

PRESIDENT
Dr. James L. Discipio

VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
Amanda G. Seidel



TRUSTEES
Rimas V. Kozica
Scott F. Mesick
Patricia B. Rocco
Marshall Seeder
Susan M. Storcel
LaVelle Topps

VILLAGE BOARD MEETING

Tuesday, APRIL 24, 2012 – 7:30 p.m.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentation – “The B.O.S.S.” (Business Owner’s Strategies and Solutions)**
5. **Presentation – Chris Ganschow – Cagwood Consulting Annual Report**
6. **Public Participation (Agenda Related Items *Only*)**
7. **Consent Agenda (Roll Call Vote)**
 - A. Approval of Minutes
 - (i) Executive Session Meeting – February 28, 2012 revised
 - (ii) Village Board Meeting – March 27, 2012
 - (iii) Work Session Meeting – April 10, 2012
 - (iv) Executive Session Meeting – April 10, 2012
 - B. Action – Authorize the Village Manager to Execute a Contract for Services with Cagwood Consulting
 - C. Action – Adopt Five Year Plan FY 2012/13 – FY 2016/17
 - D. Action – Motion to Approve a Resolution Approving FY 2012-13 Operating Budget
 - E. Action – Motion to Approve a Resolution Approving Pay Plan and Schedule of Authorized Positions for FY 2012-2013
 - F. Motion to Authorize the President and Chairperson of the Finance Committee to sign the register for bills, and authorize the Treasurer and Village Clerk to sign checks in payment of operating bills and salaries as itemized in the Check Registers
 - G. Motion to Authorize the Village Treasurer and Village Clerk to sign checks in the payment of payroll and other bills that become due between this date and May 22, 2012 subsequent approval of the Payroll Register and Voucher Register by the Board of Trustees at its regular meeting to be held on May 22, 2012.
8. **Village Manager’s Report**
9. **Administration Committee** – Susan Storcel, Chairwomen
 - A. Monthly Report
 - B. Discussion & Action – Village Electrical Aggregation Program Plan of Operation and Governance

VILLAGE BOARD MEETING
Tuesday, APRIL 24 – 7:30 p.m.

AGENDA (continued – Page 2

Administration Committee – Susan Storcel, Chairwomen (cont'd)

- C. Discussion & Action – Agreement for Consulting Services Regarding the Aggregation of Electricity Program
- D. Discussion & Action – Paperless Agenda Process – Purchase of Equipment

10. **Building & Zoning Committee** – Rimas Kozica, Chairman

- A. Monthly Report

11. **Engineering & Capital Projects Committee** – Marshall Seeder, Chairman

- A. Monthly Report

12. **Public Safety Committee** – LaVelle Topps, Chairman

- A. Monthly Report– Police Department
- B. Monthly Report – Fire Department

13. **Public Works Committee** – Scott Mesick, Chairman

- A. Monthly Report – Public Works Department
- B. Monthly Report – Water Department

14. **Finance Committee** – Patricia Rocco, Chairwoman

- A. Monthly Report

15. **Other Reports**

- A. Village Clerk
- B. Village Treasurer
- C. Village Engineer
- D. Village Attorney
- E. Committee and Collectors Report

Action – Motion to Approve Committee and Collectors Report as Presented

16. **Village President**

Proclamation – Arbor Day 2012
Announcement - Rick Ronovsky's Promotion

17. **Public Participation (Non-Agenda Related Items Only)**

18. **New Business**

19. **Executive Session – Motion to move into Executive Session for purpose of discussing 1) *appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body according to 5 ILCS 120/2 (c)(1)***

20. **Adjourn**

Village Work Session Meeting: May 8, 2012

Next Village Board Meeting: May 22, 2012



RULES FOR PUBLIC COMMENT

Village Board Work Session Meetings Village Board Meetings

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.

(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Andy Bagley at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

Consent Agenda Items

Village Board Agenda Memo

Date: April 3, 2012
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager 
RE: Professional Service Contract – Cagwood Consulting

GENERAL BACKGROUND:

In April 2011, the Village Board approved a contract for professional services with Cagwood Consulting (Chris Ganschow) to serve as the Village's lobbyist and to represent the Village's interests in Springfield and at the federal level. The Board's action in 2011 was a renewal of the contract with Cagwood Consulting. Cagwood Consulting has served the Village since May 1, 2007, at an annual cost of \$27,000 (\$2,250 per month). The current contract expires as of April 30th and should be renewed if the Village desires Cagwood Consulting to continue to provide services to the Village.

Included with this memorandum is a new contract covering the period May 1, 2012 – April 30, 2013, providing for a new one-year term of service at the same cost as the previous year. The contract may be cancelled by either party with 30 days written notice. Also included is a report from Cagwood Consulting highlighting their activities.

MOTION / ACTION REQUESTED:

It is requested that the Village Board authorize the Village Manager to execute a contract for professional services with Cagwood Consulting covering the period May 1, 2012 – April 30, 2013, so that the Village may benefit from the relationships that have been established over the past twelve months.

MOTION: Move to authorize the Village Manager to execute a contract for services with Cagwood Consulting.

STAFF RECOMMENDATION:

Staff recommends that the Village authorize execution of a contract with Cagwood Consulting for the period May 1, 2012 – April 30, 2013. Over the past year, and prior to that, Mr. Ganschow has actively represented the Village in facilitating the processing of state capital grant funds, as well as in securing other funding for much needed water service infrastructure. In recent weeks, Mr. Ganschow has represented the Village in Springfield with regard to the preservation of protection of municipal revenues, the pension reform working group, and the Water Rate Protection Act. In addition to the bi-weekly reports to the Village, in recent months, Mr. Ganschow has been integral to the Village's efforts that seek to retain a local U.S. Post Office branch, as well as coordinating meetings with incoming state and federal elected officials as a result of redistricting. It is staff's recommendation that Village interests would be better served by continuity in representation at the state and federal levels.

DOCUMENTATION:

- Cagwood Consulting Contract
- Report to the Village Board prepared by Cagwood Consulting

Cagwood Consulting

Christopher A. Ganschow

345 Bloom Street, PO Box 786, Highland Park, Illinois 60035
(847) 323-5545 - fax (847) 681-9081 - cagwood@aol.com

With our more than 25 years of experience in communications and developing and executing public affairs strategies, Cagwood Consulting is uniquely positioned to assist the Village of La Grange Park in building key relationships, locally, in Springfield, and in Washington, DC. We can assist the Village in developing and delivering key messages to legislators, the media, residents and other important audiences.

Cagwood Consulting offers a variety of public affairs and communications capabilities for the Village including:

- **SEEKING ADDITIONAL FUNDING SOURCES:** Working to find unique sources of revenue for the Village at the federal, regional, state and local levels, and monitoring the progress of applications for grants and other funding earmarks, including a possible capital improvement bill;
- **MEETING WITH OFFICIALS AND STATE AGENCIES:** Facilitating meetings with officials, including elected legislators, and agency representatives at the county, regional state and federal levels in order for them to better understand La Grange Park's priorities;
- **DRAFTING LEGISLATION:** Meeting with Village officials to define the terms of specific legislation; and composing bills and identifying sponsors and co-sponsors;
- **ANALYZING LEGISLATION:** Analyzing legislation as it is introduced, determining its possible effects on the Village, as well as providing the Village with copies of these bills and any pertinent information regarding their status;
- **ATTENDING VILLAGE BOARD MEETINGS:** Upon request, attending Village Board and Committee meetings, as well as other special events;

- **GETTING THE MESSAGE OUT: Helping the Village of La Grange Park craft its message to residents about its public affairs priorities, including writing newsletter articles and news releases, and working with the media, if requested.**

At your convenience, I would look forward to further discussing with you how Cagwood Consulting might be of assistance to the Village as it moves forward into the future. Thank you in advance for your consideration.

About Cagwood Consulting

Christopher Ganschow brings two decades of experience to helping individuals & organizations meet their communications & public affairs priorities. He has assisted leaders in government, private industry & the non-profit sector in getting their message out to key audiences.

Ganschow has worked for five current and former Members of Congress, including Rep. Daniel Lipinski, who sits on the Transportation and Infrastructure Committee, in developing communications strategies and legislative initiatives, including the last three federal transportation bills. He has also worked with several clients, including most recently the Village of La Grange Park, Ill., in successfully obtaining funding in both Washington D.C. and Springfield to meet their infrastructure priorities.

His other clients have included the City of Aurora, Ill., the North Shore Sanitary District; Serafin & Associates; and the Park District of Highland Park, Ill. Ganschow is an award-winning writer and graduate of the University of Missouri-Columbia with a Bachelor's Degree in Journalism. He is active with the YMCA and Chamber of Commerce, among several civic, charitable and professional organizations.

Consulting Service Agreement

THIS AGREEMENT ("Agreement") is made as of May 1, 2012 ("Effective Date") by and between CAGWOOD Associates ("CAGWOOD") with offices at 345 Bloom St. (PO Box 786), Highland Park, IL and the Village of La Grange Park ("The VILLAGE") with offices at 447 N. Catherine Ave., La Grange Park, IL. CAGWOOD and the Village of La Grange Park may also be referred to individually as a "Party" or collectively as the "Parties."

RECITALS

WHEREAS, the VILLAGE wishes to retain CAGWOOD to perform certain consulting services subject to the terms and condition of this Agreement, and;

WHEREAS, CAGWOOD has represented to the VILLAGE that it is capable and is willing to undertake the performance of consulting services for the VILLAGE;

NOW, THEREFORE, in consideration of the payments to be made to CAGWOOD as provided herein, and in consideration of the mutual agreements and covenants contained herein, the VILLAGE and CAGWOOD agree as follows:

1. Term

The term of this Agreement shall commence on the Effective Date, and shall remain in effect for a period of one (1) year (the "Term").

Expiration of the Term shall not terminate any continuing obligations of the Parties, including but not limited to, those obligations set forth in subsequent sections and shall in no way be deemed to be construed as a restriction, limitation or waiver of either Party's rights to pursue any additional available remedy at law or equity.

The term of this Agreement shall cease upon cancellation by either Party with 30 days written notice.

2. Consulting Services

The VILLAGE hereby retains CAGWOOD, which hereby undertakes to exercise its best efforts to promote the business, products, reputation and interest of the VILLAGE through the performance of consulting services ("Services").

Consulting services include, but are not limited to, the following items:

- **SEEKING ADDITIONAL FUNDING SOURCES:** Working to find unique sources of revenue for the Village at the federal, regional, state and local levels, and monitoring the progress of applications for grants and other funding earmarks;
- **MEETING WITH OFFICIALS AND STATE AGENCIES:** Facilitating meetings with officials, including elected legislators, and agency representatives at the

county, regional state and federal levels in order for them to better understand La Grange Park's priorities;

- **DRAFTING LEGISLATION:** Meeting with Village officials to define the terms of specific legislation & composing bills and identifying sponsors & cosponsors;
- **ANALYZING LEGISLATION:** Analyzing legislation as it is introduced, determining its possible effects on the Village, as well as providing the Village with copies of these bills and any pertinent information regarding their status;
- **ATTENDING VILLAGE BOARD MEETINGS:** Upon request, attending Village Board and Committee meetings, as well as other special events;
- **GETTING THE MESSAGE OUT:** Helping the Village of La Grange Park craft its message to residents about its public affairs priorities, including writing newsletter articles & news releases, and working with the media, if requested.

Services will be provided directly by CAGWOOD, or where appropriate, by individuals or entities retained by CAGWOOD that CAGWOOD believes will help to accomplish the Services outlined in this Paragraph. The VILLAGE shall not be responsible for any fees owed to outside individuals or entities unless pre-approved by the VILLAGE. Furthermore, CAGWOOD represents that any individual or entity retained by CAGWOOD will be bound to the same obligations of CAGWOOD under this Agreement, including the obligation of confidentiality.

3. Compensation and Expenses

For and in consideration of CAGWOOD's performance of Services in accordance with the terms and conditions of this Agreement, the VILLAGE shall pay CAGWOOD a monthly retainer of \$2,250 (Two-thousand—two hundred fifty dollars).

If CAGWOOD determines that there is a need to incur additional costs and expenses in the performances of services hereunder, then in that event, VILLAGE shall reimburse CAGWOOD for the same, provided the nature, amount and circumstances thereof are fully disclosed to and approved by an authorized representative of the VILLAGE prior to the time such additional costs or expenses are incurred. CAGWOOD will provide a detailed accounting of all such additional costs and expenses.

4. Reporting

CAGWOOD shall provide periodic written reports to the VILLAGE summarizing the activities CAGWOOD has undertaken on the VILLAGE'S behalf. Said reports shall be submitted on a quarterly basis and shall include status reports on pending funding requests and other items deemed material to this engagement.

5. Compliance with State and Federal Laws

Both parties recognize and agree to comply fully with all applicable federal, state, and local laws regulating corporate political and marketing activities, and each agrees to fully comply with all applicable laws, decrees, rules, regulations, orders, ordinances, actions, and requests of any federal, state, or local government or judicial body, agency, or official pertaining to this Agreement.

6. Confidentiality

In rendering Services pursuant to this Agreement, CAGWOOD, its associates and employees may acquire or be exposed to confidential information or trade secrets concerning the business and operations of the VILLAGE or its affiliates. CAGWOOD agrees to treat and maintain all such information and data as the VILLAGE's confidential property and not to divulge it to others at any time or use it for private purposes or otherwise, except as such use or disclosure may be required in connection with performance of the Services or as may be consented to in advance and in writing by the VILLAGE. The confidentiality obligations hereunder shall not extend to: (i) Confidential information already in the possession of CAGWOOD without any obligation of confidentiality; (ii) Confidential information already in the public domain; or (iii) Confidential information independently received by CAGWOOD without any obligations of confidentiality. The obligations of CAGWOOD contained in this Paragraph shall ensure that any employees, agents, or subcontractors of CAGWOOD who have access or exposure to the aforesaid information shall be bound by these obligations of confidentiality.

7. Limitation on Damages

Neither party shall be liable to the other for any punitive, special or exemplary damages.

8. Governing Law

The parties agree that this Agreement shall be governed by and interpreted in accordance with the internal laws of the State of Illinois. This agreement will conform at all times with all applicable laws now and in the future regarding any registered agent business practice.

9. Counterparts

This Agreement may be signed in one or more counterparts, all of which together will constitute one and the same instrument.

IN WITNESS THEREOF, the parties have duly executed this Agreement as of the date first above written:

For CAGWOOD Consulting,

For the Village of La Grange Park

Its: _____

Its: _____

Signature & Date

Signature & Date

Cagwood Consulting

Christopher A. Ganschow

345 Bloom Street, PO Box 786, Highland Park, Illinois 60035
(847) 323-5545 - fax (847) 681-9081 - cagwood@aol.com

Activity Update April 2011 – April 2012

In the last 12 months, we have achieved some major successes on behalf of the Village of La Grange Park including:

- Partnering with Congressman Dan Lipinski and the U.S. Army Corps of Engineers to secure **\$500,000** in funding for the La Grange Road Water Main replacement project. The Village has working with USACE and the Congressman's office since 2008 to make this project a reality.
- Working with our state legislative contingent to finalize funding for the Public Works Facility rehabilitation. As you may recall, the Village secured **\$600,000** for the project in the 2009 Illinois Jobs Now Capital bill thanks to the efforts of:
 - **State Sen. Lou Viverito** - \$375,000
 - **State Rep. Mike Zalewski** - \$150,000
 - **State Rep. Bob Biggins** - \$75,000
 - *(Sen. Dan Cronin also secured \$100,000 for the 31st Street parking lot.)*

Sen. Viverito, Rep. Biggins and Sen. Cronin have since retired from the General Assembly, and combined with the state's overall poor financial situation, accessing the funds has been somewhat complicated. However, thanks in part to the efforts of their successors, in particular **Sen. Steve Landek**, the Village has been able to move the funds through the system expeditiously relative to many other communities awaiting Illinois Jobs Now money.

- We have also worked with our legislators in seeking their support for other funding requests, including a **\$20,000** grant for thermal imaging cameras for the fire department, and two pending **Illinois Green Infrastructure Grant** applications. At our request, several of our state and federal representatives wrote letters of support.

On the legislative front:

- We took part in two West Central Municipal Conference Springfield Drive-Down events, May 4 and March 28. **President Discipio, Village Manager Cedillo and Trustees Mesick, Rocco & Seeder** all participated.
- As part of the WCMC events and throughout the year, we monitored several legislative and public policy initiatives, including actively opposing or supporting proposals crucial to the Village and other suburban communities, including:
 - Contesting any cuts to the Local Government Distributive Fund (income tax revenue share), an idea widely discussed during the 2011 General Assembly session. La Grange Park could have lost as much as \$317,000 in funding had this proposal gained any traction. Our effort to fight LGDF cuts included –
 - Directly lobbying legislators;
 - Encouraging residents to send letters to their legislators; including providing sample drafts on the Village website;
 - Conveying our concerns to the local media, including submitting letters to the editor.

- Other legislative priorities have included:
 - Stopping changes to the Property Tax Extension Limitation Law that would hamstring municipalities from funding vital services;
 - Advocating for pension reform to control the skyrocketing costs of municipal employee, as well as state employee, pensions;
 - Fighting for relief from the City of Chicago's draconian water rate increases.

Another major challenge in the past year has been preserving the Village's Post Office on 31st Street. To that end we have:

- Worked with Postal officials in organizing a public meeting on the future of the La Grange Park facility on Nov. 1;
- Coordinated with Congressman Lipinski and his office to put together another community meeting on Jan. 30 for residents to express their apprehension about a potential closing of the facility;
- Contacted other legislators serving Illinois and our region to express our concerns, including:
 - **Sen. Mark Kirk**
 - **Sen. Richard Durbin**
 - **Congressman Mike Quigley**
 - **Congressman Luis Gutierrez**
 - **Congressman Danny Davis**
- Worked with Village staff and La Grange Park resident Thom Serafin in developing a telephone survey of residents seeking their input on the importance of the Post Office, and producing a video of resident comments for distribution to USPS officials and other decision makers.

During the past 12 months, we have also worked to assess the impact on the Village of the decennial legislative remapping. We monitored that process closely last spring, and President Discipio submitted testimony on behalf of the Village to the Illinois House Redistricting Committee in April.

La Grange Park will be served by new legislators, including Reps. LaShawn Ford and Sen. Kimberly Lightford, who are both unopposed in the November election. New Members of Congress for the Village potentially include Rep. Quigley, as well as Representatives Gutierrez and Davis, who also do not have opposition this fall.

To help ease this transition, we organized meetings with Rep. Ford & Sen. Lightford, as well as Congressmen Quigley and Gutierrez. All four have already been helpful to La Grange Park on several issues, including lending their support to funding requests.

We have also continued to build our relationship with Cook County Commissioner Jeff Tobolski, including attending his quarterly "Mayor's Meetings." At these events, we have had the opportunity to meet decision makers such as Forest Preserve Superintendent Arnold Randall and Aviva Bowen, Chief of Staff for Congressman Quigley.



DRAFT

VILLAGE OF LA GRANGE PARK

FIVE YEAR PLAN

FY 2012/13 – FY 2016/17



MEMORANDUM

TO: President Discipio and Board of Trustees
FROM: Julia Cedillo *JC*
CC: Department Heads
DATE: April 2, 2012
RE: Five Year Plan Update

Attached to this memorandum is an update to the Village's Five-Year Plan. The purpose of the Five Year Financial Plan is to provide a budgetary framework for the Village to plan the management of its resources, revenues and expenditures in order to best serve the community. The attached Plan also contains a composite of capital expenditures for all departments and funds. Capital planning requires that infrastructure needs be examined on a regular basis and that repair and replacement of necessary equipment be planned over a multi-year period. The Plan and its development provides the basis for scheduling and prioritizing large capital expenditures over a five year period. Naturally, the key factor regulating the spending for these capital items is the availability of funding. Therefore, the Capital Plan is a needs analysis. Ability to purchase specific items will be determined with each year's overall budget preparation.

At this time, the Village is currently in a sound financial condition. In recent years, several adjustments to the operating budget and capital projects fund were made in anticipation of significant reductions in revenues trending as a result of the recession. Circumstances beyond our control will continue to impact our financial flexibility in future years. The Village is very dependent on real estate taxes and state shared revenues (money received by the State of Illinois and distributed to municipalities). The Village has little control over these revenues and is, in large part, dependent upon the performance of these revenues in making program and service decisions. As such, the assumptions used in the preparation of the plan have been conservative.

Consistent with the Village's last update to the Plan in 2011, the future financial outlook is not as bright as the forecast may have been in prior years. With projected revenues increasing only slightly for fiscal year 2012-2013, and ever increasing fixed costs related to providing services, the Plan illustrates that the next five years will be a challenge for the Village. As a non-home rule municipality, the Village has limited ability to generate revenue to address increased costs. However, it is recommended that in the coming year, the Village take action to position itself to meet the forecasted challenge by reviewing options for increased local revenue and greater cost efficiencies. For now, the Village will be required to continue being frugal with expenses as well as maintain cost efficiencies wherever and whenever possible.

