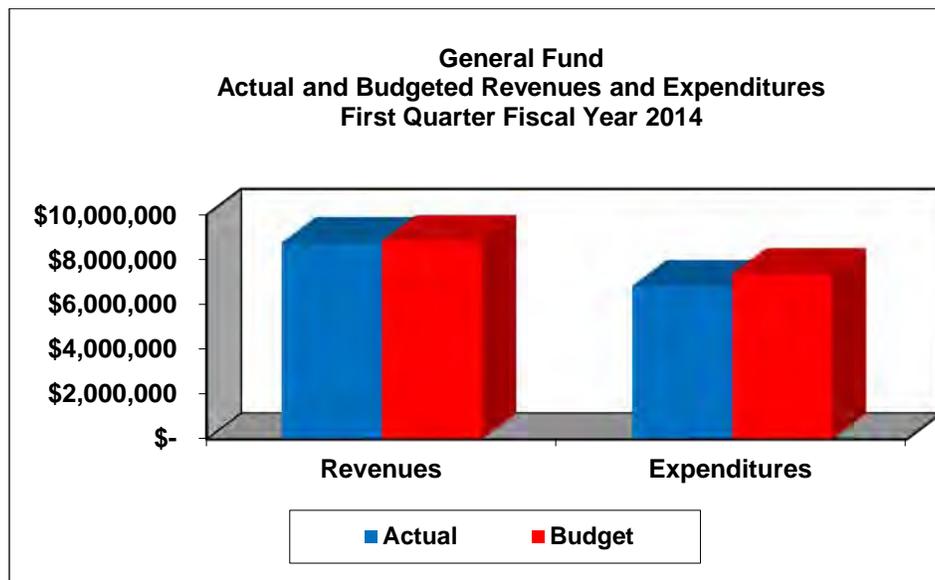
MEETING DATE: September 5, 2013 – Board Workshop

Executive Summary

Revenues and expenditures will fluctuate and vary throughout the Fiscal Year. The First Quarter Report reflects these fluctuations and variations due to the timing of purchases and cash receipts. As the year progresses, the actual amounts will be more in line with the budgeted amounts. Below is a financial overview of the First Quarter Fiscal Year 2014.

Discussion

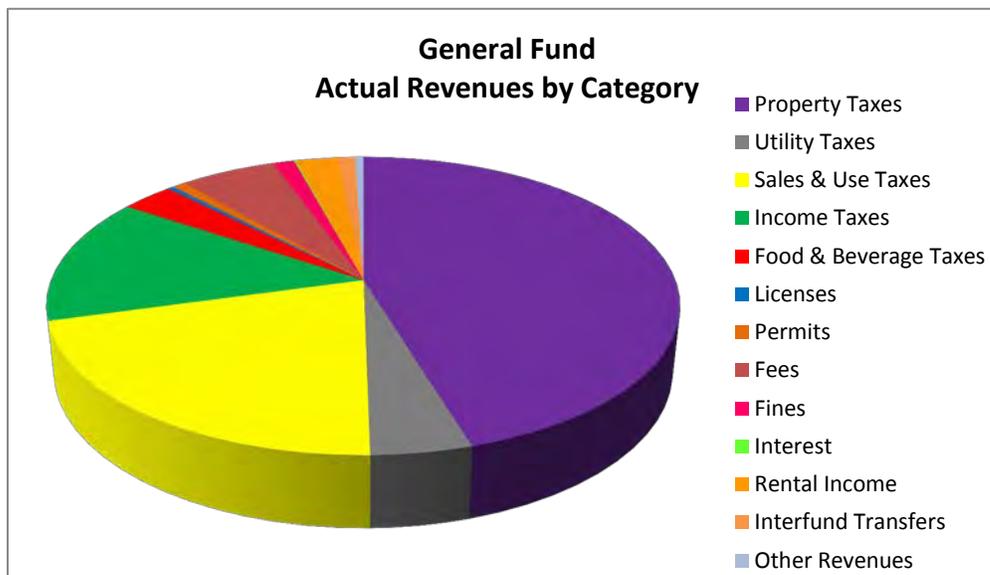
General Fund Highlights



Agreement Name: _____

Executed By: _____ Workshop Meeting 9/5/13

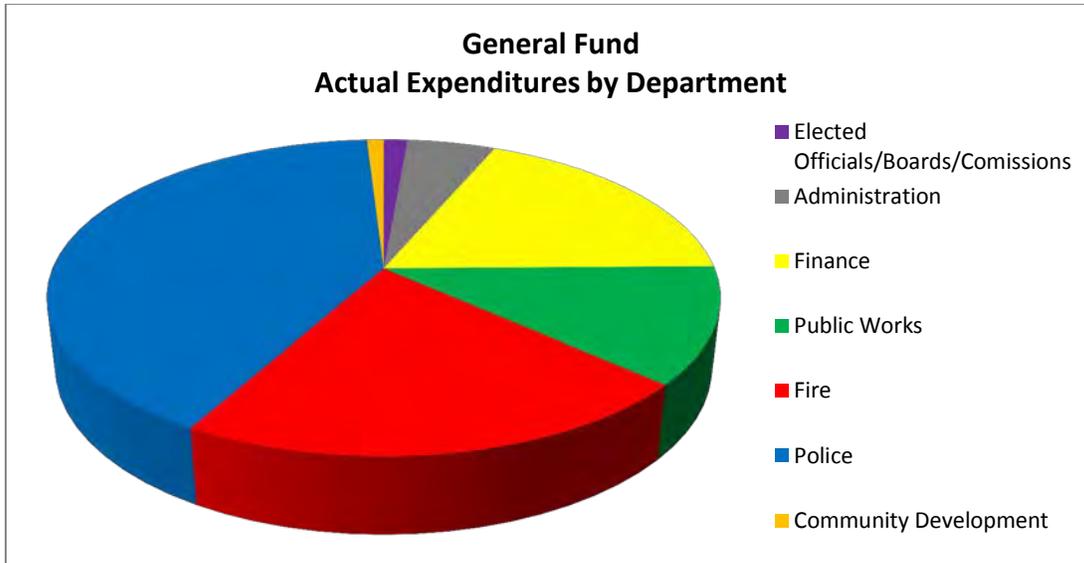
For the first quarter of Fiscal Year 2014, both General Fund actual revenues and expenditures are less than the budgeted amounts. General Fund revenues are \$73,371 or 0.8% lower, and expenditures are \$5% less than the budgeted amount for the quarter ending July 31, 2013.



General Fund actual revenues are less than budgeted because several property tax appeals were processed creating refunds, which led to a reduction in the Village's property tax disbursements. Other significant General Fund revenue shortfalls include rental income and fine revenue. Sales and Use Taxes, Income Taxes, Permits and Fee revenues were higher than the first quarter budgeted amounts, but not enough to offset the difference.

General Fund				
Revenues by Category				
For Fiscal Quarter Ending July 31, 2013				
Category	Cumulative Actual Revenues	Cumulative Budgeted Revenues	Actual Over (Under) Budgeted	Percentage Over (Under)
Property Taxes	\$3,966,534	\$4,041,215	(\$74,681)	-1.8%
Utility Taxes	386,603	397,514	(10,911)	-2.7%
Sales & Use Taxes	1,832,997	1,819,038	13,959	0.8%
Income Taxes	1,205,145	1,177,624	27,521	2.3%
Food & Beverage Taxes	277,943	287,000	(9,057)	-3.2%
Licenses	31,851	41,466	(9,615)	-23.2%
Permits	68,999	19,746	49,253	249.4%
Fees	508,397	462,348	46,049	10.0%
Fines	110,846	156,756	(45,910)	-29.3%
Interest	7,184	7,836	(652)	-8.3%
Rental Income	223,734	272,000	(48,266)	-17.7%
Inter fund Transfers	90,537	99,291	(8,754)	-8.8%
Other Revenues	44,672	46,979	(2,307)	-4.9%
Total Revenues	\$8,755,442	\$8,828,813	(\$73,371)	-0.8%

General Fund actual expenditures for first quarter Fiscal Year 2014 were also under the budgeted amounts as of July 31, 2013. Actual Expenditures were \$534,446 less than anticipated, primarily due to personnel costs, the timing of maintenance and equipment rental expenses and a reduction in gasoline costs.

