

**Administrative-Finance Committee**  
**March 3, 2014**  
**6:00 p.m. – Conference Room**

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
  - a. Resolution** – To continue the electric aggregation program for the City of Darien and engage NIMEC to act as energy consultant, solicit bids, and provide customer service
  - b. Resolution** - To enter into an agreement with Clarke Mosquito for an additional three years
  - c. Resolution** – Authorizing the City Administrator to execute the First Amendment to Structure Lease Agreement with General Communications dated May 16, 2013, to allow General Communications to locate a wireless dish project on the Darien Water Tower located at 1220 Plainfield Road
  - d. FYE 15 Budget Review** – Water Fund and Retail Center Financing options
  - e. Minutes** – February 3, 2014 – Administrative-Finance Committee
- 4. Other Business**
- 5. Next Meeting – Monday, April 7, 2014**
- 6. Adjournment**

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**March 3, 2014**

**ISSUE STATEMENT**

Consideration of a resolution to continue the electric aggregation program for the City of Darien and engage NIMEC to act as energy consultant, solicit bids, and provide customer service.

**BACKGROUND/HISTORY**

In 2012 Darien residents approved a referendum authorizing the City to operate an opt-out aggregation program to reduce electric pricing for residential customers. The City of Darien acted quickly and secured an exceptional two year rate through NIMEC with Direct Energy, saving residents \$2,300,000 over the first 14 months of the program. This was done by achieving a lower rate than is provided through ComEd's required rate system.

The two year rate will expire in June 2014. Energy prices have gone up since the original aggregation, and it is possible the ComEd rate may be lower than upcoming bids. The City of Darien could formulate a bid that secures a rate, but allows the City to revert to ComEd rates at any time, eliminating risk of higher payments.

NIMEC served as a consultant for us in our previous bid. It is helpful for staff to have a consultant who is familiar with energy prices and market trends, as well as the ability to combine multiple communities to keep the bid at the optimal size. Some communities enter into large partnerships, which may not be beneficial if some suppliers cannot meet large demand at certain times. This knowledge helps both in timing and strategy for the bids. They are compensated through the bidders under bid document terms, who pay them \$0.0003/kWh used.

This resolution anticipates giving the City Administrator authority to accept a bid when the timing is recommended. Energy contracts are only good for one day, which makes it difficult to time the market properly and bid. During the last bid, the City secured a bid date the same day as the City Council meeting and accepted that night. This worked well last time, but could result in losing advantageous pricing if rates go up. An alternative to the resolution as presented is to again schedule a bid the same day as the City Council meeting.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the resolution.

**ALTERNATE CONSIDERATION**

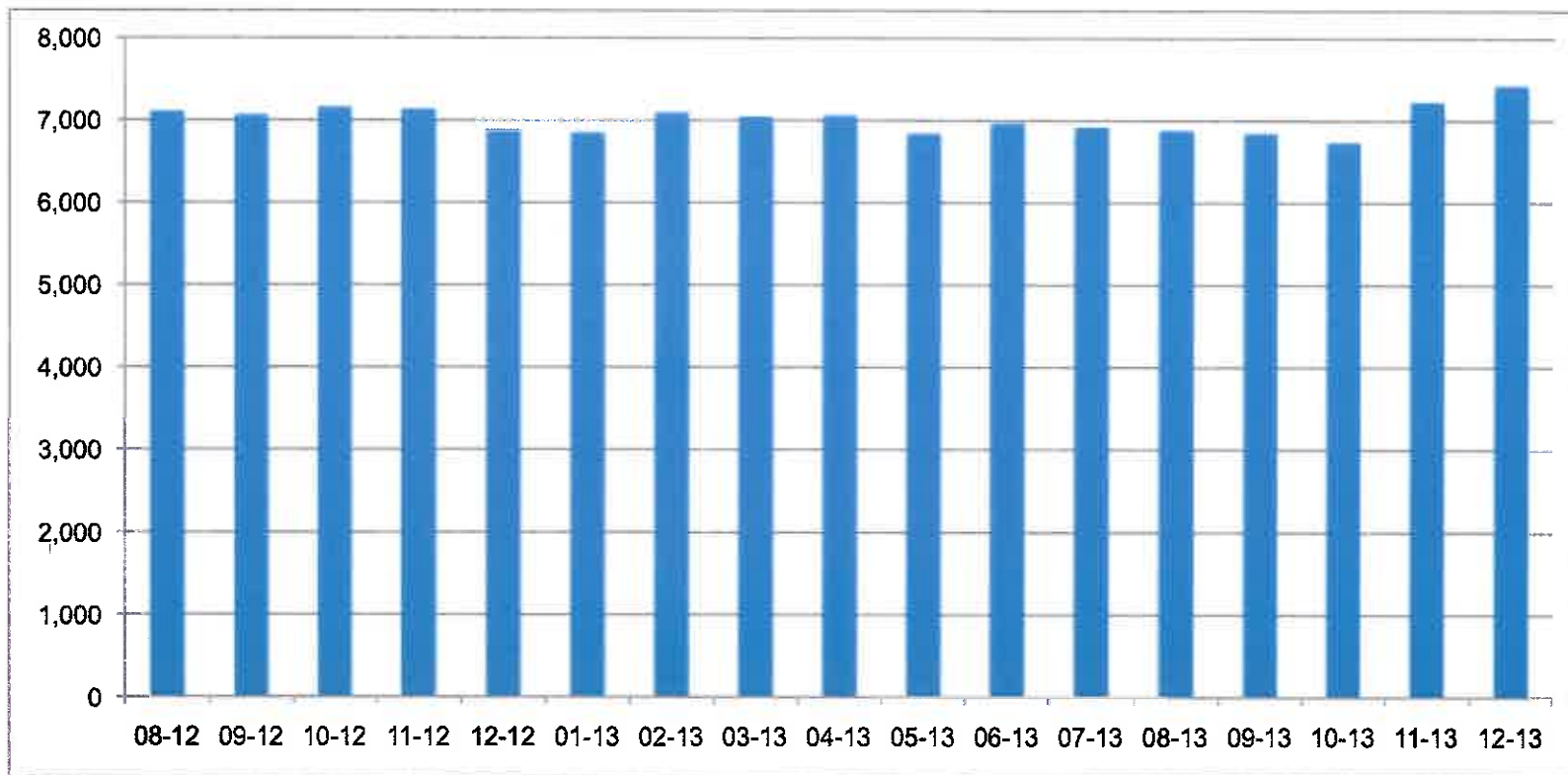
- Not utilizing NIMEC
- Not authorizing the City Administrator to sign at any time and scheduling a bid
- Contracting directly with a company



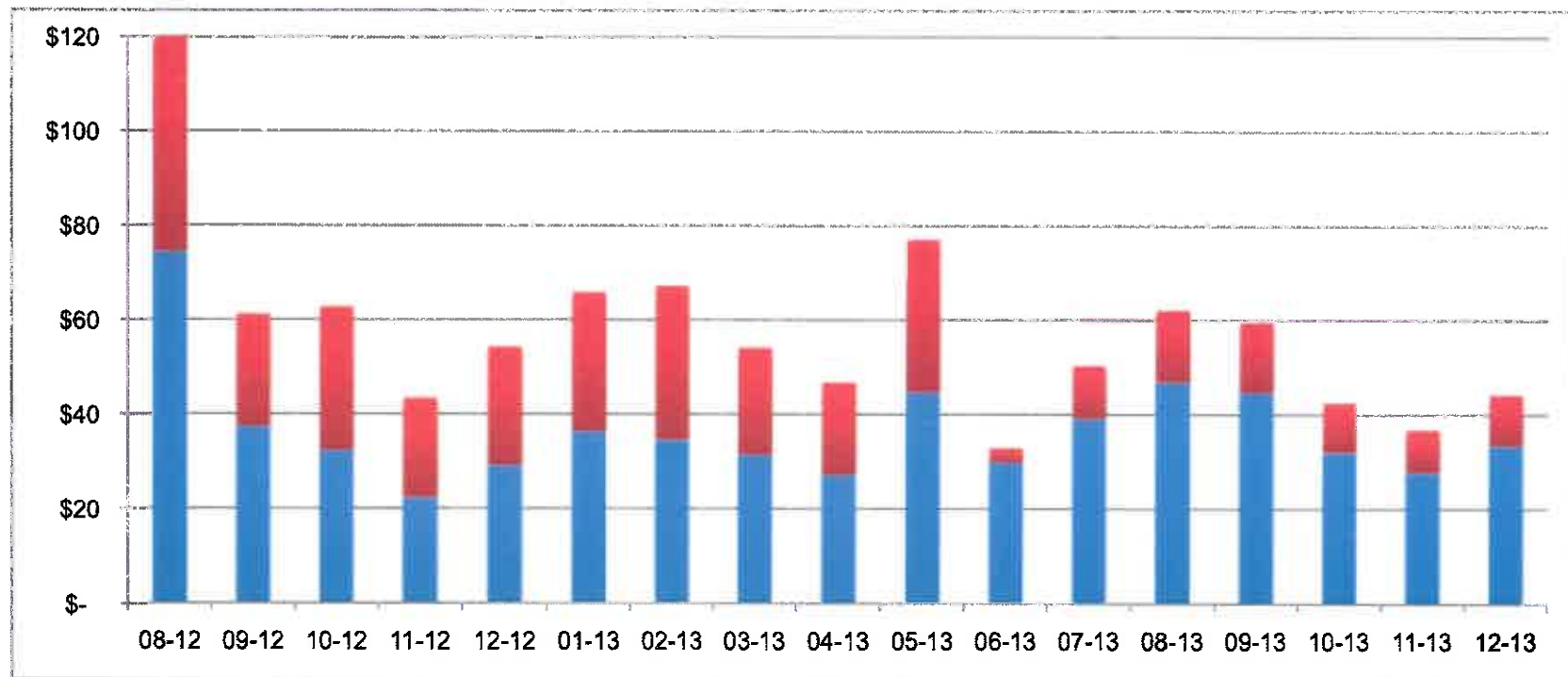
# Electric Aggregation Program Report

## City of Darien

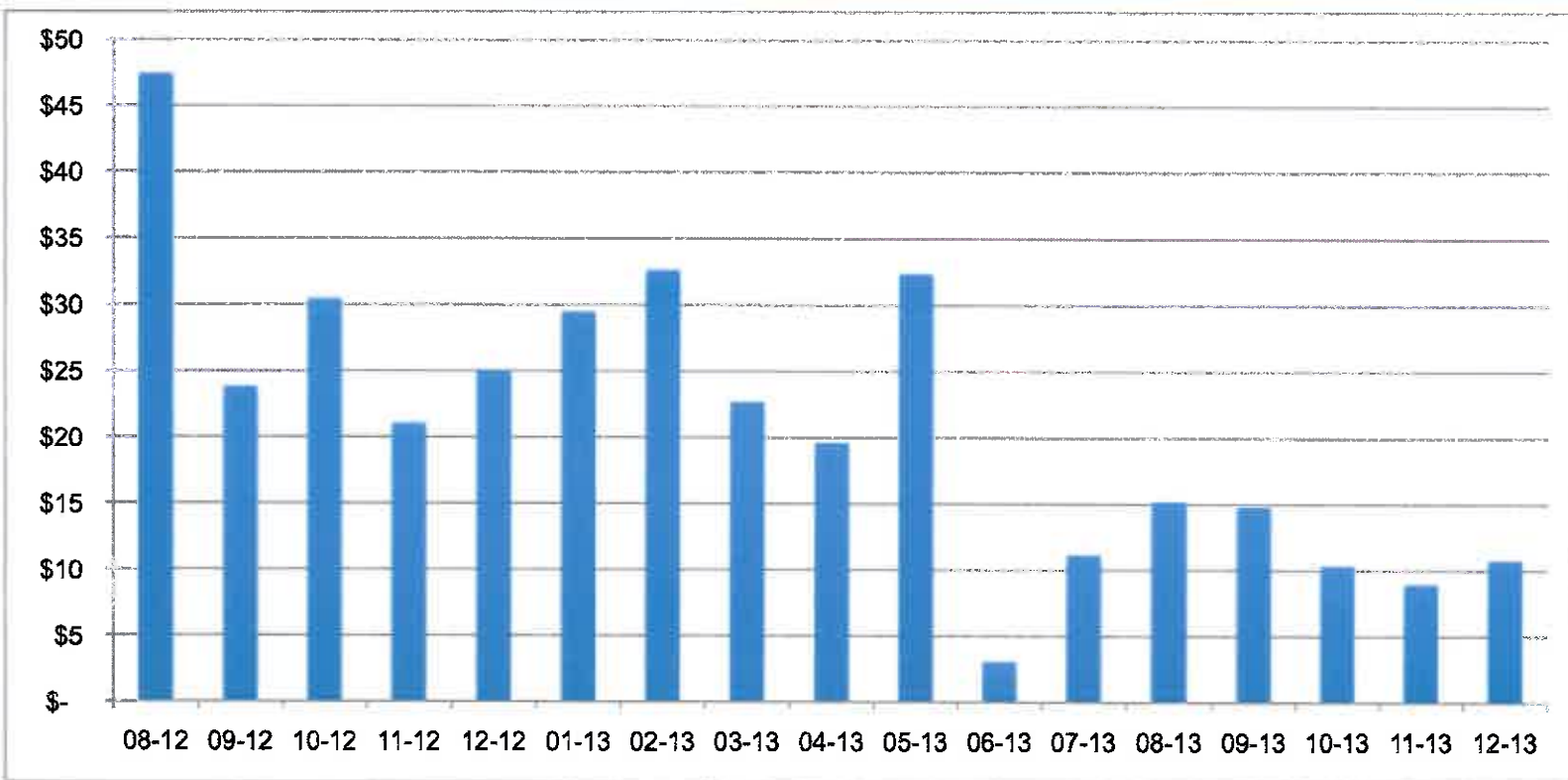
# # Households Enrolled



# Average Account Monthly Spend (blue) vs. Savings (red)



# Average Household Savings to Date: \$359

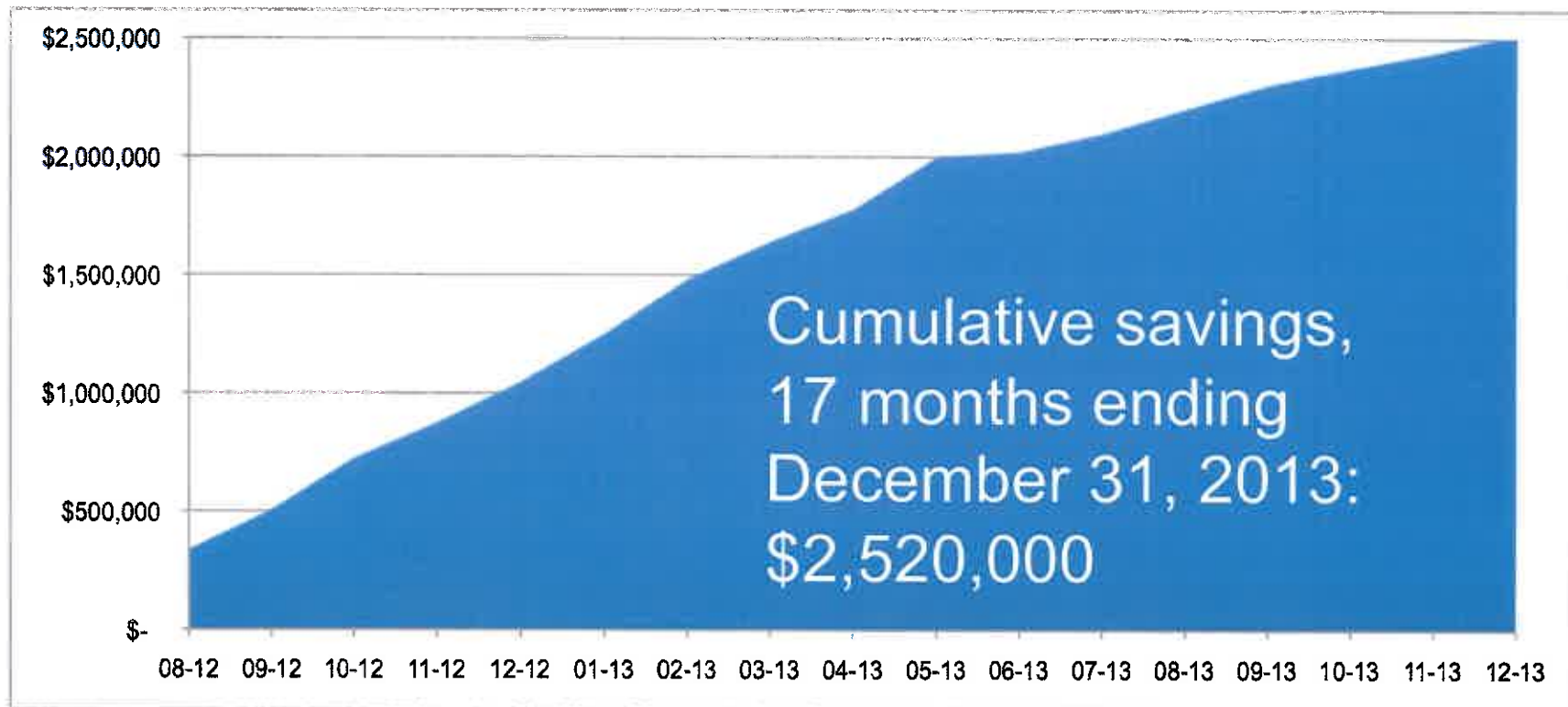


**Average Household savings, 17 months: \$359**





# Community Savings: \$2,520,000





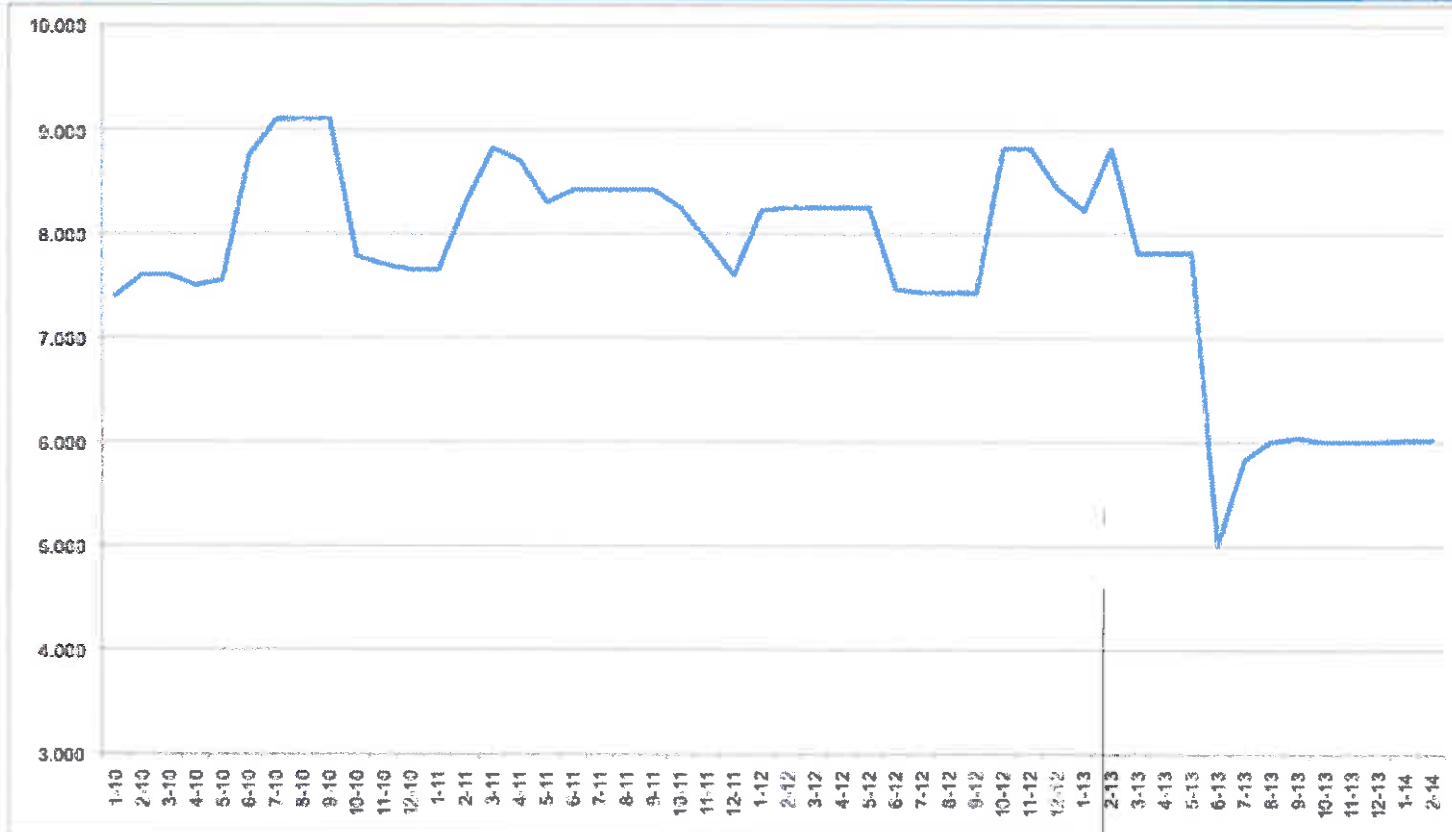
## Darien Aggregation Program

- Fixed 4.540¢ per kWh, a 25% savings vs. current ComEd rate of 6.023 ¢ per kWh
- Term through July 2014
- No Early Termination Fee
- Residents may still enroll by calling Direct Energy at 866-803-4618