TABLE OF CONTENTS

PAGE – ITEM

1. COVER
2. TABLE OF CONTENTS
3. EXECUTIVE SUMMARY
4. EXECUTIVE SUMMARY CONT.
5. EXECUTIVE SUMMARY CONT.
6. EXECUTIVE SUMMARY CONT.
7. **SECTION I**
8. GENERAL FUND OVERVIEW
9. GENERAL FUND SHEET
10. GENERAL FUND SHEET II – BY DEPARTMENT
11. GENERAL FUND SHEET II – BY DEPARTMENT CONT.
12. DEBT SERVICE FUND OVERVIEW
13. DEBT SERVICE FUND SHEET
14. WATER FUND OVERVIEW
15. WATER FUND SHEET
16. THIS PAGE INTENTIONALLY LEFT BLANK
17. WATER FUND DETAILED SHEET
18. MOTOR FUEL TAX FUND OVERVIEW
19. MOTOR FUEL TAX FUND SHEET
20. SEWER FUND OVERVIEW
21. SEWER FUND SHEET
22. THIS PAGE INTENTIONALLY LEFT BLANK
23. SEWER FUND DETAILED SHEET
24. CAPITAL PROJECTS FUND OVERVIEW
25. CAPITAL PROJECTS FUND SHEET
26. EMERGENCY TELEPHONE FUND OVERVIEW
27. EMERGENCY TELEPHONE FUND SHEET
28. THIS PAGE INTENTIONALLY LEFT BLANK
29. **SECTION II**
30. SECTION II OVERVIEW
31. MULTI-YEAR CAPITAL PROJECTS
32. MULTI-YEAR CAPITAL PROJECTS CONT.
33. YEAR 1 – FY 2012 – 2013
34. YEAR 2 – FY 2013 – 2014
35. YEAR 3 – FY 2014 – 2015
36. YEAR 4 – FY 2015 – 2016
37. YEAR 5 – FY 2016 – 2017
38. NOTES PAGE

EXECUTIVE SUMMARY

The Five Year Plan covering fiscal years 2012/13 through 2016/17 is presented for the Board's consideration and review. The Plan includes projections of revenue, operating expenses and capital expenses for all of the Village's major operating funds. As a starting point, Budgeted and Projected revenues and expenses are shown for Fiscal Year 2011/2012. Fiscal Year 12/13 then serves as the starting point for the next five fiscal years. The assumptions used in prior updates of this Plan were:

- Staffing levels remain constant
- General Fund revenues rise 2.62% annually
- Personnel costs rise 4% annually

This document is divided into two sections. Section I provides a one page "glance" of the financial condition of each of the Village's funds with revenue and expense projections over the next five years. Section II of the document deals only with programmed capital expenses. The first two pages in Section II show the programmed expenses for each year regardless of funding source. The succeeding pages detail the programmed expenses and funding source for each fiscal year covered by the Plan.

REVENUE CHALLENGES

Overall revenue projections for the upcoming fiscal year are expected to continue on a very modest upward trend from the 2010-2011 fiscal year which experienced a significant reduction in revenues over the previous year. Staff estimates that revenues for the current fiscal year will experience an increase of 2% over 2010-2011, and the proposed budget anticipates a revenue increase of .7%. Please reference the chart below for greater detail.

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>Est.</u> <u>2011-12</u>	<u>Proj</u> <u>2012-13</u>
Revenues							
Real Estate Tax	3,114,955	2,561,221	2,839,623	3,127,629	2,872,450	3,151,200	3,150,000
Sales Tax	492,881	501,913	512,115	487,961	477,264	475,000	485,000
Other Local Taxes	1,096,658	1,230,313	1,251,563	1,179,471	1,193,479	1,164,000	1,168,000
Licenses	306,215	301,985	298,362	296,187	293,594	285,100	286,100
Permits	292,162	243,751	199,987	204,537	175,859	151,200	163,000
State Income Tax	1,146,699	1,252,606	1,170,831	1,025,401	1,028,860	1,040,000	1,060,000
Other Intergov. Revenues	221,598	312,395	247,271	202,332	244,953	255,000	237,000
Charges for Services	348,447	318,631	397,159	412,030	402,335	368,700	389,200
Fines & Forfeitures	161,846	171,018	168,805	130,013	134,541	131,200	124,700
Miscellaneous Revenues	300,358	298,337	285,930	388,117	324,400	266,960	274,500
Other Financing Sources	<u>30,000</u>	<u>30,900</u>	<u>31,827</u>	<u>32,782</u>	<u>33,765</u>	<u>34,000</u>	<u>35,000</u>
Total Revenues	7,511,819	7,223,070	7,403,473	7,486,460	7,181,500	7,322,360	7,372,500

The Five Year Plan assumes a 1% growth annually for sales tax, a 2% growth annually for income tax and a 3% growth annually for real estate tax. Although this Plan assumes that staffing levels remain constant, positions vacated one year ago, such as the Maintenance Worker II position in Public Works, have not been filled. Although this helps to control personnel expenses, this Plan assumes that personnel expenses will continue to increase 4% annually.

With projected revenues increasing only slightly for fiscal year 2012-2013, and coupled with ever increasing fixed costs related to providing services, the next five years will continue to be a challenge for the Village. It is recommended that the Village continue its focus on core services. Three years ago, the Village anticipated the prolonged effects of the recession and eliminated a number of Village programs. Since that time, the Village left some positions unfilled, set limitations on non-union employee wages, increased the employee's share of health insurance, and maintained a keen focus on careful spending and grant opportunities. This approach to fiscal responsibility has positioned the Village in such a manner where the Village has not experienced lay-offs, furlough days, or other drastic cost saving measures. This is due, in large part, to conservative fiscal management provided by the Village Board. Put simply, the Village doesn't spend much and is judicious with its resources.

CAPITAL SPENDING

The Plan, as drafted for the Board's review, includes more than \$9.9 million in capital spending over the next five year period and is divided as follows:

	Plan FY 12/13-16/17	Plan FY 11/12-15/16	Plan FY 10/11-14/15
Administration	103,000	89,900	111,500
Police	403,000	297,000	246,000
Fire	827,622	386,619	348,861
Public Works	665,000	524,500	283,750
Building	236,040	236,040	8,240
Streets & Infrastructures	2.35 million	2.7 million	2.79 million
Water Projects	2.48 million	1.93 million	1.47 million
Sewer Projects	1.48 million	1.8 million	1.35 million
PW Garage (Incl utility relocates)	1.37 million	1.24 million	600,000 (reserve)

The Plan provides for the following major capital projects / purchases:

YEAR 1

- South La Grange Road Water Main Project
- Beach Avenue Parking Lot Construction
- New Generator for Village Hall
- Public Works Facility Construction
- Public Works Facility Utility Relocates

YEAR 2

- Beach Avenue Street Repaving -- Phase Three (31st to 29th Street)
- Sewer Lining

YEAR 3

- Beach Avenue Street Repaving -- Phase Four (29th to 26th Street)
- North La Grange Road Water Main Project (1st of 2 Reserves)
- Stormwater Management Project -- Flood Mitigation

YEAR 4

- Fire Ladder Truck Replacement (1st of 5 Reserves)

- Public Works Backhoe Replacement
- Public Works Front End Loader Replacement
- Brainard or Other Street Paving Project
- North La Grange Road Water Main Project (2nd of 2 Reserves)
- Sewer Lining

YEAR 5

- Fire Department Ladder Truck (2nd of 5 Reserves)
- Public Works – Street Sweeper Replacement
- Homestead Road Repaving Project
- Homestead Water Main Project

The largest expenditures are programmed for water main infrastructure, seconded by street projects. Expenditures in the operating departments contemplate replacement of existing equipment. The Water and Sewer Funds are shown to be in sound financial condition. The General Fund and Capital Projects Fund will be severely challenged to meet the capital obligations as outlined in this Plan.

BALANCED SPENDING & FLEXIBILITY

Public Works Garage

The Public Works Garage project is included in Year 1. It should be noted that construction for this project could occur over two budget fiscal years. Due to the nature of the work crossing two budgetary years, it is likely that future adjustments to the Five Year Plan and the Budget will be made, depending on progress. Major infrastructure projects underway concurrently have the potential to strain budgetary resources and cash flow. For this reason, the Village must be judicious in managing this project. It should be noted that no construction work on the Public Works Garage will commence without Board Approval. The project is budgeted between three funds with the following ratio: 70% in Capital Projects Fund, 20% in the Water Fund and 10% in the Sewer Fund. Costs for related utility re-locates are also budgeted between the three funds. At the time of project approval, staff recommends a review of all contributing Village funds to ensure that the project and the budget are financially sustainable. In an effort to better balance spending for capital expenditures, Year 1 of the Five Year Plan does not include any street paving projects.

Salt Purchase: The purchase of Salt in the amount of \$40,000 has been moved to the General Fund, under the Public Works Department, under Supplies. This move allows the Village's MFT fund to accrue dollars more quickly for future street projects. This change also allows for a reduction in staff time and engineering costs as there will be no MFT documentation requiring processing or approval.

Sidewalk Program: Costs related to slab jacking and sidewalk and curb replacement have been moved from the MFT fund to the Capital Projects fund. This move allows the Village's MFT fund to accrue dollars more quickly for future street projects. This change also allows for a reduction in staff time and engineering costs as there will be no MFT documentation requiring processing or approval.

Tree Replacement: Tree Replacement was not budgeted in the previous Plan in Years 2 through 4. With the presence of Emerald Ash Borer now identified within the Village's boundaries, the Village will have to ramp up to its efforts in the near future to mitigate its impact on the Village's tree inventory which includes over 1300 Ash trees. With such an amount, it is often more financially feasible to manage the costs over time. Budgeting for Tree Replacements will allow the Village to replenish its tree inventory at a minimum level as the Village begins to implement the EAB Plan which calls for the removal and some treatment of Ash trees in the parkways over a period of years and as necessary.

Fire Department Ladder Truck: The second of four reserves has been budgeted in Year 5 of the Plan. In the coming years, staff will evaluate its need for the truck as well as look for intergovernmental opportunities for sharing the cost.

This Five-Year Plan, as drafted, includes an increase in water rates for Year 1 at a rate of 12.5%. While the City of Chicago has announced that they intend to raise rates for the next three subsequent years, the Brookfield North Riverside Water Commission has not notified its customers of future increases. As such, no increases in rates are reflected in the Plan.

The Plan does not include increases in any other Village fees over the next five years. Staff has collected a list of potential fees and fines for review in the coming fiscal year. Fees will be evaluated in accordance with the administrative time and costs of the service and then contrasted with fee levels in neighboring communities.

As the Village moves forward, we will need to continue to balance services and service expectations with available resources.

SECTION I

GENERAL FUND

The General Fund is the main source of Village revenue and funds the Village's major operating departments: Administration, Police, Fire, and Building. Public Works expenses are partly funded by the General Fund and partly funded by Water and Sewer revenues.

An examination of the make-up of General Fund revenues for selected fiscal year shows:

	FY	FY	FY	ACTUAL	ESTIMATED	BUDGETED
	2001/2002	2006/2007	2009/2010	FY	FY	FY
	2010/2011	2011/12	2012/2013			
Real Estate Tax	30.1%	41.5%*	42.1%	40.0%	42.0%	42.7%
Sales Tax	15.0%	6.6%	6.8%	6.6%	6.5%	6.6%
Other Local Taxes	17.9%	14.6%	18.4%	16.6%	16.0%	15.8%
Licenses	4.3%	4.1%	3.8%	4.1%	4.1%	3.9%
Permits	2.9%	3.9%	2.5%	2.4%	2.5%	2.2%
State Income Tax	17.9%	18.3%	14.9%	14.3%	14.3%	14.4%
Intergovernmental Revenue	0.7%	3.0%	3.2%	3.4%	2.7%	3.2%
Charges for Services	5.7%	4.6%	4.7%	5.6%	5.9%	5.3%
Fines & Forfeitures	2.8%	2.2%	2.1%	1.9%	1.7%	1.7%
Miscellaneous Revenue	2.5%	4.0%	4.1%	4.5%	3.8%	3.7%
Other Financing Sources	0.2%	0.4%	0.4%	0.5%	0.5%	0.5%

*PROPERTY TAX REFERENDUM APPROVED

The table shows an increasing reliance on property taxes and reductions in Sales Taxes and State Income Tax Distributions, as a percentage of revenues. Other revenue categories have remained relatively stable.

On the expense side, the Village's largest expenses are personnel related. This is not uncommon for service organizations. As a percentage of total General Fund expenses salaries and wages, and pensions have been:

	FY	FY	FY	ACTUAL	ESTIMATED	*BUDGETED
	2001/2002	2006/2007	2009/2010	FY	FY	FY
	2010/2011	2011/2012	2012/2013			
Salaries & Wages	32.0%	45.7%	48.2%	53.0%	50.4%	47.9%
Pensions	4.7%	8.4%	7.6%	11.0%	12.1%	10.5%

* Capital Projects Budgeted will impact this percentage (FY12-13).

It is estimated that for FY 2011/2012, Salaries and Pensions together will exceed 60% of General Fund expenses.

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
GENERAL FUND**

	FY 11-12 Budget YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Real Estate Tax	3,100,000	3,151,200	3,150,000	3,244,500	3,341,835	3,442,090	3,545,353
Sales Tax	485,000	475,000	485,000	489,850	494,749	499,696	504,693
Other Local Taxes	1,172,000	1,164,000	1,168,000	1,203,040	1,239,131	1,276,305	1,314,594
Licenses	292,100	285,100	286,100	291,822	297,658	303,612	309,684
Permits	201,400	151,200	163,000	163,000	163,000	163,000	163,000
State Income Tax	1,060,000	1,040,000	1,060,000	1,081,200	1,102,824	1,124,680	1,147,378
Other Intergov. Revenues	207,000	255,000	237,000	244,110	251,433	258,978	266,746
Charges for Services	424,100	368,700	389,200	400,878	412,902	425,289	438,048
Fines & Forfeitures	119,500	131,200	124,700	128,441	132,294	136,263	140,351
Miscellaneous Revenues	270,000	266,960	274,500	282,735	291,217	298,954	308,952
Other Financing Sources	<u>34,000</u>	<u>34,000</u>	<u>35,000</u>	<u>36,050</u>	<u>37,132</u>	<u>38,245</u>	<u>39,393</u>
Total Revenues	7,365,100	7,322,360	7,372,500	7,565,624	7,764,176	7,968,311	8,178,191
Expenditures							
Administration	897,400	870,200	\$901,800	935,039	969,523	1,005,298	1,042,414
Police	3,718,820	3,582,300	\$3,858,020	4,009,861	4,167,701	4,331,778	4,502,339
Fire	1,372,702	1,326,059	\$1,371,432	1,419,212	1,468,691	1,519,932	1,572,996
Public Works	1,106,080	1,073,580	\$1,164,560	1,206,763	1,250,524	1,295,899	1,342,950
Building	<u>277,100</u>	<u>247,350</u>	<u>\$271,020</u>	<u>280,758</u>	<u>290,850</u>	<u>301,312</u>	<u>312,158</u>
Total Expenditures	7,372,102	7,099,489	7,566,832	7,851,633	8,147,288	8,454,219	8,772,857
Interfund Transfers	0	0	576,340	0	0	0	0
Ambulance Loan	12,500	12,500	12,500	12,500	12,500	12,500	12,500
TOTAL FUND EXPENDITURES	7,384,602	7,111,989	8,155,672	7,864,133	8,159,788	8,466,719	8,785,357
Surplus / (Deficit)	(19,502)	210,371	(783,172)	(298,509)	(395,612)	(498,408)	(607,165)
Beginning Cash & Investment Balance	1,758,152	2,118,200	2,328,571	1,545,399	1,246,890	851,277	352,870
Ending Cash & Investment Balance	<u>1,738,650</u>	<u>2,328,571</u>	<u>1,545,399</u>	<u>1,246,890</u>	<u>851,277</u>	<u>352,870</u>	<u>(254,296)</u>
Standard Cash & Investment Balance	1,841,275	1,830,590	1,699,040	1,891,406	1,941,044	1,992,078	2,044,548
Over (Under)	(102,625)	497,981	(153,641)	(644,516)	(1,089,767)	(1,639,208)	(2,298,844)

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
GENERAL FUND**

		FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR 1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues								
Real Estate Tax	1.03	3,100,000	3,151,200	3,150,000	3,244,500	3,341,835	3,442,090	3,545,353
Sales Tax	1.01	485,000	475,000	485,000	489,850	494,749	499,696	504,693
Other Local Taxes	1.03	1,172,000	1,164,000	1,168,000	1,203,040	1,239,131	1,276,305	1,314,594
Licenses	1.02	292,100	285,100	286,100	291,822	297,658	303,612	309,684
Permits	1.00	201,400	151,200	163,000	163,000	163,000	163,000	163,000
State Income Tax	1.02	1,060,000	1,040,000	1,060,000	1,081,200	1,102,824	1,124,880	1,147,378
Other Intergov. Revenues	1.03	207,000	255,000	237,000	244,110	251,433	258,976	266,746
Charges for Services	1.03	424,100	368,700	389,200	400,876	412,902	425,289	438,048
Fines & Forfeitures	1.03	119,500	131,200	124,700	128,441	132,294	136,263	140,351
Miscellaneous Revenues	1.03	270,000	266,960	274,500	282,735	291,217	299,954	308,952
Other Financing Sources	1.03	<u>34,000</u>	<u>34,000</u>	<u>35,000</u>	<u>36,050</u>	<u>37,132</u>	<u>38,245</u>	<u>39,393</u>
Total Revenues		7,365,100	7,322,360	7,372,500	7,565,624	7,764,176	7,968,311	8,178,191
Expenditures								
Administration Department								
Salaries & Wages	1.04	448,500	\$422,000	\$450,500	468,520	487,261	506,751	527,021
Professional Services	1.03	166,000	\$166,000	\$169,500	174,585	179,823	185,217	190,774
Other Services	1.03	61,800	\$62,700	\$64,700	66,641	68,640	70,699	72,820
Capital Outlay	1.03	1,000	\$1,000	\$1,000	1,030	1,061	1,093	1,126
Supplies	1.03	8,600	\$9,500	\$9,600	9,888	10,185	10,490	10,805
I.M.R.F.	1.04	42,000	42,000	39,000	40,560	42,182	43,870	45,624
Insurance	1.04	131,000	\$129,000	\$129,000	134,160	139,526	145,107	150,912
Other Expenses	1.03	<u>38,500</u>	<u>\$38,000</u>	<u>\$38,500</u>	<u>39,655</u>	<u>40,845</u>	<u>42,070</u>	<u>43,332</u>
Total Expenditures: Admin. Dept.		897,400	870,200	901,800	935,039	969,523	1,005,298	1,042,414
Police Department								
Salaries & Wages	1.04	2,174,500	\$2,054,000	\$2,271,420	2,362,277	2,456,768	2,555,039	2,657,240
Professional Services	1.03	33,000	\$31,000	\$40,000	41,200	42,436	43,709	45,020
Other Services	1.03	80,800	\$84,800	\$87,800	90,434	93,147	95,941	98,820
Capital Outlay	1.03	2,000	\$1,800	\$2,000	2,060	2,122	2,185	2,251
Supplies	1.03	93,000	\$92,250	\$98,200	101,146	104,180	107,306	110,525
I.M.R.F.	1.04	24,720	24,720	27,300	28,392	29,528	30,709	31,937
Police Pension	1.04	705,000	730,000	730,000	759,200	789,568	821,151	853,997
Insurance	1.04	585,800	\$545,730	\$581,300	604,552	628,734	653,883	680,039
Other Expenses	1.03	<u>20,000</u>	<u>\$18,000</u>	<u>\$20,000</u>	<u>20,600</u>	<u>21,218</u>	<u>21,855</u>	<u>22,510</u>
Total Expenditures: Police Dept.		3,718,820	3,582,300	3,858,020	4,009,861	4,167,701	4,331,778	4,502,339
Fire Department								
Salaries & Wages	1.04	576,713	533,900	567,470	590,169	613,776	638,327	663,860
Professional Services	1.03	-	-	0	0	0	0	0
Other Services	1.03	596,254	592,424	596,902	614,809	633,253	652,251	671,819
Capital Outlay	1.03	13,300	13,300	5,400	5,562	5,729	5,901	6,078
Supplies	1.03	61,430	61,430	62,040	63,901	65,818	67,793	69,827
I.M.R.F.	1.04	8,160	8,160	8,940	9,298	9,670	10,057	10,459
Insurance	1.04	85,740	85,740	87,300	90,792	94,424	98,201	102,129
Other Expenses	1.03	<u>31,105</u>	<u>31,105</u>	<u>43,380</u>	<u>44,681</u>	<u>46,021</u>	<u>47,402</u>	<u>48,824</u>
Total Expenditures: Fire Dept.		1,372,702	1,326,059	1,371,432	1,419,212	1,468,691	1,519,932	1,572,996

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
GENERAL FUND**

		FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Public Works Department								
Salaries & Wages	1.04	496,000	\$456,000	\$495,000	514,800	535,392	556,808	579,080
Professional Services	1.03	-	-	-	-	-	-	-
Other Services	1.03	266,500	\$292,000	\$278,500	286,855	295,461	304,324	313,454
Capital Outlay	1.03	9,000	\$9,000	\$9,000	9,270	9,548	9,835	10,130
Supplies	1.03	102,000	\$104,000	\$146,000	150,380	154,891	159,538	164,324
I.M.R.F.	1.04	41,580	41,580	41,040	42,682	44,389	46,164	48,011
Insurance	1.04	186,600	\$186,600	\$190,620	198,245	206,175	214,422	222,998
Other Expenses	1.03	4,400	\$4,400	\$4,400	4,532	4,668	4,808	4,952
Total Expenditures: Public Works		1,106,080	1,073,580	1,164,560	1,206,763	1,250,524	1,295,899	1,342,950
Building Department								
Salaries & Wages	1.04	121,500	\$116,500	124,520	129,501	134,681	140,068	145,671
Professional Services	1.03	92,500	\$67,500	81,500	83,945	86,463	89,057	91,729
Other Services	1.03	18,550	\$18,050	18,170	18,715	19,276	19,854	20,450
Capital Outlay	1.03	700	\$900	850	876	902	929	957
Supplies	1.03	5,820	\$5,970	6,350	6,541	6,737	6,939	7,147
I.M.R.F.	1.04	11,340	11,340	12,720	13,229	13,758	14,308	14,880
Insurance	1.04	23,140	\$23,140	23,360	24,294	25,266	26,277	27,328
Other Expenses	1.03	3,550	\$3,950	3,550	3,657	3,767	3,880	3,998
Total Expenditures: Building Dept		277,100	247,350	271,020	280,758	290,850	301,312	312,158
Interfund Transfers								
Ambulance Loan		0	0	576,340	0	0	0	0
TOTAL FUND EXPENDITURES		7,384,602	7,111,989	8,155,672	7,864,133	8,159,788	8,466,719	8,785,357
Surplus / (Deficit)								
Beginning Cash & Investment Balance		(19,502)	210,371	(783,172)	(298,509)	(395,612)	(498,408)	(607,165)
Ending Cash & Investment Balance		1,758,152	2,118,200	2,328,571	1,545,399	1,246,890	851,277	352,870
Standard Cash & Investment Balance		<u>1,738,650</u>	<u>2,328,571</u>	<u>1,545,399</u>	<u>1,246,890</u>	<u>851,277</u>	<u>352,870</u>	<u>(254,296)</u>
Over (Under)		1,841,275	1,830,590	1,699,040	1,891,406	1,941,044	1,992,078	2,044,548
		(102,625)	497,981	(153,641)	(644,516)	(1,089,767)	(1,639,208)	(2,298,844)

DEBT SERVICE FUND

The Debt Service Fund was created in 2004 following the Village's issuance of \$2.26 million in bonds to fund street improvements. The only source of revenue in this fund is the transfer from the Motor Fuel Tax Fund to pay for a portion of the annual debt payment on the 2004 bond issue. The Water Fund and Sewer Fund are also responsible for a portion of this debt. The Water and Sewer Funds are charged directly for their share of the debt payment.