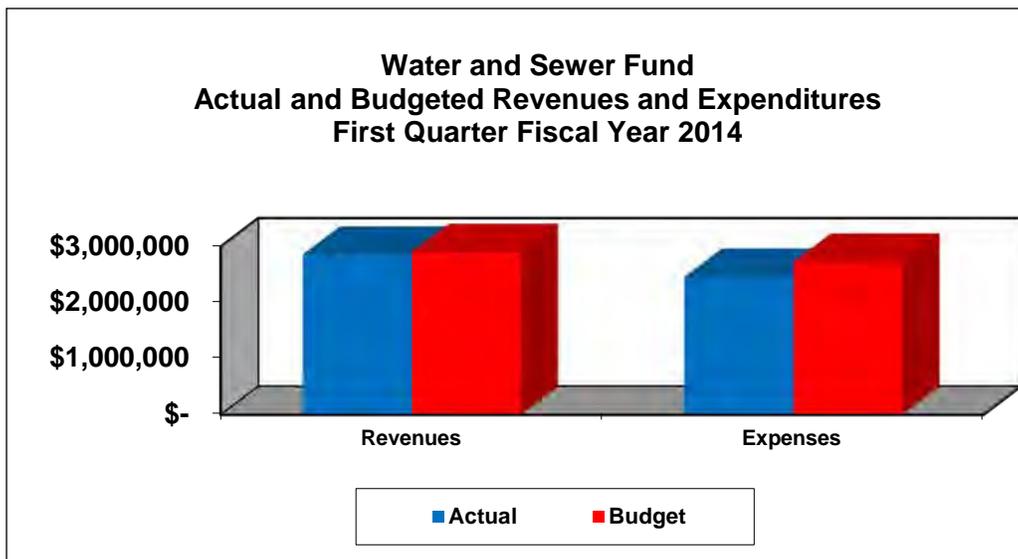


Gasoline cost reductions within the Public Works Department were due to less usage and inventory purchased at a reduced price. Personnel costs are a portion of the variance because Police, Fire and Economic Development Departments are not at full staff capacity. Police is in the process of hiring new officers and the Community/Economic Director position has not been filled yet. After a recent retirement, the Fire Department promoted internal employees creating a cost savings, and an additional position remains open due to a pending retirement.

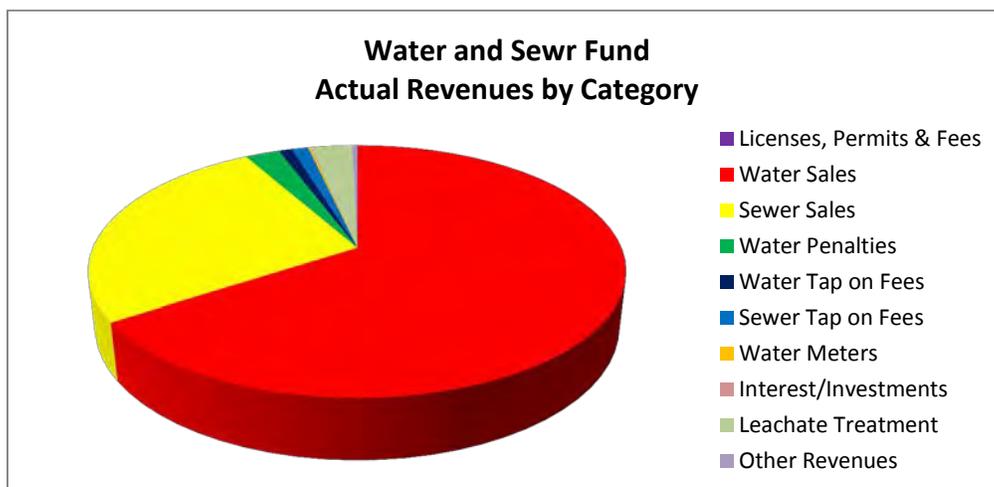
As the year progresses, the fluctuations within timing of maintenance and equipment rentals will also even out.

General Fund				
Expenditures by Department				
For Fiscal Quarter Ending July 31, 2013				
Category	Cumulative Actual Expenditures	Cumulative Budgeted Expenditures	Actual Over (Under) Budgeted	Percentage Over (Under)
Elected Officials/Boards/Commissions	\$93,175	\$111,762	(\$18,587)	-16.6%
Administration	345,642	380,561	(34,919)	-9.2%
Finance	1,251,622	1,327,062	(75,440)	-5.7%
Public Works	808,435	968,484	(160,049)	-16.5%
Fire	1,467,466	1,507,978	(40,512)	-2.7%
Police	2,793,794	2,946,551	(152,757)	-5.2%
Community Development	65,150	117,333	(52,183)	-44.5%
Total Expenditure	\$6,825,285	\$7,359,731	(\$534,446)	-7.3%

Water and Sewer Fund Highlights



First quarter Fiscal Year 2014 Water and Sewer Actual Revenues are \$48,904 or 1.7% less than the budgeted revenues. With an unseasonable cold and wet summer, water and sewer consumption is less than budgeted. Actual Water and Sewer Fund Expenditures were also under the budgeted amount for the first quarter of Fiscal Year 2014 by \$246,308 or 9.0%.



Water and Sewer Tap on Fees, Water Meters, Water Penalties and Leachate Treatment Revenues within the Water and Sewer Fund were greater than the first quarter Fiscal Year 2014 Budgeted amounts. The Tap on Fees increases will level out later in the year due to refunds of permit work that wasn't needed or completed. Water Penalties are up 46.7% compared to the budgeted amount, primarily because of water bills being paid late and fees are applied. Finance has seen a significant increase in the number of late and shut off notices being sent to water bill accounts.

Water and Sewer Fund				
Revenues by Category				
For Fiscal Quarter Ending July 31, 2013				
Category	Cumulative Actual Revenues	Cumulative Budgeted Revenues	Actual Over (Under) Budgeted	Percentage Over (Under)
Licenses, Permits & Fees	\$1,320	\$450	\$870	193.3%
Water Sales	1,873,617	1,935,000	(61,383)	-3.2%
Sewer Sales	744,303	839,000	(94,697)	-11.3%
Water Penalties	70,547	48,075	22,472	46.7%
Water Tap on Fees	26,563	3,540	23,023	650.4%
Sewer Tap on Fees	33,965	3,471	30,494	878.5%
Water Meters	4,394	390	4,004	1026.6%
Interest/Investments	1,577	3,249	(1,672)	-51.5%
Leachate Treatment	84,945	60,000	24,945	41.6%
Other Revenues	10,163	7,122	3,041	42.7%
Total Revenues	\$2,851,393	\$2,900,297	(\$48,904)	-1.7%

Actual first quarter Fiscal Year 2014 expenditures in the Water and Sewer Fund total \$2,504,001, which is \$246,308 lower than budgeted expenditures. Timing differences for engineering work and for repairs on the water storage tanks and other equipment creates the majority of the variance. Electricity costs were also significantly under the budgeted amount.

Water and Sewer Fund				
Expenditures by Category				
For Fiscal Quarter Ending July 31, 2013				
Category	Cumulative Actual Expenditures	Cumulative Budgeted Expenditures	Actual Over (Under) Budgeted	Percentage Over (Under)
Personal Services	691,098	798,711	(\$107,613)	-13.5%
Commodities	27,748	62,903	(35,155)	-55.9%
Contractual Services	1,460,614	1,611,515	(150,901)	-9.4%
Debt Service	58,769	91,005	(32,236)	-35.4%
Transfers Out	265,671	175,000	90,671	51.8%
Capital Outlay	100	11,175	(11,075)	-99.1%
Total Expenditures	\$2,504,001	\$2,750,309	(\$246,308)	-9.0%

As mentioned in the General Fund overview, it is anticipated the surplus amount will change as the year progresses.

Other Funds Highlights

Below are charts showing all actual revenues and expenditures compared to the first quarter Fiscal Year 2014 Budgeted amounts for all funds, excluding the General Fund and the Water and Sewer Fund.