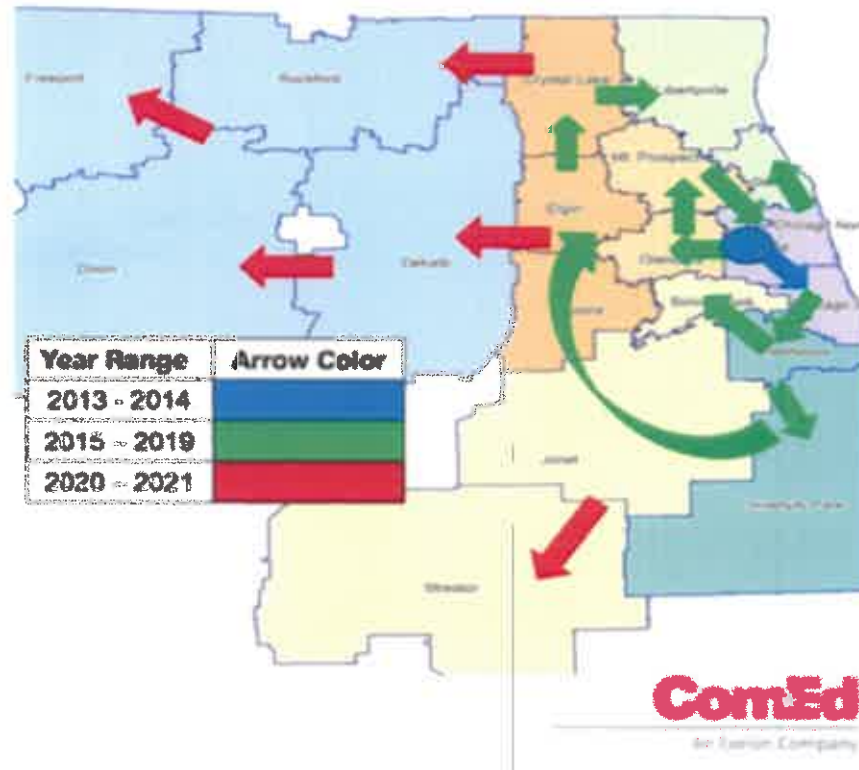
# ComEd Price to Compare January 2010 to February 2014

¢  
Per  
kWh



# Smart Meter Deployment Schedule, Darien: 2017

2013	Brookfield, Harwood Heights, La Grange Park, Normdge, North Riverside, River Grove, Riverdale, Schiller Park
2013-2014	Forest Park
2014	Westchester
2015	Carol Stream, Elmhurst, Glen Ellyn, Glendale Heights, Niles, Lombard, Villa Park, Warrenville, West Chicago, Wood Dale
2015-2016	Barrington, Deer Park, Fox River Grove, Inverness, Lake Barrington, Mount Prospect, Palatine Township, South Barrington
2015-2018	Hanover Township
2015-2020	Lake Zurich
2016-2017	Oak Forest, Orland Park, Orland Township, Palos Heights, Palos Hills, Palos Park, South Holland, Tinley Park
2017	Aroma Park, Bonfield, Bourbonnais, Bradley, Chicago Heights, Clarendon Hills, Countryside, Danm, Flossmoor, Glenwood, Grant Park, Herscher, Hinsdale, Justice, Kankakee, Kankakee County, Lansing, Lisle, Marano, Morrice, Olympia Fields, Park Forest, Sammons Point, South Chicago Heights, St Anne, Sun River Terrace, Thornton
2017-2018	Crest Hill, Hoffman Estates, Manhattan, Mokena, Morris, New Lenex
2018	Elburn, Gilberts, Hanover Park, Montgomery, North Aurora, Oswego, Pingree Grove, South Elgin, Sugar Grove, West Dundee, Yorkville
2018-2019	Cary, Crystal Lake, Island Lake, Morton Grove, Prairie Grove
2018-2021	Hampshire
2019-2020	Fox Lake, Gurnee, Hawthorn Woods, Libertyville, Mundelein, North Chicago, Round Lake Beach, Round Lake Park, Warren Township, Zion
2020-2021	Belvidere, Belvidere Township, Harvard
2021	Dwight, Essex, Reddick, Sycamore



**A RESOLUTION CONTINUING THE ELECTRIC AGGREGATION PROGRAM IN THE CITY OF DARIEN AND CONTINUING TO ENGAGE NIMEC TO ACT AS ENERGY CONSULTANT, SOLICIT BIDS, AND PROVIDE CUSTOMER SERVICE**

WHEREAS, Under Section 1-92 of the Illinois Power Agency Act, 20 ILCS 3855/1-1, et seq., (the “Act”) a municipality may operate an electric aggregation program as an opt-out program for residential and small commercial retail customers, if a referendum is passed by a majority vote of the residents pursuant to the requirements under the Act; and

WHEREAS, the City of Darien, Illinois (“City”) submitted the question to referendum in the March 20, 2012 election and a majority of the electors voting on the question voted in the affirmative; and

WHEREAS, the City subsequently implemented its initial opt-out aggregation program in 2012 with the term of the supplier agreement to end based on scheduled final meter read dates in July 2014; and

WHEREAS over 7,200 residences and small businesses were originally enrolled in the program, and the aggregate savings for the first 14 months of the program have totaled \$329/household and \$2,300,000 throughout the entire community; and

WHEREAS, the Corporate Authorities hereby find that it is in the best interest of the City to continue to operate the aggregation program under the Act as an opt-out program and to enter into an additional contract with a supplier pursuant to the terms of the Act. However, the final decision will be based upon market pricing and the City retains the option of suspending the program and returning all participants back to Commonwealth Edison.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Darien, DuPage County, Illinois, As Follows:

SECTION 1: That the Preamble of this Ordinance is declared to be true and correct and is incorporated by reference herein.

SECTION 2:

- A. Pursuant to Section 1-92 of the Illinois Power Agency Act, 20 ILCS 3855/1-1, et seq., (the “Act”) the Corporate Authorities of the City are hereby authorized to aggregate, in accordance with the terms of the Act, residential and small commercial retail electrical loads located within the corporate limits of the City, and for that purpose may solicit bids and enter into service agreements to facilitate for those loads the sale and purchase of electricity and related services and equipment.

- B. The Aggregation Program for the City shall continue to operate as an opt-out program for residential and small commercial retail customers.
- C. As an opt-out program, the Corporate Authorities of the City shall fully inform residential and small commercial retail customers in advance that they have the right to opt-out of the Aggregation Program before the resident or commercial account is renewed. The disclosure and information provided to the customers shall comply with the requirements of the Act.
- D. The Corporate Authorities hereby grant the City Administrator, or his/her designee the specific authority to execute a contract without further action by the Corporate Authorities and with the authority to bind the City.
- E. The City will again engage NIMEC, who managed the initial aggregation. NIMEC will solicit bids from multiple suppliers and consult with the City in our decision to select the supplier that best meets our needs. NIMEC will also assist with the conversion process, and provide assistance to residents with questions.

SECTION 3: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 17<sup>th</sup> day of March, 2014.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 17<sup>th</sup> day of March, 2014.**

\_\_\_\_\_  
KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

\_\_\_\_\_  
JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**March 3, 2014**

**ISSUE STATEMENT**

Consideration of a resolution to enter into an agreement with Clarke Mosquito for an additional three years.

**BACKGROUND/HISTORY**

Clarke Mosquito has been the contractor to control mosquito populations for the City of Darien for many years. The program includes treatment of catchbasins with Abate pellets, helicopter treatments of large standing water areas, treatment of standing water areas with mosquitofish, and backpack treatment of standing waters areas that can be reached by foot. Over the duration of the last agreement, Clarke has been extremely responsive.

Clarke was the only company to provide these services in the Chicagoland area for many years, until another company came and won a bid with a Northwest suburban community. When the City of Darien went to bid, the other company came in significantly higher, and the Clarke bid came in higher than their initial renewal offer due to time spent on the bid process. The City of Darien negotiated down to the lower initial offer in exchange for a three year agreement. Since this time, the market for mosquito control services has not changed.

The City of Darien has not used an adult mosquito treatment in many years due to ineffectiveness and questions on possible health side effects, but there is an option in the contract to spray for mosquitoes for \$7,500 per treatment. The City Council would need to authorize this treatment at a later time.

Clarke has offered to the City of Darien three year pricing of \$40,887 annually for a three year deal, or \$40,887 and \$42,110 for a two year agreement.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends entering into a three year contract with Clarke Mosquito.

**ALTERNATE CONSIDERATION**

Not approving the resolution would be an alternate consideration.



**Clarke Environmental Mosquito Management, Inc.,  
Professional Services Outline for 2014  
City of Darien  
Environmental Mosquito Management (EMM) Program**

**Part I. General Service**

- A. Aerial Survey and Geographic Information System (GIS) Mapping
- B. Computer System and Record Keeping Database
- C. Public Relations and Educational Brochures
- D. Mosquito Hotline Citizen Response – (800) 942-2555
- E. Comprehensive Insurance Coverage naming the City of Darien additionally insured
- F. Program Consulting and Quality Control Staff
- G. Monthly Operational Reports, Periodic Advisories, and Annual Report
- H. Regulatory compliance on local, state, and federal levels

**Part II. Surveillance and Monitoring**

- A. Floodwater Mosquito Migration Model:  
The use of weather data and computer model to predict the arrival of *Aedes vexans* brood (hatch) and peak annoyance periods. (Clarke will contact the City of Darien representative and inform him/her of the impending brood arrival.
- B. Survey & Mapping
  - 1. Program provides for larval site survey map of potential mosquito breeding areas for the community.
- C. Arbovirus Surveillance:
  - 1. Clarke New Jersey Light Trap Network to monitor and evaluate adult mosquito activity.
- D. Weather Monitoring – Operational Forecasts

**Part III. Larval Control**

- A. Targeted Mosquito Management System (TMMS™) computer database and site management.
- B. Larval Site Monitoring: 12 inspections
  - 1. Four (4) complete inspections of up to 76 sites as outlined by most recent Clarke GIS Survey.
  - 2. Five (5) targeted inspections of up to 38 breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
  - 3. Three (3) targeted inspections of up to 33 known *Culex spp.* breeding areas as determined by the computerized Clarke Targeted Mosquito Management System™.
  - 4. Inspections of sites called in by residents on the Mosquito Hotline.



- C. Prescription Larval Control will be performed with VectoLex® (*Bacillus sphaericus*), VectoBac® (*Bacillus thuringiensis israelensis* - Bti), Abate®, Natular®, and/or Altosid® mosquito larvicide as described in the following sections.
1. Larval Control: The program provides for up to 73 acres of single brood or 30 day residual product with backpack or hand equipment or with helicopter.
  2. Larval Control: The program provides for 3 backpack pre-hatch treatments of up to 1.0 acres using a 30 day residual product in the “Dale Basin” area.
  3. Larval Control: The program provides for treatment of 3 backpack pre-hatch treatments of up to 0.5 acres using a 30 day residual product in the “Chestnut Detention Basin” area near Lemont Road and 75<sup>th</sup> Street.
  4. Helicopter Prehatch: Three (3) treatments using a 30 day residual product of up to 15.0 acres for floodwater mosquito control.
  5. Larval Control: Stocking of 2,000 mosquito fish (*Gambusia affinis*) for biological control.
  6. Catch Basins: Back Yard Catch Basins: One (1) treatment of up to 6 known backyard catch basins using an extended residual slow release insecticide for control of up to 150 days. As new backyard catch basins are identified via citizen feedback and City referrals, treatments will be performed and the locations added to the master list for future residents.
  7. Catch Basins: One treatment of up to 2,000 catch basins, inlets and manholes using an extended residual slow release insecticide for up to 150 day control.
    - a. GPS DataMaster® technology will be used to record treated catch basin locations. Post-treatment application maps depicting the catch basin locations will be provided to the City as part of the monthly operational reports.





**Part IV. Adult Control**

- A. Adulciding in mosquito harborage areas:
  - 1. Upon City authorization, backpack barrier treatments using a synthetic pyrethroid insecticide of festival and concession stand areas for residual control of adult mosquitoes.
  
- B. Adulciding in Residential Areas:
  - 1. Upon City authorization, community-wide truck ULV treatments of up to 89.4 miles of streets using Anvil® / Biomist® or synthetic pyrethroid insecticide. Any additional authorized community ULV treatments will be priced at \$7,500.00 per treatment.
  
- C. Adulciding Operational Procedures
  - 1. Notification of community contact.
  - 2. Weather limit monitoring and compliance.
  - 3. Notification of residents on Clarke Call Notification List.
  - 4. ULV particle size evaluation.
  - 5. Insecticide dosage and quality control analysis.

**2014 EMM Payment Total Price for Parts I, II, III, IV\*\*                      \$40,887.00**

**\*\*NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.



**Clarke Environmental Mosquito Management, Inc.,  
Client Agreement Authorization for 2014  
City of Darien  
Environmental Mosquito Management (EMM) Program**

I. **Program Payment Plan:** For Parts I, II, III, and IV as specified in the 2014 Professional Services Price Outline, the total for the 2014 program is \$40,887.00. The payments will be due according to the payment schedule below. Any additional treatments beyond the core program will be invoiced when the treatment is completed. City of Darien has the option to extend this program for 2015 and 2016, holding 2014 pricing - or - to extend this program for 2015 only at rates not to exceed a (3%) annual increase.

**PROGRAM PAYMENT PLAN (2014-2016)**

Month	2014	2015	2016
May 1	\$10,221.75	\$10,221.75	\$10,221.75
June 1	\$10,221.75	\$10,221.75	\$10,221.75
July 1	\$10,221.75	\$10,221.75	\$10,221.75
August 1	\$10,221.75	\$10,221.75	\$10,221.75
<b>TOTAL</b>	<b>\$40,887.00</b>	<b>\$40,887.00</b>	<b>\$40,887.00</b>

**PROGRAM PAYMENT PLAN (2014-2015)**

Month	2014	2015
May 1	\$10,221.75	\$10,527.50
June 1	\$10,221.75	\$10,527.50
July 1	\$10,221.75	\$10,527.50
August 1	\$10,221.75	\$10,527.50
<b>TOTAL</b>	<b>\$40,887.00</b>	<b>\$42,110.00</b>

II. **Approved Contract Period and Agreement:**

Please check one of the following contract periods:

**2014 thru 2016 Season**

**2014 thru 2015 Season**

(New areas to be covered in 2015 - 2016 will be pro-rated to the program cost at the rates in effect at the time.)

**For City of Darien:**

Sign Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clarke Environmental Mosquito Management, Inc.:**

Name: Emily Glasberg Title: Key Accounts Manager Date: 2/12/2014



Proposal

**Clarke Environmental Mosquito Management, Inc.,  
Client Authorization for 2014  
City of Darien  
Environmental Mosquito Management (EMM) Program**

**Administrative Information:**

**Invoices should be sent to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ P.O. # \_\_\_\_\_  
E-mail: \_\_\_\_\_ County: \_\_\_\_\_

**\*\*In an effort to be more sustainable, we ask that you provide us with an Email address that the invoices should be sent to.\*\***

**Treatment Address (if different from above):**

County: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**Contact Person for City of Darien:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Alternate Contact Person for City of Darien:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Please sign and return a copy of the complete contract for our files to:**

Clarke Environmental Mosquito Management, Inc., Attn: Emily Glasberg  
159 N. Garden Avenue, Roselle, IL 60172-9963 or Fax at (630) 894-1774



Proposal

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**March 3, 2014**

**ISSUE STATEMENT**

A resolution authorizing the City Administrator to execute the First Amendment to Structure Lease Agreement with General Communications dated May 16, 2013, to allow General Communications to locate a wireless dish project on the Darien Water Tank located at 1220 Plainfield Road.

**BACKGROUND/HISTORY**

The City of Darien entered into an agreement with General Communications on May 16, 2013 to locate a total of three microwave dishes, consisting of two “projects” on the original communications tower located at 1041 S. Frontage Road. The agreement called for a \$50,000 initial capital payment and an \$8,000 monthly rental. During the due diligence and development phase with another company constructing another project, it was determined the tower could not structurally accommodate this project. General Communications investigated options to reinforce the tower to make it stronger, but in the meantime identified a way to make one of the projects work without this location. They also found additional reinforcement to the tower would be cost prohibitive. In discussions, staff asked General Communications to investigate the feasibility of moving the remaining project to Plant Two, located at 1220 Plainfield Road, so as not to lose all potential revenue associated with this project. After several months of testing and design, this location did meet the requirements of General Communications.

General Communications paid the \$50,000 capital contribution fee and \$32,000 in rent as they moved forward with the original project in good faith. If the revised project is not accepted, the City of Darien will owe the \$82,000 back to General Communications. With this new offer, General Communications pays a capital contribution and the remainder of the money is used to abate rent to the City of Darien beginning November 2013.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the resolution

**ALTERNATE CONSIDERATION**

Not approving the resolution and refunding \$82,000 would be an alternate consideration.



VIEW LOOKING SOUTHWEST





VIEW LOOKING EAST



Site Name: \_\_\_\_\_

Site Number: \_\_\_\_\_

## FIRST AMENDMENT TO STRUCTURE LEASE AGREEMENT

This First Amendment to Structure Lease Agreement (this “**First Amendment**”) is made this \_\_\_\_ day of \_\_\_\_\_, 2014, between The City of Darien, an Illinois municipal corporation (hereinafter referred to as “**Landlord**”) and General Communications, LLC, a Delaware limited liability company (hereinafter referred to as “**Tenant**”).

### R E C I T A L S:

A. Pursuant to that certain Structure Lease Agreement executed by Landlord and Tenant on or about May 16, 2013 (the “**Structure Lease**”) by and between Landlord and Tenant, Landlord demised and leased to Tenant the Premises, which is comprised of the Equipment Space, the Antenna Space, Connections, Access, and Right of Way (as each of such terms are defined in the Structure Lease) at the property commonly known as 1041 Frontage Road, Darien, Illinois (the “**Original Site**”).

B. Landlord and Tenant have agreed, among other things, to relocate the Premises from the Original Site to a new location at 1220 Plainfield Road, Darien, Illinois on which the Darien Water Tank – Plant #2 is located.

C. The Structure Lease originally contemplated three antennas and Tenant has agreed that, under the Structure Lease, as revised by this First Amendment, will have only two antennas. The Structure Lease also originally contemplated a custom dual dish tower mount which Tenant has removed, under the Structure Lease, as revised by this First Amendment.

D. Landlord and Tenant desire to amend the Structure Lease in the manner provided below.

NOW THEREFORE, in consideration of the foregoing premises, and of the mutual promises contained herein, the Structure Lease is hereby amended as follows:

1. Capitalized terms used but not defined in this First Amendment have the respective meanings given to such terms in the Structure Lease.

2. Landlord represents and warrants that Landlord owns or controls that certain plot, parcel or tract of land, improved with a water tank on which Tenant’s antennas and related equipment can be installed (the “**Tower**”), together with all rights and privileges arising in connection therewith, located at 1220 Plainfield Road, in the City of Darien, in the County of DuPage, State of Illinois 60561 as more fully described on **Exhibit 1** (collectively, the “**Property**”). Landlord and Tenant agree that, from and after the date of this First Amendment, the term Property shall mean, for all purposes of the Structure Lease, the Tower and other property described in this Section 2.

