

# **Administration Department**

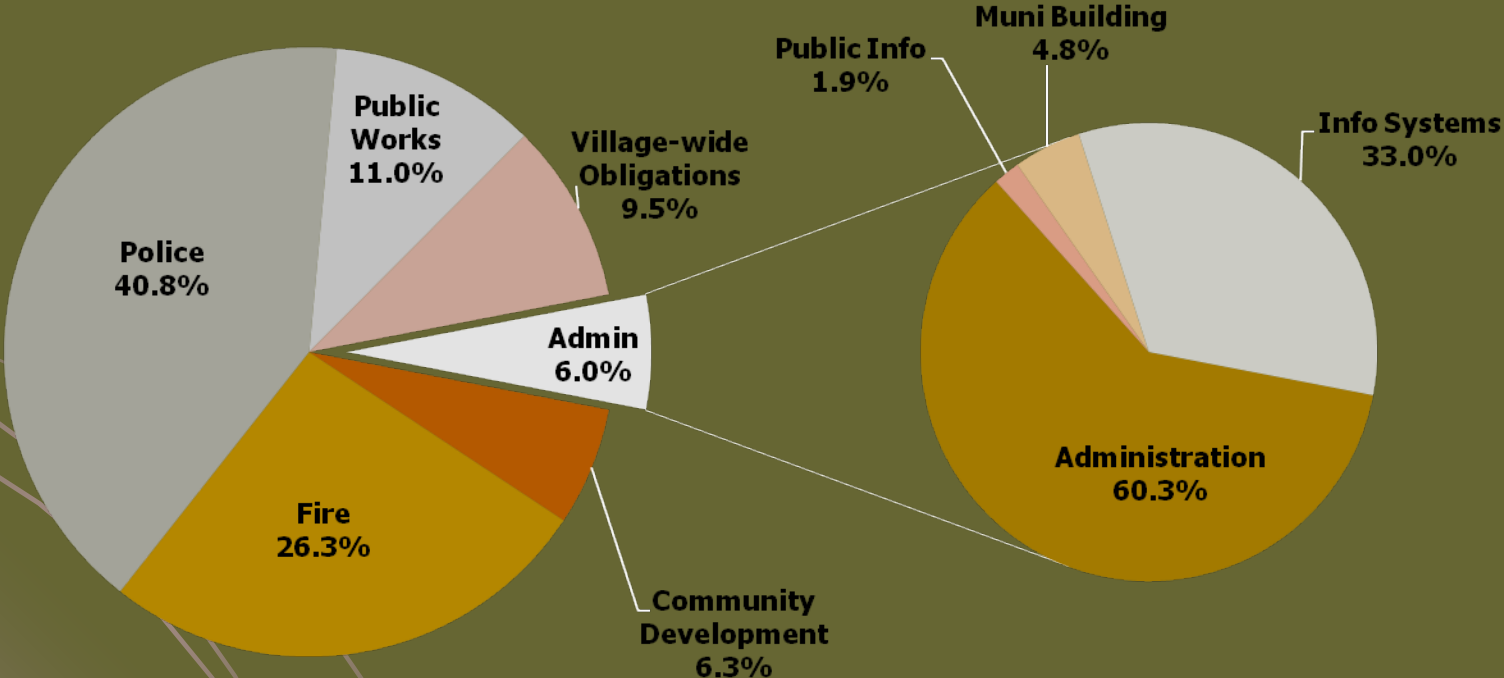


**FY 2013 - 2014  
Budget Presentation  
March 11, 2013**

# Departmental Focus FY 13/14

- **Improve Village Communications – quality and available mediums.**
- **Improve Outstanding Debt Collection - seek ways to improve percentage collected and shorten turn around time.**
- **Improve both Pace of Project Completion & Turnaround Time for Departmental Requests**

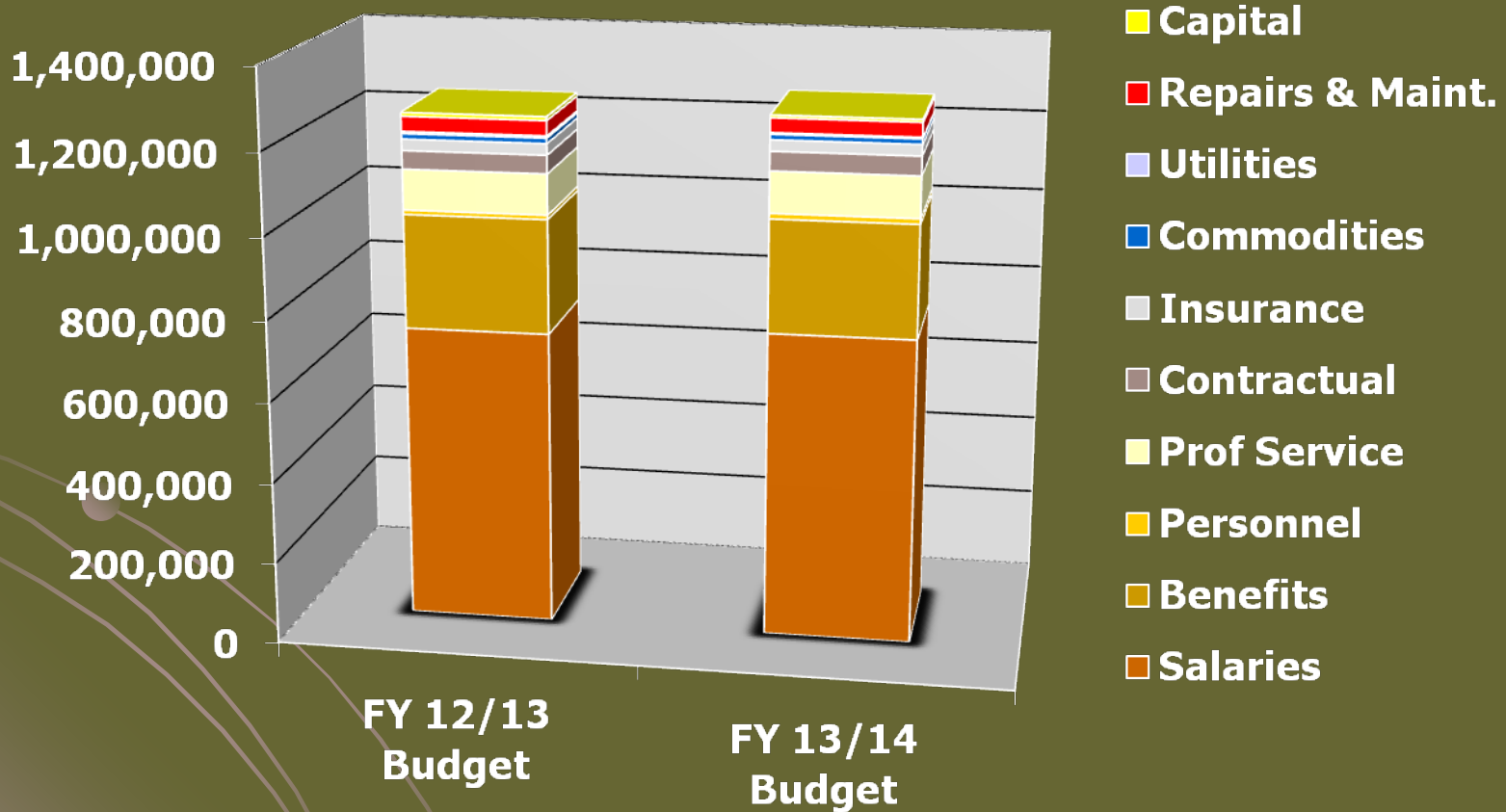
# To put things in Perspective: Administration accounts for 6.0% of the General Fund



# Administration FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	727,800	722,550	-5,250	-0.7%	Flat.
Benefits	281,072	264,735	-16,337	-5.8%	Savings in Social Security and Medical Insurance.
Personnel	10,858	8,258	-2,600	-23.9%	Dues & Subscriptions not fully expended.
Prof. Services	99,350	123,550	24,200	24.4%	Civil Service Commission Attorney – future expenses will be allocated to appropriate department.
Contractual	44,913	45,100	187	0.4%	Flat.
Insurance	27,720	27,720	0	0.0%	Flat.
Commodities	13,250	11,990	-1,260	-9.5%	Savings in Office Supplies and Postage.
Utilities	5,200	4,550	-650	-12.5%	Mobile Phone and Leased Phone Lines not fully expended.
Maintenance	36,350	35,800	-550	-1.5%	Flat.
Capital	9,100	8,420	-680	-7.5%	Flat.
<b>Total</b>	<b>1,255,613</b>	<b>1,252,673</b>	<b>-2,940</b>	<b>-0.2%</b>	

# Administration 12/13 vs. 13/14 Budget



# Administration

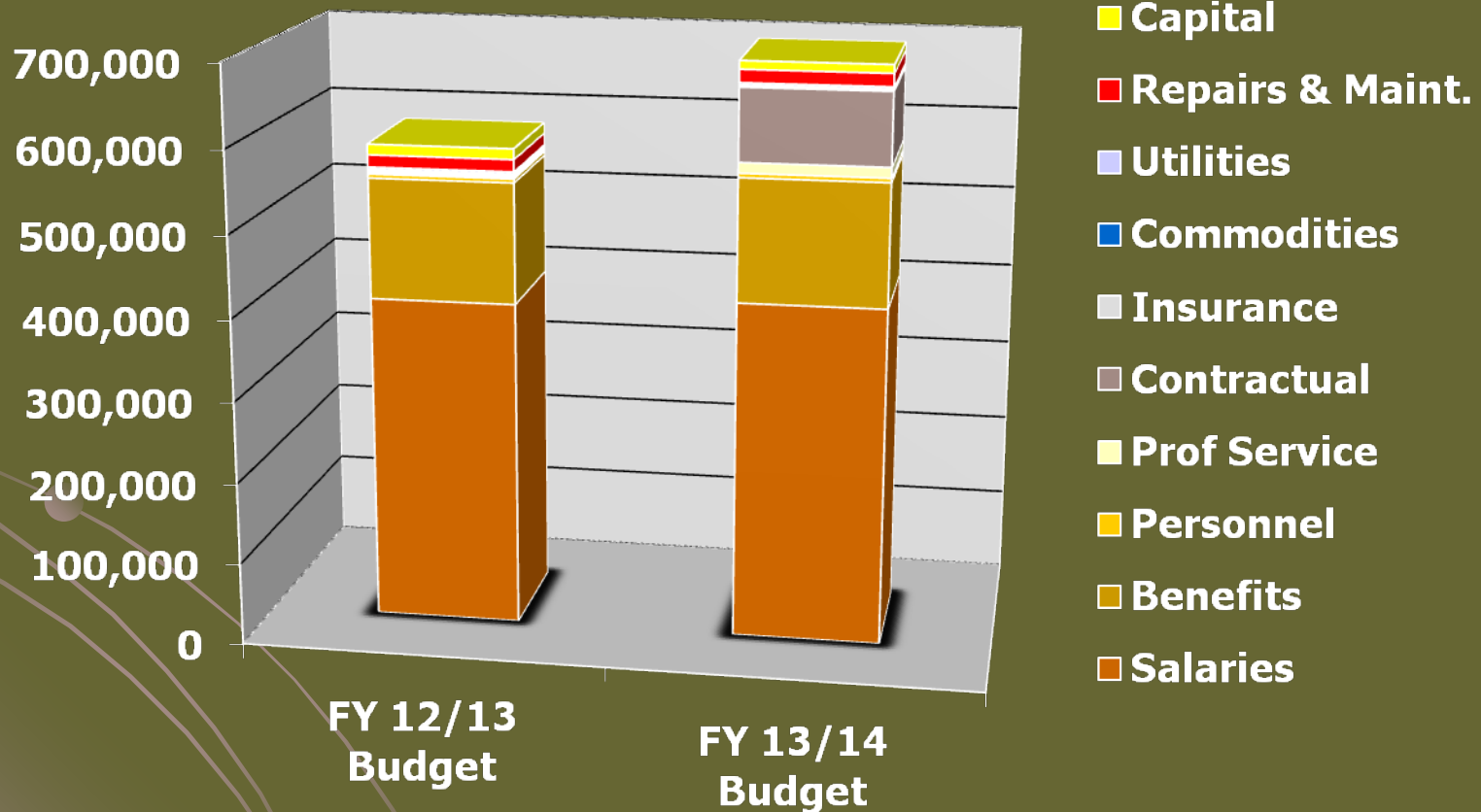
## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	727,800	753,900	26,100	3.6%	General budgetary assumptions.
Benefits	281,072	276,615	-4,457	-1.6%	Medical Insurance refined based on coverage levels and claims history.
Personnel	10,858	13,350	2,492	23.0%	IS Training increased to allow financial system training.
Prof. Services	99,350	100,450	1,100	1.1%	Civil Service Attorney increased based on prior year actuals. Labor Attorney and Audit Fees decreased.
Contractual	44,913	46,600	1,687	3.8%	Bank Fees increased based on historical trends.
Insurance	27,720	27,090	-630	-2.3%	Adjusted based on claims experience.
Commodities	13,250	13,000	-250	-1.9%	Flat.
Utilities	5,200	3,600	-1,600	-30.8%	Eliminated Leased Phone Line expenses via network improvements
Maintenance	36,350	34,800	-1,550	-4.3%	Computer Hardware Maintenance reduced via consolidation.
Capital	9,100	6,600	-2,500	-27.5%	Computer Hardware & Software reduced based on Departmental need.
<b>Total</b>	<b>1,255,613</b>	<b>1,276,005</b>	<b>20,392</b>	<b>1.6%</b>	