Revenues by Fund Types				
For Fiscal Quarter Ending July 31, 2013				
Category	Cumulative Actual Revenues	Cumulative Budgeted Revenues	Actual Over (Under) Budgeted	Percentage Over (Under)
Road & Bridge	\$38,703	\$42,873	(\$4,170)	-9.7%
Motor Fuel Tax	230,144	231,033	(889)	-0.4%
SSA # 3	2,855	5,506	(2,651)	-48.2%
SSA # 4	27	21	6	26.6%
SSA # 5	135,192	148,000	(12,808)	-8.7%
SSA # 6	18,799	20,524	(1,725)	-8.4%
Capital Projects	744,127	889,452	(145,325)	-16.3%
TIF # 3	167,218	245,186	(77,968)	-31.8%
TIF # 4	13	24	(11)	N/A
Commuter Lot	92,289	80,020	12,269	15.3%
Hanover Square	161,113	187,497	(26,384)	-14.1%
Central Equipment Fund	249,346	242,523	6,823	2.8%
Debt Service Funds	707,518	706,791	727	0.1%
Pensions	779,474	945,099	(165,625)	-17.5%
Total Revenues	\$3,326,816	\$3,744,549	(\$417,733)	-11.2%

Other Fund revenues for the first quarter of Fiscal Year 2014 were \$417,733 less than the projected amounts. Significant revenue variances include the TIF # 3 Fund, Hanover Square Fund, Capital Projects Fund and the Pension Funds. Tax assessments on properties within TIF # 3 reduced the Property Tax Increment the Village received. Hanover Square Fund Revenues are less than the Budgeted amount because rental income was less than anticipated. The Police and Firefighter Pension Funds are significantly under budget because monthly financials have not been received yet from the Pension Accounting Firm and are therefore not included.

Expenditures by Fund Types				
For Fiscal Quarter Ending July 31, 2013				
Fund	Cumulative Actual Expenditures	Cumulative Budgeted Expenditures	Actual Over (Under) Budgeted	Percentage Over (Under)
Road & Bridge	36,642	55,000	(\$18,358)	-33.4%
Motor Fuel Tax	53,315	229,144	(175,829)	-76.7%
SSA # 3	2,146	6,124	(3,978)	-65.0%
SSA # 4	4,094	7,450	(3,356)	-45.0%
SSA # 5	30,949	21,249	9,700	45.6%
SSA # 6	16,050	25,299	(9,249)	-36.6%
Capital Projects	741,295	771,324	(30,029)	-3.9%
TIF # 3	28,542	28,748	(206)	-0.7%
TIF # 4	3,144	7,375	(4,231)	-57.4%
TIF # 5	2,255	-	2,255	N/A
Commuter Lot	63,961	91,773	(27,812)	-30.3%
Hanover Square	143,383	187,492	(44,109)	-23.5%
Central Equipment Fund	-	12,426	(12,426)	-100.0%
Debt Service Funds	488,358	488,080	278	0.1%
Pensions	753,888	750,546	3,342	0.4%
Total Expenditures	\$2,368,023	\$2,682,030	(\$314,007)	-11.7%

Expenditures for all Other Funds were also lower than the budgeted first quarter Fiscal Year 2014 by \$314,007. Almost every Fund has expenditures less than budgeted due to the timing of purchases. The two significant variances above include the Motor Fuel Tax expenditures and Hanover Square Funds. These variances are primarily due to improvements budgeted that have not been completed yet.

Overall, the Village's actual revenues and expenditures are both under the budgeted amounts for the first quarter of Fiscal Year 2014, primarily due to timing and fluctuations within the Fiscal Year. Fluctuations will occur throughout the fiscal year depending on when revenues are received and when projects or costs are incurred. As part of the budget process, staff adjusts budgeted amounts by month to account for the fluctuations. As the year progresses, projected revenues and expenditures will also be included in the quarterly overviews. Complete copies of the detailed financial reports for the first quarter of Fiscal Year 2014, including the Revenue Report and the Detailed Budget Report (Expenditure Report) for each fund and account within the Village, is available upon request.

Recommendation

Information only. No action needed.

Budgeted Item: Yes No
 Budgeted Amount: \$N/A
 Actual Cost: \$
 Account Number:



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Craig Haigh, Fire Chief

SUBJECT: Update of the Village Comprehensive Strategic Plan

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 5, 2013 – Board Workshop

Executive Summary

In the summer of 2010, the Village initiated the development of a comprehensive strategic plan. The planning process was managed in-house and incorporated both an organizational plan and an operational plan. As part of the process, the Village Board rewrote both the mission and vision statements and developed the slogan “One Village – One Future.” The plan was established for a 3-year period, which ends April 2014.

The existing strategic plan has served the Village well, providing direction and helping to maintain focus. Many of the goals established have been either completed or significant progress has been made toward bringing them to fruition. As this plan comes to a close, staff highly recommends that the plan be updated for another 3-year period.

As an alternative to updating the plan in-house, staff has investigated trained facilitators who would be able to assist with plan development. By utilizing an outside facilitator specializing in plan development, staff believes that greater community analysis can be conducted, which will foster the development of more efficient and visionary goals. Staff’s hope is to take this planning tool to the “next level” and believes that an outside trained facilitator would be best suited to assist in this area.

Discussion

Staff believes that using an independent facilitator to lead the next Strategic Plan would allow for the following:

- Allow for all participants to fully participate
- The facilitation will have no preconceived notion or biases about the Village and help us think creatively.
- The facilitator will be able to more effectively guide the discussions and ask more pointed questions.
- Allow for healthy dialogue which encourages all points of view to be expressed.

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/5/13

Staff evaluated a variety of facilitators related to this project. Craig Rapp, President of Craig Rapp LLC, and a Senior Associate – Center for Governmental Studies at Northern Illinois University comes highly recommended. Mr. Rapp has recently worked with the following communities in the development of their comprehensive strategic plans:

- City of Rock Island
- Village of Lemont
- Village of Buffalo Grove
- City of Wheaton
- Village of Antioch
- Village of Roselle
- Village of Rochelle
- Village of Pingree Grove

Mr. Rapp is a former City Manager and the former Director of Consulting for the International City-County Management Association (ICMA). NIU Center for Governmental Studies has provided the attached proposal in the amount of \$8,450 for Mr. Rapp to assist the Village on this project.

Discussion is whether the Board supports contracting with NIU Center for Governmental Studies to assist in the development of the updated strategic plan.

Work will need to begin immediately in order to complete the establishment of goals prior to beginning the FY'14 – 15 budget cycle. Staff would value input on whether the Board would prefer to hold work sessions on weekday evenings or on Saturday mornings. It is estimated that approximately two (2) Board work sessions will be required, each lasting about 3-4 hours.

Recommended Action

Move approval of entering into a contract with the Center for Governmental Studies to facilitate a strategic plan process.

Attachments: NIU Center for Government Studies Proposal

Budgeted Item:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Budgeted Amount:	\$0	
Actual Cost:	\$8,450.00	
	(transfer from savings in other line items)	
Account Number:	001-0510-415.03-61	

August 14, 2013

Juliana Maller
Village Manager
Village of Hanover Park
2121 West Lake Street
Hanover Park, IL 60133

RE: Proposal to provide strategic planning services

Dear Ms. Maller,

In response to the Village of Hanover Park's interest in strategic planning, the attached proposal has been prepared for your consideration. The approach draws upon time-tested methods but is tailored to the circumstances in the Village of Hanover Park.

The proposal addresses the following needs as discussed with Chief Craig Haigh:

- Assess the current environment – determine strategic priorities
- Establish measurable outcomes
- Develop detailed initiatives and action plans
- Create a strategic plan for the next 3-5 years

I will facilitate the sessions and conduct all related work on the project. I have over thirty years of experience as a city manager and consultant to local government. I have conducted over 100 workshops and facilitated sessions across the country. Additional information on my background as well as references and information about the Center for Governmental Studies is attached.

Thank you for the opportunity to present this proposal. I look forward to working with you.



Craig R. Rapp
Senior Associate &
President, Craig Rapp LLC

Project Approach

The following describes the overall approach for the strategic planning process:

- I. Review of the current environment. A SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis will be conducted to assess the environment. This will be accomplished using a brief questionnaire and a facilitated review process. A facilitated group process will critically review the analysis –using the information to establish strategic priorities.
- II. Establish Strategic Priorities and Key Outcome Indicators. Once strategic priorities are established, a set of “Key Outcome Indicators” (KOI’s) for each strategic priority will be developed. Each KOI will describe a measure of success in addressing a strategic priority. Each priority and KOI will be defined during the facilitated process.
- III. Develop Supporting Initiatives and Action Plans. Upon the establishment of strategic priorities and KOI’s, a set of supporting initiatives, with detailed action steps will be developed. These will define a prioritized work plan for the performance period.

Proposal

This proposal follows the approach described above.