3. Section 1(a) of the Lease is hereby amended and restated in its entirety as follows:

“1. **PREMISES.**

(a) Landlord hereby leases to Tenant a portion of the Property consisting of:

(i) **ground area space of approximately 12 square feet for Tenant's equipment shelter ("Equipment Space")** and

(ii) vertical space on the Tower ("**Antenna Space**"), together with such easements as are necessary for installation, operation and maintenance of Tenant's antennas as described on attached **Exhibit 2** ; and

(iii) those certain areas where Tenant's conduits, wires, cables, cable trays and other necessary connections are located between the Equipment Space and the Antenna Space, and between the Equipment Space and the electric power, telephone, and fuel sources for the Property (hereinafter collectively referred to as "**Connections**"). Landlord agrees that Tenant shall have the right to install Connections between Tenant's equipment in the Equipment Space and Antenna Space; and between Tenant's equipment in the Equipment Space and the electric power, telephone, and fuel sources for the Property, and any other improvements. Landlord further agrees that Tenant shall have the non-exclusive right for ingress and egress to the Premises (as hereinafter defined), seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, over such portion of the Premises as may be designated by the Landlord extending from the nearest public right-of-way to the Premises, together with the right to install, replace and maintain utility wires, poles, cables, conduits, pipes and other necessary connections over or along any right-of-way extending from the aforementioned public right-of-way to the Premises. Notwithstanding the foregoing, Tenant, to the extent feasible, shall locate all wires, conduits and cables on existing poles extending from the roadway into Landlord's Property. The Equipment Space, Antenna Space, Connections, Access, and Right-of-Way are hereinafter collectively referred to as the "**Premises**".

4. The parties acknowledge that Tenant did not receive an irrevocable Notice to Proceed to install its antennas and other equipment in and on the Original Site. Accordingly, the parties have agreed to extend the commencement date of the Initial Term, as provided in Section 3(a) of the Structure Lease, from June 1, 2013 until the first day of the month following the date on which an irrevocable Notice to Proceed is issued for the installation of the antennas and other equipment described on **Exhibit 2** to this First Amendment (the "**Revised Commencement Date**"). The Initial Term of the Structure Lease is subject to extension for the Extension Terms as provided in Article 3 of the Structure Lease.

5. The monthly Rent payable during the Initial Term of the Structure Lease is hereby reduced from eight thousand and No/100 Dollars (\$8,000.00) to four thousand and No/100 Dollars (\$4,000.00), which reduction in monthly Rent is effective automatically. Tenant has previously paid rent under the Structure Lease from July through October 2013 in the aggregate amount of \$32,000.00. Landlord and Tenant agree that this \$32,000 shall be applied as follows: (a) \$16,000 will be applied to rent payable under that certain Structure Lease Agreement

executed by Landlord and Tenant on or about December 11, 2011 (the “**Previous Lease**”) for rent payable under the Previous Lease for the period commencing on November 1, 2013 and ending February 28, 2014; and (b) \$16,000 shall be applied to monthly Rent payable under the Structure Lease for the four (4) month period commencing on the Revised Commencement Date of the Structure Lease (the “**Prepaid Rent Period**”).

6. Landlord acknowledges that Tenant also has made the \$50,000.00 capital contribution contemplated by Section 4(d) of the Structure Lease and that the amount of such capital contribution is being and is hereby reduced to \$25,000.00 in connection with the relocation of the Premises from the Original Site to the Property. Landlord agrees that Tenant may apply the \$25,000.00 overpayment to monthly Rent due and owing from and after the expiration of the Prepaid Rent Period until such time as such \$25,000.00 overpayment has been fully applied to the payment of monthly Rent under the Structure Lease.

7. Except as amended and modified by this First Amendment, the Structure Lease remains unmodified and in full force and effect.

8. This First Amendment may be executed in one or more counterparts, each of which will for all purposes be deemed to be an original and all of which taken together shall constitute one and the same original instrument.

IN WITNESS WHEREOF, Landlord and Tenant have executed this First Amendment on the day and year first above written.

LANDLORD:

The City of Darien, an Illinois municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

TENANT:

General Communications LLC, a Delaware limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

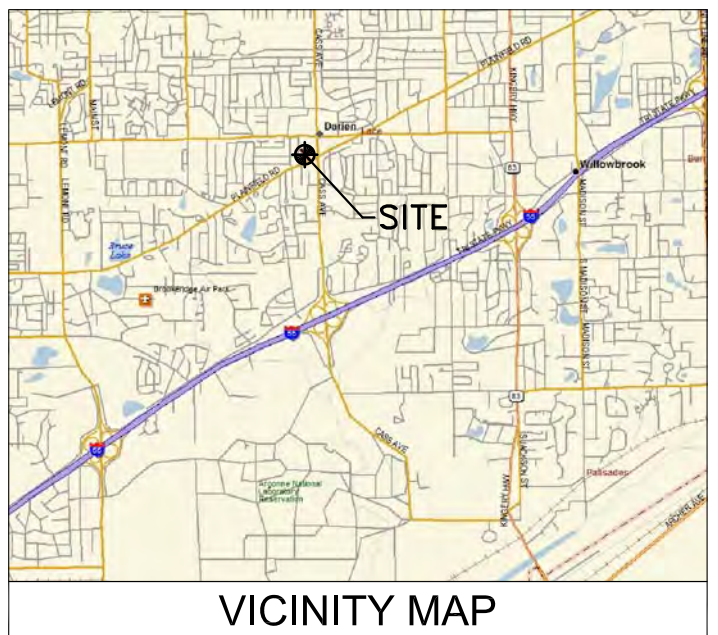
Date: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Number: \_\_\_\_\_

## Exhibit 1

### The Property



VICINITY MAP



AERIAL MAP

SITE NAME: PLANT NO. 2  
SITE NUMBER: TBD  
  
1220 PLAINFIELD RD  
DARIEN, IL 60561

THIS FACILITY SHALL MEET OR EXCEED ALL  
FAA AND FCC REGULATORY REQUIREMENTS



**UNDERGROUND SERVICE ALERT**  
**OHIO UTILITY PROTECTION SERVICE**  
1.800.362.2764  
811  
3 WORKING DAYS UTILITY NOTIFICATION PRIOR TO CONSTRUCTION



REV.	DATE	DESCRIPTION
A	02/21/14	ISSUED FOR 90% REVIEW
B	02/24/14	REVISED PER COMMENTS

PROJECT TEAM	PROJECT SUMMARY	PROJECT DESCRIPTION	SHEET INDEX				
<b>ARCHITECT:</b> GPD GROUP 520 SOUTH MAIN ST, SUITE 2531 AKRON, OH 44311 TEL: 330-572-2100 FAX: 330-572-2101  <b>CUSTOMER:</b> COMTINEO P.O. BOX 1536 VALPARAISO, IN 46384 CONTACT: KEVIN J BABICH TEL: (219) 476-3133  <b>ZONING/PERMITTING CONTACT:</b> COMTINEO P.O. BOX 1536 VALPARAISO, IN 46384 CONTACT: KEVIN J BABICH TEL: (219) 476-3133  <b>LANDLORD:</b> TBD TBD TBD TEL: TBD FAX: TBD  <b>GROUND OWNER:</b> CITY OF DARIEN PUBLIC WORKS 1041 S FRONTAGE RD DARIEN, IL 60561  <b>POWER COMPANY:</b> TBD TEL: TBD  <b>TELCO COMPANY:</b> TBD TEL: TBD	<b>SITE NAME:</b> PLANT NO. 2  <b>SITE NUMBER:</b> TBD  <b>SITE ADDRESS:</b> 1220 PLAINFIELD RD DARIEN, IL 60561  USE: WATER TANK  <b>GEOGRAPHIC COORDINATES:</b> LATITUDE: 41° 44' 58.6458" N 41.749624° N LONGITUDE: 87° 58' 33.7650" W -87.976046° W GROUND ELEVATION: 763 FT.  <b>ZONING AND BUILDING PERMIT:</b> ZONING JURISDICTION: CITY OF DARIEN PARCEL ID: 0928402020 ZONING CLASSIFICATION: E  WATER SUPPLY: NONE WASTE WATER: NONE  <b>BUILDING CODE &amp; STANDARDS</b> 2009 INTERNATIONAL BUILDING CODE	PROPOSED PROJECT INCLUDES INSTALLATION OF (2) PROPOSED MICROWAVE DISHES  <b>PROJECT NOTES</b> 1. THE FACILITY IS UNMANNED. 2. A TECHNICIAN WILL VISIT THE SITE APPROXIMATELY ONCE A MONTH FOR ROUTINE INSPECTION AND MAINTENANCE. 3. THE PROJECT WILL NOT RESULT IN ANY SIGNIFICANT LAND DISTURBANCE OR EFFECT OF STORM WATER DRAINAGE.. 4. NO SANITARY SEWER, POTABLE WATER, OR TRASH DISPOSAL IS REQUIRED. 5. HANDICAP ACCESS IS NOT REQUIRED.	<b>SHT NO:</b>	<b>DESCRIPTION:</b>	<b>REV:</b>	<b>DATE:</b>	<b>BY:</b>
		T-1	TITLE SHEET, VICINITY MAP AND GENERAL INFORMATION	A	02-24-14	SEK	
		C-1	SITE PLAN	A	02-24-14	SEK	
	C-2	TOWER ELEVATION	A	02-24-14	SEK		
	C-2A	MICROWAVE SCHEDULE & MOUNT DETAILS	A	02-24-14	SEK		
	C-3	MOUNT DETAILS	A	02-24-14	SEK		
	E-1	ELECTRICAL SITE PLAN & SINGLE LINE	A	02-24-14	SEK		
	E-1	GROUNDING SCHEMATIC DIAGRAM	A	02-24-14	SEK		
	GN-1	GENERAL NOTES	A	02-24-14	SEK		
	GENERAL DRAWING SUPPLEMENT						
	<b>PROJECT LOCATION DIRECTIONS</b>						
	HEAD SOUTHWEST ON I-55 S TOWARD EXIT 274. TAKE EXIT 273B TOWARD N CASS AVE. MERGE ONTO S CASS AVE. TURN LEFT ONTO PLAINFIELD RD. SITE WILL BE LOCATED ON THE RIGHT.						
	<b>SITE ACCESS INFORMATION</b>						
	CALL PUBLIC WORKS SCOTT COREN CITY OF DARIEN ASSISTANT CITY ADMINISTRATOR (630) 353-8104 (630) 852-4709 FAX SCOREN@DARIENIL.GOV						

**PLANT NO. 2**  
1220 PLAINFIELD RD  
DARIEN, IL 60561

**TITLE SHEET, VICINITY MAP AND GENERAL INFORMATION**

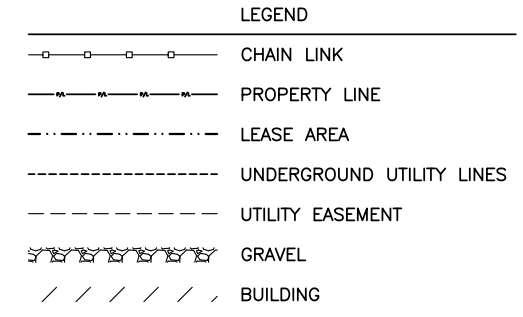
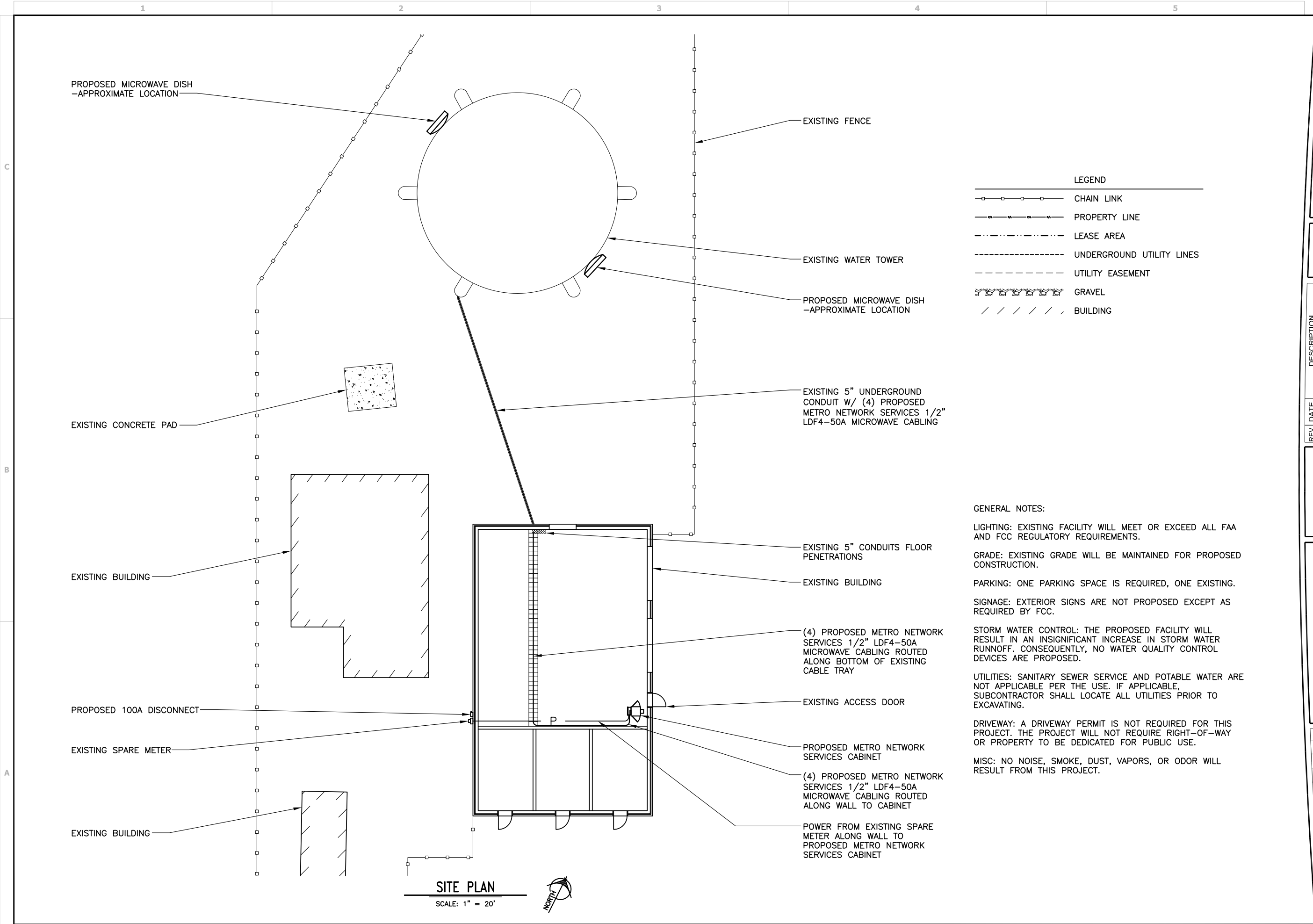
ISSUED FOR:

REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-

PROJECT MANAGER	DESIGNER
TS	SEK

JOB NO.  
**2014708.01**

**T-1**



**GENERAL NOTES:**

**LIGHTING:** EXISTING FACILITY WILL MEET OR EXCEED ALL FAA AND FCC REGULATORY REQUIREMENTS.

**GRADE:** EXISTING GRADE WILL BE MAINTAINED FOR PROPOSED CONSTRUCTION.

**PARKING:** ONE PARKING SPACE IS REQUIRED, ONE EXISTING.

**SIGNAGE:** EXTERIOR SIGNS ARE NOT PROPOSED EXCEPT AS REQUIRED BY FCC.

**STORM WATER CONTROL:** THE PROPOSED FACILITY WILL RESULT IN AN INSIGNIFICANT INCREASE IN STORM WATER RUNOFF. CONSEQUENTLY, NO WATER QUALITY CONTROL DEVICES ARE PROPOSED.

**UTILITIES:** SANITARY SEWER SERVICE AND POTABLE WATER ARE NOT APPLICABLE PER THE USE. IF APPLICABLE, SUBCONTRACTOR SHALL LOCATE ALL UTILITIES PRIOR TO EXCAVATING.

**DRIVEWAY:** A DRIVEWAY PERMIT IS NOT REQUIRED FOR THIS PROJECT. THE PROJECT WILL NOT REQUIRE RIGHT-OF-WAY OR PROPERTY TO BE DEDICATED FOR PUBLIC USE.

**MISC:** NO NOISE, SMOKE, DUST, VAPORS, OR ODOR WILL RESULT FROM THIS PROJECT.

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**PLANT NO. 2**  
1220 PLAINFIELD RD  
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**SITE PLAN**

ISSUED FOR:	
REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-

PROJECT MANAGER	DESIGNER
TS	SEK

JOB NO.  
**2014708.01**

**C-1**

Drawing Name: 02014201470801 Comtineo Darlen\CDs\Comtineo CDs.dwg  
February 24, 2014 4:58 PM - sflschmer

**SITE PLAN**  
SCALE: 1" = 20'



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DARIEN, IL 60561

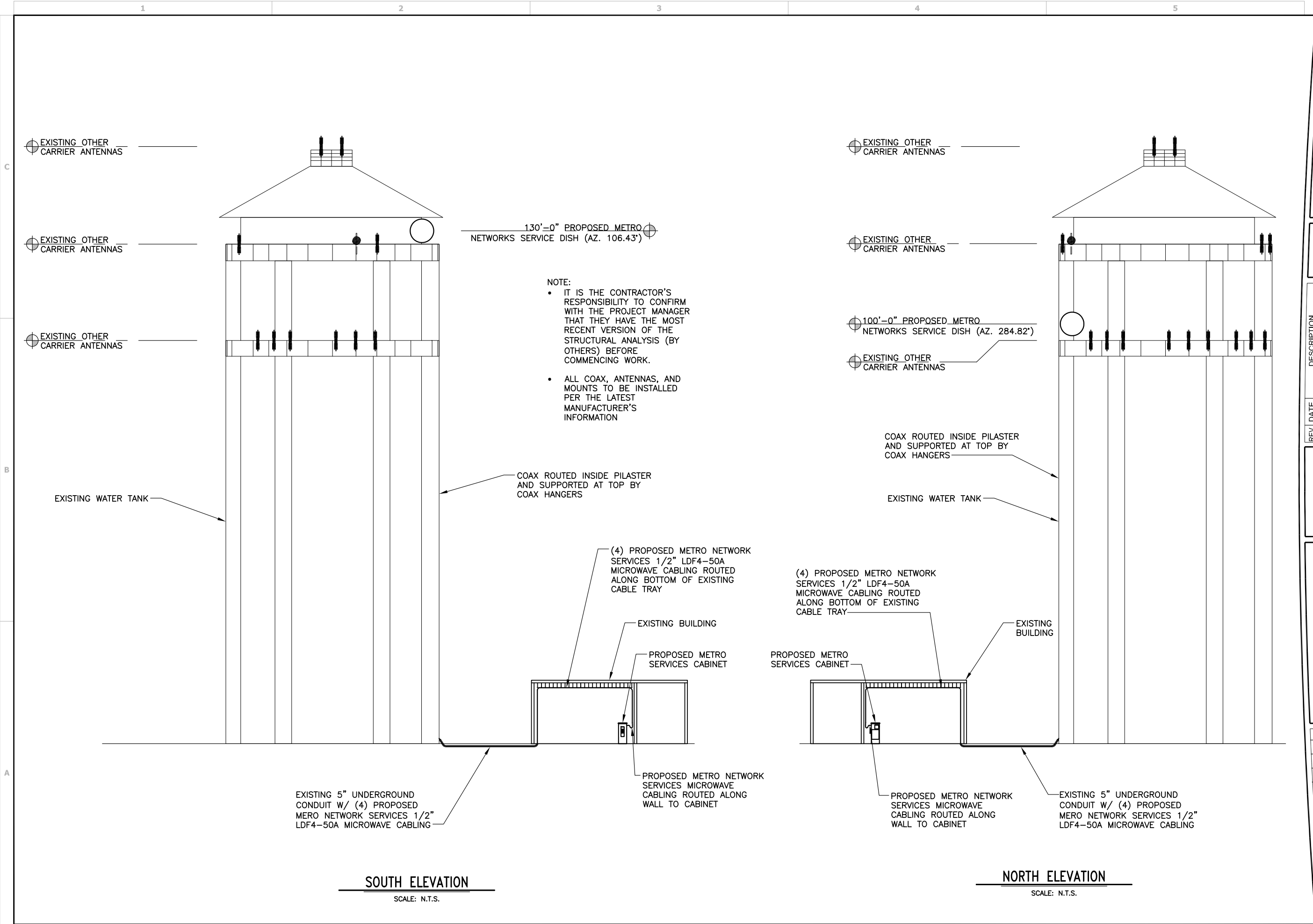
**TOWER ELEVATION**

ISSUED FOR:	
REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-

PROJECT MANAGER	DESIGNER
TS	SEK

JOB NO.  
**2014708.01**

**C-2**



130'-0" PROPOSED METRO NETWORKS SERVICE DISH (AZ. 106.43')

NOTE:

- IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONFIRM WITH THE PROJECT MANAGER THAT THEY HAVE THE MOST RECENT VERSION OF THE STRUCTURAL ANALYSIS (BY OTHERS) BEFORE COMMENCING WORK.
- ALL COAX, ANTENNAS, AND MOUNTS TO BE INSTALLED PER THE LATEST MANUFACTURER'S INFORMATION