# Information Systems FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	399,000	393,898	-5,102	-1.3%	Part time hours & Sick Leave Buyback under budget.
Benefits	146,915	138,438	-8,477	-5.8%	Savings in Social Security and Medical Insurance.
Personnel	4,820	4,600	-220	-4.6%	Flat.
Prof. Services	670	565	-105	-15.7%	Labor Attorney not fully expended.
Contractual	2,000	1,850	-150	-7.5%	Flat.
Insurance	1,760	1,760	0	0.0%	Flat.
Commodities	1,350	1,000	-350	-25.9%	Declining use of Commodities.
Utilities	2,600	2,039	-561	-21.6%	Savings in Cellular Charges.
Maintenance	14,600	12,946	-1,654	-11.3%	Elimination of Vehicle.
Capital	12,800	12,631	-169	-1.3%	Flat.
<b>Total</b>	<b>586,515</b>	<b>569,727</b>	<b>-16,788</b>	<b>-2.9%</b>	

# Information Systems 12/13 vs. 13/14 Budget





# Information Systems

## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	399,000	412,450	13,450	3.4%	General budgetary assumptions.
Benefits	146,915	149,076	2,161	1.5%	General budgetary assumptions.
Personnel	4,820	5,225	405	8.4%	Mileage Reimbursement (vs. Vehicle).
Prof. Services	670	12,500	11,830	1765%	Resumption of Consulting Services (removed starting in 08/09).
Contractual	2,000	87,600	85,600	4280%	Contract Employee (Support Tech).
Insurance	1,760	1,290	-470	-26.7%	Elimination of Vehicle.
Commodities	1,350	1,200	-150	-11.1%	Declining use of Commodities.
Utilities	2,600	2,600	0	0.0%	Flat.
Maintenance	14,600	15,450	850	5.8%	Shifting of costs from Capital to Maintenance.
Capital	12,800	10,000	-2,800	-21.9%	Virtualization / Consolidation helping Reduce Costs.
<b>Total</b>	<b>586,515</b>	<b>697,391</b>	<b>110,876</b>	<b>18.9%</b>	

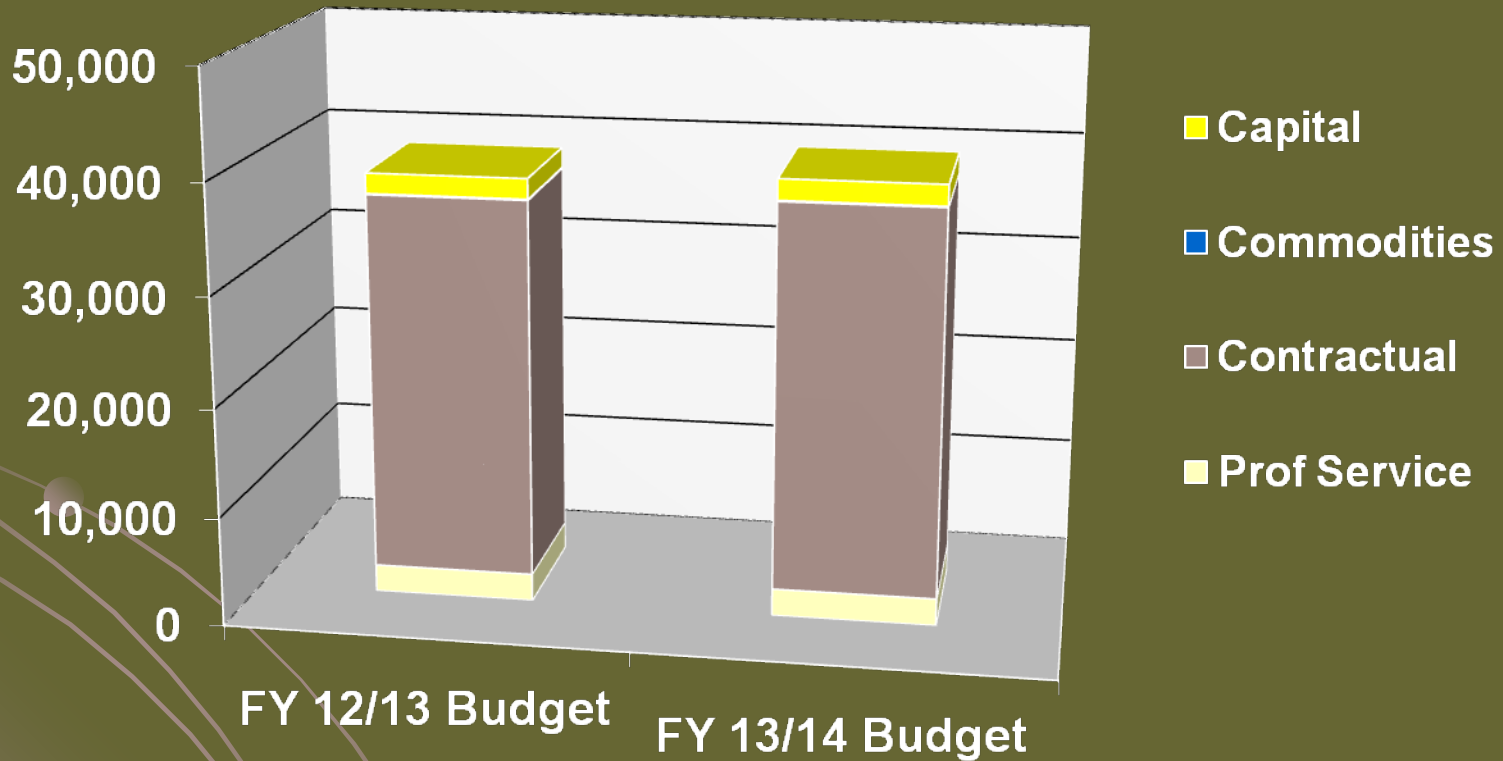
# Public Information

## FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Prof. Services	2,500	2,500	0	0.0%	Flat.
Contractual	34,622	34,440	(182)	-0.5%	Flat.
Commodities	100	0	(100)	-100.0%	Specialty Supplies line item not expended.
Capital	1,837	1,675	(162)	-8.8%	Communications Equipment line item not fully expended.
<b>Total</b>	<b>39,059</b>	<b>38,615</b>	<b>(444)</b>	<b>-1.1%</b>	

# Public Information

## 12/13 vs. 13/14 Budget



# Public Information

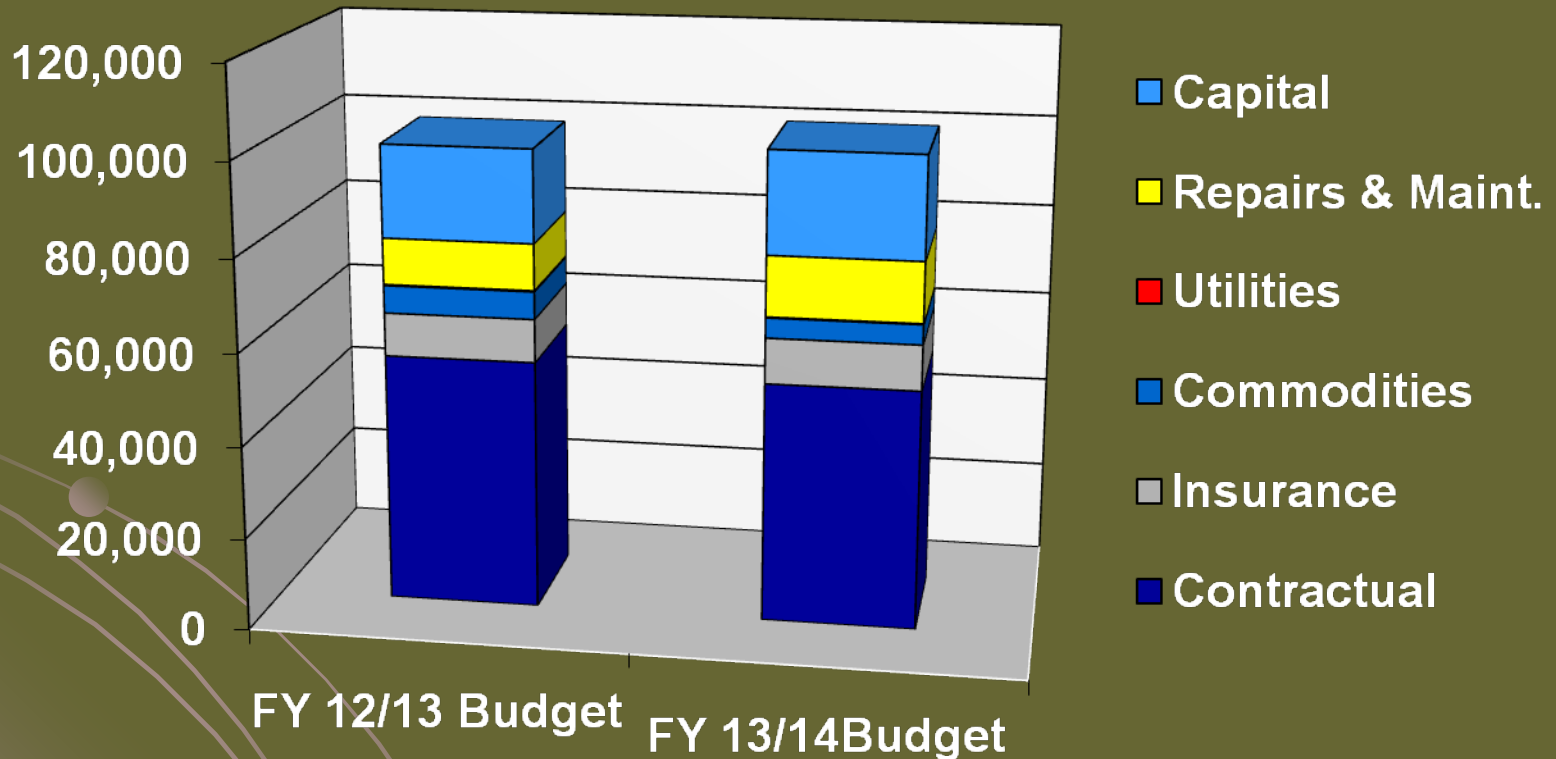
## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Prof. Services	2,500	2,500	0	0.0%	Flat.
Contractual	34,620	35,335	715	2.1%	Slight increase in Public Relations line item.
Commodities	100	100	0	0.0%	Flat.
Capital	1,837	1,900	63	3.4%	Slight increase in Communications Equip. line item.
<b>Total</b>	<b>39,057</b>	<b>39,835</b>	<b>778</b>	<b>2.0%</b>	

# Municipal Building FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Contractual	54,180	54,180	0	0.0%	Flat.
Insurance	9,370	9,370	0	0.0%	Flat.
Commodities	5,950	4,740	-1,210	-20.3%	Savings were realized by sourcing materials through new vendors.
Utilities	250	180	-70	-28.0%	Minimal savings in sewer charges.
Maintenance	10,000	11,280	1,280	12.8%	Preventative maintenance is the new focus as most repairs have been made.
Capital	20,000	20,000	0	0.0%	Flat.
<b>Total</b>	<b>99,750</b>	<b>99,750</b>	<b>0</b>	<b>0.0%</b>	

# Municipal Building 12/13 vs. 13/14 Budget

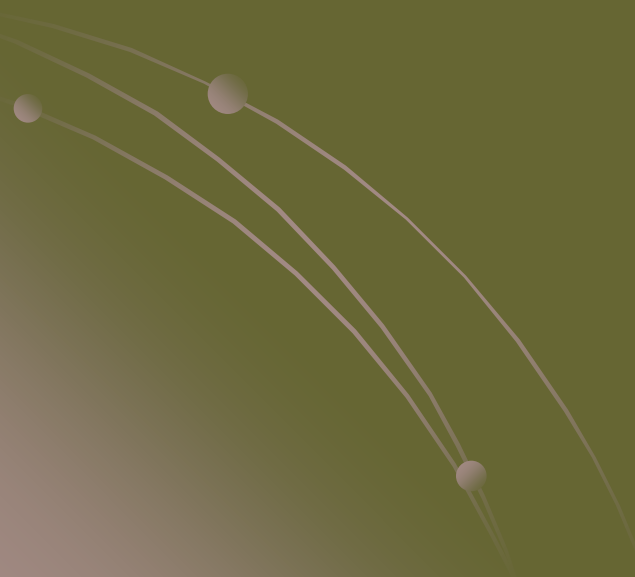


# Municipal Building Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Contractual	54,180	52,000	-2,180	-4.0%	Modifications to custodial contract are expected to result in minimal savings.
Insurance	9,370	9,800	430	4.6%	Expected increase in insurance premiums.
Commodities	5,950	4,300	-1,650	-27.7%	New vendors are expected to reduce expenses.
Utilities	250	200	-50	-20.0%	Minor decrease to reflect historical charges.
Maintenance	10,000	13,000	3,000	30.0%	Increase due to expected maintenance needs due to age of facility.
Capital	20,000	22,000	2,000	10.0%	Increase due to expected improvement projects including security and lighting.
<b>Total</b>	<b>99,750</b>	<b>101,300</b>	<b>1,550</b>	<b>1.6%</b>	