- I. Project overview with Village Manager. The first step in the process will be a project review with the Village Manager to establish a clear understanding of the desired outcomes, discuss any unique issues to be addressed, and align expectations.
 - a. Meeting or phone conference with Village Manager.
- II. Administer SWOT questionnaire. The initial project activity will involve assessment of the current environment. A SWOT questionnaire will be administered to all strategic planning participants as part of this effort. The results will be aggregated to assure anonymity and maximize candor. The data generated will be used at the first strategic planning session.
 - a. Prepare questions
 - b. Administer SWOT questionnaire
- III. Review Environment, Identify Strategic Priorities– 3-4 hour meeting The first session will be dedicated to examining the internal and external environment within which the Village operates. In addition, the organization’s culture and “value proposition” will be discussed. A facilitated process using information generated by a SWOT questionnaire filled out in advance by the elected officials and executive team will yield a set of 4-6 strategic priorities.
 - a. Review and compile questionnaire results
 - b. Prepare agenda materials
 - c. Facilitate session
 - d. Incorporate results into follow-up sessions

- IV. Refine Strategic Priorities, Develop Key Outcome Indicators, Supporting Initiatives – 4 hour meeting The second session will be dedicated to finalizing strategic priorities (if necessary), development of 2-3 Key Outcome Indicators (success measures) for each strategic priority, and the identification of 3-5 initiatives to be undertaken in each priority area-to ensure that desired results are achieved.
- Prepare background material
 - Review previous session discussion/results
 - Discuss plans/documents with Manager
 - Facilitate session
 - Summarize results/prepare agenda materials
 - Incorporate results into follow-up sessions
- V. ****Optional Session**** Supporting Initiatives- Action Steps – 4 hour meeting An additional session, if deemed appropriate, will be conducted with the management staff and will focus exclusively on refining the supporting initiatives, and developing detailed action plans. Supporting initiatives include action steps in sufficient detail to establish accountability and make the effort real. The session will include a review of the strategic planning effort, and a training/guidance on the development of effective plans.
- Meeting with Village Manager
 - Prepare background materials
 - Review previous session discussion/results
 - Facilitate session, train group
 - Summarize results
- VI. Summary Report. A summary report, detailing the process, including the draft action plan developed, will be prepared and submitted to the Village.
- Prepare and submit summary report.

Proposed Fee

The fee for the strategic planning sessions as proposed is \$6,450.00. This fee includes all expenses. The fee for the optional session is \$2,000.00, which includes all expenses

Please indicate below if these terms are acceptable and return two signed copies to:

Dawn Peters
 Center for Governmental Studies
 Monat Building
 Northern Illinois University
 DeKalb, IL 60115

_____ Date
 for the Village of Hanover Park
Dawn S. Peters 8/14/2013
 _____ Date
 for the Center for Governmental Studies

REFERENCES

Recent strategic planning projects in Illinois led by Craig Rapp:

1. City of Rock Island, IL
2. Village of Lemont, IL
3. Village of Buffalo Grove, IL (in conjunction with Village staff)
4. City of Wheaton, IL
5. Village of Antioch, IL
6. Village of Roselle, IL
7. Village of Rochelle, IL
8. Village of Pingree Grove, IL

Contact:

Don Rose, City Manager, City of Wheaton – drose@wheaton.il.us, (630)-260-2012

Ben Wehmeier, Village Administrator, Village of Lemont – bwehmeier@lemont.il.us, (630) 257-6440

Jeff O'Dell, Village Administrator, Village of Roselle- jodell@roselle.il.us, (630) 671-2808

Thomas Thomas, City Manager, City of Rock Island – Thomas.thomas@rigov.org, (309) 732-2012

CONSULTANT QUALIFICATIONS

Craig Rapp, Senior Associate-Center for Governmental Studies and President, Craig Rapp, LLC is a nationally recognized speaker, a former city manager, and the former Director of Consulting for the International City-County Management Association (ICMA). Mr. Rapp speaks and conducts workshops throughout the United States on a wide range of subjects such as: dealing with difficult political environments, performance excellence, shared services/delivery optimization, lean thinking, authentic leadership and living your true purpose.

The focus of his practice is leadership development, strategic planning and optimizing organizational performance. He has more than thirty years of experience as a senior executive in both the public and private sectors, including service as city manager in three cities, senior director at a regional council, and vice president of a local government consulting firm. He has a master's degree in public administration, a bachelor's degree in urban studies, holds a Credentialed Manager designation from ICMA, and has completed the Senior Executive Institute at the University of Virginia.

About NIU Outreach and NIU Center for Governmental Studies

NIU Outreach was launched in 2002 to enhance connections between Northern Illinois University and the communities it serves. NIU Outreach is a center of excellence that emphasizes *engagement*, that is, partnerships that anticipate and support the *present and future* needs of the northern Illinois region. Working together with individuals, groups and organizations, NIU Outreach creates solutions by leveraging university and regional resources. For more information on NIU Outreach, please call toll-free (866) 885-1239, e-mail NIUOutreach@niu.edu or visit www.outreach.niu.edu.

The **NIU Center for Governmental Studies** is a public service, applied research, and public policy development organization. Its mission is to be a leader in providing services that contribute to the economic well being of the State of Illinois and in advancing the capacities of government at all levels, to develop policies, and to manage and evaluate their program services. The CGS also is a state data center for the U.S. Census.

CGS research and services includes work in economic and community development, association management, health care research, workforce development, educational planning and performance, social welfare, and data and mapping. Clients include municipal, county, state and federal agencies, as well as nonprofit and for-profit organizations.

The CGS was founded in 1969 and is part of the NIU Outreach Programs and Services department. For more information, please call (815) 753-1907 or visit www.cgsniu.org. The fax number is (815) 753-2305.

DRAFT



TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager
Howard A. Killian, Director of Engineering and Public Works

SUBJECT: Resolution Supporting the DuPage River Salt Creek Workgroup Funding

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 5, 2013 – Board Workshop

Executive Summary

Pass a Resolution supporting the DuPage River Salt Creek Workgroup funding.

Discussion

At the August 15th Workshop, the Village Board requested additional information regarding this topic.

Timeframe for Passage

There is no end date, but the Workgroup is hoping to receive any resolutions of support as soon as possible. Their worry is that if there is delayed support, the IEPA may interpret this as opposition to the plan. To date, the following agencies have provided resolutions.

- Downers Grove Sanitary District
- Village of Downers Grove
- Wheaton Sanitary District
- City of Naperville
- Village of Bloomingdale
- Salt Creek Sanitary District
- Village of Carol Stream

There are currently 35 agencies in the Group with an additional 28 agencies who could join, but as a whole, only represent 17 percent of the watershed.

Funding

If this proposal was approved by the IEPA in the next several months, the Village could see increased dues as soon as March 1, 2014.

Listed are our current dues, along with proposed dues.

Agreement Name: _____

	<u>Annual Dues</u>	<u>Proposed Assessment</u>	<u>Estimated Phosphorous Removal</u>
2014	\$5,667	\$15,203	\$118,274
2015	5,838	15,659	121,825
2016	6,013	24,792	125,482
2017	6,193	25,536	129,244
2018	6,379	41,426	133,122

The annual dues and proposed assessment are based on current assumptions and are subject to budget approval by the Workgroup. The estimated phosphorous removal is for operation and maintenance if phosphorous removal is included in our next permit.

We would be able to pay our dues after May 1 to get them in next year's budget. Then, after that, with the calendar year budget, it falls in line. We are currently waiting for our new draft permit. We are supposed to have a new one every five years. We do not believe we will have phosphorous removal in this permit, but will probably have phosphorous monitoring.

The Workgroup would like to point out that the resolution is not binding, just an acknowledgement that we are aware of the progress, approve of it in concept, and will strongly consider participating in the future funding.

Recommended Action

Move to pass a Resolution supporting the DuPage River Salt Creek Workgroup funding and authorize the Village Manager to execute the necessary documents.