100'-0" PROPOSED METRO NETWORKS SERVICE DISH (AZ. 284.82')

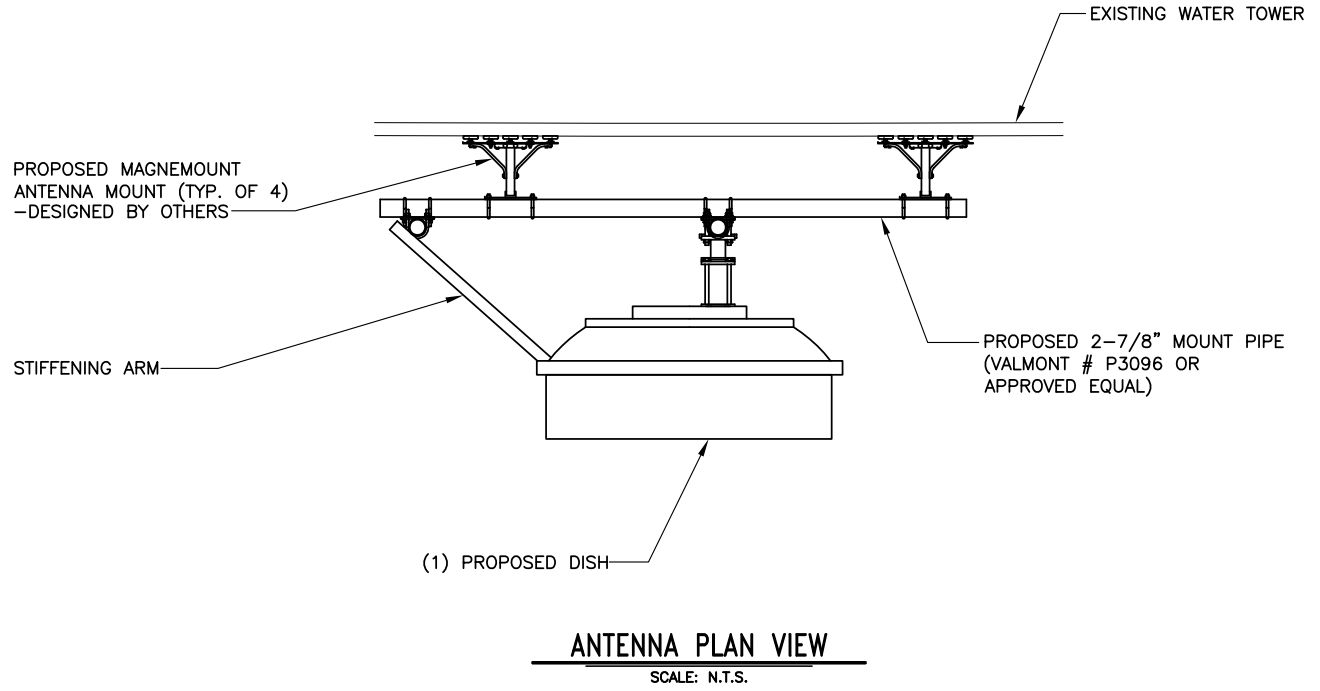
**SOUTH ELEVATION**

SCALE: N.T.S.

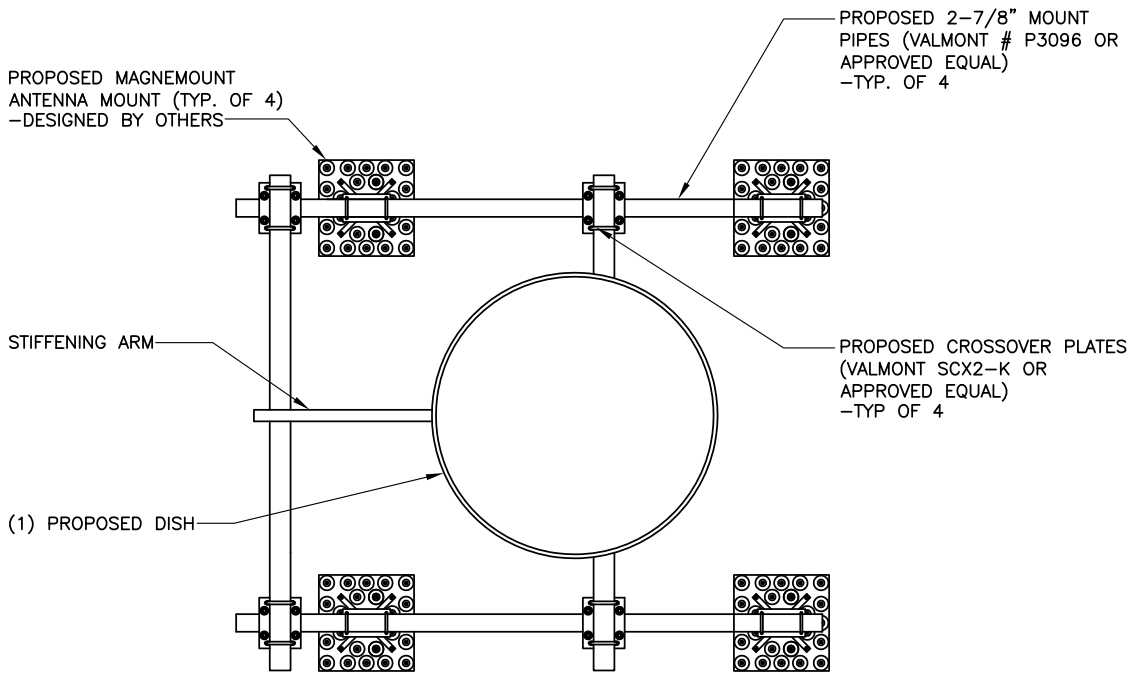
**NORTH ELEVATION**

SCALE: N.T.S.

ANTENNA SPECIFICATION TABLE		
ITEM	DISH #1	DISH #2
ANTENNA PER SECTOR	1	1
ANTENNA MODEL	UHX6-59K RF	UHX6-65F RF
LICENSED FREQUENCIES V/H	6286.19 / 6404.79	11445 / 11565
CONFIGURATION	2+0	2+0
ANTENNA CENTER LINE	100'-0"	130'-0"
SITE AZIMUTH	284.82°	106.43°
PATH DISTANCE	13.9 Miles	24.8 Miles
RADIO TYPE	CGX6_30_167Mb	CGX11_30_167Mb
RADIO TRAFFIC CODE	167Mbps_30Mhz	167Mbps_30Mhz
MAIN LINE TYPE	LDF4-50A	LDF4-50A
MAIN LINE RUNS (PER ANTENNA)	2	2
MAIN LINE LENGTH	250'-0"	270'-0"
TOP JUMPER (FT)	3'-0"	3'-0"
BOTTOM JUMPER LENGTH (FT)	3'-0"	3'-0"



**ANTENNA PLAN VIEW**  
SCALE: N.T.S.



**ANTENNA PROFILE VIEW**  
SCALE: N.T.S.

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**MICROWAVE SCHEDULE & MOUNT DETAILS**

ISSUED FOR:	
REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-

PROJECT MANAGER	DESIGNER
TS	SEK

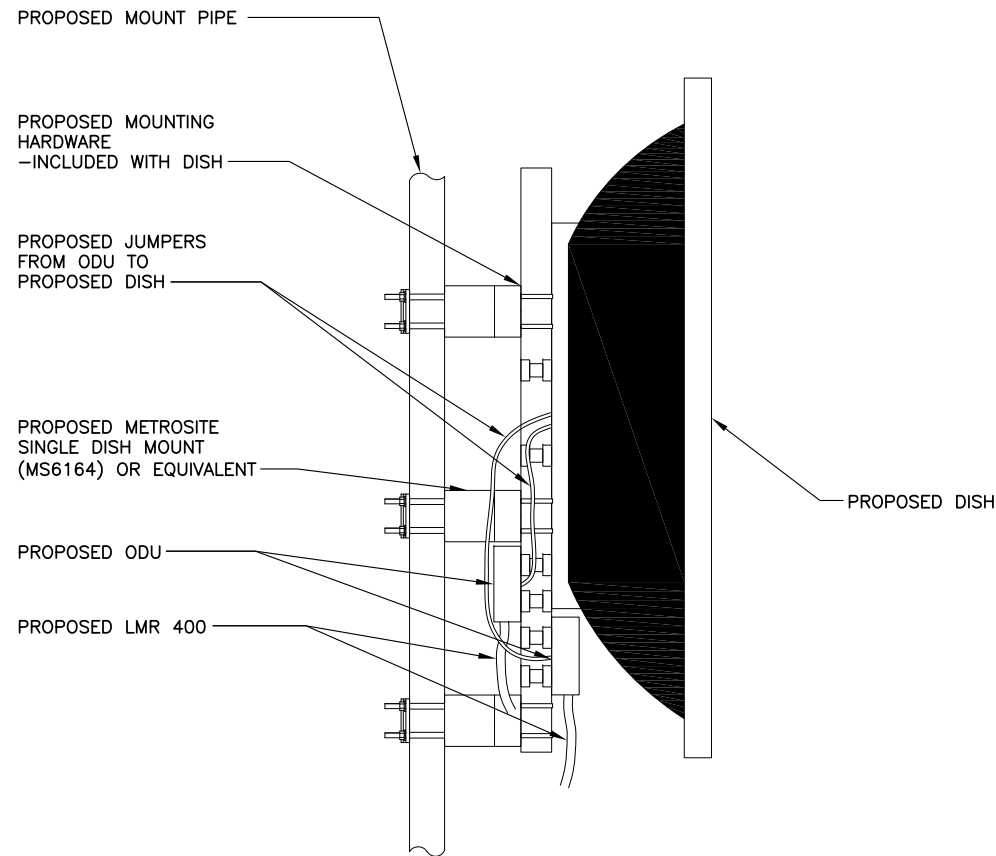
JOB NO.  
**2014708.01**

**C-2A**

NOTE:  
 THIS DETAIL IN FOR REPRESENTATION ONLY. THE  
 NUMBER OF ANTENNAS, DISHES, ODU AND COAX  
 SHOULD BE DETERMINED BY REFERENCING THE  
 RF CONFIGURATION CHART ON PAGE A-2.



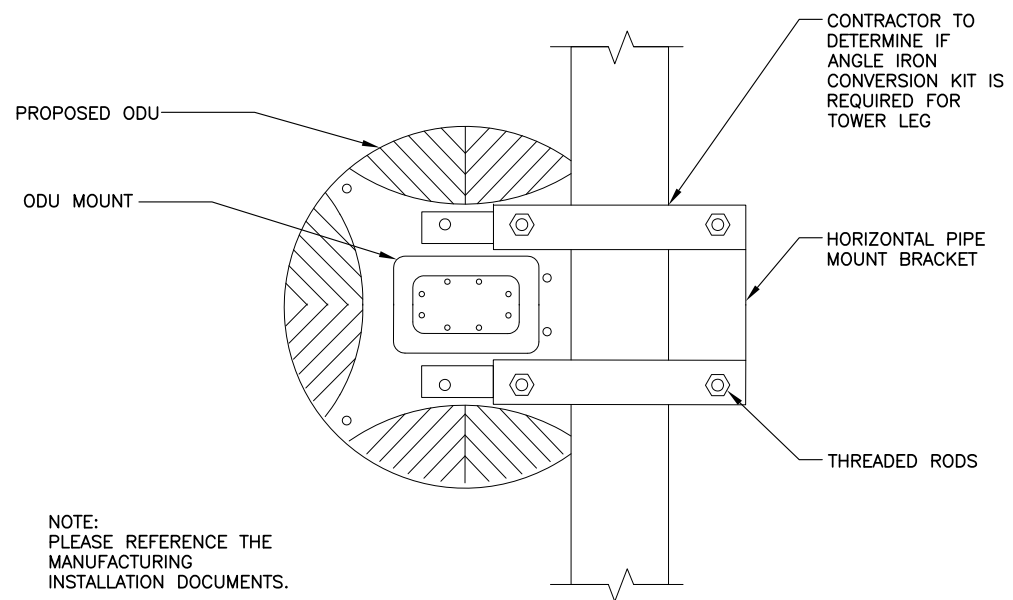
ISOMETRIC VIEW



NOTE:  
 MOUNT ODU'S IN  
 ANTENNA WIND SHADOW

**PIPE MOUNT ELEVATION**

SCALE: N.T.S.



NOTE:  
 PLEASE REFERENCE THE  
 MANUFACTURING  
 INSTALLATION DOCUMENTS.

**ODU MOUNT**

SCALE: N.T.S.

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**MOUNT DETAILS**

ISSUED FOR:	
REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-

PROJECT MANAGER	DESIGNER
TS	SEK

JOB NO.  
**2014708.01**

**C-3**

Drawing Name: 0320140201470801 Comtineo Darien/CDs/Comtineo CDs.dwg  
 February 24, 2014 4:58 PM - skfischer

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**ELECTRICAL SITE PLAN**

ISSUED FOR:	
REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-

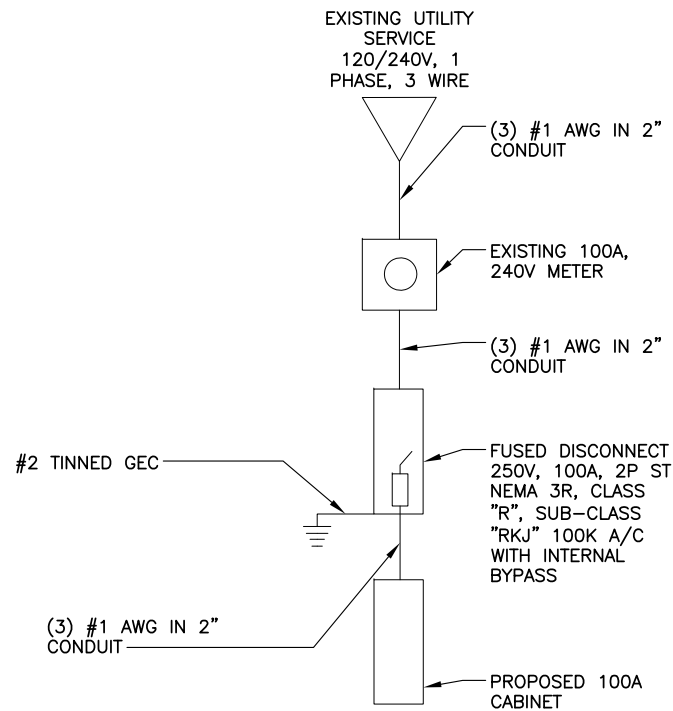
PROJECT MANAGER	DESIGNER
TS	SEK

JOB NO.  
**2014708.01**

**E-1**

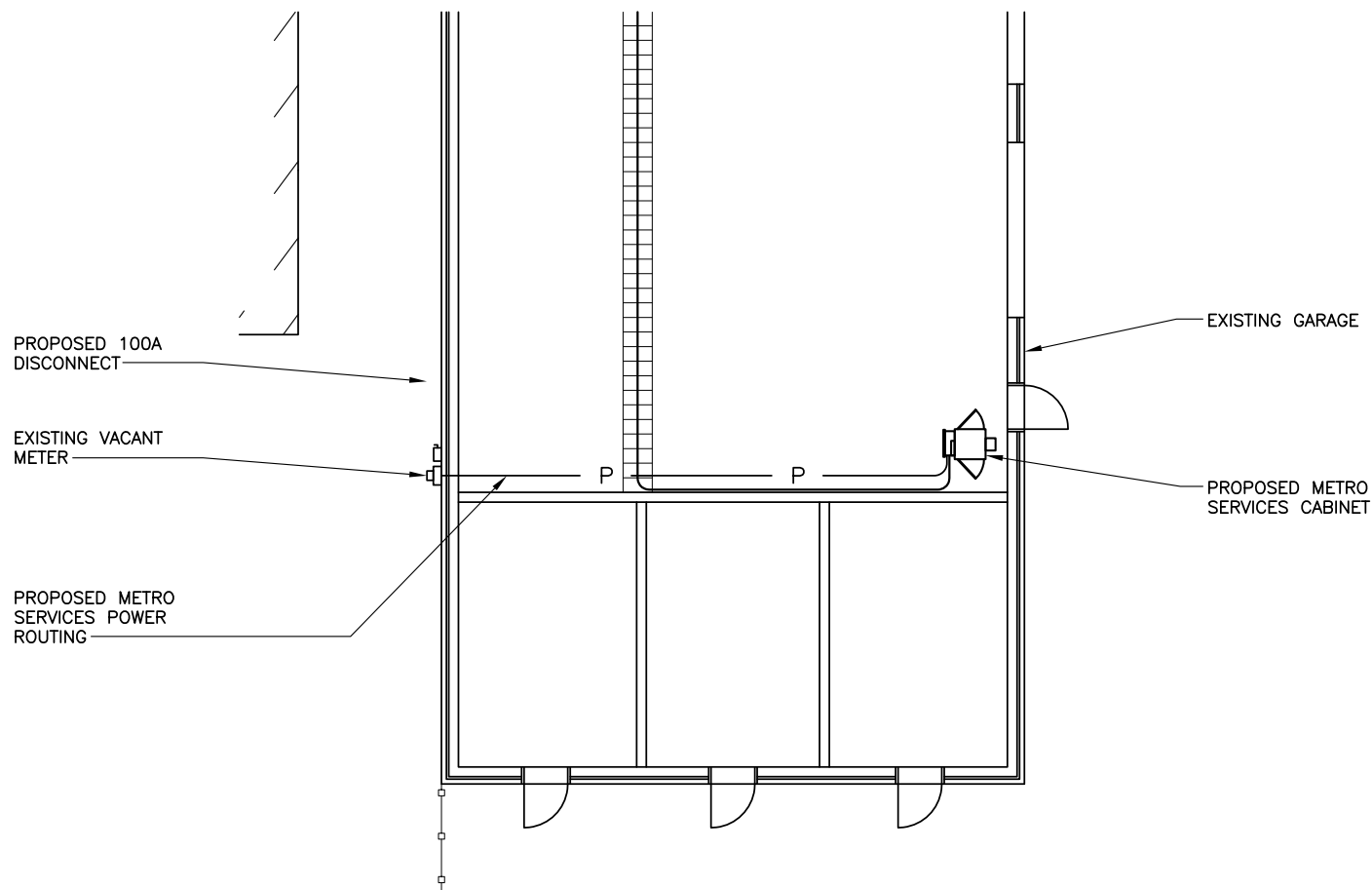
GENERAL NOTES

1. WIRING SHALL BE AWG STRANDED COPPER WITH THHN OR EQUIVALENT INSULATION. #12 MINIMUM INSTALLED IN 1/2" MINIMUM CONDUIT. SIGNAL WIRING SHALL BE INSULATED #22 AWG. NO BX OR ROMEX CABLE IS PERMITTED. CONDUITS SHALL BE SURFACE MOUNTED.
2. WIRING DEVICES AND EQUIPMENT SHALL BE UL LISTED SPECIFICATIONS GRADE.
3. MATERIALS SHALL BE NEW AND CONFORM TO THE APPLICABLE STANDARDS ESTABLISHED FOR EACH ITEM BY THE ORGANIZATIONS LISTED BELOW.
  - AMERICAN SOCIETY FOR TESTING MATERIALS (ASTM)
  - UNDERWRITER'S LABORATORY (UL)
  - NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION (NEMA)
  - AMERICAN STANDARDS ASSOCIATION (ASE)
  - NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
4. INSTALLATION OF MATERIALS SHALL COMPLY WITH REGULATIONS OF:
  - THE NATIONAL ELECTRIC CODE (NFPA 70)
  - THE NATIONAL ELECTRIC SAFETY CODE (ANSI C-2)
  - LOCAL BUILDING CODES
5. THE ENTIRE SYSTEM SHALL BE SOLIDLY GROUNDED USING LOCKOUTS AND BONDING NUTS ON CONDUITS AND PROPERLY BONDED GROUND CONDUCTORS. RECEPTACLES AND EQUIPMENT BRANCH CIRCUITS SHALL BE GROUNDED WITH A FULL-SIZED EQUIPMENT GROUNDING CONDUCTOR RUN IN THE CIRCUITS CONDUITS.
6. OUTLET AND JUNCTION BOXES SHALL BE ZINC-COATED OR CADMIUM PLATED STEEL NOT LESS THAN 4" SQUARE AND SUITABLE FOR THE TYPE SERVICE AND OUTLET. OUTLET AND JUNCTION BOXES SHALL BE SURFACE MOUNTED FOR LABELED WITH BRANCH CIRCUIT BREAKER NUMBER.
7. LABEL ALL EQUIPMENT SERVED FROM PANELBOARD WITH PHENOLIC LABELS SIZED IN RELATION TO USAGE.
8. INDOOR CONDUCTORS SHALL BE INSTALLED IN EMT UNLESS NOTED OTHERWISE. OUTDOOR CONDUCTORS SHALL BE INSTALLED IN RIGID GALVANIZED STEEL UNLESS NOTED OTHERWISE. WHERE EMT IS USED, IT SHALL BE WITH ONLY LISTED COMPRESSION FITTINGS. NO SET SCREW FITTINGS SHALL BE ALLOWED.
9. CONTRACTOR TO PROVIDE AND INSTALL ENGRAVED LABEL ON THE METER SOCKET ENCLOSURE.