The allocation between funds for payment of this debt is as follows:

Motor Fuel Tax Fund -	83%
Water Fund -	5%
Sewer Fund -	12%

As of April 30, 2012, \$804,512.50 in principal and interest remains outstanding. Remaining annual bond payments range between \$259,000 - \$272,000. The final bond payment is due on December 1, 2014.

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
2004 DEBT SERVICE FUND**

	FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Interest on Investments	300	100	100	200	200	0	0
Interfund Transfers	<u>225,000</u>	<u>225,000</u>	<u>227,000</u>	<u>233,000</u>	<u>223,050</u>	0	0
Total Revenues	225,300	225,100	227,100	233,200	223,250	0	0
Expenditures							
Miscellaneous Services	500	500	500	500	500	0	0
Principal Payments	196,000	196,000	204,000	204,000	200,350	0	0
Interest Payments	<u>29,000</u>	<u>29,000</u>	<u>23,000</u>	<u>28,500</u>	<u>22,200</u>	0	0
Total Expenditures	225,500	225,500	227,500	233,000	223,050	0	0
Surplus / (Deficit)	(200)	(400)	(400)	200	200	0	0
Beginning Cash & Investment Balance	4,537	5,410	5,010	4,610	4,810	5,010	5,010
Ending Cash & Investment Balance	<u>4,337</u>	<u>5,010</u>	<u>4,610</u>	<u>4,810</u>	<u>5,010</u>	<u>5,010</u>	<u>5,010</u>
Standard Cash & Investment Balance	NA	NA	NA	NA	NA	NA	NA
Over (Under)	NA	NA	NA	NA	NA	NA	NA

WATER FUND

Over the next five years, over \$2.4 million in capital improvements are programmed. Funds are shown to be acquired to install the South La Grange Road water main in Year 1 of the Plan. While the Plan anticipates no grant funding for this \$890,000 project, the Village has received word that funding in the amount of \$500,000 is likely by the Army Corps of Engineers for 2012/2013. However, because there is no guarantee that these grant funds will be available, the grant funds are not reflected in the Five Year Plan or FY 2012/13 Draft Budget. Funds are also shown to be acquired to install the North La Grange Road water main with reserves in Years 3 and 4 of the Plan. Finally, the Plan includes the replacement of a water main on Homestead Road in Year 5.

The Village purchases its water supply from the Brookfield North Riverside Water Commission (BNRWC). The Village has been advised that the BNRWC approved a twenty percent (20%) increase in the rate they charge to their customers from \$2.85 per thousand gallons to \$3.42 per thousand gallons effective January 1, 2012. The BNRWC took this action in response to a 25% increase from their supplier, the City of Chicago. Since January 1, 2012, the Village has been paying the new rate to the BNRWC.

Upon receiving this information the Village has examined the impact of this rate change on the condition of the Water Fund. Based on this increase and other demands on the fund the Village Board approved an increase in the Village's rate from \$4.96 per 100 cubic feet to \$5.58 per 100 cubic feet. This equates to a 12.5% adjustment. This adjustment has been reflected in Year 1 in the Plan. While the City of Chicago has announced further rate increases in future years, it is uncertain at this time as to how the BNRWC will respond in passing the increases on to their customers. Therefore, no rate increases are shown beyond Year 1.

Given the assumptions in this Plan the Water Fund remains in a sound financial condition. The Five-Year Plan includes \$250,000 for the Public Works Garage as well as \$25,000 for utility relocates in Year 1 of the Plan.

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
WATER FUND**

	FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Intergovernmental Revenues	0						
Charges for Services	2,502,500	2,501,000	2,813,500	2,813,500	2,813,500	2,813,500	2,813,500
Miscellaneous Revenues	<u>5,600</u>	<u>7,100</u>	<u>5,600</u>	<u>5,768</u>	<u>5,941</u>	<u>6,119</u>	<u>6,303</u>
Total Revenues	2,508,100	2,508,100	2,819,100	2,819,268	2,819,441	2,819,619	2,819,803
Expenditures							
Administration Dept.	173,220	162,320	170,620	176,997	183,615	190,485	197,614
Distribution Department	<u>1,932,950</u>	<u>2,143,950</u>	<u>3,386,100</u>	<u>2,235,484</u>	<u>2,737,849</u>	<u>2,912,222</u>	<u>2,904,129</u>
Total Expenditures	2,106,170	2,306,270	3,556,720	2,412,481	2,921,464	3,102,706	3,101,744
Bond Payments							
2004 Road Bonds	12,500	12,500	13,100	12,512	12,620	0	0
TOTAL FUND EXPENDITURES	2,118,670	2,318,770	3,569,820	2,424,993	2,934,084	3,102,706	3,101,744
Surplus / (Deficit)	389,430	189,330	(750,720)	394,275	(114,643)	(283,087)	(281,941)
Beginning Cash & Investment Balance	1,599,806	1,496,673	1,686,003	935,283	1,329,558	1,214,915	931,827
Ending Cash & Investment Balance	<u>1,989,236</u>	<u>1,686,003</u>	<u>935,283</u>	<u>1,329,558</u>	<u>1,214,915</u>	<u>931,827</u>	<u>649,887</u>
Standard Cash & Investment Balance	627,025	627,025	704,775	704,817	704,860	704,905	704,951
Over (Under)	1,362,211	1,058,978	230,508	624,741	510,055	226,922	(55,064)

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**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
WATER FUND**

	FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR 1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Intergovernmental Revenues	0	0	0	0	0	0	0
Charges for Services	2,502,500	2,501,000	2,813,500	2,813,500	2,813,500	2,813,500	2,813,500
Miscellaneous Revenues	<u>5,600</u>	<u>7,100</u>	<u>5,600</u>	<u>5,768</u>	<u>5,941</u>	<u>6,119</u>	<u>6,303</u>
Total Revenues	2,508,100	2,508,100	2,819,100	2,819,268	2,819,441	2,819,619	2,819,803
Expenditures							
Administration Department							
Salaries & Wages	87,200	84,800	90,000	93,600	97,344	101,238	105,287
Professional Services	15,000	11,900	13,000	13,390	13,792	14,205	14,632
Other Services	20,500	17,900	18,800	19,364	19,945	20,543	21,160
Capital Outlay	5,000	3,000	3,000	3,090	3,183	3,278	3,377
Supplies	1,400	1,500	1,400	1,442	1,485	1,530	1,576
I.M.R.F.	8,280	8,280	7,860	8,174	8,501	8,841	9,195
Insurance	28,240	27,640	27,960	29,078	30,242	31,451	32,709
Other Expenses	<u>7,600</u>	<u>7,300</u>	<u>8,600</u>	<u>8,858</u>	<u>9,124</u>	<u>9,397</u>	<u>9,679</u>
Total Expenditures: Admin. Dept.	173,220	162,320	170,620	176,997	183,615	190,485	197,614
Distribution Department							
Salaries & Wages	196,000	196,000	196,000	203,840	211,994	220,474	228,293
Professional Services	40,000	40,000	135,000	0	63,750	63,750	78,000
Other Services	159,900	164,900	180,750	186,173	191,758	197,510	203,436
Capital Outlay	177,500	177,500	1,071,000	35,000	452,500	605,000	560,000
Supplies	105,750	106,750	96,750	99,653	102,642	105,721	108,893
Water	1,150,000	1,360,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
I.M.R.F.	18,000	18,000	18,420	19,157	19,923	20,720	21,549
Insurance	82,300	77,300	83,680	87,027	90,508	94,129	97,894
Other Expenses	<u>3,500</u>	<u>3,500</u>	<u>4,500</u>	<u>4,635</u>	<u>4,774</u>	<u>4,917</u>	<u>5,065</u>
Total Expenditures: Dist. Dept.	1,932,950	2,143,950	3,386,100	2,235,484	2,737,849	2,912,222	2,904,129
Interfund Transfers							
2004 Road Bonds	12,500	12,500	13,100	12,512	12,620	0	0
TOTAL FUND EXPENDITURES	2,118,670	2,318,770	3,569,820	2,424,993	2,934,084	3,102,706	3,101,744
Surplus / (Deficit)	389,430	189,330	(750,720)	394,275	(114,643)	(283,087)	(281,941)
Beginning Cash & Investment Balance	1,599,806	1,496,673	1,686,003	935,283	1,329,558	1,214,915	931,827
Ending Cash & Investment Balance	1,989,236	1,686,003	935,283	1,329,558	1,214,915	931,827	649,887
Standard Cash & Investment Balance	627,025	627,025	704,775	704,817	704,860	704,905	704,951
Over (Under)	1,362,211	1,058,978	230,508	624,741	510,054	226,923	(55,064)

MOTOR FUEL TAX FUND

Municipalities are required to maintain a separate fund to account for motor fuel taxes distributed by the State of Illinois. The amounts are distributed to the Village on a per capita basis. The use of motor fuel tax money is restricted by state law to the maintenance and repair of local streets and sidewalks.

The Village receives in excess of \$300,000 annually from the State of Illinois as its share of the gasoline tax. Approximately \$225,000 of these receipts is dedicated to the repayment of the 2004 Road Bonds. This obligation will continue until December 2014.

Expenses in the Motor Fuel Tax Fund are not steady. Given the level of revenues received and existing debt obligations, street work paid for by the MFT Fund occurs at least every other year. This "off" year allows the Village to accumulate funds to implement projects in succeeding years.

In the last several years, the Village has utilized MFT funding for the expenses related to Salt Operations as well as the Sidewalk program. Beginning in Year 1, these expenses have been transitioned to other funds to allow the MFT Fund to accrue funds more quickly for future street projects. Salt Operations has been moved to the General Fund in the Public Works Budget, under Supplies. Funding for the Sidewalk program has been transitioned to the Capital Projects Fund.

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
MOTOR FUEL TAX FUND**

	FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
State Motor Fuel Tax	340,000	335,000	\$335,000	338,350	341,734	345,151	348,602
Miscellaneous Revenue	<u>192,500</u>	<u>227,200</u>	<u>\$200</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total Revenues	532,500	562,200	335,200	338,850	342,234	345,651	349,102
Expenditures							
Professional Services	25,000	4,300	\$0	0	0	0	0
Construction Services	389,000	390,000	\$0	120,000	130,000	0	187,500
Capital Outlay	0	0	0	0	0	0	0
Supplies	40,000	30,000	\$0	0	0	0	0
Other Financing Uses	<u>225,000</u>	<u>225,000</u>	<u>\$227,000</u>	<u>233,000</u>	<u>223,050</u>	<u>0</u>	<u>0</u>
Total Expenditures	679,000	649,300	227,000	353,000	353,050	0	187,500
Surplus / (Deficit)	(146,500)	(87,100)	108,200	(14,150)	(10,817)	345,651	161,602
Beginning Cash & Investment Balance	88,427	128,622	41,522	149,722	135,572	124,756	470,406
Ending Cash & Investment Balance	(58,073)	41,522	149,722	135,572	124,756	470,406	632,009
Standard Cash & Investment Balance	133,125	140,550	83,800	84,713	85,558	86,413	87,276
Over (Under)	(191,198)	(99,028)	65,922	50,860	39,197	383,994	544,733

SEWER FUND

The Sewer Fund is the accounting vehicle that keeps track of revenues and expenses associated with the operation and maintenance of the Village's sewer system. Revenues received are sewer fees charged to system customers. The current sewer rate is \$2.10/100 cu. ft. These fees are sufficient to pay for the operation and maintenance of the sewer system and the annual debt payment to service a \$5.6 million bond issue approved in 2006 to fund sewer improvements. Payments are made twice annually and will continue until 2025. Annual payments are between \$425,000 - \$429,000.

The Five-Year Plan shows \$1.48 million spent over the life of the Plan for sewer televising, cleaning, lining, and point repairs. Also included in that number are funds set aside for Stormwater Management Solutions as prescribed by the Engineering and Capital Projects Committee and approved by the Village Board, in the amount of \$175,000 in Year 3 of the Plan.

No rate increases are proposed for the next five year period. The Five-Year Plan includes \$125,000 in Year 1 of the Plan for improvements to the Public Works Garage.

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
SEWER FUND**

	FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Intergovernmental Revenues	0	0	0	0	0	0	0
Charges for Services	1,080,000	1,080,000	1,060,000	1,060,000	1,060,000	1,060,000	1,060,000
Miscellaneous Revenues	<u>2000</u>	<u>1000</u>	<u>\$1,800</u>	<u>2000</u>	<u>2000</u>	<u>2000</u>	<u>2000</u>
Total Revenues	1,082,000	1,061,800	1,061,800	1,062,000	1,062,000	1,062,000	1,062,000
Expenditures							
Administration Department	143,080	133,480	142,260	147,594	153,131	158,879	164,845
Operations & Maint. Dept.	<u>775,330</u>	<u>699,430</u>	<u>501,410</u>	<u>586,744</u>	<u>558,001</u>	<u>555,686</u>	<u>381,057</u>
Total Expenditures	918,410	832,910	643,670	734,338	711,132	714,565	545,902
Bond Payments							
2006 Bond P&I Payments	426,000	426,000	427,000	428,000	428,500	428,500	428,500
2004 Road Bonds	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>33,181</u>	<u>31,650</u>	<u>0</u>	<u>0</u>
	456,000	456,000	457,000	461,181	460,150	428,500	428,500
TOTAL FUND EXPENDITURES	1,374,410	1,288,910	1,100,670	1,195,519	1,171,282	1,143,065	974,402
Surplus / (Deficit)	(292,410)	(227,110)	(38,870)	(133,519)	(109,282)	(81,065)	87,598
Beginning Cash & Investment Balance	929,830	895,680	668,570	629,700	496,181	386,899	305,833
Ending Cash & Investment Balance	<u>637,420</u>	<u>668,570</u>	<u>629,700</u>	<u>496,181</u>	<u>386,899</u>	<u>305,833</u>	<u>393,431</u>
Standard Cash & Investment Balance	270,500	265,450	265,450	265,500	265,500	265,500	265,500
Over (Under)	366,920	403,120	364,250	230,681	121,399	40,333	127,931

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**VILLAGE OF LA GRANGE PARK
FIVE YEAR PLAN
SEWER FUND**

	FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj. YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Intergovernmental Revenues	0	0					
Charges for Services	1,080,000	1,060,000	1,060,000	1,060,000	1,060,000	1,060,000	1,060,000
Miscellaneous Revenues	<u>2,000</u>	<u>1,800</u>	<u>1,800</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Revenues	1,082,000	1,061,800	1,061,800	1,062,000	1,062,000	1,062,000	1,062,000
Expenditures							
Administration Department							
Salaries & Wages	74,800	71,200	75,900	78,936	82,093	85,377	88,792
Professional Services	13,300	11,700	12,700	13,081	13,473	13,877	14,293
Other Services	13,400	12,300	13,900	14,317	14,747	15,189	15,645
Capital Outlay	3,000	2,000	2,000	2,060	2,122	2,186	2,252
Supplies	1,300	1,300	1,500	1,545	1,591	1,639	1,688
I.M.R.F.	6,900	6,900	6,600	6,864	7,139	7,425	7,722
Insurance	24,780	23,480	24,160	25,126	26,131	27,176	28,263
Other Expenses	<u>5,600</u>	<u>4,600</u>	<u>5,500</u>	<u>5,665</u>	<u>5,835</u>	<u>6,010</u>	<u>6,190</u>
Total Expenditures: Admn. Dept.	143,080	133,480	142,260	147,594	153,131	158,879	164,845
Operations & Maintenance Dept.							
Salaries & Wages	46,000	45,000	45,000	46,800	48,672	50,619	52,644
Professional Services	85,000	85,000	37,500	47,500	65,000	32,500	65,000
Other Services	60,250	83,250	65,750	100,000	120,000	120,000	120,000
Machine & Eqpt. Rental (Reim.)	37,640	37,640	38,200	39,346	40,526	41,742	42,994
Capital Outlay	502,500	404,000	260,000	296,250	225,000	250,000	37,500
Supplies	14,800	14,800	25,300	26,059	26,841	27,646	28,475
I.M.R.F.	4,020	4,020	3,960	4,118	4,283	4,454	4,632
Insurance	19,420	19,020	20,000	20,800	21,632	22,497	23,397
Other Expenses	<u>5,700</u>	<u>6,700</u>	<u>5,700</u>	<u>5,871</u>	<u>6,047</u>	<u>6,228</u>	<u>6,415</u>
Total Expenditures: O&M Dept.	775,330	699,430	501,410	586,744	558,001	555,686	381,057
Bond Payments							
2006 Bond P&I Payments	426,000	426,000	427,000	428,000	428,500	428,500	428,500
2004 Road Bonds	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>33,181</u>	<u>31,650</u>	<u>0</u>	<u>0</u>
	456,000	456,000	457,000	461,181	460,150	428,500	428,500
TOTAL FUND EXPENDITURES	<u>1,374,410</u>	<u>1,288,910</u>	<u>1,100,670</u>	<u>1,195,519</u>	<u>1,171,282</u>	<u>1,143,065</u>	<u>974,402</u>
Surplus / (Deficit)	(292,410)	(227,110)	(38,870)	(133,519)	(109,282)	(81,065)	87,598
Beginning Cash & Investment Balance	929,830	895,680	668,570	629,700	496,181	386,899	305,833
Ending Cash & Investment Balance	<u>637,420</u>	<u>668,570</u>	<u>629,700</u>	<u>496,181</u>	<u>386,899</u>	<u>305,833</u>	<u>393,431</u>
Standard Cash & Investment Balance	270,500	265,450	265,450	265,500	265,500	265,500	265,500
Over (Under)	366,920	403,120	364,250	230,681	121,399	40,333	127,931

CAPITAL PROJECTS FUND

The Capital Projects Fund was created by the Board to track large capital expenditures for each of the operating departments as well as large infrastructure projects. The Capital Projects Fund includes any capital purchase over \$10,000, which is consistent with the capitalization threshold the Village uses for accounting. In other words, any capital purchase over \$10,000 is converted from an expense to a fixed asset, which depreciates over time.

The Fund receives most of its revenues in the form of a transfer from the General Fund. This year, the Capital Projects fund will receive a transfer in the amount of \$576,340. Other sources of revenue include an annual reimbursement from the Sewer Fund and periodic grants. The total revenues received are dependent on the financial condition of the General Fund and any grants received.

In the FY 11-12 Capital Projects Fund, the Village completed street reconstruction for Phase 2 of Beach Avenue. Also completed were grant funded resurfacing projects on Blanchan and Morgan. As presented, street work will not commence again until Year 2 of the Plan.

Once again this year, the Public Works Garage project is the most significant Capital Project in the Five Year Plan. Seventy percent of the cost of the project or \$870,000 is allocated to this fund and is reflected in Year 1. The Village has received state grant funds in the amount of \$600,000 to help offset the costs. Expenditures related to utility re-locates are also budgeted in Year 1. In an effort to better balance spending for capital expenditures, Year 1 of the Five Year Plan does not include any street paving projects.

Given current projections available, identifying sufficient resources to fund Beach Avenue Phase 3 street work in Year 2 will be challenging. Our ability to do so will depend on the performance of the revenues and expenditures of the upcoming budget. Looking forward, the Village will re-prioritize future Capital Projects in Years 2-5 as necessary and seek grant funding opportunities, where available.

The Capital Projects Fund includes the following activities:

- The Beach Avenue Parking Lot in Year 1.
- The Public Works Garage Project in Year 1.
- Tree Purchases in Years 1 through 5.
- Village Hall Generator in the amount of \$150,000, grant funded, illustrated in the revenues and expenditures. The remaining \$50,000 required for the local match is included in the Emergency Telephone Fund.
- The introduction of the Sidewalk Program in Years 1-5. This program was previously budgeted in the MFT Fund.
- Beach Avenue Phase 3 road work in Year 2.
- Beach Avenue Phase 4 road work in Year 3.
- Brainard or Other Street road work in Year 4.
- Homestead Road resurfacing in Year 5.

Please note that year 5 includes significant expenditures for village equipment / vehicles. The Village will have to closely monitor the Five Year Plan and may wish to consider whether street resurfacing can be put on hold for year 5 to allow for the purchase of much needed equipment.