Attachments: Resolution
Memo

Budgeted Item:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	N/A
Budgeted Amount:	\$				
Actual Cost:	\$				
Account Number:					

RESOLUTION NO. _____**SUPPORT FOR THE DUPAGE RIVER SALT CREEK WORKGROUP (DRSCW)
ADAPTIVE WATERSHED MANAGEMENT PROPOSAL**

WHEREAS, the DuPage River Salt Creek Workgroup (DRSCW) is a local watershed management organization formed in 2005 to achieve attainment of water quality standards and designated uses in the watersheds of the East and West Branches of the DuPage River, Salt Creek and their tributaries in a cost effective manner; and

WHEREAS, the DRSCW has conducted extensive monitoring and analysis of the conditions and stressors of its watersheds and has developed a proposed initiative, contained in the draft white paper entitled “Adaptive Watershed Management to Achieve the Designated Uses for Aquatic Life: Proposed local Funding Initiative”, which details the case for the adoption of an adaptive management approach working on all aspects of stream resource quality, to meet Illinois water quality goals; and

WHEREAS, the DRSCW has prepared a memo entitled “Recommended Agency Member Dues, Agency Member Assessments and Local Project Matches to Implement DRSCW Project Funding Program”, dated May 6, 2013 and presented at the special meeting held on May 9, 2013 which details the estimated Agency member annual dues and Agency member annual assessments to be paid by DRSCW Agency members in order to fund the proposed adaptive watershed management initiative over the five year period beginning in DRSCW fiscal year ending (FYE) 2015 and ending in DRSCW FYE 2019; and

WHEREAS, the Village of Hanover Park has voluntarily chosen to be an Agency member of the DRSCW, including the payment of annual dues and staff support for DRSCW programs and activities; and

WHEREAS, the Village of Hanover Park has a direct interest in improving the stream resource quality in the DRSCW watershed; and

WHEREAS, the Village of Hanover Park has concluded that the proposed adaptive watershed management initiative offers a more coherent and goal oriented approach to rebuilding aquatic communities that meet the State of Illinois thresholds for aquatic life attainment than the current system of solely focusing on POTW point source discharges.

THEREFORE, NOW BE IT RESOLVED that the President and Board of Trustees of the Village of Hanover Park, Illinois, hereby indicates its preliminary support for the proposed DRSCW adaptive watershed management initiative, including the continuation of Agency membership in the DRSCW by the Village of Hanover Park; the payment by the Village of Hanover Park of the estimated annual Agency member dues and Agency member assessments as detailed in the above referenced DRSCW memo dated May 6, 2013; continued staff support for

DRSCW programs and activities and the willingness to consider additional project funding and/or staff commitments as a local sponsor of a project identified by this DRSCW adaptive watershed management initiative.

ADOPTED this ____ day of _____, 2013, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: _____
Rodney S. Craig
Village President

Attest: _____
Eira Corral, Village Clerk

DUPAGE RIVER SALT CREEK WORKGROUP
MEMO

FMI

TO: All DRSCW Agency Members

FROM: Dave Gorman, Larry Cox and Stephen McCracken

DATE: May 6, 2013

RE: Recommended Agency Member Dues, Agency Member Assessments and Local Project Matches to Implement DRSCW Project Funding Program

During the March 18 meeting with the DRSCW Executive Board, representatives of Illinois EPA raised concerns about the proposed level of project funding of \$1.5 million per year for the proposed DRSCW local funding initiative based upon the IPS tool. A draft white paper detailing this initiative entitled "DuPage River Salt Creek Workgroup Adaptive Watershed Management to Achieve the Designated Use for Aquatic Life: Proposed Local Funding Initiative" may be viewed on the DRSCW website (<http://www.drscw.org/projectID.html>). IEPA representatives did not suggest an alternative amount. We have also heard a similar concern from representatives of the environmental groups. The proposed project funding level of \$1.5 million per year represents approximately 20% of our estimate of the total operation and maintenance costs of phosphorus removal across the three watersheds of \$7.4 million per year. The attached document details one approach to increase the level of project funding gradually over the initial five year period of this program under the following assumptions:

- 1) The project funding level would remain at \$1,500,000 for the first year (FY 14-15). Agency member dues and assessments and local project matches would remain at the levels previously presented.
- *2) The project funding level would increase by 3% to \$1,545,000 in the second year (FY 15-16), with a corresponding 3% increase in dues, assessments and local matches.
- *3) The project funding level would increase by 63.6% to \$2,527,550 in the third year (FY 16-17). Project assessments for Agency members with a POTW and local matches would increase by 63.6%; dues for all members and assessments for all other Agency members would increase by 3%.
- *4) The project funding level would increase by 3% to \$2,603,383 in the fourth year (FY 17-18), with a corresponding 3% increase in dues, assessments and local matches.
- *5) The project funding level would increase by 65.8% to \$4,315,740 in the fifth year (FY 18-19), which would represent 50% of the estimated total cost of operation and maintenance for phosphorus removal (assuming this estimated removal cost is increased by 3% per year). Project assessments for Agency members with a POTW and local matches would increase by 65.8%; dues for all members and assessments for all other Agency members would increase by 3%.

It is extremely important to keep the following points in mind:

- o This funding plan and the proposed FY 14-15 assessments would only be implemented if the DRSCW local funding initiative, including the agreement not to

impose any new NPDES permit requirements, is approved by Illinois EPA and USEPA Region 5 and the funding plan is accepted by DRSCW members.

- A Workgroup vote on this funding plan and the proposed assessments in FY 14-15 will not be necessary until next year, 2014, at the earliest, and would be contingent upon IEPA and USEPA approval of the DRSCW local funding proposal. Our discussions now will allow DRSCW Agency members and the DRSCW Executive Board a year to work to put that funding plan into practice before it goes into effect in 2014 at the earliest. At a prior Workgroup meeting, the suggestion was made to request resolutions in support of the funding plan from Agency members. It may be even more important to consider such actions in light of this revised funding plan.
- If this funding plan is approved, the identification of local sponsors to construct the recommended projects and to provide a local match, of approximately 56% of the project cost, will be critical to success of this initiative.

The attached document contains detailed estimates of dues and assessments for each DRSCW Agency member and calculation rates for each dues and assessment component over the initial five years of the program.

We propose to review this concept during the DRSCW special meeting with Agency members on May 9.

DuPage River Salt Creek Workgroup	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Totals
Proposed Dues and Assessments							
May 8, 2013							
Summary							
Workgroup Project Fund Revenues							
Agency member project assessments		\$659,097	\$678,871	\$1,110,600	\$1,143,921	\$1,896,329	\$5,488,818
Local matches from project sponsors		840,903	866,129	1,416,950	1,459,462	2,419,411	2,474,883
Total Proposed Project Funding		\$1,500,000	\$1,545,000	\$2,527,550	\$2,603,383	\$4,315,740	\$7,963,701
Phosphorus removal O & M costs	\$7,445,380	\$7,668,741	\$7,898,975	\$8,136,082	\$8,380,061	\$8,631,486	
Proposed Project Funding to O & M costs (%)		20%	20%	31%	31%	50%	

DuPage River Salt Creek Workgroup		PROPOSED FY 14-15 (EFF 3/1/14)				Estimated	
Proposed Dues and Assessments				TOTAL DUES & ASSESSMENTS		Phosphorus	
May 6, 2013				ASSESSMENTS		Removal	
Summary						O&M Costs	
		Total				FY 14-15	
		Total Tributary	Total Tributary	Total Annual	Assessment	Total	Costs
		Acreage	POTW MGD	Dues	Amount	Amount	per MGD
Current Agency members							
Addison	6,053	8.50	\$15,016	\$52,345	\$67,361	\$415,425	
Arlington Heights	895		656	106	762		
Bartlett	3,765	3.68	7,185	22,798	29,983	179,854	
Bensenville	1,575	4.70	7,534	28,733	36,267	229,705	
Bloomington	4,413	3.45	7,181	21,477	28,658	168,614	
Bolingbrook	130	5.04	7,302	30,627	37,929	246,322	
Carol Stream	5,908	5.40	10,627	33,499	44,126	263,917	
Clarendon Hills	446		436	53	489		
Downers Grove	9,162		4,697	1,087	5,784		
Downers Grove SD		11.00	15,539	66,812	82,351	537,609	
DuPage County	46,189	12.50	40,210	81,400	121,610	610,919	
Elmhurst	6,504	8.00	14,540	49,361	63,901	390,988	
Glen Ellyn	4,274		2,308	507	2,815		
Glenbard WW Authority		16.02	22,531	97,301	119,832	782,953	
Glendale Heights	3,450	5.26	9,231	32,357	41,588	257,075	
Hanover Park	4,251	2.42	5,667	15,203	20,870	118,274	
Hinsdale	537		481	64	545		
Hoffman Estates	3,581		1,969	425	2,394		
Itasca	3,187	2.60	5,397	16,170	21,567	127,071	
Lisle	4,303		2,322	510	2,832		
Lombard	6,318		3,307	749	4,056		
MWRDGC	16,251	42.00	66,661	16,123	82,784	2,052,687	
Naperville	12,882		6,516	1,528	8,044		
Oakbrook Terrace	923		669	109	778		
Roseville	3,385	3.40	6,609	21,053	27,662	166,170	
Salt Creek SD		3.30	4,814	20,043	24,857	161,283	
Schaumburg	10,532		5,367	1,249	6,616		
Villa Park	3,039		1,704	360	2,064		
West Chicago	8,199	7.64	14,867	47,376	62,243	373,394	
Westmont	2,465		1,423	292	1,715		
Wheaton	7,276		3,775	863	4,638		
Wheaton SD		8.90	12,614	54,056	66,670	434,974	
Wood Dale	2,095	3.10	5,560	19,077	24,637	151,508	
Woodridge	3,426		1,893	406	2,299		
Subtotals	185,414	156.91	\$316,608	\$734,119	\$1,050,727	\$7,668,741	