**ONE LINE DIAGRAM**

SCALE: N.T.S.



**ELECTRICAL SITE PLAN**

SCALE: N.T.S.

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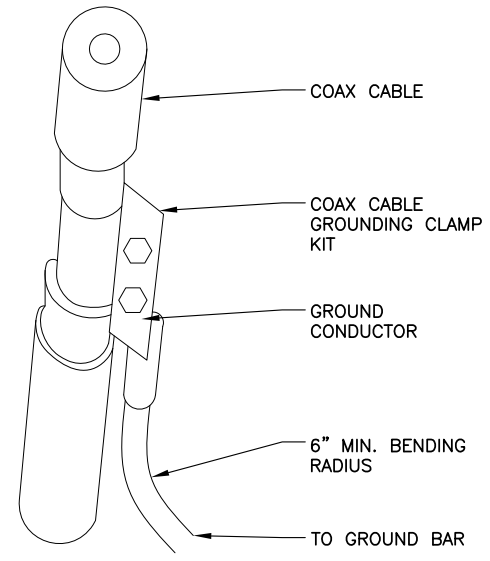
**PLANT NO. 2**  
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 DARIEN, IL 60551

**GROUNDING SCHEMATIC DIAGRAM**

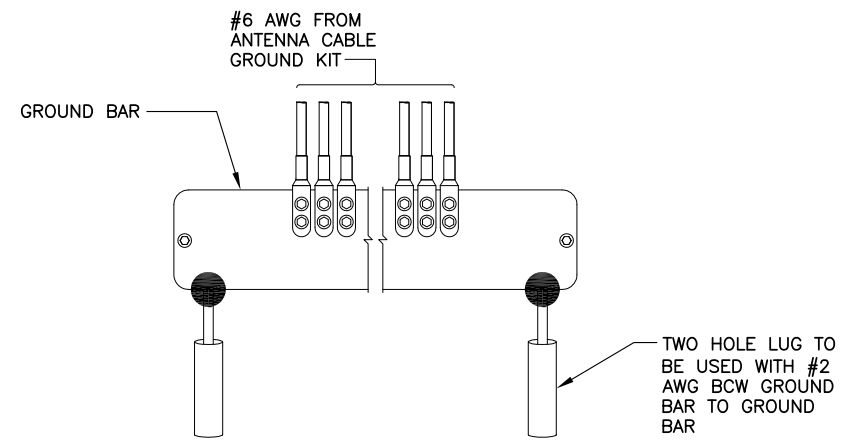
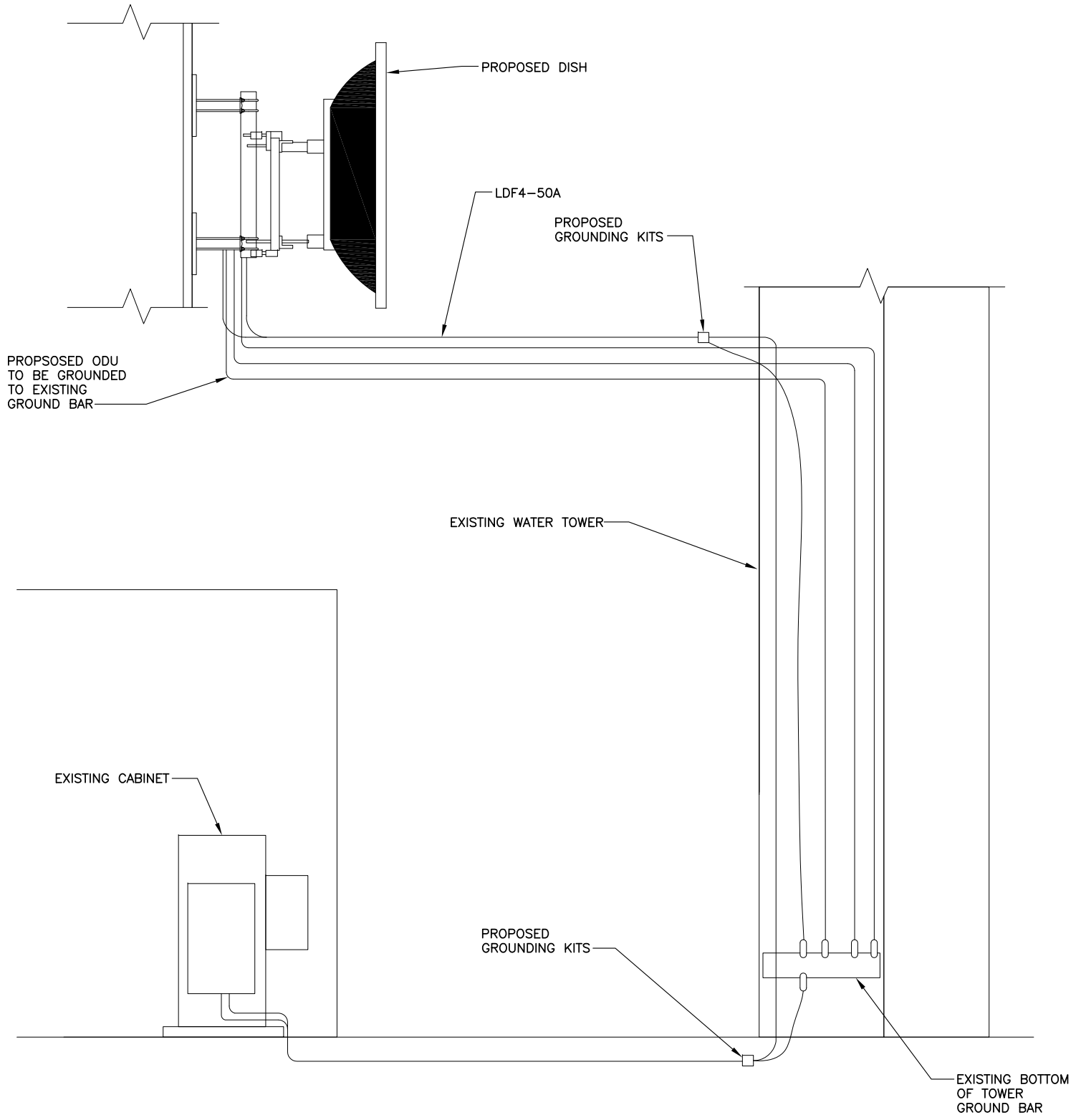
ISSUED FOR:	
REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-
PROJECT MANAGER	DESIGNER
TS	SEK

JOB NO.  
**2014708.01**

**E-2**



**COAX CABLE GROUNDING**  
 SCALE: N.T.S.



**GROUNDING BAR DETAIL**  
 SCALE: N.T.S.

**NOTE:**  
 THIS DETAIL IS FOR GROUNDING REPRESENTATION ONLY. THE NUMBER OF DISHES AND COAX SHOULD BE DETERMINED BY REFERENCING THE FINAL RF CONFIGURATIONS CHART ON PAGE A-2.  
 HAND DIG AS REQUIRED TO PROTECT ALL EXISTING UNDERGROUND UTILITIES



**1.0 GENERAL REQUIREMENTS (AS REQUIRED)**

**1) GENERAL SPECIFICATIONS**

- a. ALL REFERENCES TO THE OWNER IN THESE DOCUMENTS SHALL BE CONSIDERED CUSTOMER OR ITS DESIGNATED REPRESENTATIVE
- b. WORK SHALL COMPLY WITH ALL APPLICABLE CODES, ORDINANCES, AND REGULATIONS. ALL NECESSARY LICENSES, CERTIFICATES, PERMITS, ETC., REQUIRED BY AUTHORITY HAVING JURISDICTION SHALL BE PROCURED AND PAID FOR BY THE CONTRACTOR.
- c. ALL WORK PRESENTED IN THESE DRAWINGS MUST BE COMPLETED BY THE CONTRACTOR UNLESS NOTED OTHERWISE. THE CONTRACTOR MUST HAVE CONSIDERABLE EXPERIENCE IN THE PERFORMANCE OF WORK SIMILAR TO DO THAT DESCRIBED HEREIN BY ACCEPTANCE OF THIS AGREEMENT. THE CONTRACTOR ATTESTS THAT HE DOES HAVE SUFFICIENT EXPERIENCE AND ABILITY TO COMPLETE THE WORK THAT HE IS KNOWLEDGEABLE OF THE WORK TO BE PERFORMED AND THAT HE IS PROPERLY LICENSED AND PROPERLY REGISTERED TO DO THIS WORK.
- d. THE GENERAL CONTRACTOR AND EACH SUBCONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING DIMENSIONS AND CONDITIONS AT THE JOB SITE WHICH COULD AFFECT THE WORK UNDER THIS CONTRACT, ALL MANUFACTURERS RECOMMENDED SPECIFICATIONS, EXCEPT THOSE SPECIFICATIONS HEREIN, WHERE MOST STRINGENT SHALL BE COMPLIED WITH.
- e. DO NOT SCALE THE DRAWINGS. DIMENSIONS ARE EITHER TO THE FACE OF FINISHED ELEMENTS OR TO THE CENTER LINE OF THE ELEMENTS, UNLESS NOTED OTHERWISE. CRITICAL DIMENSIONS SHALL BE CONFIRMED WITH SIRE MEASUREMENTS. VERIFY WITH OWNER AS APPLICABLE.
- f. WHERE ONE DETAIL IS SHOWN FOR ONE CONDITION, UNLESS NOTED OTHERWISE, IT SHALL APPLY FOR ALL LIKE OR SIMILAR CONDITIONS, EVEN THOUGH NOT SPECIFICALLY MARKED ON THE DRAWINGS.
- g. DRAWINGS FORMING THIS SET ARE COMPLIMENTARY AND MUST BE READ AS ONE TOTAL DOCUMENT. DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY OF THE OWNER. THESE DRAWINGS WERE PREPARED TO BE SUBMITTED TO GOVERNMENTAL BUILDING AUTHORITIES FOR REVIEW FOR COMPLIANCE WITH APPLICABLE CODES. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO EXECUTE CONSTRUCTION INDICATED HEREIN ACCORDING TO THE APPLICABLE BUILDING CODES.
- h. THE SCOPE OF WORK SHALL INCLUDE FURNISHING ALL MATERIALS, EQUIPMENT, AND LABOR DEEMED NECESSARY TO COMPLETE THE WORK/PROJECT DESCRIBED HEREIN.
- i. THE CONTRACTOR SHALL OBTAIN AUTHORIZATIONS FROM THE OWNER TO PROCEED WITH CONSTRUCTION PRIOR TO STARTING WORK ON ANY ITEM NOT CLEARLY DEFINED BY THE CONSTRUCTION DRAWINGS/CONTRACT DOCUMENTS.

**2) MATERIALS**

- a. WHERE PAVING, CONCRETE SIDEWALKS OR PATHS MEET EXISTING CONSTRUCTION, THE CONTRACTOR SHALL MATCH THE EXISTING PITCH, GRADE, AND ELEVATION SO THE ENTIRE STRUCTURE SHALL HAVE A SMOOTH TRANSITION.
- b. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT AND MAINTAIN EXISTING CONDITIONS, EASEMENTS, PAVEMENTS, CURBING, ETC. DURING CONSTRUCTION. UPON COMPLETION OF WORK, THE CONTRACTOR SHALL REPAIR ANY DAMAGES THAT MAY HAVE OCCURRED DUE TO CONSTRUCTION ON OR ABOUT THE PROPERTY.
- c. ALL MATERIALS FURNISHED SHALL BE NEW AND OF GOOD QUALITY, FREE FROM DEFECTS AND FAULTS AND IN CONFORMANCE WITH THE CONSTRUCTION DOCUMENTS. ANY AND ALL SUBSTITUTIONS MUST BE PROPERLY APPROVED AND AUTHORIZED IN WRITING BY THE OWNER AND ENGINEER PRIOR TO INSTALLATION.
  - THE CONTRACTOR SHALL FURNISH SATISFACTORY EVIDENCE AS TO THE KIND AND QUANTITY OF THE MATERIALS AND EQUIPMENT BEING SUBSTITUTED AND SHALL ONLY INSTALL SAID SUBSTITUTIONS AFTER APPROVAL BY THE OWNER OR THE OWNER'S ENGINEER.
  - ALL MATERIAL FURNISHED UNDER THIS CONTRACT SHALL BE NEW UNLESS NOTED OTHERWISE. ALL WORK SHALL BE GUARANTEED AGAINST DEFECTS IN MATERIAL AND WORKMANSHIP FOR A PERIOD OF (1) YEAR FOLLOWING SUBSEQUENT COMPLETION OF PROJECT OR AS SPECIFIED. THE CONTRACTOR SHALL REPAIR OR REPLACE AT HIS EXPENSE ALL WORK THAT MAY DEVELOP DEFECTS IN MATERIAL OR WORKMANSHIP WITHIN THE WARRANTY PERIOD.
  - THE GENERAL CONTRACTOR AND EACH SUBCONTRACTOR ARE TO BE RESPONSIBLE FOR VERIFYING EXISTING SITE CONDITIONS AND DIMENSIONS AND THE LOCATION OF BURIED UTILITIES AT THE JOB SITE PRIOR TO THE COMMENCEMENT OF WORK.
  - CONFLICTS AND OMISSIONS WHICH COULD HAVE BEEN DISCOVERED BY FILED VERIFICATION AND INSPECTION, WHETHER INDICATED ON THE CONTRACT DOCUMENT OR NOT, WILL NOT BE ENTERTAINED OR PAID.
- d. MINIMUM BEND RADIUS OF ANTENNA CABLES SHALL BE IN ACCORDANCE WITH CABLE MANUFACTURERS RECOMMENDATIONS.
- e. CABLE ROUTING SHOWN IS DIAGRAMMATIC. ACTUAL ROUTE OF ANTENNA CABLES SHALL BE DETERMINED IN THE FIELD.

**3) VERIFICATION**

- a. THE CONTRACTOR SHALL VERIFY THAT NO CONFLICTS EXIST BETWEEN THE LOCATIONS OF ANY AND ALL MECHANICAL, ELECTRICAL, PLUMBING, OR STRUCTURAL ELEMENTS, AND THAT ALL REQUIRED CLEARANCES FOR INSTALLATION AND MAINTENANCE ARE MET. NOTIFY THE OWNER OF ANY CONFLICTS, THE OWNER HAS THE RIGHT TO MAKE MINOR MODIFICATIONS IN THE DESIGN OF THE CONTRACT WITHOUT THE CONTRACTOR GETTING ADDITIONAL COMPENSATION.
- b. THE ENGINEER SHALL BE NOTIFIED IN WRITING OF ANY CONDITIONS THAT VARY FROM THOSE SHOWN ON THE PLANS. THE CONTRACTOR'S WORK SHALL NOT VARY FROM THE PLANS WITHOUT THE EXPRESSED APPROVAL OF THE ENGINEER.
- c. THE GENERAL CONTRACTOR SHALL COORDINATE WITH THE LOCAL POWER AND TELEPHONE UTILITIES AND THE CONSTRUCTION MANAGER TO CONFIRM THE SOURCE OF SERVICE PRIOR TO CONDUIT INSTALLATION. THE GENERAL CONTRACTOR SHALL OBTAIN WRITTEN CONFIRMATION OF EXPECTED DATE OF COMPLETION OF THE POWER CONNECTION FROM THE POWER COMPANY.

- d. ACCESS TO PROPOSED WORK SITE MAY BE RESTRICTED. THE CONTRACTOR SHALL COORDINATE INTENDED CONSTRUCTION ACTIVITY, INCLUDING WORK SCHEDULE AND MATERIALS ACCESS, WITH THE RESIDENT LEASING AGENT FOR APPROVAL.
- e. THE ENGINEER HAS NOT CONDUCTED, NOR DOES IT INTEND TO CONDUCT ANY INVESTIGATIONS TO DETERMINE THE PRESENCE OF ANY HAZARDOUS MATERIAL INCLUDING BUT NOT LIMITED TO ASBESTOS, LEAD PAINT, AND PCB'S WITHIN THE CONFINES OF THE PROJECT. THE ENGINEER WILL NOT ACCEPT AND RESPONSIBILITY FOR THE ABATEMENT OR RESULTING CLAIMS FOR DAMAGES OR LOSSES AS A RESULT OF THE PRESENCE OF HAZARDOUS MATERIALS. IF EVIDENCE OF HAZARDOUS MATERIAL IS DISCOVERED, SUSPEND WORK AS REQUIRED BY GOVERNING STATUES, AND NOTIFY THE OWNER. DO NOT PROCEED WITH WORK UNTIL INSTRUCTED BY THE OWNER.

**4) CLEAN-UP**

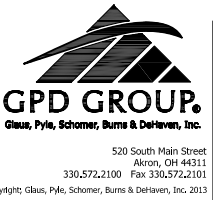
- a. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAILY CLEAN UP OF ALL TRADES AND REMOVE ALL DEBRIS FROM THE CONSTRUCTION SITE. AT THE COMPLETIONS OF THE PROJECT, THE CONTRACTOR SHALL THOROUGHLY CLEAN THE BUILDING, SITE, AND ANY OTHER SURROUNDING AREAS TO A BETTER THAN NEW CONDITION WHILE MEETING THE APPROVAL OF THE OWNER AND THE LANDLORD.

**5) SAFETY**

- a. THE CONTRACTOR IS RESPONSIBLE FOR ADEQUATELY BRACING AND PROTECTING ALL WORK DURING THE CONSTRUCTION AGAINST DAMAGE, BREAKAGE, COLLAPSE, ETC. ACCORDING TO APPLICABLE CODES, STANDARDS, AND PRACTICES. THIS INCLUDES, BUT IS NOT LIMITED TO THE ADDITION OF TEMPORARY BRACING, GUYS, OR TIE DOWNS THAT MAY BE NECESSARY. SUCH MATERIAL SHALL BE REMOVED AND SHALL REMAIN THE PROPERTY OF THE CONTRACTOR AFTER COMPLETION OF THE PROJECT.
- b. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING, AND SUPERVISING ALL SAFETY PRECAUTION AND PROGRAMS IN CONNECTION WITH THE WORK.
- c. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT THE PROJECT AND RELATED WORK COMPLIES WITH ALL APPLICABLE OSHA, LOCAL, STATE, AND FEDERAL SAFETY CODES AND REGULATIONS GOVERNING THIS WORK.
- d. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR DAMAGES TO THE EXISTING FACILITY AND INSTALLATION RESULTING FROM CONSTRUCTION AND GENERAL NEGLIGENCE. REPAIR ALL DAMAGES AND RESTORE FACILITY AND INSTALLATIONS TO THE SATISFACTION OF THE OWNER AND THE LANDLORD AT NO EXTRA CHARGE. NOTIFY THE OWNER OF ANY SUCH DAMAGES PROMPTLY AND REPAIR TO 100% SATISFACTION IMMEDIATELY.
- e. CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF THE WORK AREA, ADJACENT AREAS AND BUILDING OCCUPANTS THAT ARE LIKELY TO BE AFFECTED BY THE WORK UNDER CONTRACT. WORK SHALL CONFORM TO ALL OSHA REQUIREMENTS.