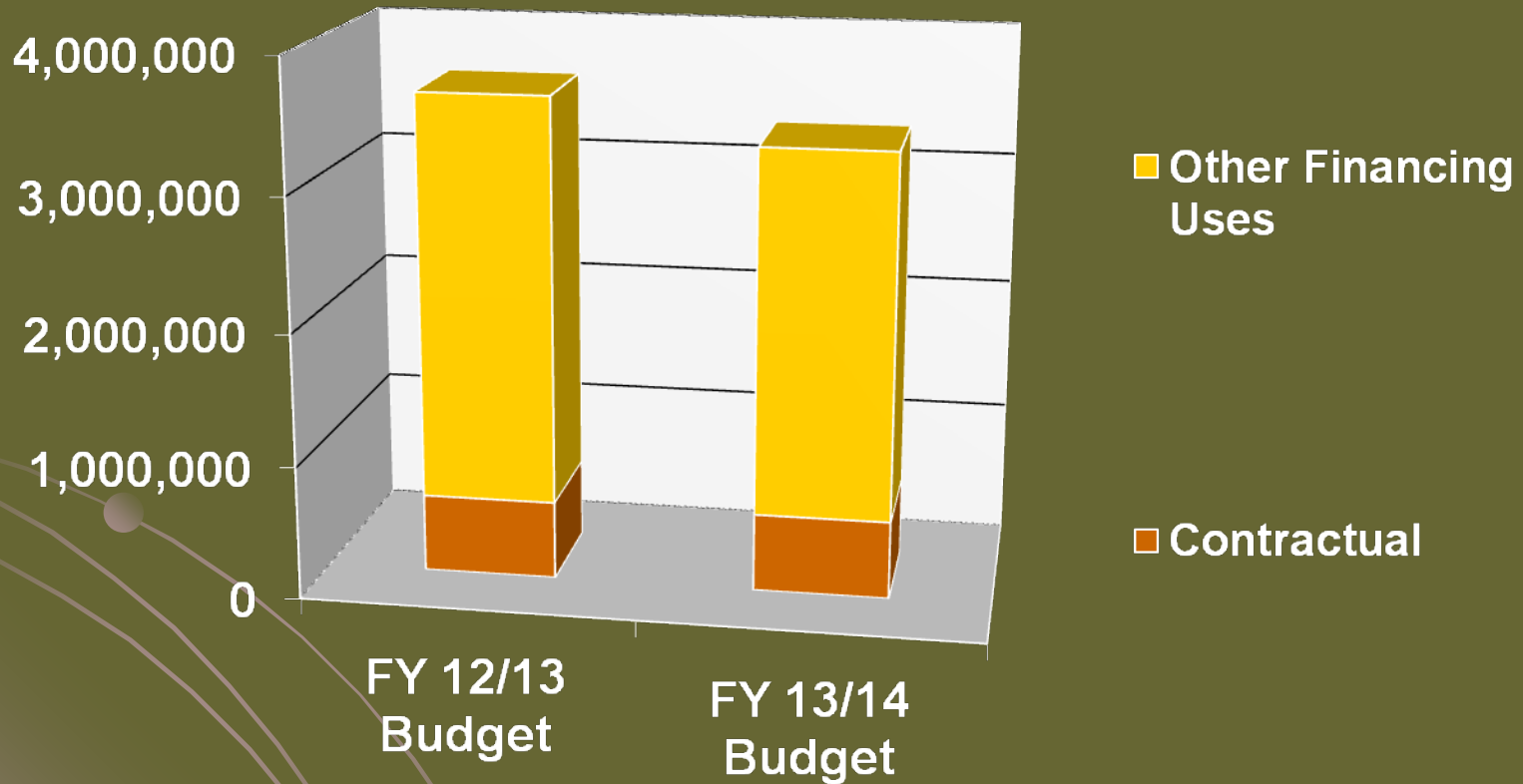
# Village-wide Obligations FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Contractual	588,206	543,205	-45,001	-7.7%	Dept Contingency and Marketing Expense not fully expended.
Other Financing Uses	3,053,964	5,455,062	2,401,098	78.6%	\$2.5 million transfer from General Fund to Capital Fund for Capital Improvement Program.
<b>Total</b>	<b>3,642,170</b>	<b>5,998,267</b>	<b>2,356,097</b>	<b>64.7%</b>	





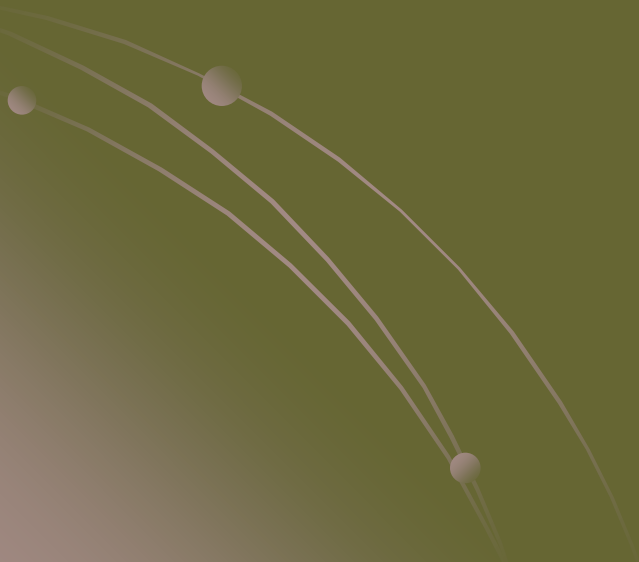
# Village-wide Obligations 12/13 vs. 13/14 Budget



# Village-wide Obligations Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Contractual	588,206	587,118	-1,088	-0.2%	Gurnee Days and Marketing Expense reduced based on prior years.
Other Financing Uses	3,053,964	2,735,334	-318,630	-10.4%	Gurnee Mills Recapture replaced with Series 2011 Bond transfer to the Bond Fund.
<b>Total</b>	<b>3,642,170</b>	<b>3,322,452</b>	<b>-319,718</b>	<b>-8.8%</b>	

# Further Discussion



# Community Development Department

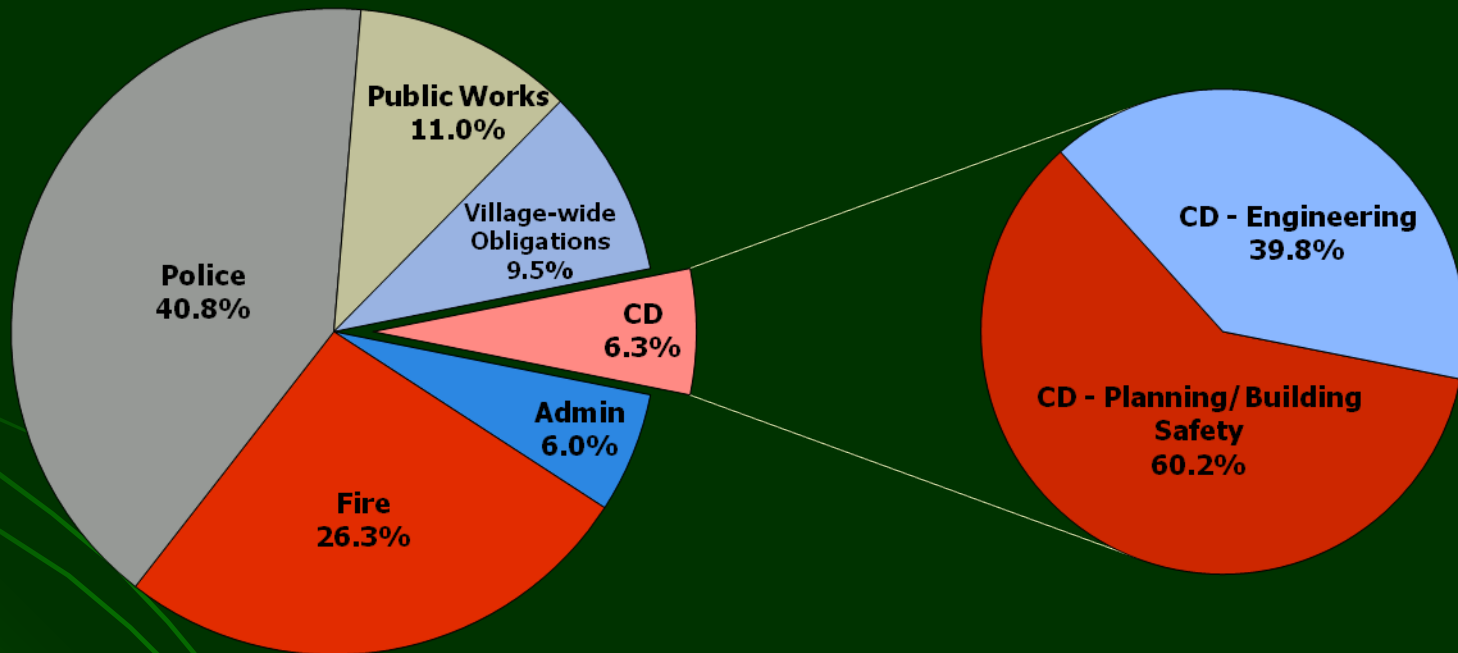


**FY 2013 - 2014  
Budget Presentation  
March 11, 2013**

# Departmental Focus FY 13/14

- **Increase the Use of the Building Permit Software System by Our Customers and Residents**
- **Finalize the Update of the Zoning Ordinance and Begin Work on Comprehensive Land Use Plan**
- **Continue to Maintain Village's Infrastructure within Budget Limitations**

# To put things in Perspective: Community Development accounts for 6.3% of the General Fund

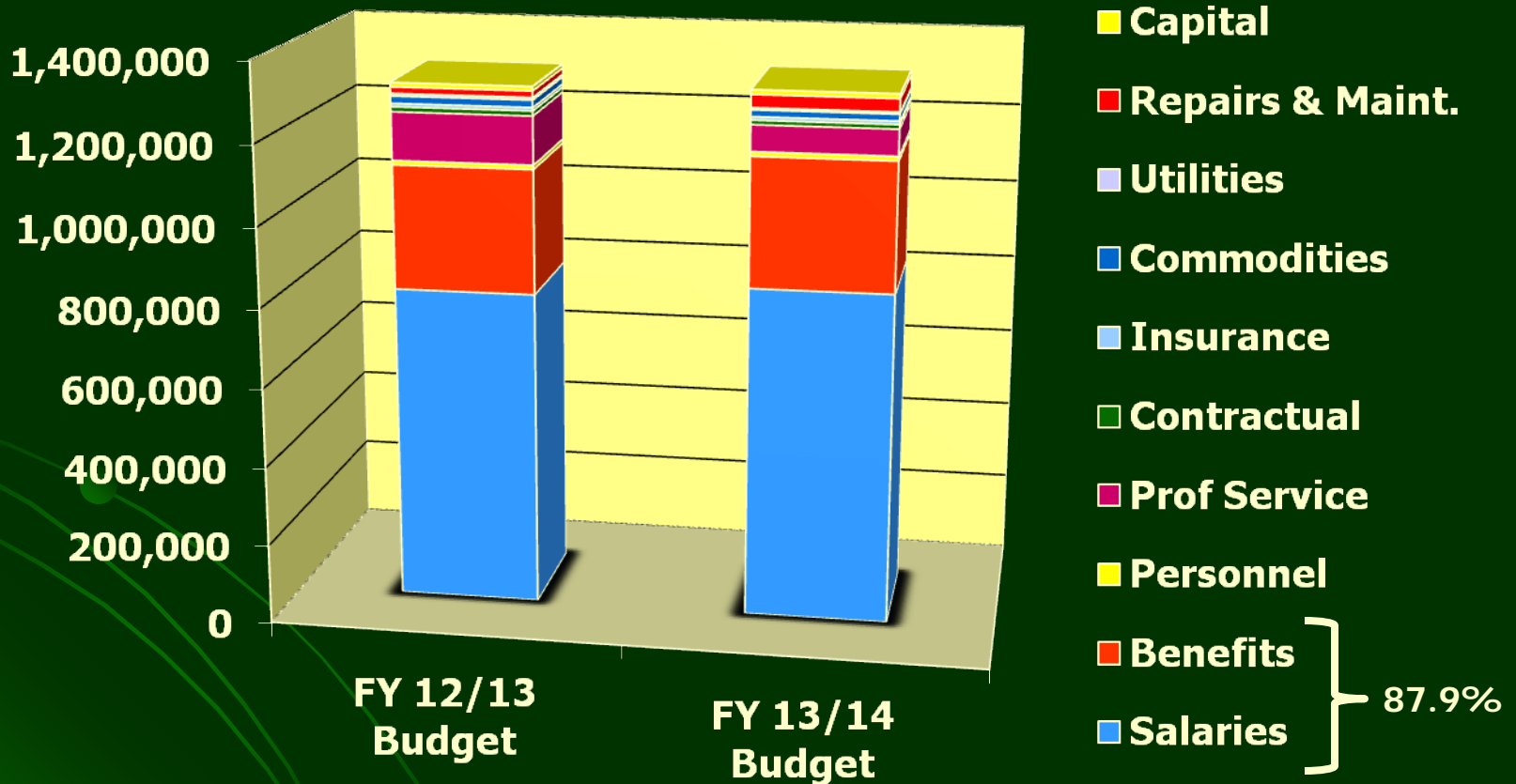


# CD – Planning/Building Safety FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	797,200	764,770	-32,430	-4.1%	Savings in Salaries & Wages + Light overtime needs.
Benefits	312,605	293,910	-18,695	-6.0%	Savings in Social Security and Medical Insurance.
Personnel	10,850	8,250	-2,600	-24.0%	Training & Schools and Meetings & Conventions not fully expended.
Prof. Services	120,500	55,000	-65,500	-54.4%	General Legal Services not needed and Zoning Ordinance Update split between 2 years.
Contractual	12,335	8,800	-3,535	-28.7%	Contract Mowing down significantly.
Insurance	8,290	8,290	0	0.0%	Flat.
Commodities	18,100	16,050	-2,050	-11.3%	Favorable Fuel Prices vs. Budget Assumptions.
Utilities	6,300	4,900	-1,400	-22.2%	Better Phone and Cell Plans
Maintenance	15,900	13,625	-2,275	-14.3%	Computer Hardware and Auto & Truck Maintenance not fully expended.
Capital	10,800	9,825	-975	-9.0%	Good Prices on Computer Hardware
<b>Total</b>	<b>1,312,880</b>	<b>1,183,420</b>	<b>-129,460</b>	<b>-9.9%</b>	