PH rows 1 m/h/L

TOTAL

ORSH

DuPage River Salt Creek Workgroup		PROPOSED FY 14-15 (EFF 3/1/14)				Estimated
Proposed Dues and Assessments					TOTAL DUES & ASSESSMENTS	Phosphorus Removal
May 6, 2013						O&M Costs
Summary						FY 14-15
		Total				Costs
		Tributary	Annual	Assessment	Total	\$133.90
		Acreage	Dues	Amount	Amount	per MGD
		POTW				
		MGD				
Potential Agency members						
Aurora	1,031		\$722	\$122	\$844	
Barrington	103		268	12	280	
Batavia	9		222	1	223	
Berkeley	896		656	106	762	
Broadview	822		620	97	717	
Brookfield	1,626		1,013	193	1,206	
Darien	292		361	35	396	
Deer Park	1		218	0	218	
Elk Grove Village	3,192		1,779	379	2,158	
Franklin Park	16		226	2	228	
Hillside	1,363		884	162	1,046	
Inverness	2,836		1,605	336	1,941	
Maywood	35		235	4	239	
Melrose Park	1,016		715	120	835	
Northlake	1,728		1,063	205	1,268	
Oak Brook	5,319		2,818	631	3,449	
Palatine	6,058		3,180	718	3,898	
Rolling Meadows	3,004		1,687	356	2,043	
St Charles	168		300	20	320	
South Barrington	1		218	0	218	
Stone Park	204		318	24	342	
Streamwood	486		456	58	514	
Warrenville	3,571		1,964	424	2,388	
Wayne	179		306	21	327	
Westchester	1,993		1,192	236	1,428	
Western Springs	486		456	58	514	
Winfield	1,645		1,022	195	1,217	
Subtotals	38,080	0	\$24,504	\$4,515	\$29,019	\$0
Grand Totals	223,494	156.91	\$341,112	\$738,634	\$1,079,746	\$7,668,741
Proposed Project Funding						
Assessments				\$659,097		
Local matches				\$840,903		
Total Project Funding				\$1,500,000		
Recommended rates						
Dues (per MGD)			\$1,392.81			
Dues (per acre)			\$0.4889			
Dues (fixed component)			\$218			
New staffing (per MGD)			\$0.1186			
New staffing (per acre)			\$337.98			
New projects (per MGD)			\$5,735.78			

DuPage River Salt Creek Workgroup	PROPOSED FY 15-16 (EFF 3/1/15)					Estimated Phosphorus Removal O&M Costs FY 15-16 Costs \$137.92 per MGD	PROPOSED FY 16-17 (EFF 3/1/16)					Estimated Phosphorus Removal O&M Costs FY 16-17 Costs \$142.06 per MGD
	Proposed Dues and Assessments May 6, 2013 Summary		DUES	ASSESSMENTS	TOTAL DUES & ASSESSMENTS		DUES	ASSESSMENTS	TOTAL DUES & ASSESSMENTS	ASSESSMENTS	Removal	
	Total Tributary Acreage	Total Tributary POTW MGD	Total Annual Dues	Assessment Amount	Total Amount	Total Annual Dues	Assessment Amount	Total Amount	Total Amount	Removal per MGD		
Current Agency members												
Addison	6,053	8.50	\$15,467	\$53,916	\$69,383	\$427,897	\$15,932	\$85,962	\$101,894	\$440,741		
Arlington Heights	895		676	109	785		696	113	809			
Bartlett	3,765	3.68	7,400	23,482	30,882	185,254	7,623	37,361	44,984	190,815		
Bensenville	1,575	4.70	7,761	29,596	37,357	236,602	7,994	47,309	55,303	243,704		
Bloomington	4,413	3.45	7,396	22,122	29,518	173,676	7,619	35,137	42,756	178,889		
Bolingbrook	130	5.04	7,520	31,546	39,066	253,718	7,746	50,535	58,281	261,334		
Carol Stream	5,908	5.40	10,947	34,504	45,451	271,840	11,275	54,871	66,146	280,000		
Clarendon Hills	446		450	55	505		463	56	519			
Downers Grove	9,162		4,839	1,120	5,959		4,984	1,153	6,137			
Downers Grove SD		11.00	16,005	68,815	84,820	553,749	16,486	110,259	126,745	570,371		
DuPage County	46,189	12.50	41,418	83,844	125,262	629,260	42,660	131,109	173,769	648,149		
Elmhurst	6,504	8.00	14,977	50,843	65,820	402,726	15,427	81,007	96,434	414,815		
Glen Ellyn	4,274		2,377	522	2,899		2,449	538	2,987			
Glenbard WW Authority		16.02	23,207	100,221	123,428	806,460	23,904	160,577	184,481	830,667		
Glendale Heights	3,450	5.26	9,508	33,328	42,836	264,793	9,794	53,158	62,952	272,741		
Hanover Park	4,251	2.42	5,838	15,659	21,497	121,825	6,013	24,792	30,805	125,482		
Hinsdale	537		495	66	561		511	68	579			
Hoffman Estates	3,581		2,028	438	2,466		2,089	451	2,540			
Itasca	3,187	2.60	5,560	16,655	22,215	130,886	5,727	26,462	32,189	134,815		
Lisle	4,303		2,392	526	2,918		2,464	542	3,006			
Lombard	6,318		3,407	772	4,179		3,509	795	4,304			
MWRDGC	16,251	42.00	68,662	16,607	85,269	2,114,314	70,721	17,106	87,827	2,177,780		
Naperville	12,882		6,712	1,574	8,286		6,914	1,622	8,536			
Oakbrook Terrace	923		690	113	803		711	116	827			
Roselle	3,385	3.40	6,808	21,684	28,492	171,159	7,012	34,506	41,518	176,296		
Salt Creek SD		3.30	4,959	20,645	25,604	166,125	5,108	33,077	38,185	171,111		
Schaumburg	10,532		5,529	1,287	6,816		6,695	1,326	7,021			
Villa Park	3,039		1,755	371	2,126		1,808	383	2,191			
West Chicago	8,199	7.64	15,314	48,798	64,112	384,604	15,774	77,612	93,386	396,149		
Westmont	2,465		1,466	301	1,767		1,511	310	1,821			
Wheaton	7,276		3,889	889	4,778		4,006	916	4,922			
Wheaton SD		8.90	12,993	55,678	68,671	448,033	13,383	89,209	102,592	461,482		
Wood Dale	2,095	3.10	5,727	19,649	25,376	156,056	5,900	31,336	37,236	160,741		
Woodridge	3,426		1,950	419	2,369		2,009	431	2,440			
Subtotals	185,414	156.91	\$326,122	\$756,154	\$1,082,276	\$7,898,975	\$335,917	\$1,190,205	\$1,526,122	\$8,136,082		