**6) STRUCTURAL STEEL SPECIFICATIONS**

- a. THE FABRICATION AND THE ERECTION OF STRUCTURAL STEEL SHALL CONFORM TO THE LATEST AISC SPECIFICATIONS.
- b. UNLESS NOTED OTHERWISE, ALL STRUCTURAL STEEL SHALL MEET THE REQUIREMENTS OF ASTM A36. ALL BOLTS SHALL CONFORM TO THE REQUIREMENTS OF ASTM A325 HIGH STRENGTH BOLTS.
- c. ALL WELDING SHALL BE IN ACCORDANCE WITH THE LATEST AWS STRUCTURAL WELDING CODE. ALL WELDERS SHALL PROVIDE PROPER CERTIFICATION OF QUALIFICATION TO THE LANDLORD OR OWNER PRIOR TO COMMENCING WORK AT THE SITE.
- d. ALL CONNECTIONS NOT FULLY DETAILED ON THESE PLANS SHALL BE DETAILED BY THE STEEL FABRICATOR IN ACCORDANCE WITH AISC SPECIFICATIONS.
- e. HOLED SHALL NOT BE FLAME CUT THROUGH STEEL UNLESS APPROVED BY THE ENGINEER.
- f. WELD SHALL BE MADE WITH E-70XX ELECTRODES UNLESS NOTED OTHERWISE
- g. HOT DIP GALVANIZE ALL ITEMS AFTER FABRICATION WHERE PRACTICAL. GALVANIZING SHALL BE DONE IN ACCORDANCE WITH ASTM A123, A153A, A653A, A653M AND ASTM G90, AS APPLICABLE.
- h. REPAIR DAMAGED SURFACES WITH GALVANIZING REPAIR METHOD AND PAINT CONFORMING TO ASTM A780 OR BY APPLICATION OF STICK OR THICK PASTE MATERIAL SPECIFICALLY DESIGNED FOR REPAIR OF GALVANIZING. CLEAN AREAS TO BE REPAIRED AND REMOVE SLAG FROM WELDS. HEAT SURFACES TO A TEMPERATURE SUFFICIENT TO MELT THE METALLIC IN STICK OR PASTE: SPREAD MOLTEN MATERIAL UNIFORMLY OVER SURFACES TO BE COATED AND WIPE OFF ANY EXCESS MATERIAL.
- i. A NUT LOCKING DEVICE SHALL BE INSTALLED ON ALL PROPOSED AND/OR REPLACE BOLTS.
- j. ALL PROPOSED AND/OR REPLACED BOLTS SHALL BE SUFFICIENT LENGTH TO EXCLUDE THE THREADS FROM THE SHEAR PLANE.
- k. ALL PROPOSED AND/OR REPLACED BOLTS SHALL BE OF SUFFICIENT LENGTH SUCH THAT THE END OF THE BOLT BE AT LEAST FLUSH WITH THE FACE OF THE NUT. A BOLT THAT ENDS BELOW THE FACE OF THE NUT AFTER TIGHTENING WILL NOT BE PERMITTED.



REV.	DATE	DESCRIPTION
A	02/21/14	ISSUED FOR 90% REVIEW
B	02/24/14	REVISED PER COMMENTS



**PLANT NO. 2**  
1220 PLAINFIELD RD  
DARIEN, IL 60551

**GENERAL NOTES**

ISSUED FOR:	
REVIEW	-
PERMIT	-
CONSTRUCTION	-
RECORD	-

PROJECT MANAGER	DESIGNER
TS	SEK

JOB NO.  
**2014708.01**



Drawing Name: 012014201470801 Comtineo Darlen(CDs)Comtineo CDs.dwg  
February 24, 2014 4:58 PM - smlschmer

**CITY OF DARIEN**

**Memorandum**

**TO:** Mayor Weaver, City Council, Clerk, Attorney, Treasurer  
**FROM:** Bryon D. Vana, City Administrator  
**DATE:** February 24, 2014  
**RE:** Draft Water Fund Budget- FYE 4-30-2015

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**Attached is an overview of the Water Fund. I wanted to provide this overview to assist the Council and residents in having a better understanding of the items that are used in planning the water fund budget. The overview includes:**

- 1. What is a Water Fund?**
- 2. Explanation of our water rate analysis**
- 3. Summary of the proposed FYE 15 Water Fund budget.**

**I will discuss the overview during the budget meeting on the proposed water fund. Feel free to contact me with any additional information.**



## City of Darien Water Fund Overview – FYE April 30, 2015

### 1. What is a Water Fund?

- Governmental water operations are established as enterprise funds. An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services.
- Water fund revenues and expenditures are accounted for in separate funds with its own financial statements, rather than commingled with the revenues and expenses of all other government activities.
- The intent of the water fund is that the costs of providing water to the general public on a continuing basis be financed by user charges of the system. Sufficient user fees should be established to ensure that the utility can operate on a self-sustaining basis.
- The customers of our water fund include Darien residents and businesses, unincorporated residents, the County SERF system, and small areas of Downers Grove and Woodridge.

### 2. Explanation of our water rate analysis

There are two factors that comprise a fair water rate: expense projections and revenue projections.

#### A. Expense projections - analyzing our operating expenses, projecting system capital projects and setting aside funds to replace portions of the system as needed

- ***DuPage Water Commission (DWC)*** - Approximately 66% of the water fund expenses are for the direct purchase of Lake Michigan water from the DWC. Since 2008, the DWC rate has increased from \$1.04/1000 gallons to its current rate of \$3.97/1000. DWC rate will increase to \$4.68/1000 on 1-1-15, which is 4.5 times higher than the 2008 rate. We have seen an increase recently over monthly budget projections for DWC expenses. A portion of water we purchase from the DWC is referred to as *unaccounted for flow*. For example, if we have a water main break, leaky hydrant, fire, or slow customer meters we lose a certain amount of water that is not metered through a customer's meter. However, we still pay the DWC for that water.
- ***Water System Capital Improvement, Equipment, and Maintenance Projects*** – Capital improvement projects funded by water revenues are critical to maintaining and efficient and safe system. Examples of recent improvements include:

1. Construction of the new water tower at Plainfield and Cass, which replaced an old, rusty tower
  2. The new tower holds significantly more water that may be needed during extremely dry summers or if water is needed to fight a large fire
  3. The addition of three altitude valves and pumps, which keep stable water pressure in homes
  4. Updated chlorination equipment, which ensures the water is clean and safe to drink
  5. New telemetry equipment, which helps to make sure we can bring water into the system when we needed it, such as during a fire
  6. Water tower painting, which lengthens the life span of our water towers and avoids costly future repairs
  7. Fire hydrant testing and painting, to make sure our fire hydrants work in emergencies and look attractive in our neighborhoods
- ***Water Depreciation Fund*** – A Water Depreciation Fund exists and is used to fund capital improvements, equipment, and maintenance projects. Funds are transferred from the Water Fund to the Water Depreciation Fund when the water rate is sufficient to generate surplus operating revenue. Project costs, such as the construction of a new water tower, exceeded the available funds in the Water Depreciation account so bonds were issued for that project.

B. Revenue projections - analyzing the number of gallons of water billed to all customers and developing a monthly fee to cover fixed costs in order to determine the rate that covers the expenses mentioned above

- ***Gallons Billed*** – All customers of the water system are billed based on readings from their water meter. The rate is charged based on 1000 gallons of water billed. We contract with DuPage County to provide those readings and bill our customers. Annually the staff reviews the amount of gallons billed to customers as a basis for estimated the following year's usage. This estimate requires staff to separate the gallons billed in various user categories since different rates apply to residents, unincorporated customers, and the SERF system. Estimated gallons bills also vary based on weather. We will sell more water during a hot and dry July then we would during a rainy July.
- ***Fixed Charge Fee*** - In addition to the rate billed per 1000 gallons, a customer's bills includes a monthly fee to cover certain fixed costs. Several examples include, meter reading, customer billing, fixed charges to the DWC, and repayment on the water tower bond.
- ***Other Water Revenues*** - There are also several additional categories of water revenue such as interest on money in the bank, *tap on fees* for new customers joining the water system, and inspection fees.

### 3. Summary of the proposed FYE 15 Water Fund budget.

The draft water fund budget is attached for review. Highlights are:

- ***FYE 14 estimated actual budget*** – The FYE 14 budget projected a fund balance of \$855,324 and the FYE 14 estimated actual budget shows a balance of \$314,852. The reduction in the fund balance is primarily due to significantly less water billed to customers than projected, an increase in water purchased from the DWC, and additional employee overtime necessary to respond to an increase in yearly water main breaks.
- ***FYE 15 draft budget*** - We revised projected revenues to reflect last year's water gallons billed and also reduced that estimate by 3% to account for additional water conservation. The projected expense to the DWC increased significantly due to higher DWC rates and to reflect last year's gallons.
- ***Proposed rate*** – The current customer water rate for Darien residents is \$6.40 per 1000 gallons billed and a \$5.00 fixed fee per bill. Unincorporated customers pay \$7.68 per 1000 gallons billed and a \$6.00 fixed fee per bill. The proposed FYE 15 customer water rate for Darien residents is \$7.75 per 1000 gallons billed and a \$10.00 fixed fee per bill. Unincorporated customers would pay \$9.30 per 1000 gallons billed and a \$12.00 fixed fee per bill.
- ***Impact*** – Currently a resident using 8000 of water per month would pay \$102.40, plus a \$5.00 fixed fee for a total 2 month bill of \$107.40. Under the proposed rate a resident using 8000 of water per month would pay \$124.00, plus a \$10.00 fixed fee for a total 2 month bill of \$134.00. Each \$0.10 change in the rate equals approximately \$70,000. The increase in the fixed cost generates approximately \$260,000 for a total fixed fee revenue of \$520,000.

# City of Darien

02/25/14

## MUNICIPAL SERVICES WATER FUND BUDGET SUMMARY FISCAL YEAR ENDING 2015

ACCOUNT	FY13 ACTUAL	FY14 BUDGET	FY14 EST ACT	FY15 REQUESTED	MAINTENANCE BUDGET REQUEST	COUNCIL DISCRETIONARY	FY16 FORECAST	FY17 FORECAST
<b>REVENUE</b>								
WATER SALES	\$ 5,714,354	\$ 6,318,567	\$ 5,635,018	\$ 7,064,348	\$ 7,064,348	\$ -	\$ 7,762,990	\$ 8,121,128
INSPECTION/TAP-ON/PERMITS	24,502	4,000	\$ 11,500	\$ 4,000	4,000	-	\$ 4,000	\$ 4,000
OTHER WATER SALES	8,055	4,500	3,100	\$ 3,000	3,000	-	\$ 3,000	\$ 3,000
METER SALES	4,828	3,500	\$ 2,400	\$ 3,000	3,000	-	\$ 3,000	\$ 3,000
TRANSFER FROM WATER DEPC	-	-	-	-	-	-	-	-
MISCELLANEOUS INCOME	9,151	-	-	-	-	-	-	-
INTEREST INCOME	9,941	4,000	\$ 6,000	\$ 2,000	2,000	-	\$ 2,000	\$ 2,000
<b>TOTAL REVENUE</b>	<b>\$ 5,770,831</b>	<b>\$ 6,334,567</b>	<b>\$ 5,658,018</b>	<b>\$ 7,076,348</b>	<b>\$ 7,076,348</b>	<b>\$ -</b>	<b>\$ 7,774,990</b>	<b>\$ 8,133,128</b>
<b>TOTAL REVENUE</b>	<b>\$ 5,770,831</b>	<b>\$ 6,334,567</b>	<b>\$ 5,658,018</b>	<b>\$ 7,076,348</b>	<b>\$ 7,076,348</b>	<b>\$ -</b>	<b>\$ 7,774,990</b>	<b>\$ 8,133,128</b>
Transfer to Wtr Depe	\$ 500,000	\$ -	\$ -	-	-	-		
Operating exp.	\$ 5,557,411	6,066,503	6,217,907	6,855,435	6,848,410	7,025	7,437,346	\$ 7,802,626
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,057,411</b>	<b>\$ 6,066,503</b>	<b>\$ 6,217,907</b>	<b>6,855,435</b>	<b>\$ 6,848,410</b>		<b>\$ 7,437,346</b>	<b>\$ 7,802,626</b>
<b>FISCAL YEAR BALANCE</b>		268,064	(559,889)	220,913	227,938	-	337,644	330,502
<b>BEG FUND BALANCE</b>		587,260	872,495	312,606	312,606		533,519	871,163
<b>ENDING FUND BALANCE</b>	872,495	855,324	312,606	533,519	540,544	-	871,163	1,201,665
<b>RATE</b>		\$6.40/1000		fixed Fee \$10/bill \$7.75/1000			fixed Fee \$10/bill \$8.50/1000	fixed Fee \$10/bill \$9./1000

**City of Darien**

2/25/2014

**MUNICIPAL SERVICES  
WATER FUND BUDGET  
FISCAL YEAR 2014-2015**

ACCOUNT	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 EST ACT	FYE 15 BUD REQ	DEPT MARY BUDGET REQUEST	COUNCIL DISCRETIONARY REVENUES	FYE 16 FORECAST	FYE 17 FORECAST
<b>PERSONNEL</b>								
SALARIES	\$ 459,195	\$ 453,325	\$ 473,561	\$ 475,029	\$ 475,029	\$ -	484,530	494,220
OVERTIME	27,999	50,000	70,000	50,000	50,000	-	55,000	60,000
<b>SUB-TOTAL</b>	<b>487,194</b>	<b>503,325</b>	<b>543,561</b>	<b>525,029</b>	<b>525,029</b>	<b>-</b>	<b>539,530</b>	<b>554,220</b>
<b>BENEFITS</b>								
SOCIAL SECURITY	30,592	34,306	33,700	32,551	32,551	-	33,202	33,866
MEDICARE	7,155	8,023	7,881	7,612	7,612	-	7,764	7,920
IMRF	50,451	71,552	80,610	77,861	77,861	-	79,418	81,007
MEDICAL/LIFE INSURANCE	71,392	110,584	86,700	110,812	110,812	-	121,893	134,083
SUPPLEMENTAL PENSION	1,200	2,400	2,400	2,400	2,400	-	2,400	2,400
<b>SUB-TOTAL</b>	<b>160,789</b>	<b>226,865</b>	<b>211,291</b>	<b>231,236</b>	<b>231,236</b>	<b>-</b>	<b>244,678</b>	<b>259,275</b>
<b>OPERATING</b>								
LIABILITY INSURANCE	119,280	194,311	194,311	213,167	212,852	315	232,601	254,090
MAINTENANCE-BUILDING	22,039	62,770	62,770	24,877	24,877	-	27,713	28,648
MAINTENANCE-EQUIPMENT	21,359	12,100	12,100	12,143	12,143	-	12,498	12,935
MAINTENANCE-WATER SY	125,074	149,250	149,250	158,890	153,180	5,710	158,541	164,090
POSTAGE & MAILING	501	1,000	1,000	1,035	1,035	-	1,071	1,109
QUALITY CONTROL	9,921	16,390	16,000	15,525	15,525	-	16,068	16,631
SUPPLIES-OPERATION	256	7,160	6,000	7,160	7,160	-	7,250	7,250
TRAINING & EDUCATION	1,415	5,439	4,000	3,080	2,080	1,000	2,111	2,167
TELEPHONE	9,828	10,749	10,500	10,800	10,800	-	10,800	10,800
UNIFORMS	2,318	3,100	3,100	3,114	3,114	-	3,208	3,304
UTILITIES/GAS & ELECTRIC	46,681	48,825	48,800	48,800	48,800	-	51,240	53,802
VEHICLE GAS & OIL	23,843	22,575	22,575	22,575	22,575	-	23,704	24,889
<b>SUB-TOTAL</b>	<b>382,514</b>	<b>533,669</b>	<b>530,406</b>	<b>521,167</b>	<b>514,142</b>	<b>7,025</b>	<b>546,805</b>	<b>579,715</b>
<b>CONTRACTUAL</b>								
AUDIT	10,000	10,000	10,000	10,000	10,000	-	10,000	10,000
CONSULTING/PROF SERV.	7,605	13,000	13,000	13,000	13,000	-	13,000	13,000
LEAK DETECTION	14,718	20,100	20,000	19,500	19,500	-	19,500	19,500
DATA PROCESSING	153,109	152,328	152,328	152,328	152,328	-	152,328	152,328
DUPAGE WATER COMM	3,527,280	3,951,321	4,085,425	4,808,309	4,808,309	-	5,337,281	5,539,663
JANITORIAL SERVICE	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>3,712,713</b>	<b>4,146,749</b>	<b>4,280,753</b>	<b>5,003,137</b>	<b>5,003,137</b>	<b>-</b>	<b>5,532,108</b>	<b>5,734,491</b>
<b>CAPITAL</b>								
EQUIPMENT	68,987	72,000	68,000	2,610	2,610	-	-	100,000
WATER METERS	14,967	25,000	25,000	25,000	25,000	-	25,000	25,000
<b>SUB-TOTAL</b>	<b>83,954</b>	<b>97,000</b>	<b>93,000</b>	<b>27,610</b>	<b>27,610</b>	<b>-</b>	<b>25,000</b>	<b>125,000</b>
<b>TRANSFER</b>								
RECAPTURE FEES	-	-	-	-	-	-	-	-
SERVICE CHARGE	250,000	250,000	250,000	250,000	250,000	-	250,000	250,000
WATER DEPRECIATION FU	-	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>
<b>DEBT RETIREMENT</b>								
DEBT RETIRE	141,112	308,896	308,896	297,256	297,256	-	299,225	299,925
<b>SUB-TOTAL</b>	<b>141,112</b>	<b>308,896</b>	<b>308,896</b>	<b>297,256</b>	<b>297,256</b>	<b>-</b>	<b>299,225</b>	<b>299,925</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,218,277</b>	<b>\$ 6,066,504</b>	<b>\$ 6,217,907</b>	<b>\$ 6,855,435</b>	<b>\$ 6,848,410</b>	<b>\$ 7,025</b>	<b>7,437,346</b>	<b>7,802,626</b>

## Water Department Summary

### 2014-2015 BUDGET SUMMARY

	Maintenance	Discretionary
<b>SALARIES</b>	\$ 525,029	\$ -
<b>BENEFITS</b>	\$ 231,236	\$ -
<b>OPERATING COSTS</b>	\$ 514,142	\$ 7,025
<b>CONTRACTUAL</b>	\$ 5,003,137	\$ -
<b>CAPITAL</b>	\$ 27,610	\$ -
<b>TRANSFER</b>	\$ 250,000	\$ -
<b>DEBT RETIREMENT</b>	\$ 297,256	\$ -
<b>TOTAL</b>	\$ 6,848,410	\$ 7,025

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
<b><u>SALARIES</u></b>		<b>\$ 525,029</b>	
50-4010	SALARIES	\$ 475,029	\$ -
50-4030	OVERTIME	\$ 50,000	\$ -
	Total	525,029	-
<b><u>BENEFITS</u></b>		<b>\$ 231,236</b>	
50-4110	SOCIAL SECURITY	\$ 32,551	\$ -
50-4111	MEDICARE	\$ 7,612	\$ -
50-4115	IMRF	\$ 77,861	\$ -
50-4120	MEDICAL/LIFE INSURANCE	\$ 110,812	\$ -
50-4135	SUPPLEMENTAL PENSION	\$ 2,400	\$ -
	Total	231,236	-
<b><u>OPERATING</u></b>			
50-4219	LIABILITY INSURANCE	\$ 212,852	\$ 315
	IRMA	194,040	-
	Deductible	10,000	-
	Safety Boots 6 @ 225	1,350	-
	Rubber Boots 6 @166	999	-
	Safety Vests 11 @ 27.50	303	-
	Safety Glasses and Gloves	485	-
	Wellness Fair & Flu Shots	-	315
	Air Mask Testing-Pulmonary Testing	190	-
	Legal Fees	2,000	-
	SAMI	1,000	-
	Hospital SAMI Review	1,100	-
	Fire Extinguisher Maint.	560	-
	CDL-Reimbursement	250	-
	Safetylane	575	-
	Total	212,852	315

## Water Department Summary

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
<b><u>OPERATING CONT.</u></b>			
50-4223	MAINTENANCE - BUILDING	\$ 24,877	\$ -
	Gas Pump Maintenance	1,035	-
	Alarm System - ADT-PW Shop	932	-
	HVAC	5,175	-
	Cleaning Supplies	1,553	-
	General Plant Maintenance	3,209	-
	Janitorial Services	8,870	-
	Garage Doors	3,105	-
	Seal Coating - Water Plants FYs 16 and 17 septic maintenance	-	-
		<u>1,000</u>	<u>-</u>
	Total	24,877	-
50-4225	MAINTENANCE EQUIPMENT	\$ 12,143	\$ -
	Truck Tires-Alignment	1,760	-
	General Maintenance	5,175	-
	Tractor Maintenance General Maint	1,346	-
	Miscellaneous Maintenance	1,294	-
	Printer Maintenance	569	-
	Chlorine Analyzer Maint Agreement	2,000	-
	Total	<u>12,143</u>	<u>-</u>
50-4231	MAINTENANCE - WATER SYSTEM	\$ 153,180	\$ 5,710
	Water Maintenance-Clamps	20,700	-
	Flat Work Concrete Restoration	23,805	-
	Landscape & Asphalt Restoration	20,700	-
	Hydrants, Valves & Accessories	26,910	-
	Generator O & M	2,070	-
	Bolts, Water Spec. Tools	6,728	-
	Road Patch-Base Repair Old Oak	15,525	-
	Truck & Dump Fees	26,393	-
	EPA-CCDD Soil Testing	10,350	-
	Water Main Tap Machine	-	5,710
	Total	<u>153,180</u>	<u>5,710</u>
50-4233	POSTAGE/MAILINGS	\$ 1,035	\$ -
	Residence Correspondence	1,035	-
	Total	<u>1,035</u>	<u>-</u>
50-4241	QUALITY CONTROL	\$ 15,525	\$ -
	EPA-Contract-Sampling Stage 2-Reduced Lead & Copper	10,350	-
	Bacteriological sampling	3,623	-
	Chemical Sampling Kits	1,553	-
	Total	<u>15,525</u>	<u>-</u>