Finally, included in Years 4 and 5 are the first two of five reserves for the purchase of a Fire Department ladder truck, which has an estimated total cost of \$1 million. Five consecutive yearly reserves are required to position the Village for the purchase of that equipment in FY 19/20, when our existing ladder truck is 30

years old. The Village continues to seek grant funding or intergovernmental sharing to help offset the entire cost of the ladder truck. Further, the Fire Department will take a look at possible funding options for that future purchase.

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
CAPITAL PROJECTS FUND**

	FY 11-12 Budget YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Grants	760,000	61,000	812,702	0	0	0	0
Interest on Investments	1,500	10,500	500	1,500	1,500	1,500	1,500
Reim. from Sewer Fund	37,640	37,640	38,200	39,346	40,526	41,742	42,994
Trf. from General Fund	0	0	576,340	0	0	0	0
Total Revenues	799,140	109,140	1,427,742	40,846	42,026	43,242	44,494
Expenditures							
Street Resurfacing	305,000	415,000	0	340,750	355,000	614,250	55,000
Sidewalks, C & G	0	0	50,000	30,000	40,000	45,000	40,000
Public Bldgs. & Grounds	750,000	0	1,107,500	0	0	0	0
31st Street Projects	0	13,000	98,000	0	0	0	0
Administration Eqpt.	13,000	13,000	22,200	27,200	15,000	14,500	24,500
Police Eqpt.	26,000	26,000	52,000	95,000	98,000	78,000	80,000
Fire Eqpt.	17,497	17,000	12,226	12,226	63,700	275,970	458,500
Public Works Eqpt.	45,000	45,000	0	33,750	7,500	75,000	267,500
Building Equipment	0	1,000	0	0	8,240	27,800	0
Tree Purchases	15,000	15,000	15,000	15,000	10,000	10,000	15,000
Total Expenditures	1,171,497	545,000	1,356,926	553,926	597,440	1,140,520	940,500
Surplus / (Deficit)	(372,357)	(435,860)	70,816	(513,080)	(555,414)	(1,097,278)	(896,006)
Beginning Cash & Investment Balance	465,818	512,556	76,696	147,511	(365,569)	(920,982)	(2,018,260)
Ending Cash & Investment Balance	93,461	76,696	147,511	(365,569)	(920,982)	(2,018,260)	(2,914,266)
Standard Cash & Investment Balance	199,785	27,285	153,760	10,212	10,507	10,811	11,124
Over (Under)	(106,324)	49,411	(6,249)	(375,781)	(931,489)	(2,029,071)	(2,925,390)

EMERGENCY TELEPHONE FUND

The Emergency Telephone System Fund (ETSF) was established to account for the proceeds of the telephone 9-1-1 surcharge. The purpose of the fund is to provide the resources necessary to maintain the Village's 9-1-1 emergency communications system and equipment.

Expenses in this fund are used to maintain, repair, and replace the Village's emergency communications equipment. Other expenses in the fund include a transfer of money to the General Fund for some of the personnel costs related to emergency communications. Year 1 reflects a \$50,000 expense for the local share and 25% match of the \$150,000 Pre-disaster Mitigation Grant for the new emergency generator at Village Hall. This has been re-budgeted from the current fiscal year as the grant is still being processed.

Year 1 also reflects the Village's share of the Net West Narrow-banding equipment upgrades. The FCC is requiring public safety radio license holders to refine and narrow-band their radio frequencies. Agencies must be in compliance on or before January 1, 2013. La Grange Park participates in the Net West Radio Network, along with the communities of Brookfield, La Grange and Western Springs. The four partners share all costs as equal partners (25% per community or \$22,500).

**VILLAGE OF LA GRANGE PARK
FIVE YEAR FINANCIAL PLAN
EMERGENCY TELEPHONE FUND**

	FY 11-12 Budget. YEAR 0	FY 11-12 Est. Actual YEAR 0	FY 12-13 Proj. YEAR1	FY 13-14 Proj YEAR 2	FY 14-15 Proj. YEAR 3	FY 15-16 Proj. YEAR 4	FY 16-17 Proj. YEAR 5
Revenues							
Local Tax	130,000	130,000	130,000	130,000	130,000	130,000	130,000
Miscellaneous Revenue	<u>6,500</u>	<u>8,000</u>	<u>6,200</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
Total Revenues	136,500	138,000	136,200	136,500	136,500	136,500	136,500
Expenditures							
Services	64,000	66,000	92,000	70,019	72,120	74,283	76,512
Capital Outlay	50,000	0	72,500	0	0	0	0
Supplies	500	500	500	500	500	500	500
Other Expenses	0	0	0	0	0	0	0
Interfund Transfer	34,000	34,000	35,000	36,050	37,132	38,245	39,393
Total Expenditures	148,500	100,500	200,000	106,569	109,751	113,029	116,404
Surplus / (Deficit)	(12,000)	37,500	(63,800)	29,931	26,749	23,471	20,096
Beginning Cash & Investment Balance	96,523	177,270	214,770	150,970	180,901	207,650	231,121
Ending Cash & Investment Balance	<u>84,523</u>	<u>214,770</u>	<u>150,970</u>	<u>180,901</u>	<u>207,650</u>	<u>231,121</u>	<u>251,217</u>
Standard Cash & Investment Balance	34,125	34,500	34,050	34,125	34,125	34,125	34,125
Over (Under)	50,398	180,270	116,920	146,776	173,525	196,996	217,092

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SECTION II

SECTION II

Section II lists all of the projects proposed to be funded within the time frame covered by the Five-Year Plan. The first two tables indicate the cost of any specific item in any given year regardless of funding source. For example, under the Police Department it is anticipated that over the next five years \$338,000 will be spent to replace squad cars (\$52,000 in Year 1, \$75,000 in Year 2, \$53,000 in Year 3, \$78,000 in Year 4, and \$80,000 in Year 5).

The next five pages of Section II detail proposed capital expenses for each fiscal year by funding source. For example, in Year 2, under "Street Paving – Beach – Phase 3", \$120,000 will be contributed by MFT, the Sewer Fund will contribute \$71,250, the Water Fund will contribute \$23,750 and the Capital Projects Fund will contribute \$260,000 for a total construction cost of \$475,000.

This type of presentation provides the Board with a more general overview on the first two pages of Section II and greater detail as the reader delves more deeply into the contents of the plan document.

**VILLAGE OF LA GRANGE PARK
MULTI-YEAR CAPITAL PROJECTS**

ITEM	YEAR 0 Budget FY 11-12	YEAR 0 Est. Act. FY 11-12	YEAR 1 Projected FY 12-13	YEAR 2 Projected FY 13-14	YEAR 3 Projected FY 14-15	YEAR 4 Projected FY 15-16	YEAR 5 Projected FY 16-17	MULTI-YEAR PLAN TOTAL
Administration:								
Computer Replacements	7,900	7,900	19,200	11,200	9,000	10,500	19,500	69,400
Computer Network Equipment	5,100	5,100	3,000	16,000	6,000	4,000	5,000	34,000
Office Furniture								0
Sub-Total	13,000	13,000	22,200	27,200	15,000	14,500	24,500	103,400
Police:								
Squad Notebook Replacement	26,000	26,000						0
Vehicle Replacement			52,000	75,000	53,000	78,000	80,000	338,000
Garage Repr & Door Replace				20,000				20,000
Repaint PD Offices					15,000			15,000
Replace PD Carpet & Floors					30,000			30,000
Sub-Total	26,000	26,000	52,000	95,000	98,000	78,000	80,000	403,000
Fire:								
Turnout Gear Replacement	11,869	11,869	12,226	12,226	12,970	12,970	13,400	63,792
Ongoing Hose Replacement	5,628	5,628	5,000	0	5,800	0	6,600	17,400
EMS Laptops					10,300			10,300
Five Inch Hose Conversion					34,630			34,630
Monitor / Defib Replacements						60,000		60,000
Ladder Truck Replacement						203,000	203,000	406,000
Fire Station 2 Roof Replace							45,000	45,000
Thermal Imagers 1211/1222							10,500	10,500
Station Apparatus Bays Clean / Paint							20,000	20,000
Fire Station Floors / Lockers							85,000	85,000
Vehicle Mobile Data Terminals							55,000	55,000
FD Software Replacement							20,000	20,000
Fire Simulation Software/Hardware							0	0
Public Education Robot							0	0
Public Education Safety House							0	0
Sub-Total	17,497	17,497	17,226	12,226	63,700	275,970	458,500	627,622
Public Works:								
Tree Purchases	15,000	14,185	15,000	15,000	10,000	10,000	15,000	65,000
Salt Purchase	40,000	40,000						0
Repl 1990 1 1/2 Ton	60,000	65,000						0
Repl. 1997 Dodge				35,000				35,000
Snow Plow Replacement				0		15,000		15,000
Replace Dump Body on 21/2 ton Truck				10,000	10,000			20,000
Repl 2000 JD Backhoe						100,000		100,000
Repl 2000 JD Fmt End Loader						120,000		120,000
Repl 1996 1 1/2 Ton							70,000	70,000
Repl 2000 JD Skid Steer Loader							40,000	40,000
Replace Street Sweeper							185,000	185,000
Sub-Total	115,000	119,185	15,000	60,000	20,000	245,000	310,000	650,000
Building:								
MSI Program Upgrades					8,240			8,240
Pool Car Replacement						27,800	0	27,800
Generator for Village Hall	200,000	0	200,000			0		200,000
Sub-Total	200,000	0	200,000	0	8,240	27,800	0	236,040

**VILLAGE OF LA GRANGE PARK
MULTI-YEAR CAPITAL PROJECTS**

ITEM	YEAR 0 Budget FY 11-12	YEAR 0 Est. Act. FY 11-12	YEAR 1 Projected FY 12-13	YEAR 2 Projected FY 13-14	YEAR 3 Projected FY 14-15	YEAR 4 Projected FY 15-16	YEAR 5 Projected FY 16-17	MULTI-YEAR PLAN TOTAL
Streets & Infrastructure:								
Sidewalk Stabjacking	8,000	7,000	10,000	10,000	10,000	10,000	10,000	50,000
Sdwk/Curb Repl	14,000	14,000	40,000	20,000	30,000	35,000	30,000	155,000
Engineering (Incl sidewalks)	25,000	4,300	11,000					11,000
Street Paving - Beach - Phase 2	490,000	526,000						0
Engineering - Beach - Phase 2	90,000	92,000						0
Blanchan Morgan Repair Project	192,000	189,400						0
Engineering Blanchan Morgan	50,000	31,700						0
Beach Ave Parking Lot			88,000					88,000
Street Paving - Beach - Phase 3				475,000				475,000
Engineering - Beach - Phase 3				80,750				80,750
Street Paving - Beach - Phase 4					500,000			500,000
Engineering - Beach - Phase 4					85,000			85,000
Brainard /Other Street Paving						525,000		525,000
Brainard/Other Engineering						89,250		89,250
Homestead Rd Repaving							250,000	250,000
Homestead Rd Engineering							42,500	42,500
Sub-Total	869,000	864,400	149,000	585,750	625,000	669,250	332,500	2,351,600
Water:								
Hand Held Reader Wtr Meter	6,000	6,100						0
Electrical Upgrade (2) VFDs	20,000	1,900						0
Elect Upgrade - Trans Switch	16,000	16,000						0
SCADA System Upgrade	40,000	40,000						0
Engineering	30,000	30,000						0
So. La Grange Rd. Water Main			775,000					775,000
So. La Grange Rd. (Engineering)			115,000					115,000
No. La Grange Rd. Water Main					425,000	425,000		850,000
No. La Grange Rd. (Engineering)					63,750	63,750		127,500
Repl 1983 Sullair Air Compressr						20,000		20,000
Beach Ave. Water Main Replc							0	0
Beach Ave. Water Main Eng							0	0
Homestead Road Wtr Main Rpl							520,000	520,000
Homestead Rd Engineering							78,000	78,000
Sub-Total	112,000	94,000	890,000	0	488,750	508,750	598,000	2,485,500
Sewer:								
Engineering	13,000	13,000	15,000	7,500	15,000	7,500	15,000	60,000
Sewer Televising & Cleaning	50,000	75,000	50,000	40,000	50,000	25,000	50,000	215,000
Sewer Point Repairs	35,000	35,000	100,000	40,000	75,000	50,000	100,000	365,000
Catch Basin & Sewer Repair	0	0	20,000	20,000	20,000	20,000	20,000	100,000
Sewer Lining	250,000	217,000		225,000		250,000		475,000
Engineering/ sewer lining	37,000	37,000		40,000		50,000		90,000
Stormwater Mgmt Project	150,000	0			150,000			150,000
Stormwater Mgmt Engineering	25,000	4,500			25,000			25,000
Sub-Total	560,000	381,500	185,000	372,500	335,000	402,500	185,000	1,480,000
Other Projects:								
Construct Public Works Building	1,245,000	0	1,245,000					1,245,000
Relocate water/sewer main to DPW building		0	75,000					75,000
Relocate electric lines to DPW building			50,000					50,000
Sub-Total	1,245,000	0	1,370,000	0	0	0	0	1,370,000
TOTAL	3,157,497	1,515,582	2,900,426	1,152,676	1,653,690	2,211,770	1,988,500	9,907,062

**VILLAGE OF LA GRANGE PARK
MULTI-YEAR CAPITAL PROJECTS
YEAR 1 - FY 2012-13**

	General Fund	2004 Debt Service	Water Fund	MFT	Sewer Fund	Capital Projects Fund	EMGCY Telephone Fund	Total
Administration:								
Computer Replacements						19,200		19,200
Computer Network Equipment						3,000		3,000
Village Hall Maintenance						0		0
Sub-Total	0	0	0	0	0	22,200	0	22,200
Police:								
Vehicle Replacement (2)						52,000		52,000
Net West Narrowbanding							22,500	74,500
Sub-Total	0	0	0	0	0	52,000	22,500	126,500
Fire:								
Turnout Gear Replacement						12,226		12,226
Ongoing Hose Replacement						5,000		5,000
Sub-Total	0	0	0	0	0	17,226	0	17,226
Public Works:								
Tree Purchases						15,000		15,000
Sub-Total	0	0	0	0	0	15,000	0	15,000
Building:								
Generator for Village Hall						150,000	50,000	200,000
Sub-Total	0	0	0	0	0	150,000	50,000	200,000
Streets & Infrastructure:								
Sidewalk Slabjacking						10,000		10,000
Sdwik/Curb Repl						40,000		40,000
Beach Ave Parking Lot						88,000		88,000
Engineering						11,000		11,000
Sub-Total	0	0	0	0	0	149,000	0	149,000
Water:								
So. La Grange Rd. Water Main			775,000					775,000
So. La Grange Rd. (Engineering)			115,000					115,000
Sub-Total	0	0	890,000	0	0	0	0	890,000
Sewer:								
Sewer Televising & Cleaning					50,000			50,000
Sewer Point Repairs					100,000			100,000
Catch Basin & Sewer Repair					20,000			20,000
Engineering					15,000			15,000
Sub-Total	0	0	0	0	185,000	0	0	185,000
Other Projects:								
Construct Public Works Building			250,000		125,000	870,000		1,245,000
Relocate water/sewer main to DPW building			15,000		7,500	52,500		75,000
Relocate electric lines to DPW building			10,000		5,000	35,000		50,000
Sub-Total	0	0	275,000	0	137,500	957,500	0	1,370,000
TOTAL	0	0	1,165,000	0	322,500	1,362,926	72,500	2,974,926

**VILLAGE OF LA GRANGE PARK
MULTI-YEAR CAPITAL PROJECTS
YEAR 2 - FY 2013-14**

	General Fund	2004 Debt Service	Water Fund	MFT	Sewer Fund	Capital Projects Fund	EMGCY Telephone Fund	Total
Administration:								
Computer Replacements						11,200		11,200
Computer Network Equipment						16,000		16,000
Village Hall Maintenance								0
Sub-Total	0	0	0	0	0	27,200	0	27,200
Police:								
Vehicle Replacement (3)						75,000		75,000
PD Garage Doors and Floor						20,000		20,000
Sub-Total	0	0	0	0	0	95,000	0	95,000
Fire:								
Turnout Gear Replacement						12,226		12,226
Ongoing Hose Replacement						0		0
Sub-Total	0	0	0	0	0	12,226	0	12,226
Public Works:								
Tree Purchases						15,000		15,000
Public Works Dodge Durango			8,750			26,250		35,000
Snow Plow Replacement						0		0
Replace Dump Body on 21/2 ton Truck			2,500			7,500		10,000
Sub-Total	0	0	11,250	0	0	48,750	0	60,000
Building:								
Sub-Total	0	0	0	0	0	0	0	0
Streets & Infrastructure:								
Sidewalk Slabjacking						10,000		10,000
Sdwk/Curb Repl						20,000		20,000
Street Paving - Beach - Phase 3			23,750	120,000	71,250	260,000		475,000
Engineering - Beach - Phase 3						80,750		80,750
Sub-Total	0	0	23,750	120,000	71,250	370,750	0	585,750
Water:								
Sub-Total	0	0	0	0	0	0	0	0
Sewer:								
Sewer Televising & Cleaning					40,000			40,000
Sewer Point Repairs					40,000			40,000
Catch Basin & Sewer Repair					20,000			20,000
Engineering					7,500			7,500
Sewer Lining					225,000			225,000
Engineering - Sewer Lining					40,000			40,000
Sub-Total	0	0	0	0	372,500	0	0	372,500
Other Projects:								
Sub-Total	0	0	0	0	0	0	0	0
TOTAL	0	0	35,000	120,000	443,750	553,926	0	1,152,676

**VILLAGE OF LA GRANGE PARK
MULTI-YEAR CAPITAL PROJECTS
YEAR 3 - FY 2014-15**

	General Fund	2004 Debt Service	Water Fund	MFT	Sewer Fund	Capital Projects Fund	EMGCY Telephone Fund	Total
Administration:								
Computer Replacements						9,000		9,000
Computer Network Equipment						6,000		6,000
Village Hall Maintenance								0
Sub-Total	0	0	0	0	0	15,000	0	15,000
Police:								
Vehicle Replacement (2)						53,000		53,000
PD Painting						15,000		15,000
PD Carpeting & Floors						30,000		30,000
Sub-Total	0	0	0	0	0	98,000	0	98,000
Fire:								
Turnout Gear Replacement						12,970		12,970
Ongoing Hose Replacement						5,800		5,800
EMS Laptops						10,300		10,300
Five Inch Hose Conversion						34,630		34,630
Sub-Total	0	0	0	0	0	63,700	0	63,700
Public Works:								
Tree Purchases						10,000		10,000
Replace Dump Body on 21/2 ton Truck			2,500			7,500		10,000
Sub-Total	0	0	2,500	0	0	17,500	0	20,000
Building:								
MSI Program Upgrades						8,240		8,240
Sub-Total	0	0	0	0	0	8,240	0	8,240
Streets & Infrastructure:								
Sidewalk Slabjacking						10,000		10,000
Sdwk/Curb Repl						30,000		30,000
Street Paving - Beach - Phase 4			25,000	130,000	75,000	270,000		500,000
Engineering - Beach - Phase 4						85,000		85,000
Sub-Total	0	0	25,000	130,000	75,000	395,000	0	625,000
Water:								
No. La Grange Rd. Water Main			425,000					425,000
No. La Grange Rd. (Engineering)			63,750					63,750
Sub-Total	0	0	488,750	0	0	0	0	488,750
Sewer:								
Sewer Televising & Cleaning					50,000			50,000
Sewer Point Repairs					75,000			75,000
Catch Basin & Sewer Repair					20,000			20,000
Engineering					15,000			15,000
Stormwater Mgmt Project					150,000			150,000
Stormwater Mgmt Engineering					25,000			25,000
Sub-Total	0	0	0	0	335,000	0	0	335,000
Other Projects:								
Sub-Total	0	0	0	0	0	0	0	0
TOTAL	0	0	516,250	130,000	410,000	597,440	0	1,653,690

**VILLAGE OF LA GRANGE PARK
MULTI-YEAR CAPITAL PROJECTS
YEAR 4 - FY 2015-16**

	General Fund	2004 Debt Service	Water Fund	MFT	Sewer Fund	Capital Projects Fund	EMGCY Telephone Fund	Total
Administration:								
Computer Replacements						10,500		10,500
Computer Network Equipment						4,000		4,000
Village Hall Maintenance						0		0
Sub-Total	0	0	0	0	0	14,500	0	14,500
Police:								
Vehicle Replacement (3)						78,000		78,000
Sub-Total	0	0	0	0	0	78,000	0	78,000
Fire:								
Turnout Gear Replacement						12,970		12,970
Ongoing Hose Replacement						0		0
Ladder Truck Replacement						203,000		203,000
Monitor / Defib Replacements						60,000		60,000
Sub-Total	0	0	0	0	0	275,970	0	275,970
Public Works:								
Tree Purchases						10,000		10,000
Snow Plow Replacement						15,000		15,000
Repl 2000 JD Backhoe			100,000					100,000
Repl 2000 JD Fmt End Loader			60,000			60,000		120,000
Sub-Total	0	0	160,000	0	0	85,000	0	245,000
Building:								
Vehicle Replacement						27,800		27,800
Sub-Total	0	0	0	0	0	27,800	0	27,800
Streets & Infrastructure:								
Sidewalk Slabjacking						10,000		10,000
Sdwlk/Curb Repl						35,000		35,000
Brainard /Other Street Paving						525,000		525,000
Brainard/Other Engineering						89,250		89,250
Sub-Total	0	0	0	0	0	659,250	0	659,250
Water:								
No. La Grange Rd. Water Main			425,000					425,000
No. La Grange Rd. (Engineering)			63,750					63,750
Repl 1983 Sullair Air Compressr			20,000					20,000
Sub-Total	0	0	508,750	0	0	0	0	508,750
Sewer:								
Sewer Televising & Cleaning					25,000			25,000
Sewer Point Repairs					50,000			50,000
Catch Basin & Sewer Repair					20,000			20,000
Engineering					7,500			7,500
Sewer Lining					250,000			250,000
Engineering - Sewer Lining					50,000			50,000
Sub-Total	0	0	0	0	402,500	0	0	402,500
Other Projects:								
Sub-Total	0	0	0	0	0	0	0	0
TOTAL	0	0	668,750	0	402,500	1,140,520	0	2,211,770