DuPage River and Creek Workgroup		PROPOSED FY 15-16 (EFF 3/1/15)				Estimated	PROPOSED FY 16-17 (EFF 3/1/16)			Estimated	
Proposed Dues and Assessments		DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	Phosphorus	DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	Phosphorus
May 6, 2013		DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	Removal	DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	Removal
Summary		DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	O&M Costs	DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	O&M Costs
Total		DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	FY 15-16	DUES		ASSESSMENTS	TOTAL DUES & ASSESSMENTS	FY 16-17
Total	Tributary	Total	Annual	Assessment	Total	Costs	Total	Assessment	Total	Costs	
Acreage	POTW	Dues	Amount	Amount	Amount	per MGD	Dues	Amount	Amount	per MGD	
	MGD										
Potential Agency members											
Aurora	1,031		\$767	\$130	\$897		\$767	\$130	\$897		
Barrington	103		285	13	298		-179	232	53		
Batavia	9		237	1	238		-227	232	5		
Berkeley	896		697	113	810		233	232	465		
Broadview	822		658	103	761		194	232	426		
Brookfield	1,626		1,075	205	1,280		611	232	843		
Darien	292		383	37	420		-81	232	151		
Deer Park	1		233	0	233		-231	232	1		
Elk Grove Village	3,192		1,888	402	2,290		1,424	232	1,656		
Franklin Park	16		240	2	242		-224	232	8		
Hillside	1,363		939	172	1,111		475	232	707		
Inverness	2,836		1,703	357	2,060		1,239	232	1,471		
Maywood	35		250	4	254		-214	232	18		
Melrose Park	1,016		759	128	887		295	232	527		
Northlake	1,728		1,128	218	1,346		664	232	896		
Oak Brook	5,319		2,991	670	3,661		2,527	232	2,759		
Palatine	6,058		3,374	763	4,137		2,910	232	3,142		
Rolling Meadows	3,004		1,790	378	2,168		1,326	232	1,558		
St Charles	168		319	21	340		-145	232	87		
South Barrington	1		233	0	233		-231	232	1		
Stone Park	204		338	26	364		-126	232	106		
Streamwood	486		484	61	545		20	232	252		
Warrenville	3,571		2,084	450	2,534		1,620	232	1,852		
Wayne	179		325	23	348		-139	232	93		
Westchester	1,993		1,266	251	1,517		802	232	1,034		
Western Springs	486		484	61	545		20	232	252		
Winfield	1,645		1,085	207	1,292		621	232	853		
Subtotals	38,080	0	\$26,015	\$4,796	\$30,811	\$0	\$13,951	\$6,162	\$20,113	\$0	
Grand Totals	223,494	156.91	\$352,137	\$760,950	\$1,113,087	\$7,898,975	\$349,868	\$1,196,367	\$1,546,235	\$8,136,082	
Proposed Project Funding											
Assessments				\$678,871				\$1,110,600			
Local matches				\$866,129				\$1,416,950			
Total Project Funding				\$1,545,000				\$2,527,550			
Recommended rates											
Dues (per MGD)			\$1,434.59								
Dues (per acre)			\$0.5036				\$0.52				
Dues (fixed component)			\$225				\$1,477.6300				
New staffing (per MGD)				\$0.1222			\$232				
New staffing (per acre)				\$348.12				\$358.56			
New projects (per MGD)				\$5,907.85				\$0.1259			
								\$9,664.97			

DuPage River Salt Creek Workgroup			PROPOSED FY 17-18 (EFF 3/1/17)				Estimated	PROPOSED FY 18-19 (EFF 3/1/18)				Estimated
Proposed Dues and Assessments			TOTAL DUES & Assessments		Phosphorus	TOTAL DUES & Assessments		Phosphorus	TOTAL DUES & Assessments		Phosphorus	
May 6, 2013			DUES	ASSESSMENTS	ASSESSMENTS	Removal	DUES	ASSESSMENTS	ASSESSMENTS	Removal		
Summary					O&M Costs			O&M Costs				
Total					FY 17-18			FY 18-19				
Total	Tributary	POTW	Total	Assessment	Total	\$146.32	Total	Assessment	Total	\$150.71		
Tributary	MGD	MGD	Annual	Amount	Amount	per MGD	Annual	Amount	Amount	per MGD		
Acreage	MGD	MGD	Dues	Amount	Amount	per MGD	Dues	Amount	Amount	per MGD		
Current Agency members												
Addison	6,053	8.50	\$16,410	\$88,541	\$104,951	\$453,958	\$16,902	\$144,315	\$161,217	\$467,578		
Arlington Heights	895		717	118	833		739	120	859			
Bartlett	3,765	3.68	7,852	38,481	46,333	196,537	8,087	62,633	70,720	202,434		
Bensenville	1,575	4.70	8,234	48,728	56,962	251,012	8,481	79,561	88,042	258,543		
Bloomington	4,413	3.45	7,848	36,191	44,039	184,253	8,082	58,836	66,918	189,782		
Bolingbrook	130	5.04	7,979	52,051	60,030	269,170	8,219	85,109	93,328	277,246		
Carol Stream	5,908	5.40	11,615	56,518	68,133	288,397	11,962	91,958	103,920	297,049		
Clarendon Hills	446		477	58	535		491	60	551			
Downers Grove	9,162		5,134	1,188	6,322		5,288	1,224	6,512			
Downers Grove SD		11.00	16,981	113,567	130,548	587,475	17,490	185,714	203,204	605,101		
DuPage County	46,189	12.50	43,943	135,044	178,987	667,585	45,259	217,210	262,469	687,614		
Elmhurst	6,504	8.00	15,890	83,437	99,327	427,254	16,366	135,934	152,300	440,073		
Glen Ellyn	4,274		2,523	554	3,077		2,598	571	3,169			
Glenbard VAW Authority		16.02	24,621	165,395	190,016	855,577	25,359	270,468	295,827	881,247		
Glendale Heights	3,450	5.26	10,088	54,753	64,841	280,920	10,391	89,266	99,657	289,348		
Hanover Park	4,251	2.42	6,193	25,536	31,729	129,244	6,379	41,426	47,805	133,122		
Hinsdale	537		526	70	596		542	72	614			
Hoffman Estates	3,581		2,152	464	2,616		2,217	478	2,695			
Itasca	3,187	2.60	5,899	27,257	33,156	138,858	6,076	44,322	50,398	143,024		
Lisle	4,303		2,538	558	3,096		2,614	575	3,189			
Lombard	6,318		3,615	819	4,434		3,723	844	4,567			
MWRDGC	16,251	42.00	72,844	17,619	90,463	2,243,086	75,029	18,148	93,177	2,310,384		
Naperville	12,882		7,122	1,871	8,793		7,335	1,721	9,056			
Oakbrook Terrace	923		732	120	852		754	123	877			
Roselle	3,385	3.40	7,223	35,542	42,765	181,583	7,439	57,855	65,294	187,031		
Salt Creek SD		3.30	5,261	34,070	39,331	176,242	5,419	55,714	61,133	181,530		
Schaumburg	10,532		5,866	1,366	7,232		6,042	1,407	7,449			
Villa Park	3,039		1,863	394	2,257		1,918	406	2,324			
West Chicago	8,199	7.64	16,248	79,941	96,189	408,028	16,735	130,083	146,818	420,270		
Westmont	2,465		1,556	320	1,876		1,602	329	1,931			
Wheaton	7,276		4,127	944	5,071		4,250	972	5,222			
Wheaton SD		8.90	13,784	91,886	105,670	475,321	14,198	150,260	164,458	489,581		
Wood Dale	2,095	3.10	6,076	32,277	38,353	165,561	6,259	52,618	58,877	170,528		
Woodridge	3,426		2,070	444	2,514		2,131	458	2,589			
Subtotals	186,414	156.91	\$346,007	\$1,225,920	\$1,571,927	\$8,380,061	\$356,376	\$1,980,790	\$2,337,166	\$8,631,486		
Potential Agency members												
Aurora	1,031		\$790	\$134	\$924		\$813	\$138	\$951			
Barrington	103		294	13	307		303	14	317			
Batavia	9		244	1	245		251	1	252			
Berkeley	896		718	116	834		739	120	859			
Broadview	822		678	107	785		698	110	808			
Brookfield	1,626		1,108	211	1,319		1,141	217	1,358			
Darien	292		395	38	433		407	39	446			
Deer Park	1		240	0	240		247	0	247			