## Water Department Summary

Account #	Description	Department Maintenance Budget Request	City Council Discretionary Expenditures
<b><u>OPERATING CONT.</u></b>			
50-4255	SUPPLIES - OPERATION	\$ 7,160	\$ -
	Copy Paper	700	-
	Plain Paper	260	-
	Ink Cartridges Toner	1,700	-
	Chlorine Gas	4,500	-
	Total	7,160	-
50-4263	TRAINING & EDUCATION	\$ 2,080	\$ 1,000
	Rural Water Assoc. Training	466	-
	AWWA-Membership Don-Kris-Dan Dave	414	-
	Travel & Meetings	300	-
	Tuition Reimbursement	0	500
	Municipal Services Seminars	500	-
	Management Seminars	-	500
	Operator CEU Cert Training	400	-
	Total	2,080	1,000
50-4267	TELEPHONE	\$ 10,800	\$ -
	Phone charges	7,400	-
	Phone Repl Parts	400	-
	Modems-SCADA System	3,000	-
	Total	10,800	-
50-4269	UNIFORMS	\$ 3,114	\$ -
50-4271	UTILITIES - GAS/ELECTRIC/SEWER	\$ 48,800	\$ -
50-4273	VEHICLE - GAS & OIL	\$ 22,575	\$ -
	Unleaded	15,275	-
	Diesel	6,175	-
	Oil	1,125	-
	Total	22,575	-
<b><u>CONTRACTUAL SERVICES</u></b>			
50-4320	AUDIT	\$ 10,000	\$ -
50-4325	CONSULTING/PROFESSIONAL SERVICES	\$ 13,000	\$ -
	Telemetry	3,500	-
	Julie Mem Dues	4,500	-
	Water Related Eng.	5,000	-
	Total	13,000	-
50-4326	LEAK DETECTION	\$ 19,500	\$ -
	Leak Locating	5,000	-
	Leak Locating Quality Control	14,500	-
	Total	19,500	-
50-4336	DATA PROCESSING (County Meter Reading & Billing)	\$ 152,328	\$ -

## Water Department Summary

Account #	Description		Department Maintenance Budget Request	City Council Discretionary Expenditures
<b><u>CONTRACTUAL SERVICES CONT.</u></b>				
50-4340	DUPAGE WATER COMMISSION	\$ 4,808,309	\$ 4,808,309	\$ -
<b><u>CAPITAL PURCHASES</u></b>				
50-4815	EQUIPMENT		\$ 2,610	\$ -
	Copy Machine (cost split with Streets)	2,610		-
	Unit 407 fye 17			-
	Unit 404 fye 17			-
	Total	<u>2,610</u>	\$ -	-
50-4880	WATER METERS		\$ 25,000	\$ -
	Meters-General	25,000		-
	Total	<u>25,000</u>		-
<b><u>TRANSFER</u></b>				
50-4885	RECAPTURE FEES	-	\$ -	\$ -
50-4251	SERVICE CHARGES	250,000	\$ 250,000	\$ -
50-4620	WATER DEPRECIATION FUND	-	\$ -	\$ -
<b><u>DEBT RETIREMENT</u></b>				
50-4950	DEBT RETIRE	\$ 297,256	\$ 297,256	
	Total		\$ 6,848,410	\$ 7,025

MUNICIPAL SERVICES  
 WATER DEPRECIATION FUND BUDGET  
 FISCAL YEAR ENDING 2015

ACCOUNT	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 EST ACT	FYE 15 REQUEST	DEPT/MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FYE 16 FORECAST	FYE 17 FORECAST
<b>REVENUE</b>								
INTEREST INCOME	\$ 8,652	\$ -	\$ -	4,000	\$ -	\$ 4,000	\$ 1,500	\$ 1,500
TRNSF FROM WTR FUND	500,000	-	-	-	-	-	-	-
MISC. REVENUE	13,573	-	-	-	-	-	-	-
BOND PROCEEDS	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 522,224</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>EXPENDITURES</b>								
vehicle	-	-	-	-	-	-	-	-
equipment	22,200	-	-	105,200	-	105,200	-	-
distribution	-	121,000	47,520	296,500	-	296,500	41,000	-
storage	-	-	83,800	16,500	-	16,500	-	-
TRANSFER TO WATER OPER	-	-	-	-	-	-	-	-
Bond Payment interest	33,581	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 55,780</b>	<b>\$ 121,000</b>	<b>\$ 131,320</b>	<b>\$ 418,200</b>	<b>\$ -</b>	<b>\$ 418,200</b>	<b>\$ 41,000</b>	<b>\$ -</b>
<b>FISCAL YEAR BALANCE</b>	<b>466,444</b>	<b>(121,000)</b>	<b>(131,320)</b>	<b>(414,200)</b>	<b>-</b>	<b>(414,200)</b>	<b>(39,500)</b>	<b>1,500</b>
<b>BEG FUND BALANCE</b>		<b>614,274</b>	<b>742,718</b>	<b>611,398</b>	<b>611,398</b>	<b>611,398</b>	<b>197,198</b>	<b>157,698</b>
<b>ENDING FUND BALANCE</b>	<b>742,718</b>	<b>493,274</b>	<b>611,398</b>	<b>197,198</b>	<b>611,398</b>	<b>197,198</b>	<b>157,698</b>	<b>159,198</b>

FYE 14 est actual	ACTUAL COST	BUDGET COST	vehicle	equipment	distribution	storage	TOTAL
Hydrant Painting	35520				35,520		
Emergency Tank Repairs	83800					83,800	
eng Plainfield/Cass main replacement	8000				8,000		
valve replacement					4,000		
<b>total</b>	<b>127320</b>	<b>0</b>			<b>47,520</b>	<b>83,800</b>	<b>131,320</b>
<b>FYE 14</b>							
Water Main Valves replacement 10 Locations		70000			70,000		
eng Plainfield/Cass main replacement		10000			10,000		
Hydrant Painting		41000			41,000		
<b>FYE 14 total</b>		<b>121,000</b>			<b>121,000</b>		<b>121,000</b>
<b>FYE 15</b>							
Water Main Valves replacement 10 Locations		70000	0		70,000		
Plainfield/Cass main replacement		188000	\$ -		188,000		
Hydrant Painting		38,500	-		38,500		
Tank Washing Lemont Road		16500				16,500	
Water Valve Trailer /GPS/Water Excavator		105200	0	105200			
<b>FYE 15 total</b>		<b>418200</b>	<b>0</b>	<b>105200</b>	<b>296500</b>	<b>16500</b>	<b>418200</b>
<b>FYE 16</b>							
Hydrant Painting		41000			41,000		
<b>FYE 16 total</b>		<b>41,000</b>			<b>41,000</b>		<b>41,000</b>

BUDGET REQUEST FORM  
Maintenance Budget

Department: Municipal Services Fund: Water

Project/Program Title: Fire Hydrant Painting

Description of proposed new program/activity/expenditure, including purpose and justification:

Year purchased: \_\_\_\_\_ Original Cost: \_\_\_\_\_

Last year the City had the awarded contractor, DMD Construction Inc., sand blast and paint 480 of the City's 1450 Fire Hydrants. DMD Construction completed the requested hydrants within the given time frame and was more than courteous when dealing with City staff and residents. We recommend continuing the contract with DMD Construction Inc. going forward. This year we would like to have the contractor sand blast and paint 494 hydrants. Painting this number of hydrants above would allow the Contractor not to have to stop in the middle of a subdivision as was the case last year. It also allows us to take advantage of slightly lower pricing per the three year contract for the additional 14 hydrants. This upcoming year's areas that will see the painted hydrants are as follows: Farmingdale subdivision (finish the 22 remaining hydrants on the east end of the subdivision), Brookhaven Shopping Center and Brookhaven II subdivision including Norman Courts, Plainfield Rd. (starting at Cass Ave. and going West to Manning Rd. on the North Side of the street), Everything off of Manning Rd. including Farmingdale Ridge, Darien Towne Center & Marketplace of Darien, all areas off of Plainfield Rd. (north and south side of the street) between Manning/Lakeview West to Lemont Rd. (including Lake in the Woods, Bruce Lake, the Office Park, Retirement Home, CVS, Brookeridge, Brookeridge Creek & Rosehill), The Lemont "Dog Leg" industrial area, Woodmere, Chestnut Shopping Center, Dead End Main St., 75<sup>th</sup> St. (from Lemont Rd. to Lyman), and the Farmingdale Village subdivision.

Estimated Budget:

Account #	Account Name	Cost
<u>12-51-4818</u>	<u>Water Depreciation Fund</u>	<u>\$0.00</u>
	<u>Sand Blasting &amp; Prepping Fire Hydrants @ \$41.00/each (494 hydrants)</u>	<u>\$20,254.00</u>
	<u>Priming and Painting Fire Hydrants @ \$35.00/each (494 hydrants)</u>	<u>\$17,290.00</u>
	<u>Contingency of 16 hydrants @ \$76.00/each</u>	<u>\$1,216.00</u>
	<b>TOTAL COST:</b>	<b>\$38,760.00</b>

***(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)***

Has this request been submitted before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many times: \_\_\_\_\_

**SUBMITTED BY:** Kris Thom & Dan Salvato

Recommended by City Administrator: \_\_\_\_\_ Yes \_\_\_\_\_ No



Expansion Request is for: • Any new program/activity costing in excess of \$1,000; • Any new equipment (not replacement) costing in excess of \$1,000; • Any new employee; or • Any capital project.

**BUDGET REQUEST FORM**  
Expansion Budget

Department: Municipal Services Fund: Water

Project/Program Title: Water Valve Maintenance Trailer

Description of proposed new program/activity/expenditure, including purpose and justification:

Currently we are asking the City Council to allocate funds to the department to replace valves that are not properly working to shut down the water in our system. The way we are finding the valves is by having departmental staff go out and manually shut down the valves, counting number of turns and checking to see if the water shuts down as intended when the water system was installed. This requires between 2 and 3 employees minimum to properly complete the test shutdowns. Purchasing this trailer would allow us to assign one full time employee to operating valves, cutting down on man hours spent, allowing us to either operate more valves per year or work on other projects as needed. This trailer machine will operate the valve for us while utilizing the hardware and software that is built into it which protects the valve from being over operated. This trailer will also come equipped with 250 gallon hydraulic dump tank for small excavating digs such as potholing utility lines or small utility repair digs. It has a 66 gallon water tank to be used in conjunction with the power washer attachment and includes suction wands. It also has a hydraulic hose reel so we could operate hydraulic tools or pumps from it. In conjunction with this trailer I would like to recommend purchasing GPS software and receiver which will allow us to get GPS coordinates on Valves and Fire Hydrants for improved mapping which will save the crews time in the field searching for valves. This system also allows the operator to input last time operated, by whom and any details or repair information that is necessary.

Estimated Budget:

Account #	Account Name	Cost
<u>12-51-4815</u>	<u>Water Depreciation Fund – Capital Purchases - Equipment</u>	
<u>12-51-4815</u>	<u>Grand LX (Diesel)</u>	<u>\$75,597.35</u>
	<u>GPS Software, computer, mapping software and training</u>	<u>\$22,373.00</u>
	<u>GPS Receiver with floodlight</u>	<u>\$7,230.00</u>
	<b>TOTAL COST:</b>	<u><b>\$105,200.35</b></u>

***(COST SHOULD INCLUDE DELIVERY & ANY OTHER CHARGES)***

Has this request been submitted before? \_\_\_\_\_ Yes X \_\_\_\_\_ No

If yes, how many times: \_\_\_\_\_

**SUBMITTED BY:** Kris Throm and Dan Salvato

Recommended by City Administrator: \_\_\_\_\_ Yes \_\_\_\_\_ No



# CITY OF DARIEN

## MEMO

**TO:** Bryon Vana, City Administrator

**FROM:** Scott Coren, Assistant City Administrator

**DATE:** February 27, 2014

**SUBJECT:** Town Center Project Financing Options

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To demonstrate the impact of financing the Town Center Project on the Capital Project fund, we created several examples of the Capital Projects Fund using the different financing options at different amounts.

- Option 1: Issuing no bonds
- Option 2: Issuing a new bond immediately
- Option 3: Issuing a new bond now with payments coinciding with an expiring bond

The second two options use an example of issuing a \$2 million bond, as it is the lowest level that leaves a sufficient available balance in the capital projects fund to consider projects after FYE 2017.

City of Darien

2/27/2014

CAPITAL PROJECTS FUND BUDGET  
FOR THE YEAR 2014-2015

Option 1

ACCOUNT	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED ACTUAL	FY 15 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FY 16 FORECAST	FY 17 FORECAST
<b>REVENUE</b>								
TRANSFER FROM GEN FUND	2,800,000	2,900,000	3,747,422	2,300,000	2,300,000	-	1,800,000	1,700,000
MISC REV	-	-	63,802	-	-	-	250,000	250,000
TRANSFER FROM ROAD FUND	-	-	-	-	-	-	-	-
PROPERTY TAXES	203,097	202,320	202,013	202,756	202,756	-	202,506	207,070
GRANTS/REIMBURSEMENTS	83,111	37,500	429,500	-	-	-	-	-
SALE OF PROPERTY	1,950,000	-	-	-	-	-	-	-
BONDS	-	-	-	-	-	-	-	-
INTEREST INCOME	54,123	10,000	32,000	10,000	10,000	-	12,000	6,000
<b>TOTAL REVENUES</b>	<b>\$ 5,090,331</b>	<b>\$ 3,149,820</b>	<b>\$ 4,474,737</b>	<b>\$ 2,512,756</b>	<b>\$ 2,512,756</b>	<b>\$ -</b>	<b>\$ 2,264,506</b>	<b>\$ 2,163,070</b>
<b>CAPITAL</b>								
DITCH/DRAINAGE PROJECTS	282,859	808,000	732,000	1,482,200	165,000	1,317,200	665,000	933,500
SIDEWALK REPLACEMENT	77,599	71,800	60,277	81,345	66,345	15,000	72,625	79,725
CRACK SEAL PROGRAM	91,476	101,250	99,772	125,500	125,500	-	115,500	115,500
CURB & GUTTER PROGRAM	378,754	351,075	258,000	278,985	278,985	-	292,934	299,200
ECONOMIC INCENTIVE	274,006	-	-	-	-	-	-	-
EQUIPMENT/OTHER PROJECT	135,194	210,000	210,000	194,000	-	194,000	157,000	263,000
STREET RECONSTRUCTION	1,480,535	1,427,405	1,401,157	1,073,000	1,058,000	15,000	1,218,000	1,115,000
STREET RECON-REIMB	168,621	-	-	-	-	-	-	-
BOND PAYMENT	202,622	202,194	202,622	202,756	202,756	-	202,506	207,070
CONSULTING/PROF SERVICES	52,277	45,500	221,100	42,000	42,000	-	45,000	45,500
Town Center Development	-	-	-	3,000,000	3,000,000	-	-	-
<b>SUB-TOTAL</b>	<b>3,143,942</b>	<b>3,217,224</b>	<b>3,184,928</b>	<b>6,479,786</b>	<b>4,938,586</b>	<b>1,541,200</b>	<b>2,768,565</b>	<b>3,058,495</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,143,942</b>	<b>\$ 3,217,224</b>	<b>\$ 3,184,928</b>	<b>\$ 6,479,786</b>	<b>\$ 4,938,586</b>	<b>\$ 1,541,200</b>	<b>\$ 2,768,565</b>	<b>\$ 3,058,495</b>
<b>FISCAL YEAR BALANCE</b>	<b>1,946,389</b>	<b>(67,404)</b>	<b>1,289,809</b>	<b>(3,967,030)</b>	<b>(2,425,830)</b>	<b>(1,541,200)</b>	<b>(504,059)</b>	<b>(895,425)</b>
<b>BEG FUND BALANCE</b>	<b>1,864,708</b>	<b>3,853,117</b>	<b>3,811,097</b>	<b>5,100,906</b>	<b>5,100,906</b>	<b>5,100,906</b>	<b>633,877</b>	<b>129,818</b>
<b>ENDING FUND BALANCE</b>	<b>3,811,097</b>	<b>3,785,713</b>	<b>5,100,906</b>	<b>1,133,877</b>	<b>2,675,077</b>	<b>3,559,706</b>	<b>129,818</b>	<b>(765,607)</b>
<b>RESERVE BALANCE</b>		<b>(500,000)</b>		<b>(500,000)</b>				
<b>Available balance</b>		<b>3,285,713</b>	<b>5,100,906</b>	<b>633,877</b>			<b>129,818</b>	<b>(765,607)</b>

Option 1: Not issuing any bonds would leave the Capital Projects fund with only \$129,818 after FYE 2016 and a negative balance of \$765,607 in FYE 2017. The City of Darien would not have funding to complete core projects as identified in the Capital Improvements Plan passed by the City Council in 2012.

City of Darien

2/27/2014

CAPITAL PROJECTS FUND BUDGET  
FOR THE YEAR 2014-2015

Option 2

ACCOUNT	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED ACTUAL	FY 15 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FY 16 FORECAST	FY 17 FORECAST
<b>REVENUE</b>								
TRANSFER FROM GEN FUND	2,800,000	2,900,000	3,747,422	2,300,000	2,300,000	-	1,800,000	1,700,000
MISC REV	-	-	63,802	-	-	-	250,000	250,000
TRANSFER FROM ROAD FUND	-	-	-	-	-	-	-	-
PROPERTY TAXES	203,097	202,320	202,013	202,756	202,756	-	202,506	207,070
GRANTS/REIMBURSEMENTS	83,111	37,500	429,500	-	-	-	-	-
SALE OF PROPERTY	1,950,000	-	-	-	-	-	-	-
BONDS	-	-	-	2,000,000	-	2,000,000	-	-
INTEREST INCOME	54,123	10,000	32,000	10,000	10,000	-	12,000	6,000
<b>TOTAL REVENUES</b>	<b>\$ 5,090,331</b>	<b>\$ 3,149,820</b>	<b>\$ 4,474,737</b>	<b>\$ 4,512,756</b>	<b>\$ 2,512,756</b>	<b>\$ 2,000,000</b>	<b>\$ 2,264,506</b>	<b>\$ 2,163,070</b>
<b>CAPITAL</b>								
DITCH/DRAINAGE PROJECT	282,859	808,000	732,000	1,482,200	165,000	1,317,200	665,000	933,500
SIDEWALK REPLACEMENT	77,599	71,800	60,277	81,345	66,345	15,000	72,625	79,725
CRACK SEAL PROGRAM	91,476	101,250	99,772	125,500	125,500	-	115,500	115,500
CURB & GUTTER PROGRAM	378,754	351,075	258,000	278,985	278,985	-	292,934	299,200
ECONOMIC INCENTIVE	274,006	-	-	-	-	-	-	-
EQUIPMENT/OTHER PROJECT	135,194	210,000	210,000	194,000	-	194,000	157,000	263,000
STREET RECONSTRUCTION	1,480,535	1,427,405	1,401,157	1,073,000	1,058,000	15,000	1,218,000	1,115,000
STREET RECON-REIMB	168,621	-	-	-	-	-	-	-
BOND PAYMENT	202,622	202,194	202,622	230,642	230,642	-	449,173	455,670
CONSULTING/PROF SERVICE	52,277	45,500	221,100	42,000	42,000	-	45,000	45,500
Town Center Development	-	-	-	3,000,000	-	3,000,000	-	-
<b>SUB-TOTAL</b>	<b>3,143,942</b>	<b>3,217,224</b>	<b>3,184,928</b>	<b>6,507,672</b>	<b>1,966,472</b>	<b>1,541,200</b>	<b>3,015,232</b>	<b>3,307,095</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,143,942</b>	<b>\$ 3,217,224</b>	<b>\$ 3,184,928</b>	<b>\$ 6,507,672</b>	<b>\$ 1,966,472</b>	<b>\$ 1,541,200</b>	<b>\$ 3,015,232</b>	<b>\$ 3,307,095</b>
<b>FISCAL YEAR BALANCE</b>	<b>1,946,389</b>	<b>(67,404)</b>	<b>1,289,809</b>	<b>(1,994,916)</b>	<b>546,285</b>	<b>458,800</b>	<b>(750,726)</b>	<b>(1,144,025)</b>
<b>BEG FUND BALANCE</b>	<b>1,864,708</b>	<b>3,853,117</b>	<b>3,811,097</b>	<b>5,100,906</b>	<b>5,100,906</b>	<b>5,100,906</b>	<b>2,605,991</b>	<b>1,855,265</b>
<b>ENDING FUND BALANCE</b>	<b>3,811,097</b>	<b>3,785,713</b>	<b>5,100,906</b>	<b>3,105,991</b>	<b>5,647,191</b>	<b>5,559,706</b>	<b>1,855,265</b>	<b>711,240</b>
<b>RESERVE BALANCE</b>		<b>(500,000)</b>		<b>(500,000)</b>				
<b>Available balance</b>		<b>3,285,713</b>	<b>5,100,906</b>	<b>2,605,991</b>			<b>1,855,265</b>	<b>711,240</b>

Option 2: This considers a bond issuance of \$2 million, payable over ten years. The first two payments for this bond are listed and paid for out of the Capital Projects Fund in FYE 2016 and FYE 2017. The payment and maturity dates, as well as the amount issued, may be customized to our specific preferences.