# CD – Planning/Building Safety

## 12/13 vs. 13/14 Budget





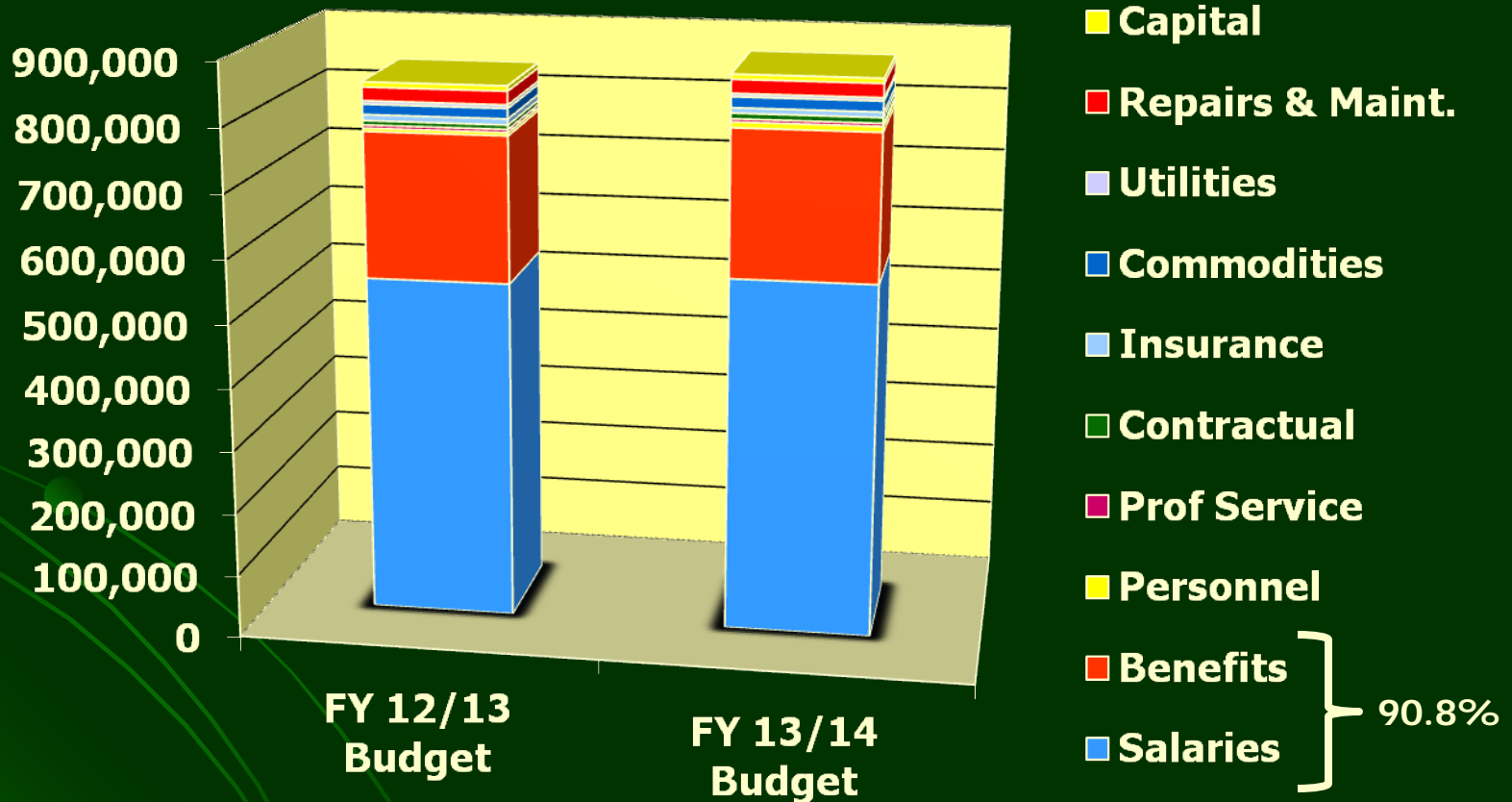
# CD – Planning/Building Safety 12/13 vs. 13/14 Budget

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	797,200	836,030	38,830	4.9%	Adding Clerical Intern plus general budgetary assumptions.
Benefits	312,605	324,366	11,761	3.8%	IMRF and Workers Compensation increases.
Personnel	10,850	11,400	550	5.1%	Increased Training for New Building Codes.
Prof. Services	120,500	65,000	-55,500	-46.1%	General Legal Service and Planning Consultant line items reduced based on expected workload.
Contractual	12,335	10,950	-1,385	-11.2%	Decrease in Printing & Publishing and Contract Mowing.
Insurance	8,290	8,230	-60	-0.7%	Flat.
Commodities	18,100	16,550	-1,550	-8.6%	Fewer Pre-Printed Forms needed and Reference Material reduced by 50%.
Utilities	6,300	5,000	-1,300	-20.6%	Elimination of Leased Lines.
Maintenance	15,900	31,775	15,875	99.8%	LAMA Building Permit Software Maintenance included.
Capital	10,800	11,375	575	5.3%	Computer Hardware and Software slightly increased.
<b>Total</b>	<b>1,312,880</b>	<b>1,320,676</b>	<b>7,796</b>	<b>0.6%</b>	

# CD – Engineering FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	539,300	529,530	-9,770	-1.8%	Savings in Salaries & Wages.
Benefits	230,905	215,020	-15,885	-6.9%	Savings in IMRF and Medical Insurance.
Personnel	5,200	3,925	-1,275	-24.5%	Training & Conference not fully expended.
Prof. Services	4,815	2,100	-2,715	-56.4%	No Labor Attorney/Engineering Consult
Contractual	6,700	5,225	-1,475	-22.0%	Reimbursed Charges (recording fees) not fully expended.
Insurance	9,320	8,395	-925	-9.9%	No Insurance Claims.
Commodities	16,000	13,750	-2,250	-14.1%	Office and Computer Supplies not fully expended.
Utilities	5,500	5,700	200	3.6%	Increased Mobile Phone expenses.
Maintenance	20,850	22,100	1,250	6.0%	Higher than anticipated Auto & Truck Maintenance costs.
Capital	8,050	7,550	-500	-6.2%	Good Pricing on Computer Hardware
<b>Total</b>	<b>846,640</b>	<b>813,295</b>	<b>-33,345</b>	<b>-3.9%</b>	

# CD – Engineering 12/13 vs. 13/14 Budget



# CD – Engineering

## 12/13 vs. 13/14 Budget

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	539,300	562,080	22,780	4.2%	General budgetary assumptions.
Benefits	230,905	231,516	611	0.3%	Slight Increase in Medical and Work Comp. Insurance
Personnel	5,200	8,700	3,500	67.3%	Increased Meeting & Convention line item for National APWA Conference - Chicago
Prof. Services	4,815	4,700	-115	-2.4%	Reduced Labor Attorney line item.
Contractual	6,700	8,550	1,850	27.6%	Relocated Network Service for GPS.
Insurance	9,320	8,230	-1,090	-11.7%	Did Not Budget for Insurance Deductible.
Commodities	16,000	16,500	500	3.1%	Increased Fuel Costs slightly.
Utilities	5,500	5,000	-500	-9.1%	Eliminated Leased Phone Lines.
Maintenance	20,850	21,200	350	1.7%	Increased Auto & Truck Maintenance = Aging Fleet
Capital	8,050	7,600	-450	-5.6%	Computer Hardware & Software reduced based on Departmental need.
<b>Total</b>	<b>846,640</b>	<b>874,076</b>	<b>27,436</b>	<b>3.2%</b>	

# Further Discussion



# Fire Department

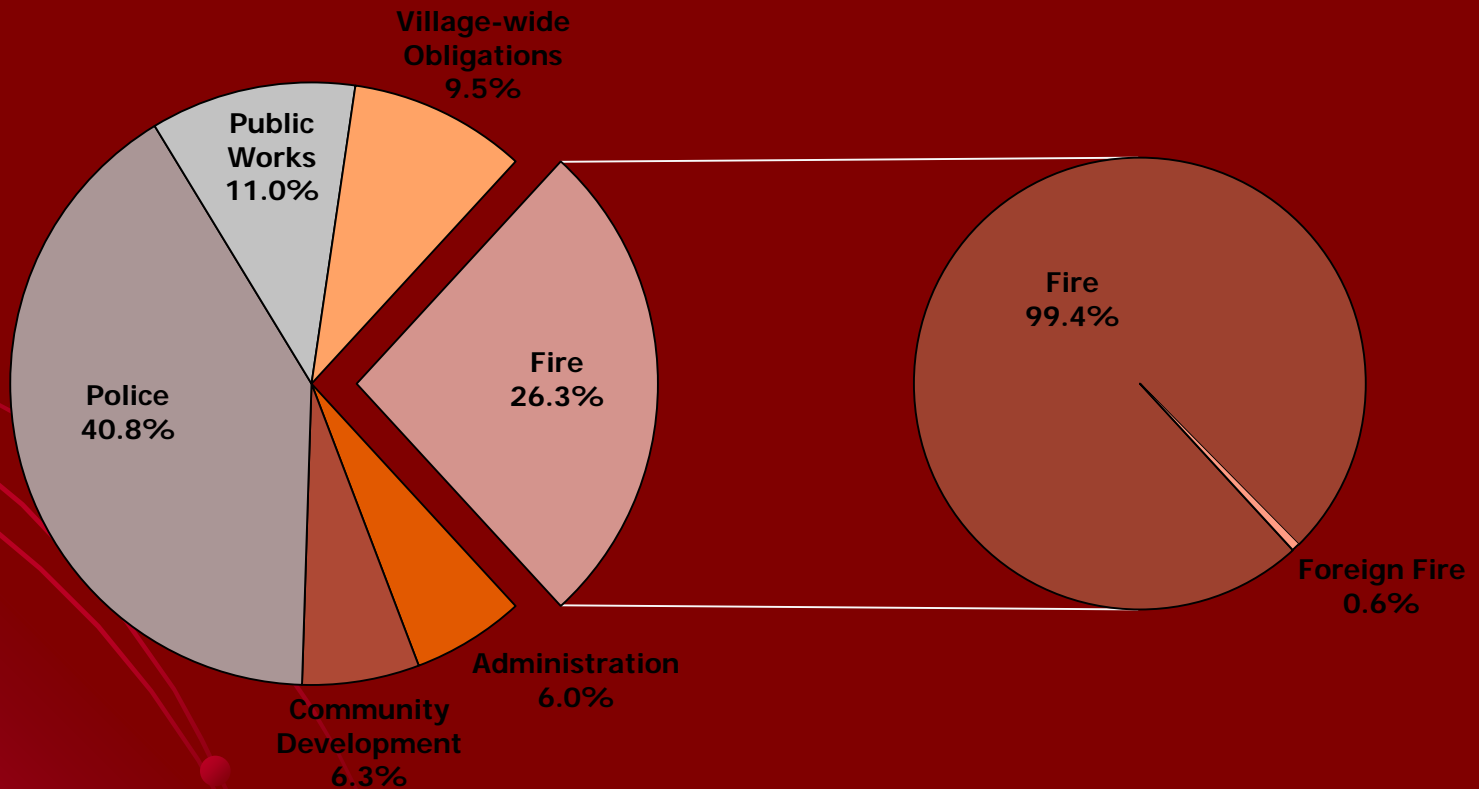


**FY 2013 - 2014**  
**Budget Presentation**  
**March 11, 2013**

# Departmental Focus FY 13/14

- *Create and implement appropriate risk management, personal safety and wellness strategies to reduce on the job injuries.*
- *Sustain the Village's partnership with the Warren Waukegan Fire Protection District.*
- *Promote Public Safety Initiatives throughout the Village and Fire District.*