**VILLAGE OF LA GRANGE PARK
MULTI-YEAR CAPITAL PROJECTS
YEAR 5 - FY 2016-17**

	General Fund	2004 Debt Service	Water Fund	MFT	Sewer Fund	Capital Projects Fund	EMGCY Telephone Fund	Total
Administration:								
Computer Replacements						19,500		19,500
Computer Network Equipment						5,000		5,000
Village Hall Maintenance								0
Sub-Total	0	0	0	0	0	24,500	0	24,500
Police:								
Vehicle Replacement (3)						80,000		80,000
Sub-Total	0	0	0	0	0	80,000	0	80,000
Fire:								
Turnout Gear Replacement						13,400		13,400
Ongoing Hose Replacement						6,600		6,600
Ladder Truck Replacement						203,000		203,000
Fire Station 2 Roof Replacmt						45,000		45,000
Thermal Imagers 1211/1222						10,500		10,500
Station Apparatus Bays Clean / Paint						20,000		20,000
Fire Station Floors / Lockers						85,000		85,000
Vehicle Mobile Data Terminals						55,000		55,000
FD Software Replacemnt						20,000		20,000
Fire Simulation Software/Hardware						0		0
Public Education Robot						0		0
Public Education Safety House						0		0
Sub-Total	0	0	0	0	0	458,500	0	458,500
Public Works:								
Tree Purchases						15,000		15,000
Repl 1996 1 1/2 Ton			17,500			52,500		70,000
Repl 2000 JD Skid Steer Loader			10,000			30,000		40,000
Replace Street Sweeper						185,000		185,000
Sub-Total	0	0	27,500	0	0	282,500	0	310,000
Building:								
Sub-Total	0	0	0	0	0	0	0	0
Streets & Infrastructure:								
Sidewalk Slabjacking						10,000		10,000
Sdwk/Curb Repl						30,000		30,000
Homestead Rd Repaving			12,500	187,500	37,500	12,500		250,000
Homestead Rd Engineering						42,500		42,500
Sub-Total	0	0	12,500	187,500	37,500	95,000	0	332,500
Water:								
Beach Ave. Water Main Replc			0					0
Beach Ave. Water Main Eng			0					0
Homestead Road Wtr Main Rpl			520,000					520,000
Homestead Rd Engineering			78,000					78,000
Sub-Total	0	0	598,000	0	0	0	0	598,000
Sewer:								
Sewer Televising & Cleaning					50,000			50,000
Sewer Point Repairs					100,000			100,000
Engineering					15,000			15,000
Catch Basin & Sewer Repair					20,000			20,000
Sub-Total	0	0	0	0	185,000	0	0	185,000
Other Projects:								
Sub-Total	0	0	0	0	0	0	0	0
TOTAL	0	0	638,000	187,500	222,500	840,500	0	1,988,500



Date: April 4, 2012
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager *gc*
RE: **Fiscal Year 2012-2013 Draft Budget**

The Draft FY 2012-13 Budget was distributed to the Village Board on March 8, 2012. The Finance Committee met on three occasions in March to review both the Draft Budget and the Five Year Plan. The minutes, questions and follow-up related to the Committee's discussion are included in the Budget Binder.

As a result of the Finance Committee's discussions, the April Draft of the FY2012-2013 Budget includes the following recommended changes.

Page Number	Description of Change
Page 64	Revise the MFT narrative to explain the year to year reduction in budgeted revenues (Estimated Actual vs. FY 2012-13 Budgeted).
Page 78	Revise the Capital Outlay narrative to add the following language in quotes: The Capital Projects Fund does not include any street paving projects "for the upcoming budget year."
Pages 25 & 26	Add in anticipated dollars related to the sergeant salary compression adjustment.
Pages 25 & 27	Fund the Police Pension contribution at the GASB actuarial level, rather than at the statutorily required level. The Police Department budget narrative on Police Pensions is revised accordingly. (A copy of the Actuarial Report is included in the Budget Binder.)

Staff also made two changes to the Water Fund Budget, as a matter of housekeeping. Under Capital Outlay, the Water Fund Portion of the purchase of a Director Vehicle and the Dump Body Replacement were zero'd out as they were moved to Year Two in the Five Year Plan.

Any further adjustments to the Draft Budget as a result of the Village Board's discussion on April 10th will be incorporated into a Final Draft Budget and will be provided to the Village Board prior to the April Village Board Meeting.

RESOLUTION NO. 12-09

**RESOLUTION APPROVING FY 2012-2013
OPERATING BUDGET**

WHEREAS, the Village of La Grange Park is required to adopt an annual budget prior to the start of the fiscal year; and

WHEREAS, the Village of La Grange Park operates on a May 1 through April 30 fiscal year; and

WHEREAS, the Village Board has reviewed and has conducted a public hearing on the proposed FY 2012-2013 budget.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, as follows:

SECTION ONE: That the FY 2012-2013 Operating Budget is hereby approved.

SECTION TWO: That May 1, 2012 shall be the effective date of the annual operating budget.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 24th day of April, 2012.

YES:

NOS:

ABSENT:

Approved this 24th day of April, 2012.

James J. Discipio, Village President
Village of La Grange Park

ATTEST: _____

Amanda G. Seidel
Village Clerk

Village Board Agenda Memo

Date: March 16, 2012
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager *JC*
RE: **Resolution Approving 2012-2013 Pay Plan**

GENERAL BACKGROUND:

Every May 1 the Village implements a revision to the pay plan that adjusts the starting and maximum rates for each position. This approval also applies a cost of living adjustment (COLA) to employee wages. The Village's Personnel Policy provides that employees not covered by a collective bargaining agreement may be granted adjustments based on the higher of:

1. The percentage increase of the consumer Price Index (Chicago-U) for the twelve months ending in December of the previous year (January 2011 – December 2011); or
2. The May 1 percentage increase of any collective bargaining agreement in effect at that time. If more than one collective bargaining agreement shall be in effect, the mean percentage increase of the agreements shall be applicable. The FOP collective bargaining agreement for Patrol Officers provides for a 2.5% adjustment while the Public Works Local 150 contract will expire on May 1, 2012. Therefore, no average is available.

The Personnel Policy further provides that "If financial conditions warrant, the Village Board may provide for a reduction or suspension of the increases prescribed."

Attached are two tables detailing the monthly and annual changes in the CPI-U (Chicago) published by the U.S. Department of Labor Bureau of Labor Statistics. Those figures show that the CPI-U (Chicago) went from 215.155 in January 2011 to 218.180 in December 2011. This represents an increase of 2.1%. One year ago, a 1% COLA increase was implemented for non-union employees while the annual increase was 1.2%. With respect to those employees that are covered by a collective bargaining agreement, the Village will abide by the terms of those agreements and implement wage adjustments as provided for in the agreements.

The attached Resolution and Schedule of Authorized Positions reflects a COLA of 2.1% for non-union employees. This is less than what is provided for in the collective bargaining agreement currently in effect for patrol officers (2.5%) while the agreement for Public Works employees will have expired, effective April 30, 2012. The Resolution and Schedule of Authorized Positions includes an additional 2.4% wage range adjustment for the police sergeant/commander positions to alleviate the internal wage compression that exists between these positions and that of the Police Department patrol officer position.

MOTION/ACTION REQUESTED:

Motion: Move to approve a "Resolution Approving Pay Plan and Schedule of Authorized Positions for FY2012-2013."

STAFF RECOMMENDATION:

It is recommended that the Village Board approve the attached resolution approving the pay plan schedule of authorized positions for FY2012-2013. The schedule as prepared and included with the resolution provides for a 2.1% COLA for those positions not covered by a collective bargaining agreement, as well as an additional 2.4% wage range adjustment for the sergeant and commander position.

DOCUMENTATION:

- CPI-U (Chicago) data published by the Bureau of Labor Statistics
- Resolution Approving Pay Plan and Schedule of Authorized Positions for FY 2012-2013
- Schedules of Authorized Positions and Compensation for Full-time and Part-time Employees

U.S. Department Of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

Consumer Price Index

All Urban Consumers - (CPI-U)

Chicago-Gary-Kenosha, IL-IN-WI

All items

1982-84=100

Year	Semiannual Avg.		Annual Avg.	Percent change	
	1st Half	2nd Half		Dec-Dec	Avg-Avg
1982			96.2	7.0	6.9
1983			100.0	3.7	4.0
1984	102.6	105.0	103.8	3.3	3.8
1985	106.7	108.8	107.7	3.8	3.8
1986	109.1	110.9	110.0	1.6	2.1
1987	112.9	116.0	114.5	4.4	4.1
1988	117.0	121.0	119.0	4.8	3.9
1989	123.3	126.7	125.0	4.3	5.0
1990	129.9	133.5	131.7	6.4	5.4
1991	136.2	137.9	137.0	2.7	4.0
1992	139.9	142.2	141.1	3.3	3.0
1993	144.5	146.3	145.4	2.2	3.0
1994	147.4	149.8	148.6	3.0	2.2
1995	152.7	153.9	153.3	2.2	3.2
1996	156.2	158.7	157.4	3.8	2.7
1997	161.0	162.4	161.7	1.9	2.7
1998	164.4	165.6	165.0	1.4	2.0
1999	167.4	169.4	168.4	2.5	2.1
2000	172.6	175.1	173.8	3.9	3.2
2001	178.5	178.2	178.3	1.2	2.6
2002	180.1	182.2	181.2	2.5	1.6
2003	183.8	185.3	184.5	1.7	1.8
2004	187.2	190.1	188.6	2.2	2.2
2005	192.0	196.7	194.3	3.6	3.0
2006	197.9	198.8	198.3	0.7	2.1
2007	203.052	206.583	204.818	4.7	3.3
2008	212.193	212.878	212.536	-0.6	3.8
2009	208.525	211.465	209.995	2.5	-1.2
2010	212.602	213.139	212.870	1.2	1.4
2011	218.044	219.324	218.684	2.1	2.7

RESOLUTION NO. 12-10

**RESOLUTION APPROVING PAY PLAN AND SCHEDULE
OF AUTHORIZED POSITIONS FOR FY 2012-2013**

WHEREAS, the Village of La Grange Park has adopted a pay plan that establishes ranges and pay rates for employees; and

WHEREAS, the Village of La Grange Park amends the pay plan annually to coincide with the adoption of the annual budget.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois as follows:

Section 1: That the Pay Plan and Schedule of Authorized Positions attached is hereby approved.

Section 2: That May 1, 2012, shall be the effective date of the Pay Plan and Schedule of Authorized Positions.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 24th day of April 2012.

AYES:

NAYS:

ABSENT:

Approved this 24th day of April 2012.

James L. Discipio
Village President

ATTEST:

Amanda Seidel
Village Clerk

SCHEDULE OF AUTHORIZED POSITIONS AND COMPENSATION
[Full-Time Employees]
FY 2012 - 2013

	<u>AUTHORIZED POSITIONS</u>	<u>SALARY RANGE</u>
ADMINISTRATION		
Village Manager	1	<i>VB Determines</i>
Finance Director	1	\$73,715 - \$112,378
Assistant Village Manager	1	\$66,862 - \$103,079
Executive Secretary	1	\$43,099 - \$64,456
Principal Fiscal Assistant	1	\$41,048 - \$58,902
Senior Fiscal Assistant	1	\$37,231 - \$53,605
Administrative Clerk	1	\$33,769 - \$48,827
Fiscal Assistant	1	\$33,769 - \$48,827
FIRE/BUILDING DEPARTMENT		
Director of Fire & Building	1	\$77,402 - \$115,866
Building Inspector	1	\$48,047 - \$68,636
POLICE DEPARTMENT		
Police Chief	1	\$77,402 - \$115,866
Deputy Police Chief	1	\$66,862 - \$104,111
Commander	1	\$65,175 - \$89,846
Sergeants	4	\$65,175 - \$89,846
Police Officers	17	<i>Union Contract</i>
Telecommunicators	4	\$37,231 - \$51,324
Secretary	1	\$37,231 - \$51,324
Records Clerk	1	\$33,769 - \$48,827
PUBLIC WORKS DEPARTMENT		
Public Works Director	1	\$73,715 - \$112,378
Crew Foreman	1	<i>Union Contract</i>
Mechanic	1	<i>Union Contract</i>
Water Operator	1	<i>Union Contract</i>
Maintenance Worker	6	<i>Union Contract</i>

SCHEDULE OF AUTHORIZED POSITIONS AND COMPENSATION
[Part-Time & Seasonal Employees]
FY 2012 - 2013

	<u>AUTHORIZED POSITIONS</u>	<u>COMPENSATION</u>			
ADMINISTRATION					
Village Clerk	1	\$11,642	/	Year	
Village Treasurer	1	\$10,371	/	Year	
Building Inspector	1	\$26.77	-	\$36.86	/ Hour
Summer Intern	1	\$10.52	/	Hour	
POLICE DEPARTMENT					
Police Officers	1	\$21.74	/	Hour	
Auxiliary Officers	1	\$14.85	/	Hour	
Sgt - Auxiliary Officers	1	\$15.53	/	Hour	
Telecommunicators	4	\$17.88	-	\$20.93	/ Hour
Crossing Guards	17	\$13.51	/	Hour	
PUBLIC WORKS DEPARTMENT					
Seasonal Maint Workers	5	\$10.22	/	(year 1)	
		\$11.33	/	(year 2)	
		\$12.41	/	(year 3)	
Executive Secretary (8 Hrs/Week)	1	\$20.72	-	\$30.49	/ Hour
FIRE DEPARTMENT					
Division Chief	3	\$27.75	-	\$38.98	/ Hour
Captain	2	\$26.45	-	\$37.13	/ Hour
Lieutenant	4	\$23.98	-	\$33.69	/ Hour
Firefighter	40	\$21.76	-	\$30.56	/ Hour

Memorandum

TO: Trustee Patricia Rocco, Chairman
Finance Committee

FROM: Julia Cedillo, Village Manager

DATE: April 19, 2012

RE: *First Half & Second Half of April 2012*

Payments for operating expenses from the various funds for *first & second half of April 2012* includes:

	<u><i>First Half of April</i></u>	<u><i>Second Half of April</i></u>
General Fund	\$ 104,785.42	\$ 96,191.25
2004 Debt Service Fund	- 0 -	- 0 -
Water Fund	128,294.40	68,255.79
Motor Fuel Fund	16,148.70	7,228.16
Sewer Fund	14,737.26	1,992.29
Emergency Telephone	2,357.85	1,500.00
Trust & Agency Fund	12,755.00	630.00
Working Cash Fund	- 0 -	- 0 -
Capital Projects Fund	- 0 -	195,206.75
Total	\$ 279,078.63	\$ 371,004.24

Payment for salaries, deductions, and employer payroll costs for the *first & second half of April 2012* includes a payroll disbursement from:

	<u><i>First Half of April</i></u>	<u><i>Second Half of April</i></u>
General Fund	\$ 141,297.70	\$ 151,412.41
Water Fund	9,158.56	8,800.02
Sewer Fund	3,689.09	3,488.94
Trust & Agency	- 0 -	- 0 -
Total	\$ 154,145.35	\$ 163,701.37

Administration Committee

Susan Storcel, Chairwoman

Rimas Kozica

Patricia Rocco

Village Board Agenda Memo

Date: April 17, 2012
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager *JC*
RE: **Electrical Power Aggregation – Plan of Operation and Governance**

GENERAL BACKGROUND

Pursuant to the Illinois Power Agency Act, 20 ILCS 3855/1-92, municipal governments are authorized to aggregate the electric loads of small commercial and retail customers located within their corporate boundaries, to then solicit bids, select a retail electric supplier, and enter into a service agreement to facilitate the purchase of electricity on behalf of its residents and small businesses. The statute is a part of the state's electric deregulation efforts which allow customers access to competitive retail electric markets.

In accordance with that law, on December 13, 2011, the Village of La Grange Park Board of Trustees passed an Ordinance authorizing a referendum on the March 20, 2011 ballot which asked the public for authority to create an Opt-Out aggregation program for its residents and small business customers. La Grange Park voters approved the Referendum with 68.62% of La Grange Park voters voting "yes."

The Power Agency Act requires that the Village draft a "Plan of Operation and Governance" which outlines the process for selecting an electrical supplier. A proposed plan has been drafted with the assistance of Northern Illinois Municipal Electric Collaborative (NIMEC), and is attached to this memo, for the Village Board's review. This plan has undergone legal review with the Village Attorney. A representative from NIMEC will be present at the meeting to answer any questions the Village Board may have with regard to the draft plan, the public hearings and overall electrical aggregation program.

ACTION / MOTION

No action is requested at this time. It is recommended that the proposed Plan of Operation and Governance remain in draft form to be posted to the Village's website for public comment. It will also be distributed at each of the two required public hearings on the Electrical Aggregation Program, scheduled for May 8th and May 14th at 6:00 p.m. Ideally, the Plan would be later approved by the Village Board in May, after the Public Hearings have concluded.

DOCUMENTATION

- Electrical Power Aggregation – Plan of Operation and Governance
- Agenda Memo, April 2012 Work Session



Village of La Grange Park

ELECTRIC POWER AGGREGATION PLAN OF OPERATION AND GOVERNANCE **DRAFT**

April 12, 2012

**VILLAGE OF LA GRANGE PARK
ELECTRIC POWER AGGREGATION
PLAN OF OPERATION AND GOVERNANCE**

I. HISTORY AND PURPOSE OF MUNICIPAL AGGREGATION

Public Act 96-1076 amended the Illinois Power Agency Act by adding Section 1-92, codified as 20 ILCS 3855/1-92 (the "Act"). This statute is a part of the state's electric deregulation efforts which allow customers access to competitive retail electric markets. As a result of this legislation, municipalities, such as the Village of La Grange Park, are authorized to aggregate the electric loads of small commercial and retail customers located within the Village on an opt-in or opt-out program. The Act further authorizes a municipality to then solicit bids, select a retail electric supplier, and enter into a service agreement to facilitate the purchase of electricity and retail services and equipment on behalf of its residents and small businesses.

Large industrial and commercial consumers with sophisticated electric operations use their size and expertise to obtain lower electric power rates. Individual residential and small commercial retail consumers are typically unable to obtain significant price reduction since they lack the same bargaining power, expertise, and economies of scale enjoyed by larger consumers. Municipal Aggregation, the combining of multiple electric loads, provides the benefits of retail electric competition for consumers with lower electric usage.

The Village of La Grange Park Aggregation Program combines the electric loads of residential and small commercial retail customers to form a buying group ("Aggregation Group"). The Village will act as a purchasing agent for the Aggregation Group. Therefore, the Village of La Grange Park will be a Governmental Aggregator, as described by Illinois law and the rules established by authorized agencies, and shall act on behalf of Commonwealth Edison Company, an affiliate of Exelon Corporation (herein referred to as "ComEd" or "Commonwealth Edison") in the Village to obtain the best Aggregation Program for the members of the Aggregation Group.

II. PROCESS

In accordance with the Act, on December 13, 2011, the Village of La Grange Park Board of Trustees passed a resolution authorizing a referendum on the March 20, 2012 ballot seeking authority to create an Opt-Out aggregation program for its residents and small business customers. On March 20, 2012, in accordance with the requirements of the Act, La Grange Park voters approved a referendum to operate an Aggregation Program as an "opt-out" program. Under the opt-out program, all Com Ed residential and small business retail customers in the Village are automatically included as participants unless they opt-out of the Program by providing written notice of their intention not to participate as part of the Aggregation Group. Following the approval of the referendum, the Village passed Ordinance No. _____ on May ____, 2012, authorizing the Village to aggregate electrical loads for residential and small commercial retail customers in the Village and implement an opt-out Aggregation Program.

In addition to passing the required ordinances, the Village will comply with any requirements of the Act or rules and regulations promulgated thereunder either for certification as a Governmental Aggregator. As required by the Act, the Corporate Authorities developed and approved this Aggregation Plan of Operation and Governance ("Plan"). Before adopting this Plan, the Corporate Authorities published a notice in *Suburban Life*, a newspaper of general circulation in the Village, of public hearings to be held on May 8, 2012 at 6:00 o'clock p.m. and on May 14, 2012 at 6:00 o'clock p.m. The public hearings were held by the Corporate Authorities at Village Hall and

provided the residents of the Village an opportunity to comment on the Aggregation Program and this Plan. The Corporate Authorities considered the concerns of the residents and information disclosed at the hearings in the development of this Plan.

The opt-out notice for the Aggregation Program shall be provided in advance to all eligible electric customers in the Village upon approval of this Plan according to the opt-out disclosure program. The opt-out notice and disclosures shall comply with the Act and all applicable rules and regulations and shall fully inform such customers in advance that they have the right to opt-out of the Aggregation Program. The opt-out notice shall disclose all required information including but not limited to the rates, terms and conditions of the Program and the specific method to opt-out of the Program.

By majority vote of the Corporate Authorities, the Village may either: select a Retail Electric Supplier ("RES" or "Provider") to provide the electric power for the La Grange Park Aggregation Program according to the terms of a written service agreement entered into by and between the Provider and the Village; or determine not to enter into a service agreement with any Provider and in such event the Aggregation Group shall continue to purchase electric power through Commonwealth Edison. If the Corporate Authorities enter into a service agreement with a Provider, Commonwealth Edison will continue to provide and service delivery of the electricity purchased from the Provider, including metering, repairs and emergency service. The Corporate Authorities have determined that each participant in the Aggregation Group shall receive a single monthly bill from Commonwealth Edison under applicable tariffs.