DuPage River Salt Creek Workgroup Proposed Dues and Assessments May 6, 2013		PROPOSED FY 17-18 (EFF 3/1/17)				Estimated	PROPOSED FY 18-19 (EFF 3/1/18)				Estimated
Summary		DUES	ASSESSMENTS	TOTAL DUES & ASSESSMENTS	Phosphorus	Removal	DUES	ASSESSMENTS	TOTAL DUES & ASSESSMENTS	Phosphorus	
Total					O&M Costs					Removal	
Tributary		Total			FY 17-18		Total			O&M Costs	
Acreage		POTW	Annual	Assessment	Total	\$146.32	Annual	Assessment	Total	FY 18-19	
		MGD	Dues	Amount	Amount	per MGD	Dues	Amount	Amount	Costs	
										per MGD	
Elk Grove Village	3,192		1,944	414	2,358		2,003	426	2,429		
Franklin Park	16		248	2	250		255	2	257		
Hillside	1,363		967	177	1,144		996	182	1,178		
Inverness	2,836		1,754	368	2,122		1,807	379	2,186		
Maywood	35		258	5	263		265	5	270		
Melrose Park	1,016		782	132	914		805	136	941		
Northlake	1,728		1,162	224	1,386		1,197	231	1,428		
Oak Brook	5,319		3,081	690	3,771		3,173	711	3,884		
Palatine	6,058		3,476	786	4,262		3,580	809	4,389		
Rolling Meadows	3,004		1,844	390	2,234		1,899	401	2,300		
St Charles	168		329	22	351		338	22	360		
South Barrington	1		240	0	240		247	0	247		
Stone Park	204		348	26	374		358	27	385		
Streamwood	486		499	63	562		513	65	578		
Warrenville	3,571		2,147	463	2,610		2,211	477	2,688		
Wayne	179		335	23	358		345	24	369		
Westchester	1,993		1,304	258	1,562		1,343	266	1,609		
Western Springs	486		499	63	562		513	65	578		
Winfield	1,645		1,118	213	1,331		1,151	220	1,371		
Subtotals	38,080	0	\$26,802	\$4,939	\$31,741	\$0	\$27,598	\$5,087	\$32,685	\$0	
Grand Totals	223,494	156.91	\$372,809	\$1,230,859	\$1,603,668	\$8,380,061	\$383,974	\$1,985,877	\$2,369,851	\$8,631,486	
Proposed Project Funding											
Assessments				\$1,143,921				\$1,896,329			
Local matches				\$1,459,462				\$2,419,411			
Total Project Funding				\$2,603,383				\$4,315,740			
Recommended rates											
Dues (per MGD)			\$1,521.96				\$1,567.62				
Dues (per acre)			\$0.5343				\$0.5503				
Dues (fixed component)			\$239				\$246				
New staffing (per MGD)				\$369.32				\$380.40			
New staffing (per acre)				\$0.1297				\$0.1336			
New projects (per MGD)				\$9,954.92				\$16,502.75			



TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager
Howard A. Killian, Director of Engineering and Public Works

SUBJECT: Village Dais Discussion

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 5, 2013 – Board Workshop

Executive Summary

Staff has been made aware that at least one member of the Village Board would like to further discuss the work being proposed for the Board Room dais. This item was discussed at the August 15, 2013 Board Workshop.

Discussion

Previously, staff was directed to redo the Village Board dais to increase the ballistic level for security, and to include additional electrical outlets and data connections. The cost to design and prepare the plans for this work is \$7,800, with an anticipated construction cost of \$50,000.

Upon further consideration, staff recommended that while we were reconstructing the dais, that it should be brought up to current ADA standards, along with the infrastructure for future A/V improvements. We are working with the architect on the cost estimates, however, due to this additional scope and cost, it would have been requested as an FY15 Budget item.

In the FY14 Budget, there is \$100,000 budgeted for continued improvements to Village Hall as listed below:

Mecho Shades	\$22,000
Dais Design and Construction	58,000
Finance (carpet, paint, furniture relocation)	25,000
Mechanical Room Lead Cleanup (bill came in late, budgeted last year)	9,680

Additional immediate projects still needing funding include Community Development reconfiguration and old police range sprinkler system and shelving.

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/5/13

We may want to consider budgeting the dais reconstruction and other Room 214 modifications in next year's budget as one project, allowing for the Finance and Community Development work to be bid out and constructed at the same time this year.

Recommended Action

Staff is seeking concurrence from the Village Board regarding the work being proposed for the Board Room dais.

Budgeted Item:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Budgeted Amount:	\$100,000 (for all projects)
Actual Cost:	To be determined
Account Number:	031-0000-466-13.21



TO: Village President and Board of Trustees

FROM: Eira L. Corral, Clerk's Office

SUBJECT: St. Ansgar Church Official's Parade Participation

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 5, 2013 - Board Workshop

Executive Summary

St. Ansgar Church has invited the Village Board to participate in their parade on September 14, 2013.

Discussion

St. Ansgar Church has forwarded a letter of invitation to the Village Board requesting the participation of elected officials in the parade. The parade is scheduled for September 14, 2013 from 12:00pm-2:00pm. The Board has previously directed the use of a PW bucket truck, PD squad car, and PD Humvee for community parades. However, it should be noted that PD personnel are being scheduled for duties to provide traffic control for the parade and Maxwell Street, and their availability will be limited. Other vehicle options for the Board to consider would be the FD ladder and/or FD truck.

A \$300 purchase of candy will be made for this parade. The purchase will be supported with funds from the Elected Official's budget.

Recommended Action

Direction on the selection of vehicles to be provided for the participation at the St. Ansgar Church Parade on September 14, 2013.

Attachment: Invitation Letter from St. Ansgar

Budgeted Item:	<u> X </u> Yes	<u> </u> No
Budgeted Amount:	\$300	
Actual Cost:	\$300	
Account Number:	001-0460-414-03.91	

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/5/13

ST. ANSGAR PARISH

Archdiocese of Chicago

2040 Laurel Avenue
Hanover Park, IL 60133
630-837-5553

Thursday, July 18, 2013

The Honorable, distinguish and respected members of the Board of Trustees
Hanover Park Village Hall
2121 West Park Village Hall
Hanover Park, IL 60133

Greetings from Saint Ansgar Parish!

On behalf of the Faith community of St. Ansgar parish, I would like to extend to you a warm and formal invitation to attend and participate in our **SECOND ANNUAL PARISH MEXICAN INDEPENDENCE FESTIVAL**, which will take place on **Saturday, September 14th, 2013** at St. Ansgar Parish located at 2040 Laurel Avenue, Hanver Park, IL.

One of the primary events we have planned for this festival is to have a "Mexican Parade" through the streets of Hanover Park; please know that it will be a great honor to have all of you as the honorable, distinguish and prominent figures of our community to lead this parade. The parade will officially begin at 12:00 PM and it will depart from St. Ansgar Parish located at 240 Laurel Avenue. The approximate distance of the parade is one mile and we are estimating that the parade should not take more than an hour. After the parade we invite you to continue the celebration in our parish parking lot. We will have live music, authentic Mexican food and lots of entertainment. Please know that as a community of faith, we would be pleased and very thankful if all of you are able to accept our invitation.

This Parish Mexican Independence Festival is one of the largest festivals that as a community of faith we have planned in the year to raise the necessary funds to sustain the parish and continue with the mission of the church entrusted to us by our Lord Jesus Christ. As individuals and as a parish community, we are called upon to ensure that the religious, educational and charitable efforts in our parish may continue. However, many of these needs are beyond the scope and resources of our parish. Therefore, we must meet these needs as a united community of faith. These vital ministries may continue only with the support of the community and with events like this one. As a community of faith, we hope and we pray that this festival will help us raise the necessary funds to continue on preaching the good news of the Gospel and the salvation won by Christ.

Once again thank you for taking the time and for considering participating in this festival. I look forward to hearing from all of you.

In Christo Sacerdote et Maria Immaculata,

Fr. Eduardo García

Rev. Fr. Eduardo García

Pastor



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager

SUBJECT: Change to the October 17, 2013 Board Workshop and Regular Board Meeting Date

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 5, 2013 – Board Workshop

Executive Summary

Due to the IML Conference, staff is requesting that the October 17, 2013 Board Workshop and regular Board meeting date be rescheduled.

Discussion

The Village President, Village Clerk, and Board of Trustees will be attending the Illinois Municipal League's annual conference from October 17-19, 2013. We currently have a Board meeting scheduled for October 17th. Staff is requesting the meeting be moved to October 24, 2013.

It should be noted that there are five Thursday's in October, so changing this date would not cause two Board meetings in a row to occur.

Recommended Action

Motion to approve the change to the Board Workshop and regular Board meeting date from October 17, 2013 to October 24, 2013.

Budgeted Item:	_____ Yes	_____ No	N/A
Budgeted Amount:	\$		
Actual Cost:	\$		
Account Number:			

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/5/13