# To put things in Perspective: Fire accounts for 26.3% of the General Fund

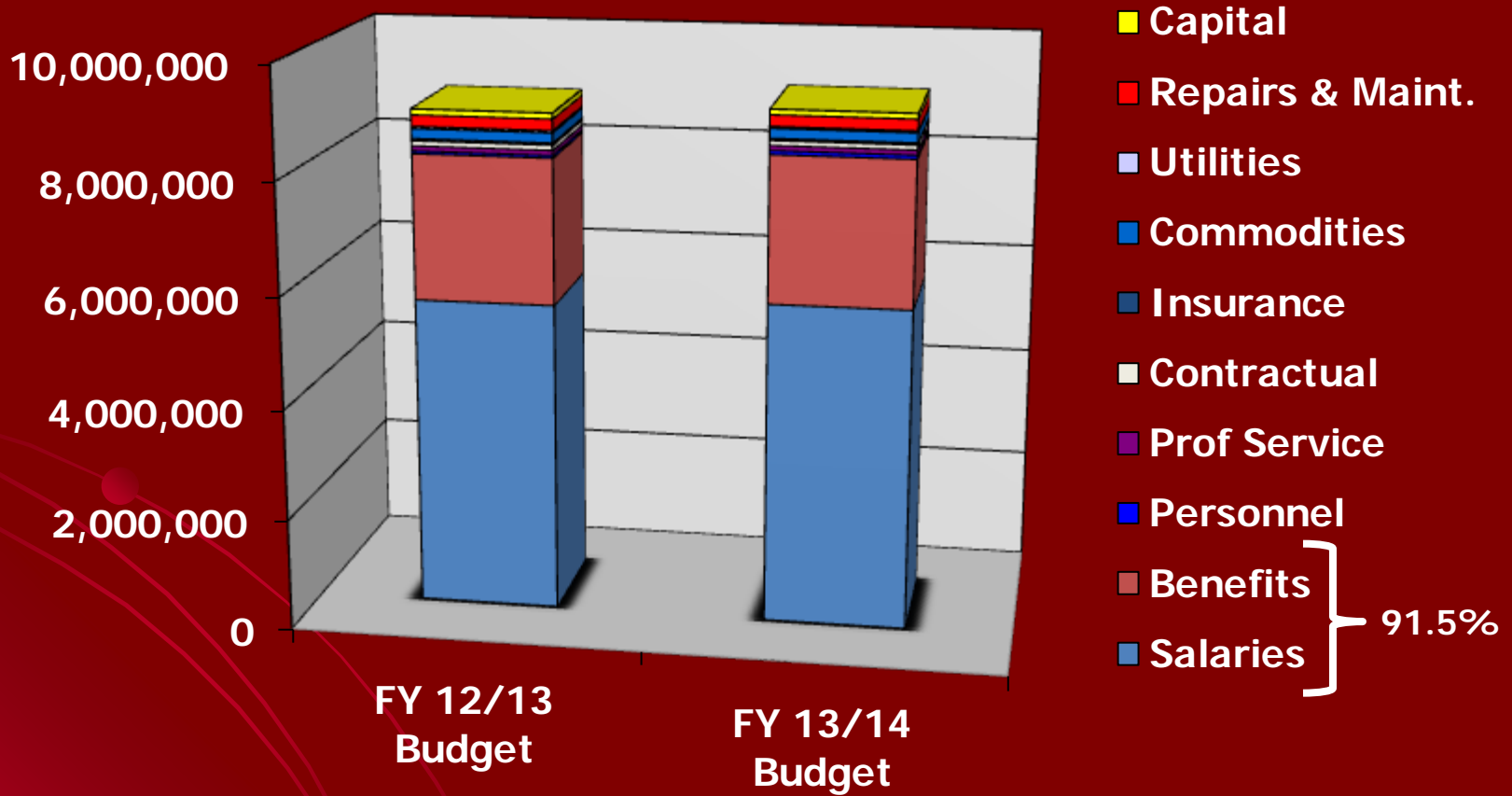




# Fire Department FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	5,582,500	5,616,371*	33,871*	0.6%	*Updated from Proposed Budget.
Benefits	2,612,090	2,372,173	-239,917	-9.2%	Savings in Medical and Dental Insurance.
Personnel	49,400	26,985	-22,415	-45.4%	New Hire Testing Carried over to next Budget.
Prof. Services	86,900	97,234	10,334	11.9%	Attorney fees for Negotiations and Civil Service.
Contractual	91,550	81,451	-10,099	-11.0%	Contingency Fund not Utilized.
Insurance	37,300	36,929	-371	-1.0%	Flat.
Commodities	177,500	145,794	-31,706	-17.9%	Fuel Consumption Down.
Utilities	36,800	30,340	-6,460	-17.6%	Land Line, Mobile and Leased Phone Lines all under Budget.
Maintenance	200,850	164,210	-36,640	-18.2%	Savings in Auto and Truck Maintenance.
Capital	104,610	76,289	-28,321	-27.1%	Reduced Key Lime Cove Donation Received.
<b>Total</b>	<b>8,979,500</b>	<b>8,647,776*</b>	<b>-331,724*</b>	<b>-3.7%</b>	

# Fire Department 12/13 vs. 13/14 Budget



# Fire Department

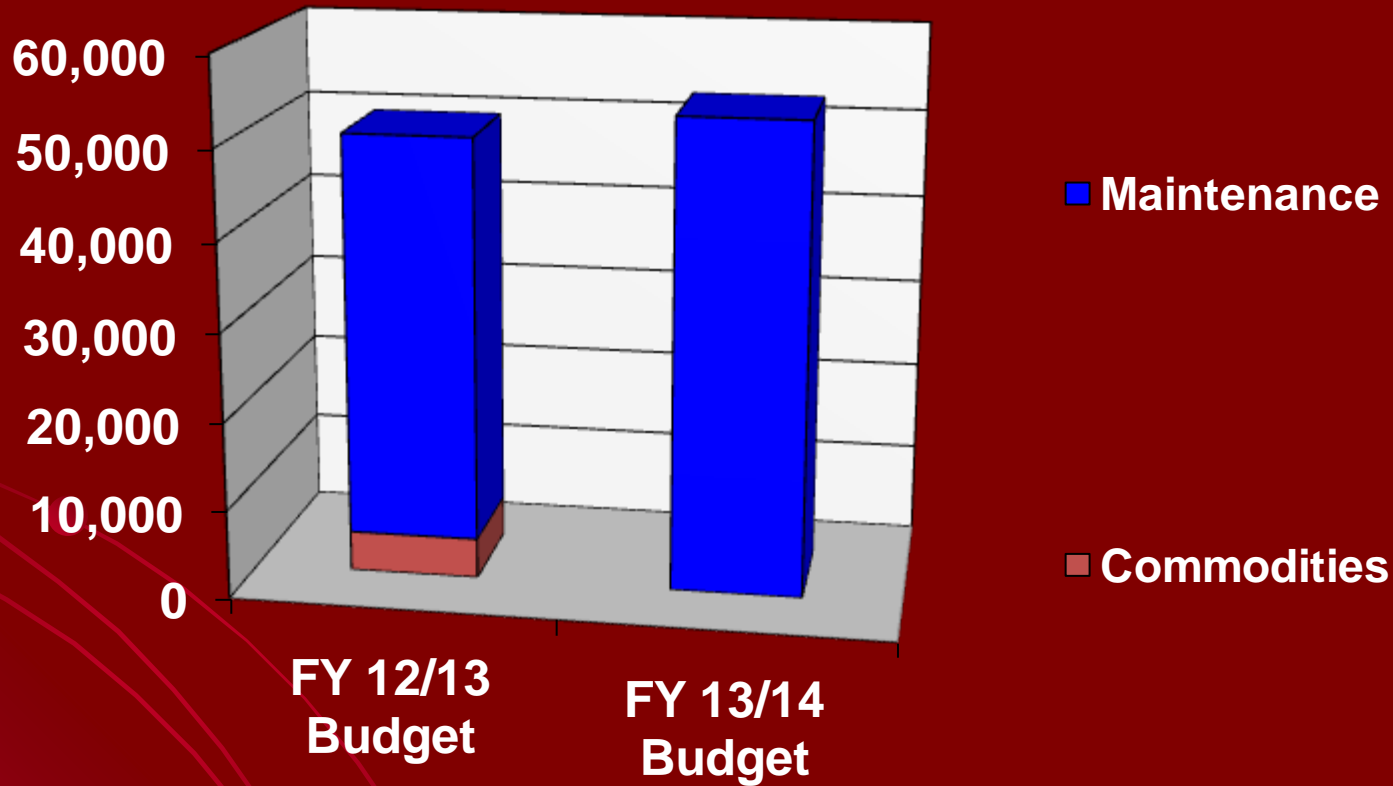
## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	5,582,500	5,774,470	191,970	3.4%	Increase in Overtime to Cover Shift Vacancies.
Benefits	2,612,090	2,609,875	-2,215	-0.1%	Workers Compensation increase offset by reduced Pension and Health Insurance.
Personnel	49,400	69,900	20,500	41.5%	Promotional and Hiring Testing.
Prof. Services	86,900	86,900	0	0.0%	Flat.
Contractual	91,550	86,300	-5,250	-5.7%	NIPSTA Membership Cancelled.
Insurance	37,300	34,100	-3,200	-8.6%	Property Insurance Premium Reduction.
Commodities	177,500	173,500	-4,000	-2.3%	Tightened Fuel Costs.
Utilities	36,800	30,900	-5,900	-16.0%	Reduced Land Line, Mobile and Leased Phone Lines.
Maintenance	200,850	199,300	-1,550	-0.8%	Reduced Auto and Truck Maintenance.
Capital	104,610	97,100	-7,510	-7.2%	Reduced Key Lime Cove Donation Expenditure to Match Expected Revenue.
<b>Total</b>	<b>8,979,500</b>	<b>9,162,345</b>	<b>182,845</b>	<b>2.0%</b>	

# Foreign Fire Insurance FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Commodities	4,515	4,515	0	0.0%	Flat.
Maintenance	45,485	47,906	2,421	5.3%	Foreign Fire Board Approved Purchases.
<b>Total</b>	<b>50,000</b>	<b>52,421</b>	<b>2,421</b>	<b>4.8%</b>	

# Foreign Fire Insurance 12/13 vs. 13/14 Budget

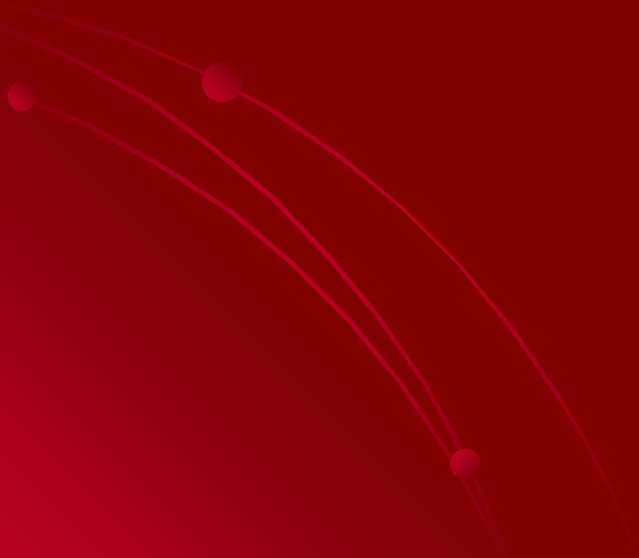


# Foreign Fire Insurance Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Commodities	4,515	0	-4,515	-100.0%	Budgeting Practice.
Maintenance	45,485	53,000	7,515	16.5%	Revenue Forecast Indicates Increase.
<b>Total</b>	<b>50,000</b>	<b>53,000</b>	<b>3,000</b>	<b>6.0%</b>	



# Further Discussion



# Police Department



**FY 2013 - 2014  
Budget Presentation  
March 11, 2013**



# Departmental Focus FY 13/14

Our Mission is to *defend the lives, rights and quality of life of all the residents and visitors we serve with honor and integrity.*