III. DEFINITIONS

"Aggregation Group" shall refer in this Plan to all the residential and small commercial retail customers of Com Ed in the corporate limits of the Village that have not opted out of the Program and are permitted under the terms of the Act to participate in the Program.

"Aggregation Program" or "Program" shall refer in this Plan to the program developed and implemented by the Village of La Grange Park as a Governmental Aggregator to solicit bids and enter into service agreements to facilitate the sale and purchase of electricity and related services for its residences and small businesses.

"Governmental Aggregator" shall refer in this Plan to the Village acting as operator of an Aggregation Program under the legislative authority granted under the Act. A Governmental Aggregator is not a public utility or an alternative retail electric supplier.

"Member" shall refer in this Plan to a person or legal entity enrolled in the Village of La Grange Park Municipal Aggregation Program for competitive retail electric services and a member of the Aggregation Group.

"Retail Electric Supplier" ("RES" or "Provider") shall refer in this Plan to an entity which: has been certified by all required authorities of the State of Illinois to provide competitive retail electrical services; has been selected by the Village to be the entity responsible to provide retail electrical supply service for Members of the Aggregation Program; and has executed a Power Supply Agreement with the Village.

IV. OPERATIONAL PLAN

A. Aggregation Services

1. **Provider:** The Village of La Grange Park will solicit bids for and select a Provider to perform and manage aggregation services for Members of the Aggregation Program. The Provider shall provide accurate and understandable pricing, terms and conditions of service. The Provider shall charge no switching fees and shall disclose the conditions under which a Member may opt out of the Aggregation Program without penalty.
2. **Database:** The Retail Electric Supplier shall create and maintain a secure database of all Members. The database will include the name, address, Commonwealth Edison account number, and Retail Electric Supplier's account number for each active Member, and other pertinent information such as rate code, rider code (if applicable), most recent 12 months of usage and demand, and meter reading cycle. The Provider shall provide the Village, upon request, an electronic file containing the Members' usage, charges for retail supply service and such other information reasonably requested by the Village. The database will be updated at least quarterly. The Provider will develop and a program to accommodate Members who (i) leave the Aggregation Group due to relocation or opting out; (ii) join the Aggregation Program; (iii) relocate anywhere within the corporate limits of the Village; or (iv) move into the Village and join the Aggregation Group. Any Member who has opted out of the Aggregation Program shall be removed from the database. The Provider will use this database to perform audits for clerical and mathematical accuracy of Member electric supply bills. The Provider will make the database available to the Village at any time the Village requests it.
3. **Member Education:** The Provider shall develop and implement an educational program that: explains the Aggregation Program to all residential and small commercial retail customers in the Village and the Aggregation Group; provides updates and disclosures mandated by Illinois law and applicable rules and regulations; and implements a process to allow any Member the opportunity to opt out of the Aggregation Program. See Appendix A for further details.
4. **Customer Service:** Provider shall maintain an adequate customer service staff and develop and administer a written customer service process to accommodate Member inquiries and complaints about billing and answer questions regarding the Aggregation Program in general. This process will include a description of how telephone inquiries will be handled, either internally or externally, how invoices will be prepared, how Members may remit payment, and how delinquent accounts will be collected. The terms of the customer service plan shall be included in the Power Supply Agreement.
5. **Billing:** Commonwealth Edison will provide a monthly billing statement to each Member which shall include the charges of the Provider, and the Provider will not charge any additional administrative fee.
6. **Compliance Process:** The Provider shall develop internal controls and processes to ensure that the Village remains in good standing as a Governmental Aggregator and that the Village complies with the Act and all applicable laws, rules and regulations, as they may be amended from time to time. It will be the Provider's responsibility to timely deliver reports to the Village that will include (i) the number of Members participating in the Program; (ii) a savings estimate or increase from the previous year's baseline; (iii) such other information reasonably requested by the Village; (iv) comparison of the Members' charge for the supply of electricity from one designated period to another identified by the Village. The Provider shall also monitor and promptly notify the Village in writing of any changes or amendments to the Act or any laws, rules or regulations applicable to the Aggregation Program.

7. Notification to Commonwealth Edison: The residential and small commercial retail customers of Com Ed in the Village that do not opt out of the Aggregation Program will be enrolled automatically as Members in the Aggregation Program by the Provider, and such customers will not be asked to take affirmative steps to be included in the Aggregation Program. To the extent that Com Ed requires notification of participation, the Provider shall provide such notice to Com Ed. The Provider will inform Com Ed from time to time through electronic means the identities of any new members that it is enrolling into the Aggregation Group.
8. Plan Requirements: Pursuant to the Act, the Provider selected by the Village shall:
 - a. Provide for universal access to all applicable residential customers and equitable treatment of applicable residential customers;
 - b. Describe demand management and energy efficiency services to be provided to each class of customers;
 - c. Meet any requirements established by law concerning aggregated service offered pursuant to the Act.
9. Solicitation of Bids: Pursuant to the requirements of the Act, the process of soliciting bids for electricity and related services and awarding power supply agreements for the purchase of electricity and other related services by the Village, shall be conducted in the following manner:
 - a. The Corporate Authorities of the Village may solicit bids for electricity and other related services.
 - b. Notwithstanding Section 16-122 of the Public Utilities Act and Section 2HH of the Consumer Fraud and Deceptive Business Practices Act, an electric utility that provides residential and small commercial retail electric service in the Village must, upon request of the Corporate Authorities of the Village, submit to the Village, in an electronic format, those names and addresses of residential and small commercial retail electrical retail customers in the Village that are reflected in the electrical utilities records at the time of the request and such other information required by the Act or any applicable rule or regulation of an authorized Illinois agency.
 - c. The Village, upon receiving customer information from an electric utility shall be subject to the limitations on the disclosure of that information described in Section 16-122 of the Public Utilities Act and Section 2HH of the Consumer Fraud and Deceptive Practices Act, and an electric utility providing such information shall not be held liable for any claims arising out of the provision of information pursuant to this Section and the Act.

B. Power Supply Agreement

Upon review of bids, the Corporate Authorities of the Village and the Provider shall execute and enter into a Power Supply Agreement.

C. La Grange Park's Retail Electric Supplier

The Provider shall satisfy each of the following requirements:

1. Have sufficient sources of power to provide retail firm power to the Aggregation Group.
2. Maintain a license as a Federal Power Marketer with the Federal Energy Regulatory Commission.
3. Maintain a certification from the State of Illinois as a certified retail electric supplier and any and all other licenses or certifications required by Illinois law.
4. Register as a retail electric supplier with Com Ed.
5. Maintain a Service Agreement for Network Integration Transmission Service under Open Access Transmission Tariff.
6. Maintain a Service Agreement under Illinois Market-based Rate Tariff.
7. Maintain the necessary corporate structure to sell retail firm electrical power to the Com Ed residential and small commercial retail customers in the Village and the Aggregation Group.
8. Maintain an Electronic Data Interchange computer network that is fully functional at all times and capable of handling the Com Ed residential and small commercial retail electric customers in the Village and the Aggregation Group.
9. Maintain the marketing ability to reach all Com Ed residential and small commercial retail customers in the Village to educate them on the terms of the Aggregation Program and the Act.
10. Maintain a call center capable of handling calls from Members of the Aggregation Group.
11. Maintain a local or toll-free telephone number for customer service and complaints related to the Village's Aggregation Program.
12. Agree in a binding written agreement between the Village and the Provider to hold the Village financially harmless and fully indemnifying the Village from any and all liability and financial obligations arising from the supplying of electrical power to the Aggregation Group.
13. Satisfy the credit requirements of the State of Illinois and the Village.
14. Have the binding authority (to the satisfaction of legal counsel for the Village) to execute the Power Supply Agreement with the Village and be fully bound by all of its terms and conditions.
15. Assist the Village in filing all reports required by the Act and any applicable law, rule or regulation, as may be amended from time to time.
16. Assist the Village in developing a Consumer Education Plan.

D. Activation of Service

Provider will mail a notice to all residential and small commercial retail electric customers in the Village providing an opportunity to opt out of the Program by a certain date ("Opt-Out Deadline"). After the Opt-Out Deadline, Provider will automatically enroll in the Aggregation Program all customers who do not opt out in writing by the Opt-Out Deadline, without further action by the customer, on terms set forth in the Power Supply Agreement.

E. Changes, Extension or Renewal of Service

The Power Supply Agreement will provide a date on which service shall begin and end. If the Power Supply Agreement is extended or renewed, Provider will notify Members of any change in rates or service conditions and other information required by law. The Power Supply Agreement shall describe the terms upon which a Member or non-member will have an opportunity to opt out of the Program, and reasonable notice will be provided as required by the Act or any applicable regulations. Members who opt out will also be notified of their right to select an alternate retail electric supplier and of their ability to return to Com Ed-provided supply service.

F. Termination of Service

In the event that any Power Supply Agreement is terminated for any reason prior to the end of the scheduled term, each Member of the Aggregation Group will receive prompt written notification of termination of the Program at least sixty (60) days prior to termination of service under the Agreement. If the Agreement is not extended or renewed, Members will be notified in a manner determined by the Village and any applicable law, prior to the end of any service. Members will also be notified of their right to select an alternate retail electric supplier and of their ability to return to Com Ed provided supply service upon termination of the Agreement.

G. Enrollment in Aggregation Program; Notice to Customers

Com Ed residential and small commercial retail customers in the Village will be automatically enrolled in the Aggregation Program, unless they timely call the Provider's 800 number or return a written form to the Provider by the Opt-Out Deadline notifying the Provider that they do not want to participate in the Aggregation Program. The Provider shall provide notice directly to Com Ed residential and small commercial retail customers, informing them of potential consequences of their change from existing service from Com Ed to the Aggregation Program. Com Ed residential and small commercial retail customers in the Village may request to join the Aggregation Group after the Opt-Out Deadline by contacting the Provider, who shall accept them into the Aggregation Program, subject to the terms and conditions of the Power Supply Agreement. The agreed upon policy shall be consistent with Com Ed's supplier enrollment requirements. Members of the Aggregation Group who move from one location to another within the corporate limits of the Village shall continue as a Member of the Aggregation Group.

H. Opt-Out Procedures

Com Ed residential and small commercial retail customers in the Village may initially opt out of the Aggregation Program at any time by written notice prior to the Opt-Out Deadline. Members of the Aggregation Group will be allowed to switch to a different electric supplier after the Opt-Out Deadline, on the terms set forth in the Power Supply Agreement but at least shall be allowed to opt-out every three years. The Provider may or may not charge an early termination fee. Requirements for notification of intent to opt out of the Aggregation Group shall be set forth in the Power Supply Agreement. It shall be the duty of the Provider to inform residential and small commercial retail customers in the Village in advance that they have the right to opt out of the Aggregation Program. Such disclosure shall prominently state any applicable charges, the cost to obtain service pursuant to Section 16-103 of the Public Utilities Act, how to access service, and the fact that service is available to them without penalty if they are currently receiving services under that section.

I. Bidding

The Village may elect to hold an individual bid process for the Aggregation Program or to participate in a group bid with other municipalities. The Village may, but is not required to, retain the services of a consultant, broker, or other expert in the field of electrical aggregation to assist in the preparation of the bidding documents and in managing the bidding process. The Village will retain the full and absolute right to accept, accept with conditions, or reject any bid. If this bidding process does not result in the identification of an acceptable bidder, the Village will conclude the bidding process and not proceed with the Aggregation Program. By majority vote of the Corporate Authorities, the Village may select a Retail Electric Supplier to provide electric power to the Program according to the terms of a written

Power Supply Agreement entered into by and between the Provider and the Village. By majority vote of the Corporate Authorities, the Village may determine not to enter into a power supply agreement with any Provider and in such event eligible customers shall continue to purchase electric power through Com Ed. If the Corporate Authorities enter into a power supply agreement with a Provider, Com Ed will continue to provide and service delivery of the electricity purchased from the Provider, and metering, repairs and emergency service will continue to be provided by Com Ed.

V. MISCELLANEOUS GOVERNANCE GUIDELINES

- A. The Corporate Authorities of the Village shall approve by an Ordinance passed by a majority vote of the Corporate Authorities this Plan of Operation and Governance for the Aggregation program and any Amendments thereto.
- B. The Corporate Authorities of the Village shall contract with a Provider certified by the Illinois Commerce Commission for the provision of Competitive Retail Electric Service to the Aggregation Group.
- C. The Corporate Authorities of the Village will require any Provider to disclose any subcontractors that it uses in fulfillment of the services described above or in the Power Supply Agreement.
- D. The Corporate Authorities of the Village will require the Provider to maintain either a toll-free telephone number, or a telephone number that is local to the Members.

VI. LIABILITY

THE VILLAGE SHALL NOT BE LIABLE TO PARTICIPANTS IN OR MEMBERS OF THE AGGREGATION GROUP FOR ANY CLAIMS, HOWEVER STYLED, ARISING OUT OF THE AGGREGATION PROGRAM OR THE PROVISION OF AGGREGATION SERVICES BY THE VILLAGE OR THE PROVIDER. PARTICIPANTS OR MEMBERS IN THE AGGREGATION GROUP SHALL ASSERT ANY SUCH CLAIMS SOLELY AGAINST THE PROVIDER PURSUANT TO THE POWER SUPPLY AGREEMENT, UNDER WHICH SUCH PARTICIPANTS ARE EXPRESS THIRD-PARTY BENEFICIARIES.

VII. INFORMATION AND COMPLAINT NUMBERS

Copies of this Plan shall be available from the Village of La Grange Park free of charge. Members and residential and small commercial retail customers of Com Ed may call the La Grange Park Village Hall at 708-354-0225 for a copy of the Plan or for more information.

Appendix A -- Education Process

The Provider shall develop an educational program in conjunction with the Village. Its purpose will be to explain the Aggregation Program to its members, provide updates and disclosures as mandated by State law and the rules and regulations of any applicable Illinois agency, and provide the opportunity for the Members to opt out of the Aggregation Program. The following are components of the education program:

1. Each residential and small commercial retail customer of ComEd within the corporate limits of the Village will receive notification by U.S. Mail stating: what the Governmental Aggregation Program means, the procedure which must be followed to opt out of the Aggregation Program, the estimated price of electricity for Member of the Aggregation Program, and the deadline for returning the Opt-out form. See sample letter attached.
2. The Provider shall provide opportunities for educating residential and small commercial retail CE customers in the Village about the Program and their rights under the applicable laws and rules and regulations. In addition, the Provider will provide education about opportunities for energy efficiency measures to help Members reduce energy consumption.
3. The Provider will provide updates and disclosures to the Village and Members as mandated by State law and applicable rules and regulations as amended from time to time.

SAMPLE LETTER

Dear Village of La Grange Park Resident,

The Village of La Grange Park is providing you the opportunity to join other residents to save money on the electricity you use. Savings are possible through governmental aggregation, where Village officials bring together citizens to gain group buying power for the purchase of electricity from a retail electric generation provider certified by the Public Illinois Utilities Commission. Village of La Grange Park voters approved this program in March 2012.

After researching competitive electricity pricing options for you, we have chosen _____, to provide you with savings on your electric generation through May 2012. There is no cost for enrollment and you will not be charged a switching fee. You do not need to do anything to participate. As a member of this aggregation, you are guaranteed to save ___ percent off your Price to Compare. Your Price to Compare is essentially the price you pay for electric generation from the utility and consists of generation and transmission related components, which are the costs associated with generating the power and delivering it through the transmission system.

To estimate what your savings per kilowatt-hour (KWH) will be through this program, locate your Price to Compare on your electric bill. Divide your Price to Compare by 100, then multiply by 0.0__ (___%) to determine your savings per KWH. Multiply that number by your total monthly usage. The final number is how much you can expect to save each month you use the same amount of electricity.

You will see your electric savings from _____ after your enrollment has been completed and your switch has been finalized - approximately 30 - 45 days, depending upon your meter read date. Of course, you are not obligated to participate in the Village of La Grange Park's electric governmental aggregation program. If you wish to be excluded from the program and remain a full-service customer of your local electric utility - Commonwealth Edison- you have until _____, 2012 to return the attached "opt-out" form. If you do not opt out at this time, you will receive a notice at least every _____ asking if you wish to remain in the program. If you leave the program at any other time, you could be subject to a cancellation fee from _____ - and you might not be served under the same rates, terms and conditions that apply to other customers served by Commonwealth Edison.

After you become a participant in this governmental aggregation program, Commonwealth Edison will send you a letter confirming your selection of _____ as your electric generation provider. As required by law, this letter will inform you of your option to rescind your enrollment with _____ with adequate notice prior to the scheduled switch. To remain in the Village's governmental aggregation program, you don't need to take any action when this letter arrives.

Commonwealth Edison will continue to maintain the system that delivers power to your home - no new poles or wires will be built by _____. You will continue to receive a single, easy-to-read bill from your local electric utility with your _____ charges included. The only thing you'll notice is savings.

If you have any questions, please call _____ toll-free at _____, Monday through Friday, 8 a.m. to 5 p.m. Please do not call the Village of La Grange Park with aggregation program questions.

Sincerely,

Village of La Grange Park

Option 1: Do nothing and save.

If you want to participate in this program and save, you do not need to return this form. Your enrollment is automatic.



Option 2: Opt out by returning this form.

If you do not want to participate in this program, you must return this form before the due date.

Service Address: _____

Phone Number: _____

Account Holder's Signature: _____

Date: _____

Village Board Agenda Memo

Date: April 3, 2012

To: Village President and Board of Trustees

From: Traci Steger, Administrative Intern
Julia Cedillo, Village Manager *JC*

RE: **Electrical Aggregation Program**

GENERAL BACKGROUND

Pursuant to the Illinois Power Agency Act, 20 ILCS 3855/1-92, municipalities such as the Village of La Grange Park are authorized to aggregate the electric loads of small commercial and retail customers located within the Village and to then solicit bids, select a retail electric supplier, and enter into a service agreement to facilitate the purchase of electricity on behalf of its residents and small businesses. The statute is a part of the state's electric deregulation efforts which allow customers access to competitive retail electric markets.

in accordance with that law, on December 13, 2011, the Village of La Grange Park Board of Trustees passed an Ordinance authorizing a referendum on the March 20, 2011 ballot which asked the public for authority to create an Opt-Out aggregation program for its residents and small business customers. La Grange Park voters approved the Referendum with 68.62% of La Grange Park voters voting "yes."

PLAN OF OPERATION AND GOVERNANCE

The Power Agency Act requires that the Village draft a "Plan of Operation and Governance" which outlines the process for selecting an electrical supplier. While the Village's consulting group, NIMEC, has assisted with the draft Plan, the Plan will undergo legal review this week. After legal review, the draft document will be included in the April 24th Village Board Meeting Packet. A representative from NIMEC will be present at the meeting to answer any questions at this point in the process. The Village Board need not approve the Plan, as it is recommended that it remain in draft form to be posted to the Village's website for public comment. It will also be distributed at each of the two required public hearings on the Electrical Aggregation Program. Ideally, the Plan would be later approved by the Village Board in May, after the Public Hearings have concluded.

PUBLIC HEARINGS

Also required by the Act, the Village must notice and provide two public hearings to be held by the Corporate Authorities in order to provide residents a meaningful opportunity to be heard regarding the Aggregation Program and this Plan. As such, the two public hearings have been tentatively set for May 8th and May 14th at 6:00 p.m. These dates have been confirmed with the Village's consulting group

NIMEC, as they will be present to answer questions on the Plan as well as the Program. At this time, staff is seeking concurrence from the Village Board that these dates meet with their approval.

TIMELINE OF MUNICIPAL AGGREGATION PROGRAM

March 20 th	Referendum passed
April 10 th	Village Board Work Session – Program Timeline and approval of Public Hearing Dates
April 18 th	Publish Notice for Public Hearing #1
April 23 rd	Publish Notice for Public Hearing #2
April 24 th	Village Board Meeting – Present Draft Plan of Operation and Governance
April 24 th / 25 th	Post Draft Plan of Operation & Governance on Village Website, promote in E-briefs and Cable Access channel
May 8 th	1 st Public Hearing at 6:00 p.m. (with Board Member consent)
May 14 th	2 nd Public Hearing at 6:00 p.m. (with Board Member consent)
May 22 nd	Village Boarding Meeting – Approval of Ordinance Authorizing Aggregation of Electrical Load and Adopting an Electric Aggregation Plan of Operation and Governance
June	NIMEC conducts Request for Proposal (RFP) for Electrical Load Bids

ACTION / MOTION

Motion to approve May 8th at 6:00 p.m. and May 14th at 6:00 p.m. (or other preferred time on 5/14/2012) as dates and times for the two Public Hearings, as required Illinois Power Agency Act. Notice of these meetings will appear in the Suburban Life newspaper.

DOCUMENTATION

Agenda Memo with Attachments, December 2011 Work Session

Village Board Agenda Memo

Date: December 7, 2011
To: Village President and Board of Trustees
From: Emily Rodman, Assistant Village Manager 
Julia Cedillo, Village Manager
RE: Municipal Aggregation Referendum

GENERAL BACKGROUND

Municipalities may enter into electricity purchasing agreements on behalf of their residential and small business customers, known as “electrical aggregation.” Through electrical aggregation, customers receive competitive pricing on the open electrical market from energy suppliers that are not encumbered with existing long-term power agreements (such as those currently encumbering ComEd). Consequently, through electrical aggregation, consumers may realize an annual cost savings of 20-30% on their electricity bills until mid-2013, when ComEd’s power supply costs are anticipated to be reduced due to expiring contracts.

Please refer to the attached November 22nd Village Board materials for additional background information on municipal aggregation.

ANALYSIS

Program Options

Currently, there are two methods by which residents and small businesses may benefit from aggregation. Both programs are described below.