The City's tax levy includes existing bond payments of approximately \$494,000 that end in 2018. At that time the City may decide to continue the levy and add this amount to the capital projects fund, with no year-over-year increase in their property tax bill from the City of Darien.

City of Darien

2/27/2014

CAPITAL PROJECTS FUND BUDGET  
FOR THE YEAR 2014-2015

Option 3

ACCOUNT	FYE 13 ACTUAL	FYE 14 BUDGET	FYE 14 ESTIMATED ACTUAL	FY 15 REQUEST	DEPT MAINT BUDGET REQUEST	COUNCIL DISCRETIONARY EXPENDITURES	FY 16 FORECAST	FY 17 FORECAST
<b>REVENUE</b>								
TRANSFER FROM GEN FUND	2,800,000	2,900,000	3,747,422	2,300,000	2,300,000	-	1,800,000	1,700,000
MISC REV	-	-	63,802	-	-	-	250,000	250,000
TRANSFER FROM ROAD FUND	-	-	-	-	-	-	-	-
PROPERTY TAXES	203,097	202,320	202,013	202,756	202,756	-	202,506	207,070
GRANTS/REIMBURSEMENTS	83,111	37,500	429,500	-	-	-	-	-
SALE OF PROPERTY	1,950,000	-	-	-	-	-	-	-
BONDS	-	-	-	2,000,000	-	2,000,000	-	-
INTEREST INCOME	54,123	10,000	32,000	10,000	10,000	-	12,000	6,000
<b>TOTAL REVENUES</b>	<b>\$ 5,090,331</b>	<b>\$ 3,149,820</b>	<b>\$ 4,474,737</b>	<b>\$ 4,512,756</b>	<b>\$ 2,512,756</b>	<b>\$ 2,000,000</b>	<b>\$ 2,264,506</b>	<b>\$ 2,163,070</b>
<b>CAPITAL</b>								
DITCH/DRAINAGE PROJECT	282,859	808,000	732,000	1,482,200	165,000	1,317,200	665,000	933,500
SIDEWALK REPLACEMENT	77,599	71,800	60,277	81,345	66,345	15,000	72,625	79,725
CRACK SEAL PROGRAM	91,476	101,250	99,772	125,500	125,500	-	115,500	115,500
CURB & GUTTER PROGRAM	378,754	351,075	258,000	278,985	278,985	-	292,934	299,200
ECONOMIC INCENTIVE	274,006	-	-	-	-	-	-	-
EQUIPMENT/OTHER PROJECT	135,194	210,000	210,000	194,000	-	194,000	157,000	263,000
STREET RECONSTRUCTION	1,480,535	1,427,405	1,401,157	1,073,000	1,058,000	15,000	1,218,000	1,115,000
STREET RECON-REIMB	168,621	-	-	-	-	-	-	-
BOND PAYMENT	202,622	202,194	202,622	202,756	202,756	-	202,506	207,070
CONSULTING/PROF SERVICE	52,277	45,500	221,100	42,000	42,000	-	45,000	45,500
Town Center Development	-	-	-	3,000,000	-	3,000,000	-	-
<b>SUB-TOTAL</b>	<b>3,143,942</b>	<b>3,217,224</b>	<b>3,184,928</b>	<b>6,479,786</b>	<b>1,938,586</b>	<b>1,541,200</b>	<b>2,768,565</b>	<b>3,058,495</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,143,942</b>	<b>\$ 3,217,224</b>	<b>\$ 3,184,928</b>	<b>\$ 6,479,786</b>	<b>\$ 1,938,586</b>	<b>\$ 1,541,200</b>	<b>\$ 2,768,565</b>	<b>\$ 3,058,495</b>
<b>FISCAL YEAR BALANCE</b>	<b>1,946,389</b>	<b>(67,404)</b>	<b>1,289,809</b>	<b>(1,967,030)</b>	<b>574,171</b>	<b>458,800</b>	<b>(504,059)</b>	<b>(895,425)</b>
<b>BEG FUND BALANCE</b>	<b>1,864,708</b>	<b>3,853,117</b>	<b>3,811,097</b>	<b>5,100,906</b>	<b>5,100,906</b>	<b>5,100,906</b>	<b>2,633,877</b>	<b>2,129,818</b>
<b>ENDING FUND BALANCE</b>	<b>3,811,097</b>	<b>3,785,713</b>	<b>5,100,906</b>	<b>3,133,877</b>	<b>5,675,077</b>	<b>5,559,706</b>	<b>2,129,818</b>	<b>1,234,393</b>
<b>RESERVE BALANCE</b>		<b>(500,000)</b>		<b>(500,000)</b>				
<b>Available balance</b>		<b>3,285,713</b>	<b>5,100,906</b>	<b>2,633,877</b>			<b>2,129,818</b>	<b>1,234,393</b>

Option 3: This considers issuing a new bond and paying interest until 2018, when an existing bond with an annual payment of approximately \$494,000 expires. This leaves the largest available balance in the Capital Projects Fund because payments on the interest will be paid from the general fund until the bond expires in 2018, when the full principle and interest payments start, in conjunction with the current bond expiration. The debt is issued for a shorter period of time, however, because the annual payments are larger.

# CITY OF DARIEN

## MEMO

**TO: Mayor, City Clerk, City Treasurer, City Council**

**FROM: Bryon Vana, City Administrator**

**DATE: February 25, 2014**

**SUBJECT: Town Center Project Financing Options**

At the Goal Setting Session the City Council directed the Staff to begin preliminary planning for construction of a new development on the land currently occupied by the Heritage Center. The project costs and the method to pay for the project were to be evaluated along with the FYE 2015 budget. The draft budget is now available, and the City Council may consider several options to pay for the anticipated \$3,000,000 estimated cost of constructing the new development. Attached as information are several debt services schedules showing costs based on different scenarios and the handout sheet from the 2013 Goal Setting meeting.

**Option 1: Pay for the project directly out of the capital project fund**

The draft budget shows an available cash balance of \$3,633,877 at the end of FYE 2015, after accounting for the \$500,000 reserve balance required in the Capital Improvement Guidelines passed by the City Council. This is enough to pay for the project without issuing a bond. However, all capital projects needed in the community could not be completed if the funds are spent on this project, without another revenue source.

**Option 2: Issue a bond for \$3 million, payable over ten years**

The City of Darien could issue a bond in the amount of \$3,000,000 to pay for capital project needs in FYE 15. It is better to issue a bond for capital projects instead of developing a property because the bonds would be tax exempt, saving the City of Darien approximately \$200,000 over the life of the bond. This would replenish the capital projects fund and allow projects to continue uninterrupted through our three year budget planning horizon. The City Council could decide each year to make payment on the bond through rents received from the new building and abate the bond payment so residents would not see an increase on their property tax bill.

**Option 3: Extending an existing bond due in 2018 for seven years**

Currently the City of Darien makes payment on a bond with a final payment scheduled on December 15, 2017. The City Council could coordinate issuing a \$3,000,000 bond now to coincide with the expiration of the existing bond to keep the bond obligations flat, but extending payments through 2024. This would supply capital project funding for core projects over the next three years, pay for the development of the property, and keep tax rates flat over the budget planning window.

**City of Darien, DuPage County, Illinois**

**\$ 2,000,000 General Obligation Bonds, Series 2013**

**For Purchase of Property for Redevelopment**

**10 Year Maturity Schedule - Planning Purposes**

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+i</b>
01/01/2014	-	-	-	-
01/01/2015	160,000.00	4.000%	86,666.67	246,666.67
01/01/2016	175,000.00	4.000%	73,600.00	248,600.00
01/01/2017	180,000.00	4.000%	66,600.00	246,600.00
01/01/2018	190,000.00	4.000%	59,400.00	249,400.00
01/01/2019	195,000.00	4.000%	51,800.00	246,800.00
01/01/2020	205,000.00	4.000%	44,000.00	249,000.00
01/01/2021	210,000.00	4.000%	35,800.00	245,800.00
01/01/2022	220,000.00	4.000%	27,400.00	247,400.00
01/01/2023	230,000.00	4.000%	18,600.00	248,600.00
01/01/2024	235,000.00	4.000%	9,400.00	244,400.00
<b>Total</b>	<b>\$2,000,000.00</b>	<b>-</b>	<b>\$473,266.67</b>	<b>\$2,473,266.67</b>

**Yield Statistics**

Bond Year Dollars	\$11,831.67
Average Life	5.916 Years
Average Coupon	4.0000000%
Net Interest Cost (NIC)	4.0000000%
True Interest Cost (TIC)	3.9905085%
Bond Yield for Arbitrage Purposes	3.9905085%
All Inclusive Cost (AIC)	3.9905085%

**IRS Form 8038**

Net Interest Cost	4.0000000%
Weighted Average Maturity	5.916 Years

**City of Darien, DuPage County, Illinois**

**\$ 2,500,000 General Obligation Bonds, Series 2013**

**For Purchase of Property for Redevelopment**

**10 Year Maturity Schedule - Planning Purposes**

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+i</b>
<b>01/01/2014</b>	-	-	-	-
01/01/2015	200,000.00	4.000%	108,333.33	308,333.33
01/01/2016	215,000.00	4.000%	92,000.00	307,000.00
01/01/2017	225,000.00	4.000%	83,400.00	308,400.00
01/01/2018	235,000.00	4.000%	74,400.00	309,400.00
01/01/2019	245,000.00	4.000%	65,000.00	310,000.00
01/01/2020	255,000.00	4.000%	55,200.00	310,200.00
01/01/2021	265,000.00	4.000%	45,000.00	310,000.00
01/01/2022	275,000.00	4.000%	34,400.00	309,400.00
01/01/2023	285,000.00	4.000%	23,400.00	308,400.00
01/01/2024	300,000.00	4.000%	12,000.00	312,000.00
<b>Total</b>	<b>\$2,500,000.00</b>	-	<b>\$593,133.33</b>	<b>\$3,093,133.33</b>

**Yield Statistics**

Bond Year Dollars	\$14,828.33
Average Life	5.931 Years
Average Coupon	4.0000000%
Net Interest Cost (NIC)	4.0000000%
True Interest Cost (TIC)	3.9905308%
Bond Yield for Arbitrage Purposes	3.9905308%
All Inclusive Cost (AIC)	3.9905308%

**IRS Form 8038**

Net Interest Cost	4.0000000%
Weighted Average Maturity	5.931 Years



**City of Darien, DuPage County, Illinois**

**\$ 3,000,000 General Obligation Bonds, Series 2014**

**Tax Exempt for Capital Projects**

**10 Year Maturity Schedule - Planning Purposes--Principal Starts in 2018**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2014	-	-	-	-	-
12/15/2014	-	-	48,346.67	48,346.67	48,346.67
06/15/2015	-	-	38,850.00	38,850.00	-
12/15/2015	-	-	38,850.00	38,850.00	77,700.00
06/15/2016	-	-	38,850.00	38,850.00	-
12/15/2016	-	-	38,850.00	38,850.00	77,700.00
06/15/2017	-	-	38,850.00	38,850.00	-
12/15/2017	-	-	38,850.00	38,850.00	77,700.00
06/15/2018	-	-	38,850.00	38,850.00	-
12/15/2018	400,000.00	2.000%	38,850.00	438,850.00	477,700.00
06/15/2019	-	-	34,850.00	34,850.00	-
12/15/2019	410,000.00	2.000%	34,850.00	444,850.00	479,700.00
06/15/2020	-	-	30,750.00	30,750.00	-
12/15/2020	415,000.00	2.500%	30,750.00	445,750.00	476,500.00
06/15/2021	-	-	25,562.50	25,562.50	-
12/15/2021	425,000.00	2.500%	25,562.50	450,562.50	476,125.00
06/15/2022	-	-	20,250.00	20,250.00	-
12/15/2022	435,000.00	3.000%	20,250.00	455,250.00	475,500.00
06/15/2023	-	-	13,725.00	13,725.00	-
12/15/2023	450,000.00	3.000%	13,725.00	463,725.00	477,450.00
06/15/2024	-	-	6,975.00	6,975.00	-
12/15/2024	465,000.00	3.000%	6,975.00	471,975.00	478,950.00
<b>Total</b>	<b>\$3,000,000.00</b>	<b>-</b>	<b>\$623,371.67</b>	<b>\$3,623,371.67</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$23,161.67
Average Life	7.721 Years
Average Coupon	2.6913938%
Net Interest Cost (NIC)	2.6913938%
True Interest Cost (TIC)	2.6820925%
Bond Yield for Arbitrage Purposes	2.6820925%
All Inclusive Cost (AIC)	2.6820925%

**IRS Form 8038**

Net Interest Cost	2.6913938%
Weighted Average Maturity	7.721 Years

**City of Darien, DuPage County, Illinois**

**\$ 3,000,000 General Obligation Bonds, Series 2014**

**Tax Exempt for Capital Projects**

**10 Year Maturity Schedule - Planning Purposes**

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>Fiscal Total</b>
05/01/2014	-	-	-	-	-
12/15/2014	-	-	41,828.89	41,828.89	41,828.89
06/15/2015	-	-	33,612.50	33,612.50	-
12/15/2015	275,000.00	1.000%	33,612.50	308,612.50	342,225.00
06/15/2016	-	-	32,237.50	32,237.50	-
12/15/2016	280,000.00	1.000%	32,237.50	312,237.50	344,475.00
06/15/2017	-	-	30,837.50	30,837.50	-
12/15/2017	280,000.00	2.000%	30,837.50	310,837.50	341,675.00
06/15/2018	-	-	28,037.50	28,037.50	-
12/15/2018	290,000.00	2.000%	28,037.50	318,037.50	346,075.00
06/15/2019	-	-	25,137.50	25,137.50	-
12/15/2019	295,000.00	2.000%	25,137.50	320,137.50	345,275.00
06/15/2020	-	-	22,187.50	22,187.50	-
12/15/2020	300,000.00	2.500%	22,187.50	322,187.50	344,375.00
06/15/2021	-	-	18,437.50	18,437.50	-
12/15/2021	305,000.00	2.500%	18,437.50	323,437.50	341,875.00
06/15/2022	-	-	14,625.00	14,625.00	-
12/15/2022	315,000.00	3.000%	14,625.00	329,625.00	344,250.00
06/15/2023	-	-	9,900.00	9,900.00	-
12/15/2023	325,000.00	3.000%	9,900.00	334,900.00	344,800.00
06/15/2024	-	-	5,025.00	5,025.00	-
12/15/2024	335,000.00	3.000%	5,025.00	340,025.00	345,050.00
<b>Total</b>	<b>\$3,000,000.00</b>	<b>-</b>	<b>\$481,903.89</b>	<b>\$3,481,903.89</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$18,906.67
Average Life	6.302 Years
Average Coupon	2.5488570%
Net Interest Cost (NIC)	2.5488570%
True Interest Cost (TIC)	2.5320768%
Bond Yield for Arbitrage Purposes	2.5320768%
All Inclusive Cost (AIC)	2.5320768%

**IRS Form 8038**

Net Interest Cost	2.5488570%
Weighted Average Maturity	6.302 Years

**City of Darien, DuPage County, Illinois**

**\$ 3,000,000 General Obligation Bonds, Series 2014**

**Taxable for Building Projects**

**10 Year Maturity Schedule - Planning Purposes**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2014	-	-	-	-	-
12/15/2014	-	-	60,822.22	60,822.22	60,822.22
06/15/2015	-	-	48,875.00	48,875.00	-
12/15/2015	265,000.00	2.000%	48,875.00	313,875.00	362,750.00
06/15/2016	-	-	46,225.00	46,225.00	-
12/15/2016	270,000.00	2.000%	46,225.00	316,225.00	362,450.00
06/15/2017	-	-	43,525.00	43,525.00	-
12/15/2017	275,000.00	3.000%	43,525.00	318,525.00	362,050.00
06/15/2018	-	-	39,400.00	39,400.00	-
12/15/2018	285,000.00	3.000%	39,400.00	324,400.00	363,800.00
06/15/2019	-	-	35,125.00	35,125.00	-
12/15/2019	290,000.00	3.000%	35,125.00	325,125.00	360,250.00
06/15/2020	-	-	30,775.00	30,775.00	-
12/15/2020	300,000.00	3.500%	30,775.00	330,775.00	361,550.00
06/15/2021	-	-	25,525.00	25,525.00	-
12/15/2021	310,000.00	3.500%	25,525.00	335,525.00	361,050.00
06/15/2022	-	-	20,100.00	20,100.00	-
12/15/2022	320,000.00	4.000%	20,100.00	340,100.00	360,200.00
06/15/2023	-	-	13,700.00	13,700.00	-
12/15/2023	335,000.00	4.000%	13,700.00	348,700.00	362,400.00
06/15/2024	-	-	7,000.00	7,000.00	-
12/15/2024	350,000.00	4.000%	7,000.00	357,000.00	364,000.00
<b>Total</b>	<b>\$3,000,000.00</b>	<b>-</b>	<b>\$681,322.22</b>	<b>\$3,681,322.22</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$19,131.67
Average Life	6.377 Years
Average Coupon	3.5612277%
Net Interest Cost (NIC)	3.5612277%
True Interest Cost (TIC)	3.5381307%
Bond Yield for Arbitrage Purposes	3.5381307%
All Inclusive Cost (AIC)	3.5381307%

**IRS Form 8038**

Net Interest Cost	3.5612277%
Weighted Average Maturity	6.377 Years

## DISTRIBUTED AT THE 2013 COUNCIL GOAL SETTING MEETING

*The following preliminary review illustrates one financing option should the Council decide to construct the new building at the current Heritage Center Plaza.*

The following assumptions are used in the calculation:

- Estimated construction and site cost is \$2,500,000
- City to borrow \$2,000,000 non-tax exempt bond, and the annual P&I payment is estimated be \$248,000 over the 10 year payback for a total payback of \$2,480,000
- Balance of \$500,000 paid from existing capital project funds
- Total available rental space is 14,400 sq. ft.
- Rental market of \$18 to \$23 per sq. ft.

The following is the annual rent revenue at various square foot rent estimates using 14,400 available sq. ft.:

1. \$18 per sq. ft. =	\$259,000
2. \$19 per sq. ft. =	\$273,600
3. \$21 per sq. ft. =	\$302,400
4. \$23 per sq. ft. =	\$331,200

Other notes:

The analysis changes if the city uses more existing funds then estimated above  
We do not have an estimated value of the property if developed and rented

**City of Darien**  
Minutes of the Administrative Finance Committee  
February 3, 2014

The Meeting was called to order by Alderman Ted Schauer at 6:00 pm. Committee members Alderman Joe Kenny and Alderman Tina Beilke was absent. Staff members present included City Administrator Bryon Vana and Assistant City Administrator Scott Coren. Treasurer Coren was also present.

**Line of Credit**

The Committee discussed keeping open a line of credit with Republic Bank. Utilizing the line of credit and spending the proceeds would still need to be approved by the City Council, following current spending policies.

Alderman Kenny made a motion to approve, Alderman Beilke seconded the motion, and it passed 3-0.

**Discussion – District 61 Crossing Guards**

The Committee discussed the crossing guard program for Darien School District 61. Currently the City of Darien pays Andy Frain for the service, but passed a resolution stating the service would be stopped at the end of the fiscal year on May 1, 2014. The Committee decided to bring the matter up at the City Council meeting to allow other members of the City Council to provide input.

**Executive Session Minutes**

Alderman Kenny made a motion to approve, Alderman Beilke seconded the motion, and it passed 3-0.

**Salt Purchase**

Weather conditions this winter will require salt purchase above the amount budgeted. The total purchase amount is \$70,000. The Administrative/Finance Committee examines and provides a recommendation on purchases that are over the budget as passed.

Alderman Kenny made a motion to approve, Alderman Beilke seconded the motion, and it passed 3-0.

**Adjournment**

There being no further business Alderman Kenny made a motion to adjourn, with a second by Alderman Schauer. The motion carried 3-0 at 6:42 pm.

Approved:

Ted Schauer, Chairman

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Joseph Kenny, Member

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Tina Beilke, Member

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