Prevention and Response to Crime  
Community Impact and Team Building

## ***School Resource Officers***

*Increasing school safety in partnership with each school district.*

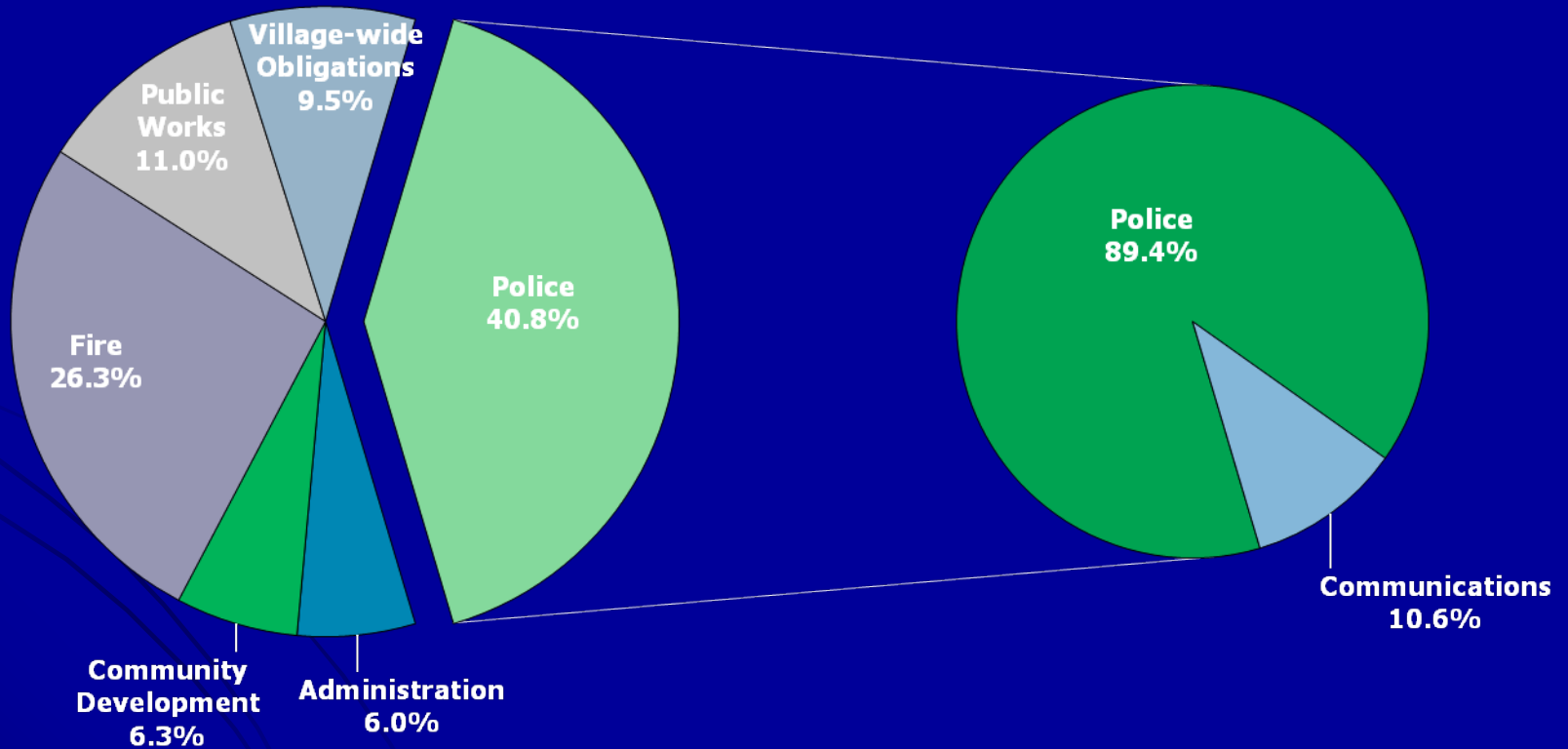
## ***Visitor Oriented Policing***

*Strengthening the partnership with our major venues.*

## ***Promotion of Patrol Supervisors***

*Improving patrol support by increasing leadership.*

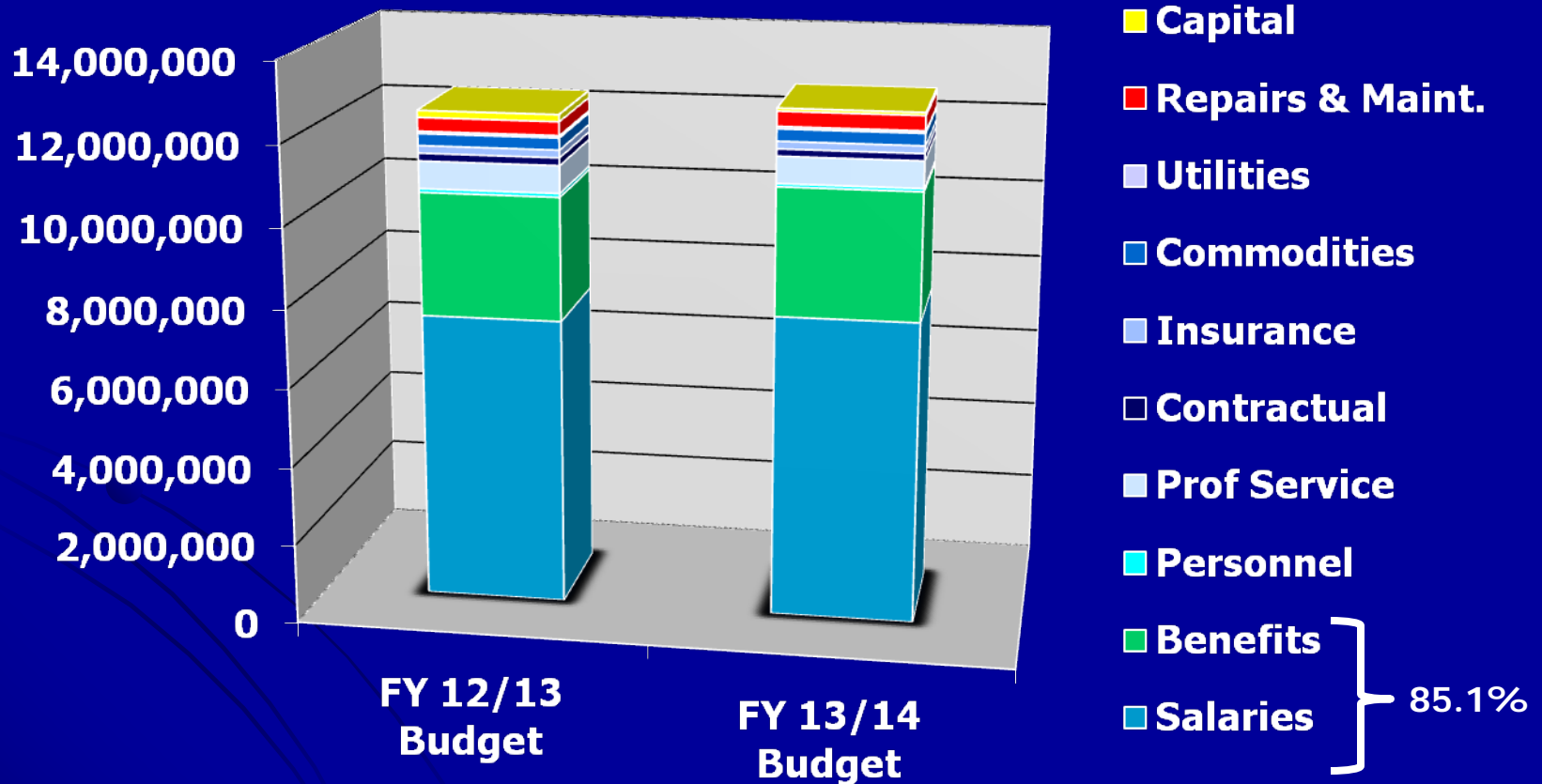
# To put things in Perspective: Police accounts for 40.8% of the General Fund



# Police Department FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	7,293,100	6,827,607	-465,493	-6.4%	Police Officer position vacancies.
Benefits	3,118,693	2,796,357	-322,336	-10.3%	Medical insurance savings.
Personnel	96,000	70,100	-25,900	-27.0%	Basic Police Academy and other training related savings.
Prof. Services	686,800	657,593	-29,207	-4.3%	Labor attorney & photo enforcement contract savings.
Contractual	193,800	170,959	-22,841	-11.8%	Admin hearing officer savings.
Insurance	188,980	188,980	0	0.0%	Flat.
Commodities	297,100	269,400	-27,700	-9.3%	Fleet fuel use savings.
Utilities	57,800	55,700	-2,100	-3.6%	Telephone expense savings.
Maintenance	339,650	301,530	-38,120	-11.2%	Fleet maintenance savings.
Capital	173,050	147,433	-25,617	-14.8%	Squad equipment costs in Village Capital budget
<b>Total</b>	<b>12,444,973</b>	<b>11,485,659</b>	<b>-959,314</b>	<b>-7.7%</b>	

# Police Department 12/13 vs. 13/14 Budget



# Police Department

## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	7,293,100	7,658,900	365,800	5.0%	COLA, step increases and 2 requested SRO positions.
Benefits	3,118,693	3,206,328	87,635	2.8%	Increase in costs and for 2 new positions.
Personnel	96,000	79,000	-17,000	-17.7%	Lower costs associated with training.
Prof. Services	686,800	663,800	-23,000	-3.3%	Attorney costs (Prosecution & Labor) reduced.
Contractual	193,800	176,395	-17,405	-9.0%	New squad expenses moved to Village Capital budget.
Insurance	188,980	184,960	-4,020	-2.1%	Rate adjustments based on actual experience.
Commodities	297,100	299,150	2,050	0.7%	Increased cost of firearm ammunition.
Utilities	57,800	57,800	0	0.0%	No anticipated changes.
Maintenance	339,650	366,050	26,400	7.8%	Increases in software, building and radio expenses.
Capital	173,050	72,120	-100,930	-58.3%	One time expense: Squad car video equipment purchased last year.
<b>Total</b>	<b>12,444,973</b>	<b>12,764,503</b>	<b>319,530</b>	<b>2.6%</b>	

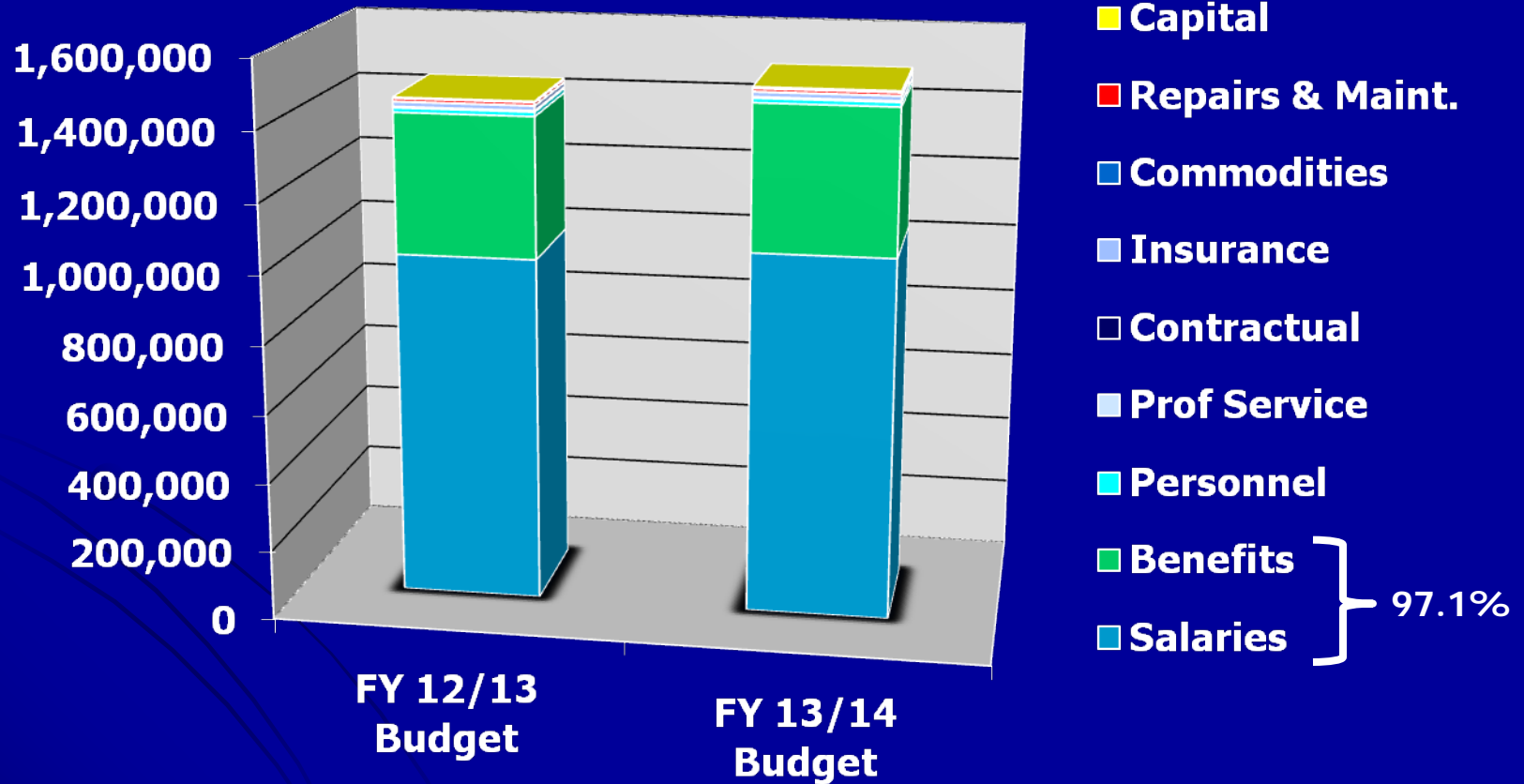
# Communications

## FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	1,002,669	879,526	-123,143	-12.3%	Telecommunicator position vacancies.
Benefits	405,921	374,191	-31,730	-7.8%	Medical insurance savings.
Personnel	12,700	6,231	-6,469	-50.9%	Savings in training & meeting/convention expenses.
Prof. Services	240	230	-10	-4.2%	Flat.
Contractual	3,650	3,000	-650	-17.8%	Flat.
Insurance	12,980	12,980	0	0.0%	Flat.
Commodities	1,500	1,500	0	0.0%	Flat.
Maintenance	8,050	7,040	-1,010	-12.5%	Savings in hardware, software and equipment costs.
Capital	3,150	2,895	-255	-8.1%	Flat.
<b>Total</b>	<b>1,450,860</b>	<b>1,287,593</b>	<b>-163,267</b>	<b>-11.3%</b>	

# Communications

## 12/13 vs. 13/14 Budget



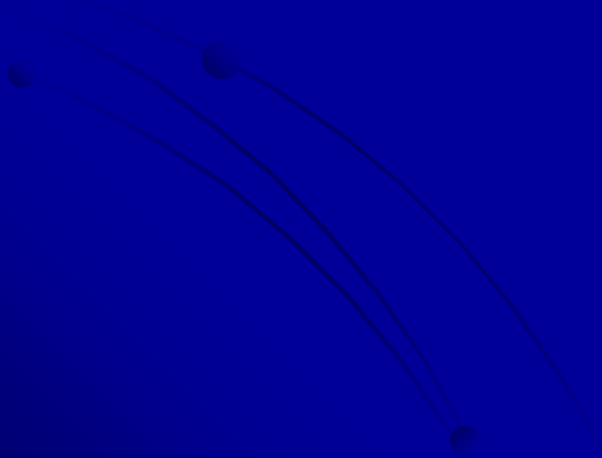
# Communications

## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	1,002,669	1,047,300	44,631	4.5%	Budgeted COLA, adjustments & step increases.
Benefits	405,921	418,220	12,299	3.0%	Increases in IMRF and Social Security costs.
Personnel	12,700	12,700	0	0.0%	Flat.
Prof. Services	240	240	0	0.0%	Flat.
Contractual	3,650	3,700	50	1.4%	Flat.
Insurance	12,980	12,940	-40	-0.3%	Flat.
Commodities	1,500	1,500	0	0.0%	Flat.
Maintenance	8,050	7,900	-150	-1.9%	Flat.
Capital	3,150	4,550	1,400	44.4%	Expenses related to computer hardware/software.
<b>Total</b>	<b>1,450,860</b>	<b>1,509,050</b>	<b>58,190</b>	<b>4.0%</b>	