Opt-In Program: Under this program, individual residents and small business owners may elect to participate in an aggregated pool of customers and select a power provider through a competitive bidding process. While no voter referendum is required to implement this program, the expected cost savings to the consumer are reduced because the aggregated pool of customers served by each power provider is lower than an opt-out program would provide.

To proceed with an opt-in program, residents and small businesses join an aggregated pool of customers, select their power provider, and enter into an agreement with the new provider.

Opt-Out Program (Municipal Aggregation): Under this program the Village selects a power provider through a competitive bidding process. This program automatically places individuals and small businesses into the aggregated pool of customers under the

new power provider's contract unless they specifically decide to opt-out. Historically, most individuals and small businesses do not choose to opt-out. This creates a much larger pool of customers and a more predictable energy load for the power provider, resulting in the most favorable rates and highest savings for participants. The primary disadvantage is that the opt-out program requires approval of a referendum.

To proceed with an opt-out electrical aggregation program, the Village Board must adopt an ordinance before December 31, 2011 to authorize a referendum for the March 2012 ballot. If the Village chooses to postpone action, the next opportunity to pass a referendum is November 2012 referendum (requiring Village Board action by mid-summer 2012).

Cost Savings

Based upon the current spread between ComEd rates and open market rates, Northern Illinois Municipal Electric Cooperative (NIMEC) estimates that aggregation could result in approximately \$949,000 in annual electricity savings to the La Grange Park community under the opt-out program (\$739,000 to residents and \$210,000 to small businesses). This equates to an annual savings of approximately \$175 per household and \$6,000 per small business.

It should be noted that the level of anticipated cost savings is likely to be significantly reduced, if not eliminated, around mid-2013 as current ComEd contracts expire and ComEd is able to purchase power at a lower cost. Therefore, holding a referendum in March 2012 (vs. November 2012) would allow residents and small businesses to realize the greatest level of cost savings.

MOTION / ACTION

Discussion and Action.

Move to Approve an Ordinance Providing for the Submission to the Electors of the Village of La Grange Park, Cook County, the Question Whether the Village Should Have the Authority Under Public Act 096-0176 to Arrange for the Supply of Electricity for its Residential and Small Commercial Retail Customers who have not Opted out of Such Program

RECOMMENDATION

Staff recommends the Village proceed with pursuing electrical aggregation under the opt-out program. The potential cost savings are significant and could be maximized by placing a referendum on the March 2012 ballot. Thus, staff recommends the Village Board proceed with adopting an ordinance for a March referendum.

Staff also recommends the Village utilize NIMEC (as opposed to an in-house approach) to facilitate the municipal aggregation process, provided staff is able to negotiate a favorable cost for their services. Please see page 3 for additional information.

IMPLEMENTATION OF MUNICIPAL AGGREGATION

Staff believes that in order to proceed with municipal aggregation, the Village will need to utilize a consultant, as implementation of the program will be administratively burdensome. The required implementation steps include:

- Passing a Village Board Ordinance by December 31, 2011 to place referendum on March 20, 2012 ballot
- Educating/Publicizing benefits of referendum to residents and small businesses
- March 20, 2012 referendum
- Publicizing and conducting two public hearings to educate residents on their options
- Preparing and distributing a Request for Qualifications (RFQ) for electrical suppliers
- Reviewing the submitted bids, selecting a bid winner
- Negotiating and executing the winning supplier agreement
- Informing residents and small business consumers how to “opt-out” of program (done by electrical supplier)
- ComEd contacts residents with their rescission letter
- New power supplier becomes operational within 45-60 days (determined by contract)

Staff recommends utilizing NIMEC, as they are the leading consulting firm assisting municipalities with aggregation. They have successfully facilitated the process for 15 municipalities and they are currently working with several other municipalities. NIMEC does not charge the Village for their services, rather they are paid directly by the electrical supplier selected (the fees are based on energy usage). Because NIMEC’s fees are paid by the supplier, the fees are passed on to the consumer through the overall supply rate.

NIMEC has proposed a fee of \$0.0004 or 4/100 of a cent per kWh. Based on the Village’s 2010 usage rates, NIMEC estimates that their fee would be approximately \$19,000 annually (\$14,800 for residents and \$4,200 for small businesses). This equates to an annual cost of approximately \$3.48 per household (or 29 cents per household per month) and \$120 per small business (or \$10 per business per month). In order to maximize the potential cost savings for residents and small businesses, Village staff will attempt to negotiate a lower fee with NIMEC.

DOCUMENTATION

- Board Memo and Attachments – November 22, 2011 Village Board Meeting
- Questions About NIMEC – Email Responses by Sharon Durling
- Ordinance Providing for the Submission to the Electors of the Village of La Grange Park, Cook County, the Question Whether the Village Should have the Authority Under Public Act 096-0176 to Arrange for the Supply of Electricity for its Residential and Small Commercial Retail Customers who have not Opted Out of Such Program

Julia Cedillo

From: Sharon Durling [sdurling@mac.com]
Sent: Wednesday, November 23, 2011 2:25 PM
To: Julia Cedillo
Subject: Re: Questions about NIMEC

Hi Julia,

Thank you again, for inviting us to present at the LaGrange Park board meeting last night. Also, thanks for forwarding these questions. Our responses follow. We welcome any additional questions that residents or trustees may present.

Meantime -- Happy Thanksgiving to you and your family!

1. How many communities are expected to have this on the March 2012 ballot?

Our impression is that over 100 communities will place the referendum on the March 2012 ballot. NIMEC and its partners are working with about 70.

2. Are the above communities the ones that we will be grouped with for the Aggregation purchase, or will some of the "15" from last year be involved too?

LaGrange Park would be included in the group above. Fourteen of the 15 communities from last year contracted for 2 and 3 year terms, and thus will not undertake the Municipal Aggregation bidding process again until 2013 and 2014. That leaves one of the 15 that will be in the new group.

3. If communities can pick the length of their contract (1 yr, 2yr, etc.) and if they want to "go green", doesn't that diminish the size of the aggregate?

It does not. We will have several groupings of aggregations (rather than one "oversized" group of, say 500,000 residents), creating variant and equally competitive contract terms from which villages may select. Because of the large number of communities going to bid, we will have the opportunity to demand even more competitive pricing and greater varied options, with each village selecting exactly the terms they wish.

We will have a great number of communities to aggregate, but bigger is not better; we could get too big. Therefore, the number of communities in an aggregation will be limited. For illustration purposes, let's say a good aggregation size would consist of communities with a combined population of 150,000.

That being the case, we will provide communities with indicative pricing before we go to formal bid. Each community could select a green /brown option and length of contract. We could have separate aggregations of:

Green: 1, 2 and 3 years

Brown: 1, 2 and 3 years

So, for example, we would group together all those communities that want a two-year green price.

4. David Hoover said that the group can get "too big". Please explain. It seems as though the bigger the better. For example if you could bid all of Cook County (3,000,000 +) residents, that would get you a very good price.

Big is good; however, there is a point at which the enormity of size would result in diminishing returns, i.e., less competitive pricing. That is because a population of 500,000—and even more so, 3 million—is such a large portion of the electric market to take on that a supplier would be unable to risk bidding so aggressively. To offer this large a supply in one contract from one supplier might negatively impact market prices, shifting them higher. Which is why we believe the optimum size of aggregation may be about 150,000 residents. Thus we will create several bidding groups.

Said differently: The absolute size may limit the number of suppliers able to take on such a big load. If a supplier were awarded the bid, they would then go to the market to buy/lock in that power. If the size were too big, generators would begin to realize a large purchaser has entered the market, and would start to raise prices. Much as if someone started buying large sums of IBM stock, it would begin to drive up the price.

5. He kept talking about the number of residents - shouldn't he have been talking about the number of "customers" - about 4,000 in LGP?

Yes, you are correct. Household accounts are what we deal with. We spoke in terms of population because people more often think in those terms.

We can extrapolate estimates of usage and savings from population or household figures. The 2000 census reported population of LaGrange Park at 13,295, with 5,432 households. To use the household figure: at an average monthly usage per household of 850 kWh/mo, a savings of two cents equates to \$204 per household per year, or \$1.1MM for the entire community. However, we rounded the figure down to a conservative savings estimate of \$800,000 to \$900,000. Note: that estimate does not even include savings that will also be enjoyed by small businesses.

All best,
Sharon Durling

Direct: 847-607-1804
sdurling@mac.com
NIMEC: Northern Illinois Municipal Electric Collaborative
www.nimec.net

417 Cherry Creek Lane
Suite 250
Prospect Heights, IL 60070
Fax: 847-392-9303



On Nov 22, 2011, at 10:23 PM, Julia Cedillo wrote:

Sharon – I will collect any questions we have from residents or from Village Trustees. The resident that was there tonight did email his questions and they are below. Would you or Dave be able to answer these questions? Then I will put together in a response document.

Thanks, Julia

From: Rydercvt16 [mailto:rydercvt16@aol.com]
Sent: Tuesday, November 22, 2011 10:15 PM
To: Julia Cedillo
Cc: debaryder@aol.com
Subject: Questions about NIMEC

11/22/11

Julia,

As a follow-up to tonight's meeting, I have the following questions about the NIMEC proposal:

1. How many communities are expected to have this on the March 2012 ballot?
2. Are the above communities the ones that we will be grouped with for the Aggregation purchase, or will some of the "15" from last year be involved too?
3. If communities can pick the length of their contract (1 yr, 2yr, etc.) and if they want to "go green", doesn't that diminish the size of the aggregate?
4. David Hoover said that the group can get "too big". Please explain. It seems as though the bigger the better. For example if you could bid all of Cook County (3,000,000 +) residents, that would get you a very good price.
5. He kept talking about the number of residents - shouldn't he have been talking about the number of "customers" - about 4,000 in LGP?

Comment:

The Board needs to remember and it may not make any difference, but the consultant, Northern Illinois Municipal Electric Collaborative (NIMEC) is a for-profit, private company. Their title makes it sound like it is a municipal cooperative, sort of like IRMA or MABAS. But it is not, and this needs to be made clear to the residents when it comes time to vote on this.

If this is not clear, or if you have questions, do not hesitate to contact me.

Jack Ryder

ORDINANCE NO. 944

ORDINANCE PROVIDING FOR THE SUBMISSION TO
THE ELECTORS OF THE VILLAGE OF LA GRANGE PARK, COOK COUNTY, THE
QUESTION WHETHER THE VILLAGE SHOULD HAVE
THE AUTHORITY UNDER PUBLIC ACT 096-0176 TO ARRANGE
FOR THE SUPPLY OF ELECTRICITY FOR ITS RESIDENTIAL
AND SMALL COMMERCIAL RETAIL CUSTOMERS
WHO HAVE NOT OPTED OUT OF SUCH PROGRAM

Recitals

1. Recently the Illinois Power Agency Act, Chapter 20, Illinois Compiled Statutes, Act 3855, added Section 1-92 entitled Aggregation of Electrical Load by Municipalities and Counties. (Hereinafter referred to as the "Act")

2. Under the Act if the Village seeks to operate the aggregation program under the Act as an opt-out program for residential and small commercial retail customers, then prior to an adoption of an ordinance to establish a program, the Village must first submit a referendum to its residents to determine whether or not the aggregation program shall operate as an opt-out program for residential and small commercial retail customers. If the majority of the electors voting on the question vote in the affirmative, then the Village President and Board of Trustees may implement an opt-out aggregation program for residential and small commercial retail customers.

3. The Village President and Board of Trustees hereby finds that it is in the best interest of the Village of La Grange Park to operate the aggregation program under the Act as an opt-out program and to submit the question to the electors in a referendum pursuant to the Act.

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF LA GRANGE PARK, COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section One: The Village President and Board of Trustees of the Village of La Grange Park finds that the recitals set forth above are true and correct and includes the recitals in this Ordinance.

Section Two: The Village President and Board of Trustees finds and determines that it is in the best interests of the Village of La Grange Park to operate the aggregation program under the Act as an opt-out program.

Section Three: In the event such question is approved by a majority of the electors voting on the question at the regular election on March 20, 2012, the Village President and Board of Trustees may implement an opt-out aggregation program and if the Village President and Board of Trustees adopts the program the Village shall comply with all the terms and provisions of the Act.

Section Four: The Village Clerk is directed to immediately certify and submit the following question to the Cook County Clerk to be placed on the ballot for the general election to be held on March 20, 2012, in the following form:

Shall the Village of La Grange Park have the authority to arrange for the supply of electricity for its residential and small commercial retail customers who have not opted out of such program?	YES
	NO

Section Five: In the event the State of Illinois amends the Act to revise the form of the question to be placed on the ballot, the Village President is authorized to direct the County Clerk to change the form of the question to conform with the amended Act, if required.

Section Six: The Village has elected to work in collaboration with NIMEC who will use their professional expertise to develop a Plan of Operation and Governance, conduct the RFP process and coordinate with Illinois Commerce Commission, Illinois Power Authority, Attorney General's Office and Commonwealth Edison.

Section Seven: This ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED by the Village President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, on the _____ day of _____, 2011, and deposited and filed in the office of the Village Clerk in said Village on that date pursuant to roll call vote as follows:

PASSED AND APPROVED by the _____ Village President and Board of Trustees this _____ day of _____, 2011.

ROLL CALL VOTE:

YES VOTES: _____

NO VOTES: _____

ABSENT: _____

Dr James L. Discipio, Village President

ATTEST:

Amanda Seidel, Village Clerk

Published in pamphlet form this _____ day of _____, 2011.

Village Board Agenda Memo

Date: April 17, 2012
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
RE: **Electrical Power Aggregation – Agreement with NIMEC**

GENERAL BACKGROUND

Pursuant to the Illinois Power Agency Act, Governmental Electrical Aggregation became available in Illinois which allows municipal and county agencies to negotiate electric power supply arrangements for their residential and small business customers. The Act is a part of the state's electric deregulation efforts which allow customers access to competitive retail electric markets. In accordance with that law, on December 13, 2011, the Village of La Grange Park Board of Trustees passed Ordinance No. 944 authorizing a referendum on the March 20, 2012 ballot which asked the public for authority to create an Opt-Out aggregation program for its residents and small business customers. La Grange Park voters approved the Referendum with 68.62% of La Grange Park voters voting "yes."

With the approval of Ordinance No. 944, the Village elected to work in collaboration with Northern Illinois Municipal Electrical Collaborative (NIMEC) to utilize their professional expertise to develop a Plan of Operations and Governance, conduct the RFP process and coordinate with the Illinois Commerce Commission, the Illinois Power Authority, the Attorney General's Office and Commonwealth Edison. While the Village does not currently have an agreement with NIMEC for these services, the Village Board may wish to consider an agreement at this time to delineate the services to be provided to the Village as part of the electrical aggregation process.

SERVICES

Northern Illinois Municipal Electrical Collaborative (NIMEC) NIMEC is a purchasing collaborative of over 100 government entities that work together to negotiate competitive pricing for electrical power supply. When members' electric load is aggregated, NIMEC is able to leverage the higher volume and negotiate more aggressive pricing from suppliers. Since 2006, NIMEC has facilitated the purchase of power for operations such as water pumping and street lighting by aggregating usage and bidding it out collectively.

In 2011, NIMEC began the process of assisting municipalities to negotiate lower power rates for their residents' and small businesses' ComEd bills. NIMEC secured the lowest-rate contract achieved for residential municipal aggregation in 2011, and again in 2012 for the City of Darien. Of the 245 municipalities that passed an electric aggregation referendum in Illinois on March 20, NIMEC is working directly with exactly 62 municipalities, representing over 1.06 million residents, some of which include:

Hinsdale, Tinley Park, Orland Park, Palos Hills, Palos Heights, Palos Park, Riverside, Elmhurst, Hoffman Estates, Westchester, Brookfield, Flossmoor, Oak Forest, and Mokena.

Attached please find a proposed agreement with Glenview Consulting Group, Inc., d/b/a Northern Illinois Municipal Electrical Collaborative or NIMEC. Glenview Consulting Group is an independent electrical aggregator certified, licensed and bonded by the State of Illinois, and the Illinois Commerce Commission. Compensation for such services is at a rate of .0004 per kilowatt hour and will be paid by directly by the selected electricity provider.

ACTION / MOTION

A Motion of the Village of La Grange Park, Illinois authorizing the Village President to enter into an agreement with Glenview Consulting group, d/b/a Northern Illinois Municipal Electrical Collaborative (NIMEC) for Consulting Services Regarding the Aggregation of Electricity Program.

RECOMMENDATION

Staff recommends approval of the Motion. While NIMEC is not the only independent electrical aggregator providing consulting services to municipalities for the aggregation process, they have thus far provided effective assistance to the Village with regard to meeting the state's requirements of the Illinois Power Agency Act in general, and the referendum process and Plan of Operations and Governance in particular. Further, of the consulting groups researched by staff, NIMEC has the largest aggregation group and has secured the lowest rates for electricity supply.

DOCUMENTATION

- Agreement Between the Northern Illinois Electric Collaborative and the Village of La Grange Park
- Ordinance 944, passed on December 13, 2011
- Related Article in Darien Patch

**AGREEMENT FOR CONSULTING SERVICES
REGARDING THE AGGREGATION OF ELECTRICITY PROGRAM**

THIS AGREEMENT entered into as _____, 2012 by and between Glenview Consulting Group, Inc. d/b/a Northern Illinois Municipal Electric Collaborative, 417 Cherry Creek Lane, Suite 250, Prospect Heights, Illinois 60070 (“NIMEC”) and the Village of LaGrange Park, Illinois, a municipal corporation (“Village”).

WHEREAS, on December 13, 2011, the Village Board of Trustees passed Ordinance No. 944 providing for the Submission to the Electors of the Village of LaGrange Park, Cook County, Illinois the Question Whether the Village Should Have the Authority under Public Act 096-0176 to Arrange for the Supply of Electricity for Its Residential and Small Commercial Retail Customers Who Have Not Opted Out of Such Program; and

WHEREAS, at the Consolidated Election held on Tuesday, March 20, 2012, the following proposition was submitted to and approved by a majority of the voters of the Village of LaGrange Park, Cook County, Illinois:

Shall the Village of LaGrange Park Illinois have the authority to arrange for the supply of electricity for its residential and small commercial retail customers who have not opted out of such program?

WHEREAS, the Village Board of Trustees has determined that it would be in the best interests of the Village to obtain a consultant to assist the Village in implementing its municipal Aggregation Program; and

WHEREAS, NIMEC is experienced in providing consulting services to municipalities in arranging for the aggregated supply of electricity.

NOW, THEREFORE, the parties hereto agree as follows:

1. ASSISTANCE IN ARRANGING FOR THE SUPPLY OF ELECTRICITY.

(a) The Village agrees to use NIMEC as its exclusive consultant in arranging for the supply of electricity for the duration of the initial contract of its Aggregation Program under the terms and conditions set forth herein.

(b) NIMEC shall provide the Village with a list of potential suppliers and assist the Village in preparing a Request for Proposals from qualified suppliers capable of providing electricity to meet the needs of residential and small commercial retail customers within the Village who do not opt out of the Aggregation Program.

(c) Upon the Village receiving responses to its Request for Proposals, NIMEC shall assist the Village in reviewing and evaluating the price and other terms and conditions in each proposal and the qualifications, including capacity and reliability, of each of the suppliers with the aim of obtaining the best price and most favorable terms and conditions for electricity supplied to residential and small commercial retail customers within the Village who do not opt out of the Aggregation Program.

(d) NIMEC shall investigate and advise the Village as to the potential for and advantages to aggregating electricity supply with other municipalities and counties to leverage purchasing power.

(e) After the Village has selected an electricity supplier ("Supplier"), NIMEC shall assist the Village in negotiating the proposed Power Supply Agreement with the Supplier.

(f) If the Village has not selected an electricity supplier by June 15, 2012, or if the Village has not entered into a Power Supply Agreement with a Supplier within 45 days of its selection of the Supplier, the Village may at any time thereafter terminate this Agreement by

giving NIMEC a 5-day written notice thereof without any financial or other obligation to NIMEC, and the Village may thereafter seek a supplier from other sources.

2. ASSISTANCE IN PROVIDING INFORMATION TO RESIDENTIAL AND SMALL COMMERCIAL RETAIL CUSTOMERS.

(a) NIMEC shall assist the Village in providing information to residential and small commercial retail customers within the Village regarding the Aggregation Program.

(b) Also, NIMEC shall also provide the following services as requested by the Village.

(1) Train Village Staff to receive calls from residential and small commercial retail customers and assist in responding thereto.

(2) Preparation and review of an Opt Out letter in conjunction with Supplier and secure a high level of readership thereof.

(3) Work with the Supplier and ComEd to identify and make contact with “missing” customers who did not receive the Opt Out letter.

(4) Manage data flow from Supplier to ComEd and vice versa to ensure that data is in required format.

(5) Sort the ComEd data to ensure that customer classes are not included or excluded unless appropriate to do so.

(6) Provide template document for Plan of Operation and Governance and assist in making any revisions thereto.

(7) Lead public meetings as needed (no less than two).

(8) Monitor the Aggregation Program for the duration of the initial Power Supply Agreement.

(9) Perform such other duties and responsibilities as may be reasonably requested by Village Manager and/or Assistant Village Manager.

3. CONFIDENTIALITY. The parties acknowledge that certain customer information obtained from ComEd or the Supplier must be held in confidence in accordance with legal requirements and each of the parties agree to fully comply with all of its legal obligations regarding confidential customer information.

4. CONFORMITY WITH LEGAL REQUIREMENTS. The parties acknowledge that the Illinois Commerce Commission and the Illinois Attorney General's Office are in the process of holding hearings and conducting inquiries which may lead to the adoption or issuance of rules, regulations, directives and policies regarding the implementation of the Aggregation Program. Each of the parties agree to fully comply with all rules, regulations, directives and policies regarding the Aggregation Program when and if adopted or issued by the Illinois Commerce Commission, the Illinois Attorney General's Office or any other governmental agency or authority. Also, the parties agree to amend or otherwise modify this Agreement to conform to such rules, regulations, directives or policies to the extent necessary or required.