# Further Discussion



# **Public Works Department**

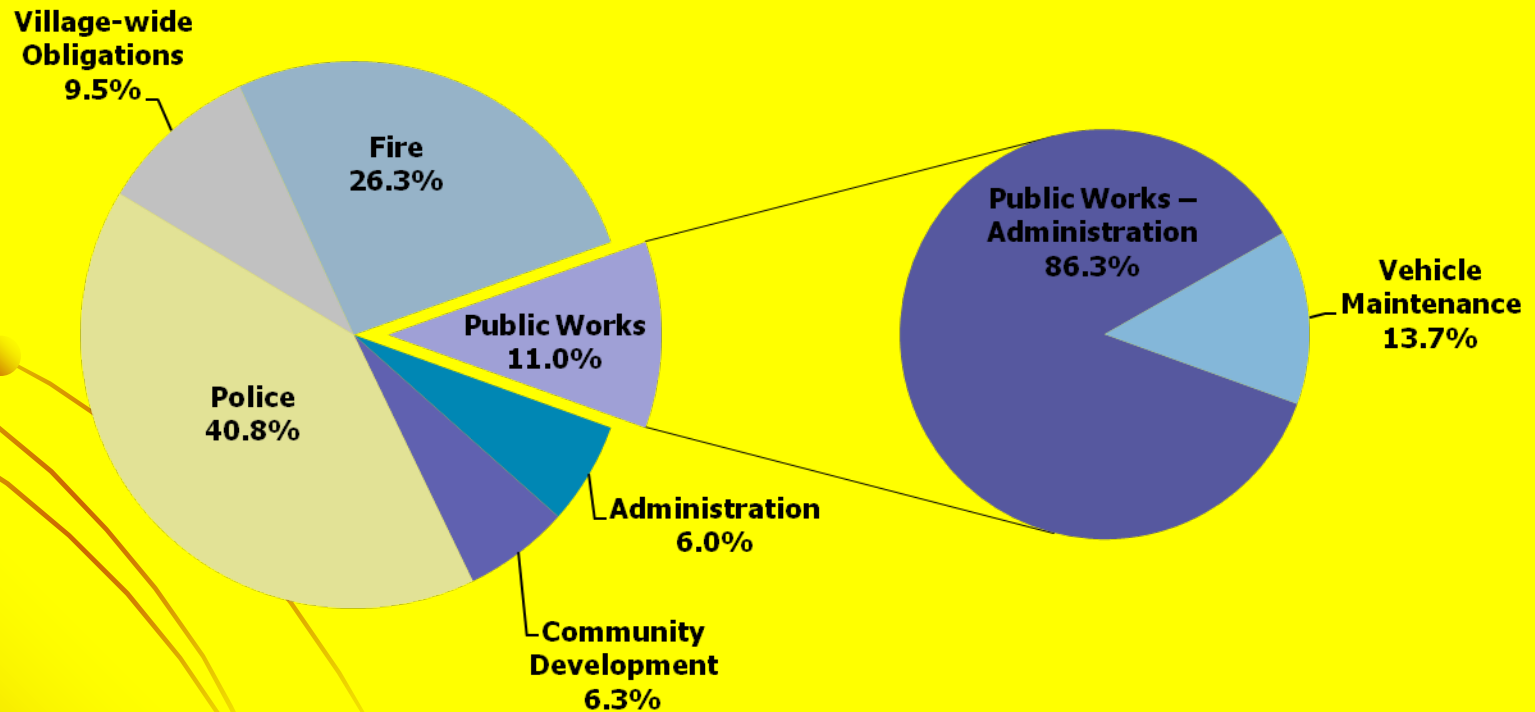
**FY 2013 - 2014  
Budget Presentation  
March 11, 2013**

A decorative graphic in the bottom-left corner consisting of three curved lines of varying lengths, each ending in a small circular dot. The lines and dots are a light yellow or orange color, matching the background.

# Departmental Focus FY 13/14

- **Improve and maintain Village streets and right-of-ways.**
- **Improve and maintain the storm sewer conveyance system to reduce flooding potential.**
- **Improve efficiency of vehicles and equipment through preventative maintenance.**
- **Improve and maintain the water distribution and sanitary sewer conveyance systems.**
- **Sustain a healthy and well maintained urban forest.**
- **Upgrade traffic control signs per the MUTCD manual.**
- **Upgrade street lighting system to include LED lighting and underground electrical and light pole replacements.**
- **Review, improve and implement new methods for Snow/Ice Control Operations.**

# To put things in Perspective: Public Works accounts for 11.0% of the General Fund



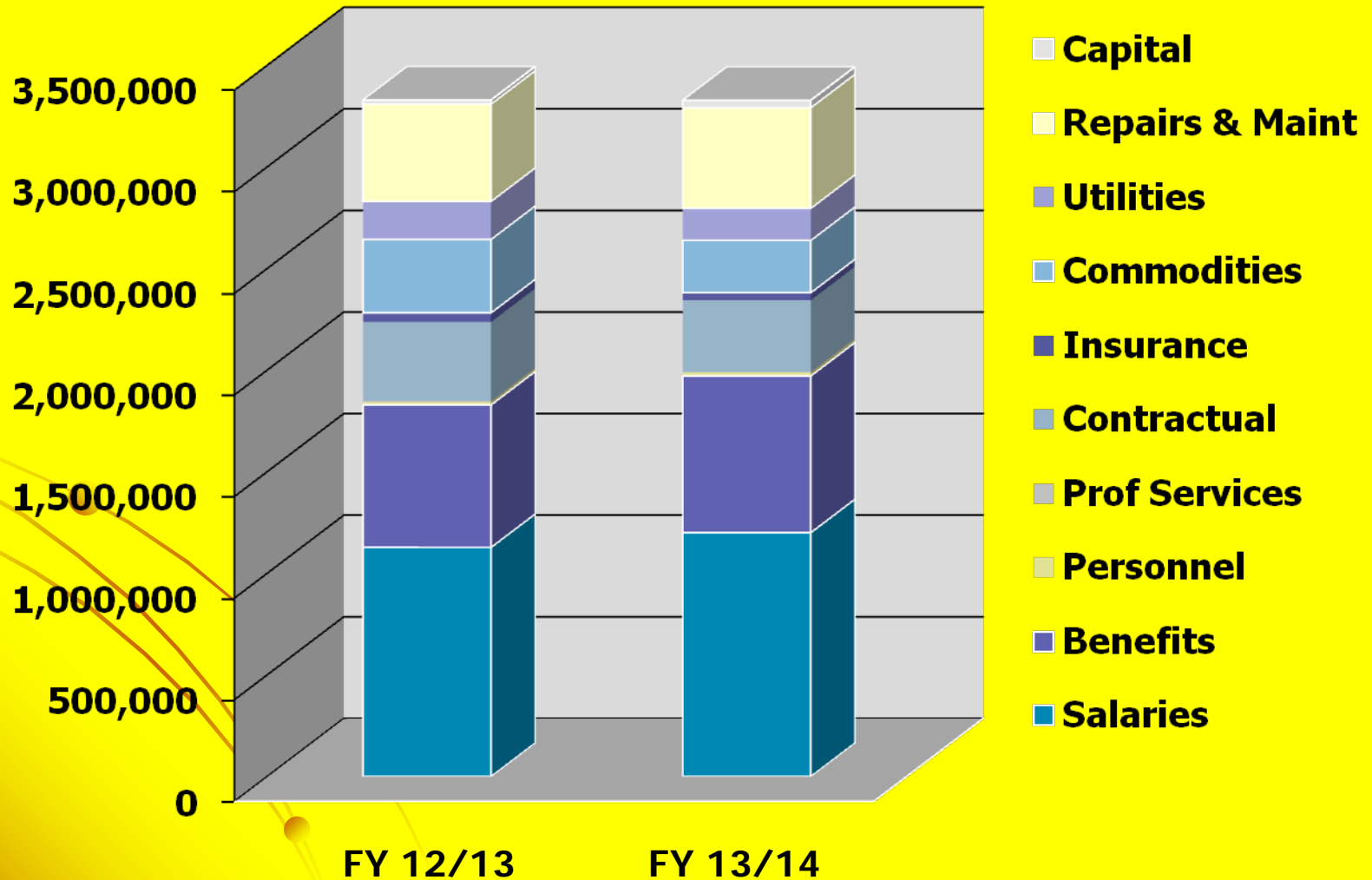
# Public Works - Administration

## FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	1,127,400	1,096,404	-30,996	-2.7%	Decrease due to postponing hire of MW I, not filling Forester position and decreased overtime.
Benefits	701,165	683,345	-17,820	-2.5%	Savings in Medical Insurance line item.
Personnel	14,215	13,754	-461	-3.2%	Dues & Subscriptions not fully expended.
Prof. Services	6,000	5,950	-50	-0.8%	Flat.
Contractual	387,545	375,322	-12,223	-3.2%	Decrease due to a dry summer resulting in less use of mowing contractor and completing Ash tree treatments.
Insurance	45,500	44,610	-890	-2.0%	Flat.
Commodities	361,373	269,745	-91,628	-25.4%	Decrease due to back to back mild winters with ice control savings and fuel cost savings.
Utilities	186,955	147,220	-39,735	-21.3%	Savings related to street lighting electricity and GPS system for PW plow vehicles.
Maintenance	478,700	461,250	-17,450	-3.6%	Street Surfacing Maintenance line item not fully expended.
Capital	20,202	11,135	-9,067	-44.9%	Savings due to fabrication of anti-icing unit in-house and postponing the purchase of small equipment items.
<b>Total</b>	<b>3,329,055</b>	<b>3,108,735</b>	<b>-220,320</b>	<b>-6.6%</b>	

# Public Works – Administration

## 12/13 vs. 13/14 Budget



# Public Works - Administration

## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	1,127,400	1,200,190	72,790	6.5%	General budget assumptions, addition of Lead Maintenance Worker positions, and increase in overtime hours.
Benefits	701,165	770,963	69,798	10.0%	General budget assumptions, as well as Workers Compensation Insurance increase.
Personnel	14,215	17,030	2,815	19.8%	Increase due to employee training.
Prof. Services	6,000	3,500	-2,500	-41.7%	Decrease due to ratification of CBA in FY 13.
Contractual	387,545	351,990	-35,555	-9.2%	Decrease due to completion of Ash tree treatments, tree removals and custodial services.
Insurance	45,500	37,130	-8,370	-18.4%	Decrease due to Auto/Property/Liability insurance costs.
Commodities	361,373	257,575	-103,798	-28.7%	Decrease due to snow/ice control material purchase and fuel costs.
Utilities	186,955	157,830	-29,125	-15.6%	Decrease due to electric for street lighting prior year actuals.
Maintenance	478,700	495,015	16,315	3.4%	Increase due to preventative maintenance of PW fleet, street sweeping and computer hardware maintenance.
Capital	20,202	36,425	16,223	80.3%	Increase due to new computers, software and licensing for lights/signs and forestry sections to be utilized with PW Asset Mgmt/Work Order software program.
<b>Total</b>	<b>3,329,055</b>	<b>3,327,648</b>	<b>-1,407</b>	<b>0.0%</b>	