5. NIMEC'S COMPENSATION. For all of the services provided hereunder, NIMEC's compensation shall be a fee from the Supplier based upon a rate of \$0.0004 / kWh, which fee shall be paid only for the initial term of the Power Supply Agreement.

6. CONTINGENCY. This Agreement is contingent upon the Village selecting a Supplier, entering into a Power Supply Agreement and all other legal prerequisites being met, and shall automatically terminate if any prerequisites for the Aggregation Program are not met.

7. TERM. The term of this Agreement shall end at the expiration of the initial term of the Power Supply Agreement, unless earlier terminated pursuant to Section 1 (f) hereof.

8. TERMINATION. Either party may terminate this Agreement upon giving the other party a 10-day written notice thereof if the other party is in breach of any term, condition or provision of this Agreement, provided that the party in breach shall be allowed to cure said breach within said 10-day period. Should this Agreement be terminated prior to the end of the term of the Power Supply Agreement, such termination will have no impact upon the payments during the initial term of the Power Supply Agreement to Glenview Consulting from the Supplier.

9. NOTICES. All requests, notices, demands, authorizations, directions, consents, waivers or other documents required by this Agreement shall be in writing and shall be delivered in person to, or shall be mailed by certified or registered mail, postage prepaid, addressed as follows:

If to NIMEC: David Hoover
Northern Illinois Municipal Electric Collaborative
427 Cherry Lane
Suite 250
Prospect Heights, Illinois 60070

If to Village: Julia Cedillo
Village of Lagrange Park
447 N. Catherine
LaGrange Park, IL 60523

10. APPLICABLE LAWS. This Agreement shall be governed by the laws of the State of Illinois. In any legal action relating to this Agreement, venue shall lie in the Circuit Court of Cook County, Illinois.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the aforesaid date at LaGrange Park, Cook County, Illinois.

VILLAGE OF LAGRANGE PARK

GLENVIEW CONSULTING GROUP,
INC. d/b/a NORTHERN ILLINOIS
MUNICIPAL ELECTRIC
COLLABORATIVE

By: _____
Its President

By: _____
Its _____

ATTEST: _____
Village Clerk

Date: _____

Date: _____

ORDINANCE NO. 944

ORDINANCE PROVIDING FOR THE SUBMISSION TO
THE ELECTORS OF THE VILLAGE OF LA GRANGE PARK, COOK COUNTY, THE
QUESTION WHETHER THE VILLAGE SHOULD HAVE
THE AUTHORITY UNDER PUBLIC ACT 096-0176 TO ARRANGE
FOR THE SUPPLY OF ELECTRICITY FOR ITS RESIDENTIAL
AND SMALL COMMERCIAL RETAIL CUSTOMERS
WHO HAVE NOT OPTED OUT OF SUCH PROGRAM

Recitals

1. Recently the Illinois Power Agency Act, Chapter 20, Illinois Compiled Statutes, Act 3855, added Section 1-92 entitled Aggregation of Electrical Load by Municipalities and Counties. (Hereinafter referred to as the "Act")

2. Under the Act if the Village seeks to operate the aggregation program under the Act as an opt-out program for residential and small commercial retail customers, then prior to an adoption of an ordinance to establish a program, the Village must first submit a referendum to its residents to determine whether or not the aggregation program shall operate as an opt-out program for residential and small commercial retail customers. If the majority of the electors voting on the question vote in the affirmative, then the Village President and Board of Trustees may implement an opt-out aggregation program for residential and small commercial retail customers.

3. The Village President and Board of Trustees hereby finds that it is in the best interest of the Village of La Grange Park to operate the aggregation program under the Act as an opt-out program and to submit the question to the electors in a referendum pursuant to the Act.

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF LA GRANGE PARK, COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section One: The Village President and Board of Trustees of the Village of La Grange Park finds that the recitals set forth above are true and correct and includes the recitals in this Ordinance.

Section Two: The Village President and Board of Trustees finds and determines that it is in the best interests of the Village of La Grange Park to operate the aggregation program under the Act as an opt-out program.

Section Three: In the event such question is approved by a majority of the electors voting on the question at the regular election on March 20, 2012, the Village President and Board of Trustees may implement an opt-out aggregation program and if the Village President and Board of Trustees adopts the program the Village shall comply with all the terms and provisions of the Act.

Section Four: The Village Clerk is directed to immediately certify and submit the following question to the Cook County Clerk to be placed on the ballot for the general election to be held on March 20, 2012, in the following form:

Shall the Village of La Grange Park have the authority to arrange for the supply of electricity for its residential and small commercial retail customers who have not opted out of such program?	YES
	NO

Section Five: In the event the State of Illinois amends the Act to revise the form of the question to be placed on the ballot, the Village President is authorized to direct the County Clerk to change the form of the question to conform with the amended Act, if required.

Section Six: The Village has elected to work in collaboration with NIMEC who will use their professional expertise to develop a Plan of Operation and Governance, conduct the RFP process and coordinate with Illinois Commerce Commission, Illinois Power Authority, Attorney General's Office and Commonwealth Edison.

Section Seven: This ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED by the Village President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, on the 13th day of December, 2011, and deposited and filed in the office of the Village Clerk in said Village on that date pursuant to roll call vote as follows:

PASSED AND APPROVED by the
of December, 2011.

Village President and Board of Trustees this 13th day

ROLL CALL VOTE:

YES VOTES: 5

NO VOTES: _____

ABSENT: _____

Present: 1

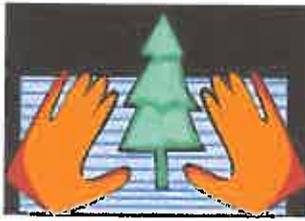

Dr James L. Discipio, Village President

ATTEST

Amanda Seidel, Village Clerk

Published in pamphlet form this 17th day of December, 2011.

President's Report



PROCLAMATION

ARBOR DAY

- WHEREAS, In 1872, Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and
- WHEREAS, Arbor Day is now observed throughout the nation and the world; and
- WHEREAS, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and
- WHEREAS, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and
- WHEREAS, Trees in La Grange Park increase property values, enhance the economic vitality of business areas, and beautify our community, and
- WHEREAS, Trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE BE IT PROCLAIMED THAT:

1. The Village of La Grange Park proclaims Friday, April 27, 2012 as Arbor Day.
2. The Village of La Grange Park encourages all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this 24th day of April, 2012.

James L. Discipio, Village President

ATTEST: _____
Amanda G. Seidel, Village Clerk

City Council-Approved Bid Could Cut Electric Bills by a Third

The council voted to select Direct Energy as its residential electricity supplier with a two-year contract that promises a rate of 4.54 cents per kilowatt-hour.

• By [Lauren Williamson](#)

Darien residents who opt in to the city's electrical aggregation program could find their electric bills slashed by roughly 35 percent once the new rates take effect.

City Council voted Monday to accept a bid from Pittsburgh-based Direct Energy that charges residents and small business owners 4.54 cents per kilowatt-hour.

The average resident will see a \$260 annual savings over the term of the contract, said Assistant City Administrator Scott Coren. According to the Department of Energy, the average U.S. home uses 958 kilowatt-hours of electricity each month. ComEd—Darien's current supplier—charges 7.73 cents per kilowatt-hour, though it will set a new 12-month rate in June. The new rate won't likely fall below 7 cents, said Northern Illinois Municipal Electric Collaborative (NIMEC) Director David Hoover.

"The rates we got are the most favorable in the state of Illinois, as of right now," Coren said during a work session prior to the meeting. NIMEC negotiated the bulk discount on the city's behalf. Direct Energy's rate includes NIMEC's payment for the work, Coren said.

The council voted to accept a two-year term that locks in Direct Energy's rate. If during the first 12 months of the contract ComEd's rate drops below Direct Energy's, Direct Energy will either match the lower rate or roll customers back over to ComEd, Hoover said.

While it's unlikely ComEd's rate would drop below Direct Energy's this coming year, he said he couldn't predict what might happen in 2013. Residents can, however, opt out of—or back into—the program at any time without a penalty.

Direct Energy also offered a one-year term at a rate of 4.24 cents per kilowatt-hour or a three-year term at 4.93 cents per kilowatt-hour. Mayor Kathleen Weaver said she was most comfortable with the two-year contract.

"It puts us in the middle," she said. "It gives us two years with a very good rate. Then we can watch the market and go out to bid again."

NIMEC collected bids from a total of eight energy suppliers. Direct Energy offered the lowest rates for all term lengths.

As mandated by the state, renewable sources will generate 6 percent of the power Direct Energy provides. The breakdown of other power sources is: coal – 48 percent; nuclear – 35 percent; natural gas – 13 percent; and other – 4 percent. The company supplies power to 570,000 customers nationwide, including 65,000 in Illinois.

The program will take effect within 50-60 days, Hoover said. Residents who opt in will likely see savings on their July electric bill.

Village Board Agenda Memo

Date: April 4, 2012
To: President and Board of Trustees
From: Julia Cedillo, Village Manager *JC*
Re: Paperless Agenda Process – Purchase of Equipment

GENERAL BACKGROUND

Several months ago, members of the Village Board suggested that a paperless agenda process might be one way the Village could cost costs related to a paper based system for Village Board Meeting Agenda Packets. At the November 2011 Work Session, the Village Board contemplated the transition to a paperless agenda packet and discussed the iPad technology as an equipment option for accessing and viewing meeting materials

The November analysis illustrated that a transition to a paperless system would be cost effective when considering the costs and efficiencies related to staff time. While there would be an identified savings with regard to publication supplies, the cost of supplies are relatively inexpensive (about \$120 per month). The most substantial savings identified are associated with the reduction of staff time in copying, collating, assembling and delivering multiple packets. The November analysis is attached to this memo.

As a result of the November discussion, it was decided that the technology warranted further review and enlisted two pilot users to better understand the benefits of the technology in a meeting setting. Feedback from the Pilot Program is provided below.

FEEDBACK – PILOT PROGRAM

Feedback from the trustees who tested the iPad equipment generally stated that the equipment was easy to use during the course of a meeting. The Board packets become more navigable once the pdf files were book-marked. It was suggested that a navigator to specific page numbers would be helpful. One user suggested that it would be preferable if there was the ability to write notes directly onto the Adobe pdf document being viewed/reviewed. Another suggestion was to offer a split screen option, to allow for viewing and note-taking. It was also noted that the iPad would be an effective way to retain and organize all information related to the Village (agendas, contacts, documents, maps, photos).

Staff Comments: There are applications that allow for split screen viewing. There are also a number of applications for note-taking, but would require further evaluation to determine which would work best for most users. In the Adobe Reader program, the user can navigate to any page within the document by using the “scrubber bar” located at the bottom of the screen. The basic Adobe Reader does not allow for highlighting, note-taking or other editing. More advanced Adobe programs would be required for those functions, but would significantly increase the cost of the technology solution.

ACTION / MOTION

Motion to approve the purchase and installation of a paperless agenda solution, to include iPad equipment, website updates, and the installation of a wireless access point (includes set up and configuration), from the Village’s information and technology consulting company, AIS, All Information Systems.

(The Draft Budget must be amended to include this purchase.)

DOCUMENTATION

- Updated Quote for hardware and software - AIS
- Village Board Agenda Memo and attachments, dated November 2, 2011



Village of LaGrange Park

Account: 00685

Invoice: 17205

Thank you for your business.

Quote: \$9,202.44

Village of LaGrange Park

447 N. Catherine Ave

LaGrange Park IL 60526

Julia Cedillo

708-354-0225

abagley@lagrangepark.org; jcedillo@lagrangepark.org

Labor Charges

Employee	Description	Date	Hours	Rate	Total
Jeff P.	Training and setup		4.00	\$85.00	\$340.00
	Wireless setup and configure		3.00	\$85.00	\$255.00
sub total:					\$595.00

Service Charges

Service Description	Price
Website updates for electronic board packets	\$1,500.00
sub total: \$1,500.00	

Equipment Charges

#	Name / Description	Price	Tax	Total
16	Apple iPad2 WiFi 16GB	\$399.00	0.00%	\$6,384.00
1	Cisco Wireless Access Point	\$382.00	0.00%	\$382.00
16	iPad Carrying Case DE6278	\$21.34	0.00%	\$341.44
sub total				\$7,107.44

Quote: \$9,202.44

Please contact us to place this order

Notes

QUOTES: All labor entries are estimates. Travel time is not included in the quote. A final invoice of 'Actual Time' and 'Travel Time' will be billed when the project is complete. Any issues not listed in a quote will NOT be considered part of the project and will be billed in addition to the quote as a separate issue.

Village Board Agenda Memo

TO: Village Board & Trustees
FROM: Traci Steger, Administrative Intern *TS*
Julia Cedillo, Village Manager *JC*
DATE: November 2, 2011
SUBJECT: Paperless Agenda Process

GENERAL BACKGROUND

Several months ago, members of the Village Board suggested that a paperless agenda process might be one way the Village could cost costs, as it would reduce large volumes of paper used for meeting agenda packets. The purpose of this memo is to inform the Village Board of the research conducted by the Administration Department on the paperless agenda process as a method to cut resource costs, reduce the amount of staff time spent on agenda assembly, and remain current with information sharing technologies.

COST ANALYSIS

The Administration Department calculated the costs associated with the process to assemble paper packet agendas for Village Board Work Sessions and Board Meetings. These calculations consisted of costs related to producing color and black and white copies, paper, coverbinds, and labor costs for the Executive Secretary and Police Department. The total annual cost for the paper process is \$12,417.

Staff consulted with the Village's IT Service, All Information Services, Inc. for the costs of paperless technology. AIS recommend that we consider the purchase of Apple iPads for this use as it is less expensive and more portable than laptops and is very user-friendly. The costs associated with paperless agenda technology include 16 Apple iPads 16 GB and cases, and 1 wireless access point. The 16 iPads would be distributed to Village Trustees and Department Heads. Should staff not be included, there would only be marginal savings as paper consumption would remain relatively constant. The total one-time, upfront cost for paperless agendas is \$14,698.

The iPad has a useful life of 3-5 years. After the first year, the total paperless process cost decreases to \$6,760 for estimated maintenance costs for repairs as well as Executive Secretary labor costs to assemble the agenda. The three-year cost comparison chart is below for your reference. Should the replacement schedule extend to four years, there would be an additional cost savings of about \$6,000 to the four-year period. More detailed cost comparison charts are also attached for your review.

3 Year Cost Comparison Chart

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total 3 Year Cost</u>
Paper Process	\$12,417	\$12,417	\$12,417	\$37,251
Paperless Process	\$14,698	\$6,760	\$6,760	\$28,218
			3 Yr Savings:	\$9,033

One consequence of moving to a paperless agenda process is that in order to realize a true cost savings; the Youth Commission packets would also undergo the transition. As such, the staff recommends that the Youth Commission would receive their agenda packets electronically, through email. The youth Commission would then review the paperless agenda at the meeting with the use of a laptop/iPad and overhead projector. Staff does not anticipate that this transition would be an issue as the younger generation is more likely to be accustomed to electronic paperless processes as it is more commonplace in schools, homework, clubs, etc. It should be noted that the cost savings associated with paperless agenda for the Youth Commission is figured into the cost analysis.

DESCRIPTION OF THE PAPERLESS PROCESS

Instead of preparing bound paper packets for each Village Trustee and Department Head, the electronic paperless process would consist of scanning one agenda packet into an Adobe Acrobat file. From there, Staff bookmarks the file according to the agenda. Then, the packet would be uploaded and posted on the Thursday before the Board Meeting into a secured area of the website. The Village website will act as a portal for the iPad to interface and access the secure folder on the Village's server. With iPads connected to wireless Internet, Trustees and staff can download the agenda in Adobe format from the Village's website onto their iPads where it will be saved as an icon on the iPad home screen.

The Administration Department does not suggest purchasing special software as AIS has recommended using Adobe to view and archive agenda packets. However, access to wireless Internet is necessary in order to be able to operate iPads. As such, AIS will install wireless Internet at the Village Hall; the equipment and labor associated with this service are included in the cost calculations for the paperless agenda process. Trustees and staff will also be able to use their iPads wherever there is wireless access, at home or on the go. Local coffee shops and restaurants that offer "wi-fi" are Panera, Caribou, and Starbucks. The iPads have substantial capabilities on a robust platform that will allow the Village to make use of them for other applications in the future.

In addition to the monetary savings that the paperless process will provide, electronic agendas will also help streamline the agenda preparation process and provide users with the searchability of older documents by creating an expandable document archive system.

MOTION/ACTION REQUIRED

Staff is asking for Board direction to transition to paperless meeting agendas.

CONCLUSION

The paperless agenda approach promises to simplify and modernize the agenda preparation process. This procedure will likely prove to be cost-effective as it will result in the reduction in paper volume and printing cost, a reduction in staff time that could be used for other projects, and a reduction in overtime costs when unexpected changes to the agenda occur.

Attachments:

- Detailed Cost Analysis for Paper and Paperless Agenda
- List of Communities Using Paperless Agenda
- AIS Proposal
- Local Newspaper Article Regard the Use of iPads for Paperless Agenda

Agenda Cost Analysis - Administrative Costs Only

Paper v. Paperless

Tasks	Administrative Monthly Costs	
	Paper - Current	Paperless
Executive Secretary Assemble Documents \$30*8 hours/month	\$240.00	240
Assembly/Preparing Newspaper Clips \$30*8 hours/month	\$240.00	240
Paper (7 Reams) 1 ream (500 sheets) = \$3.39*7	\$23.73	0
Color Copies \$.07335/page*94 sheets/Board and 120/Work Session	\$15.70	0
Black and White Copies \$.007/page * 1,881 sheets/Board and 2,407/Work Session	\$30.02	0
Coverbinds 1 carton (70 coverbinds) = \$122.5, 26/70 = .37(122.5)	\$45.33	0
Executive Session Assemble Packet \$30*12 hours/month	\$360.00	0
Police Department Service to Deliver Packets \$40*2 hours/month	\$80.00	0
Total Monthly Cost	\$1,034.77	\$480
Annual Cost	\$12,417.24	\$5,760

Paperless Agenda Cost Analysis - Year 1
Administrative and Equipment Costs

<u>Estimated Costs</u>	<u>Amount</u>
Executive Secretary Labor to Electronically Assemble Packet 16 hours*12 months*\$30	\$5,760
16 Apple iPads Wifi 16 GB 1 iPad = \$500*8	\$8,000
Cisco Wireless Access Point	\$382
16 iPad Carrying Cases 1 Carrying Case = \$21.34*16	\$341
AIS Training and Set-Up Charges 4 hours*\$85/hour	\$340
Wireless Set-Up and Configuration 3 hours*\$85/hour	\$255
Website Updates for Electronic Board Packets	\$1,500
Estimated Maintenance Costs	\$1,000
First Year Cost for Paperless Agenda	<u><u>\$ 14,689</u></u>

Paperless Agenda Cost Analysis - Year 2

<u>Estimated Costs</u>	<u>Amount</u>
Executive Secretary Labor to Electronically Assemble Packet 16 hours*12 months* \$30	5,760
Estimated Maintenance Costs (AIS)	1,000
	<u><u>\$6,760</u></u>

Municipalities Using Paperless Agendas

- 1) Brookfield, IL: Currently uses laptops, but the Village will be replacing them with iPads.
- 2) Lincolnwood, IL: Implemented paperless agendas in 2008, and has just approved the purchase of iPads for Village Trustees.
- 3) Woodridge, IL: In the process of implementing paperless agendas using iPad technology.
- 4) Manhattan, IL: Implemented the paperless agenda process in 2009 using laptops.
- 5) Carpentersville, IL: Village Board uses iPads.
- 6) Hanover Park, IL: Village Board uses iPads.
- 7) Wheeling, IL: Village Board uses iPads.
- 8) Geneva, IL: Paperless for over 10 years. They use a laptop.
- 9) Bensenville, IL: Village Board uses iPads.
- 10) Forest Park, IL: Issued iPads one month ago.
- 11) Riverside, IL: Half the trustees use them and half do not (choice).
- 12) Hoffman Estates, IL: Half the trustees use them and half do not (choice).
- 13) Montgomery, IL: is in the process of considering paperless, and have not made the change.
- 14) Lisle, IL: is in the process of considering paperless, and have not made the change.

Items of Interest

VILLAGE OF LA GRANGE PARK
La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

WCMC Annual Dinner

Friday, May 11th at 6:00 p.m.
Donald E. Stephens Convention
Center

2012 MEETINGS REMINDER

May 8, 2012	Work Session Meeting	7:30 p.m.	Village Hall
May 22, 2012	Village Board Meeting	7:30 p.m.	Village Hall
June 12, 2012	Work Session Meeting	7:30 p.m.	Village Hall
June 26, 2012	Village Board Meeting	7:30 p.m.	Village Hall
July 10, 2012	Work Session Meeting	7:30 p.m.	Village Hall
July 24, 2012	Village Board Meeting	7:30 p.m.	Village Hall
August 14, 2012	Work Session Meeting	7:30 p.m.	Village Hall
August 28, 2012	Village Board Meeting	7:30 p.m.	Village Hall
September 11, 2012	Work Session Meeting	7:30 p.m.	Village Hall
September 25, 2012	Village Board Meeting	7:30 p.m.	Village Hall
October 9, 2012	Work Session Meeting	7:30 p.m.	Village Hall
October 23, 2012	Village Board Meeting	7:30 p.m.	Village Hall
November 13, 2012	Work Session Meeting	7:30 p.m.	Village Hall
November 27, 2012	Village Board Meeting	7:30 p.m.	Village Hall
December 11, 2012	Work Session Meeting	7:30 p.m.	Village Hall