# Public Works – Vehicle Maint.

## FY 12/13 Review

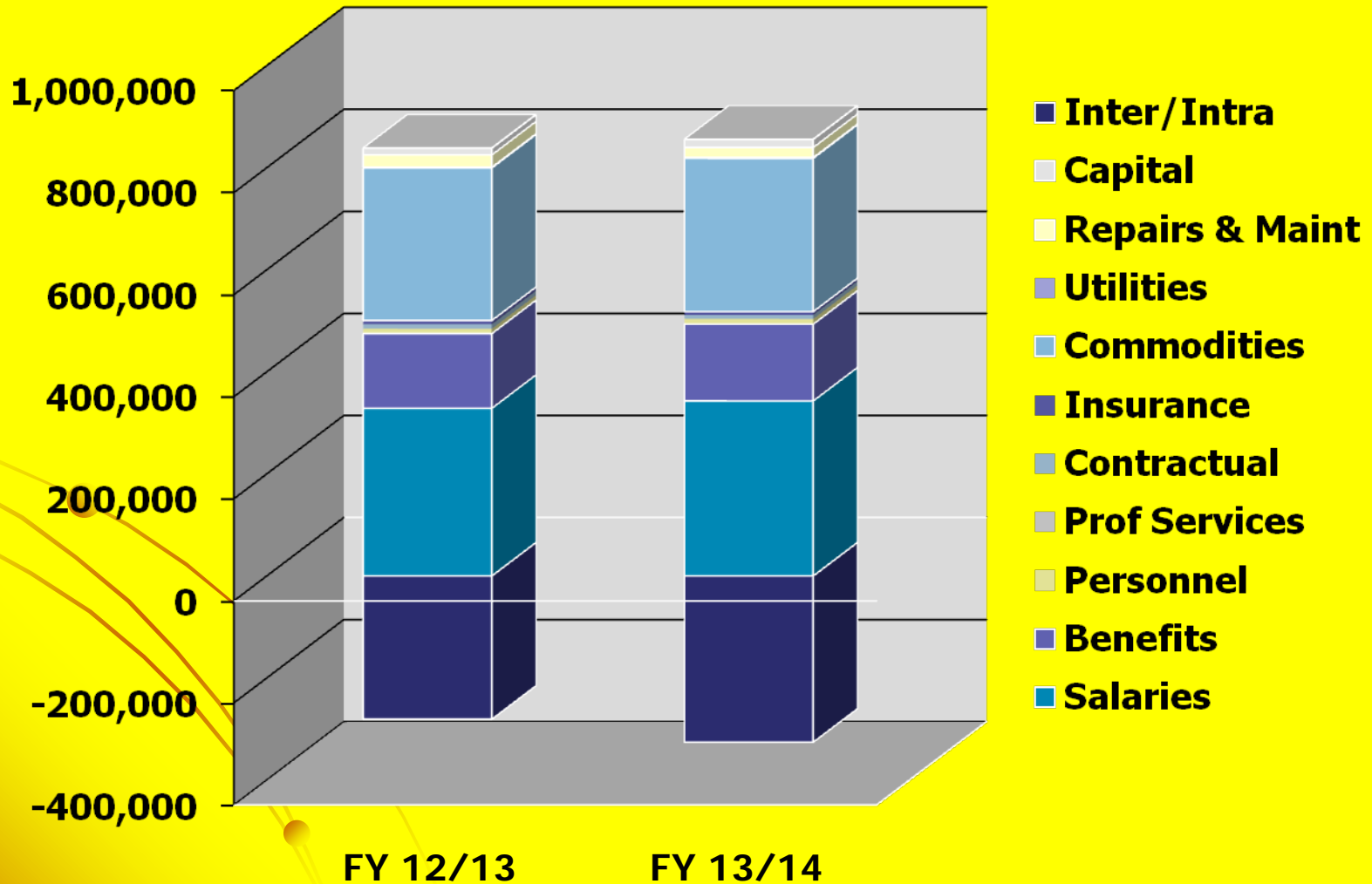
Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	328,400	309,176	-19,224	-5.9%	Decrease due to a division vacancy and overtime savings.
Benefits	146,460	139,370	-7,090	-4.8%	Decrease due to a division vacancy.
Personnel	9,225	3,200	-6,025	-65.3%	Training & Schools and Meeting & Conventions not fully expended.
Prof. Services	155	140	-15	-9.7%	Flat.
Contractual	8,751	8,735	-16	-0.2%	Flat.
Insurance	7,610	7,609	-1	0.0%	Flat.
Commodities	298,891	300,300	1,409	0.5%	Increase due to preventative maintenance of PW fleet.
Utilities	1,450	1,450	0	0.0%	Flat.
Maintenance	24,068	26,945	2,877	12.0%	Increase due to maintenance of PW facility.
Capital	13,125	12,230	-895	-6.8%	Computer software not fully expended.
Inter/Intra*	-280,521	-315,600	-35,079	12.5%	Increase due to preventative maintenance of the Village fleet (Streets, Utility, Police).
<b>Total</b>	<b>557,614</b>	<b>493,555</b>	<b>-64,059</b>	<b>-11.5%</b>	

\*With Inter/Intra Fund removed, Division is -3.5%, or -28,980, under FY 12/13 budget



# Public Works – Vehicle Maint.

## 12/13 vs. 13/14 Budget



# Public Works – Vehicle Maint.

## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	328,400	342,800	14,400	4.4%	General budget assumptions and increase in overtime hours.
Benefits	146,460	150,441	3,981	2.7%	General budget assumptions, as well as Workers Compensation Insurance increase.
Personnel	9,225	10,030	805	8.7%	Increase due to employee training.
Prof. Services	155	155	0	0.0%	Flat.
Contractual	8,751	7,910	-841	-9.6%	Decrease due to custodial services.
Insurance	7,610	6,470	-1,140	-15.0%	Decrease due to Auto/Property/Liability insurance costs.
Commodities	298,891	300,550	1,659	0.6%	Flat.
Utilities	1,450	1,450	0	0.0%	Flat.
Maintenance	24,068	19,750	-4,318	-17.9%	Decrease due to building maintenance and VM equipment repairs.
Capital	13,125	15,850	2,725	20.8%	Increase due to purchase of VM small equipment and tools postponed in FY 12/13.
Inter/Intra*	-280,521	-325,675	-45,154	16.1%	Increase due to preventative maintenance of the Village fleet (Streets & Utility).
<b>Total</b>	<b>557,614</b>	<b>529,731</b>	<b>-27,883</b>	<b>-5.0%</b>	

\*With Inter/Intra Fund removed, Division is 2.1%, or 17,271, over FY 12/13 budget.

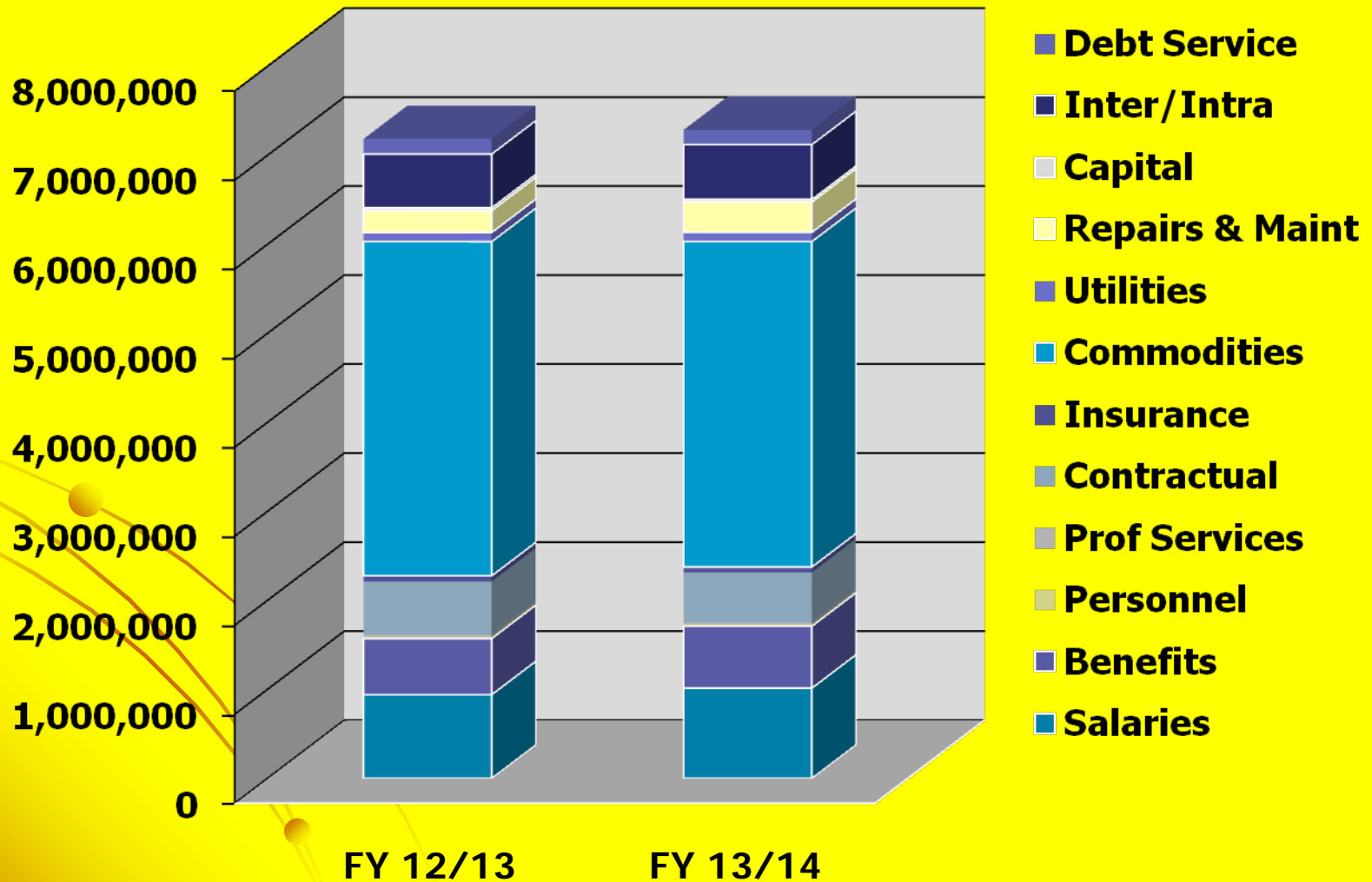
# Public Works – Utility

## FY 12/13 Review

Category	FY12/13 Budget	FY12/13 Forecast	Change	%	Explanation
Salaries	940,300	852,270	-88,030	-9.4%	Decrease due to postponing the hiring of a MW I.
Benefits	630,210	588,982	-41,228	-6.5%	Decrease due to postponing the hiring of a MW I and Medical Insurance savings.
Personnel	17,025	12,300	-4,725	-27.8%	Decrease in Training & Schools and Meetings & Convention.
Prof. Services	25,550	23,500	-2,050	-8.0%	Decrease due to minimal use of Misc. Consulting Services.
Contractual	597,350	408,802	-188,548	-31.6%	Decrease due to cost of printing/publishing of bi-monthly water bills and HeatherRidge water tower first payment is held until after May 1, 2013.
Insurance	65,240	64,420	-820	-1.3%	Flat.
Commodities	3,754,125	3,816,975	62,850	1.7%	Increase due to volume of water purchased from CLCJAWA and water purchased from Waukegan during CLCJAWA shut down for major infrastructure repairs.
Utilities	102,010	99,075	-2,935	-2.9%	Savings related to Leased Phone Lines line item.
Maintenance	245,175	245,675	500	0.2%	Flat.
Capital	33,420	31,820	-1,600	-4.8%	Savings related to the Computer Hardware line item.
Inter/Intra	603,400	603,400	0	0.0%	Flat.
Debt Service	169,393	169,393	0	0.0%	Flat.
<b>Total</b>	<b>7,183,198</b>	<b>6,916,612</b>	<b>-266,586</b>	<b>-3.7%</b>	

# Public Works – Utility

## 12/13 vs. 13/14 Budget

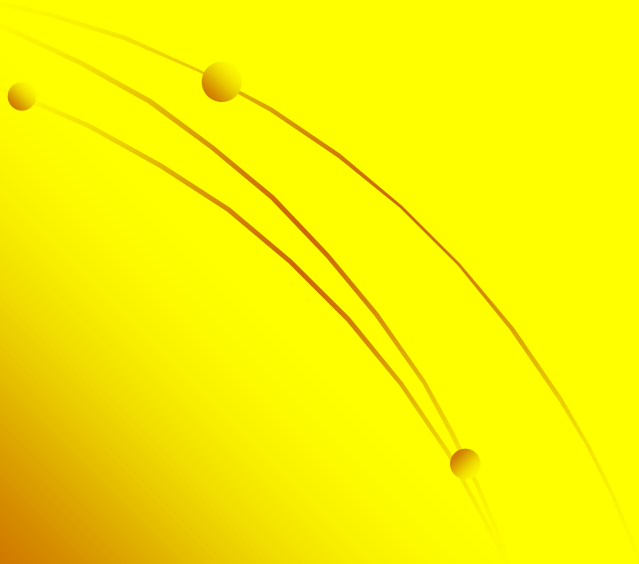


# Public Works – Utility

## Categories – 12/13 vs. 13/14

Category	FY12/13 Budget	FY13/14 Budget	Change	%	Explanation
Salaries	940,300	1,013,830	73,530	7.8%	General budget assumptions, addition of Lead Maintenance Worker position, and increase in overtime.
Benefits	630,210	695,494	65,284	10.4%	General budget assumptions and Workers Compensation Insurance.
Personnel	17,025	18,145	1,120	6.6%	Increase due to Info Systems Training.
Prof. Services	25,550	23,900	-1,650	-6.5%	Decrease due to ratification of CBA in FY 13.
Contractual	597,350	562,270	-35,080	-5.9%	Decrease due to cost of printing/publishing of bi-monthly water bills and postponing of the Pembroke Water Tower maintenance contract until FY 14.
Insurance	65,240	60,950	-4,290	-6.6%	Decrease due to Auto/Property/Liability insurance costs.
Commodities	3,754,125	3,656,190	-97,935	-2.6%	Decrease due to water purchase price per gallon from CLCJAWA.
Utilities	102,010	103,575	1,565	1.5%	Flat.
Maintenance	245,175	339,800	94,625	38.6%	Increase due to preventative maintenance of PW fleet, new low lead/no lead brass federal requirement and hydrant painting program.
Capital	33,420	30,250	-3,170	-9.5%	Decrease due to postponing small equipment purchases.
Inter/Intra	603,400	615,500	12,100	2.0%	Based on general budget assumptions.
Debt Service	169,393	165,640	-3,753	-2.2%	Based on debt service repayment schedule.
<b>Total</b>	<b>7,183,198</b>	<b>7,285,544</b>	<b>102,346</b>	<b>1.4%</b>	

# Further Discussion



# **Motor Fuel Tax Fund**

**FY 2013 - 2014**

**Budget Presentation**

**March 11, 2013**



# Motor Fuel Tax

- Dedicated source of funding from the state
- 19.0 cents per gallon collected by IL
- State distributes portion monthly to local agencies including Counties, Townships, and Municipalities
- Funds must be used in accordance with 605 ILCS 5/7-202 (vehicle, transit, or pedestrian related projects)



# MFT Revenues

(including interest earned)



# MFT Funding

<b>Estimated Beginning Fund Balance</b>	<b>\$1,516,000</b>
<b>FY 13/14 Revenues</b>	<b>\$762,000</b>
<b>Total Resources</b>	<b>\$2,278,000</b>
<b>Funding Requests</b>	<b>(\$1,785,000)</b>
<b>Ending Fund Balance</b>	<b>\$493,000</b>

# Cemetery Road Project

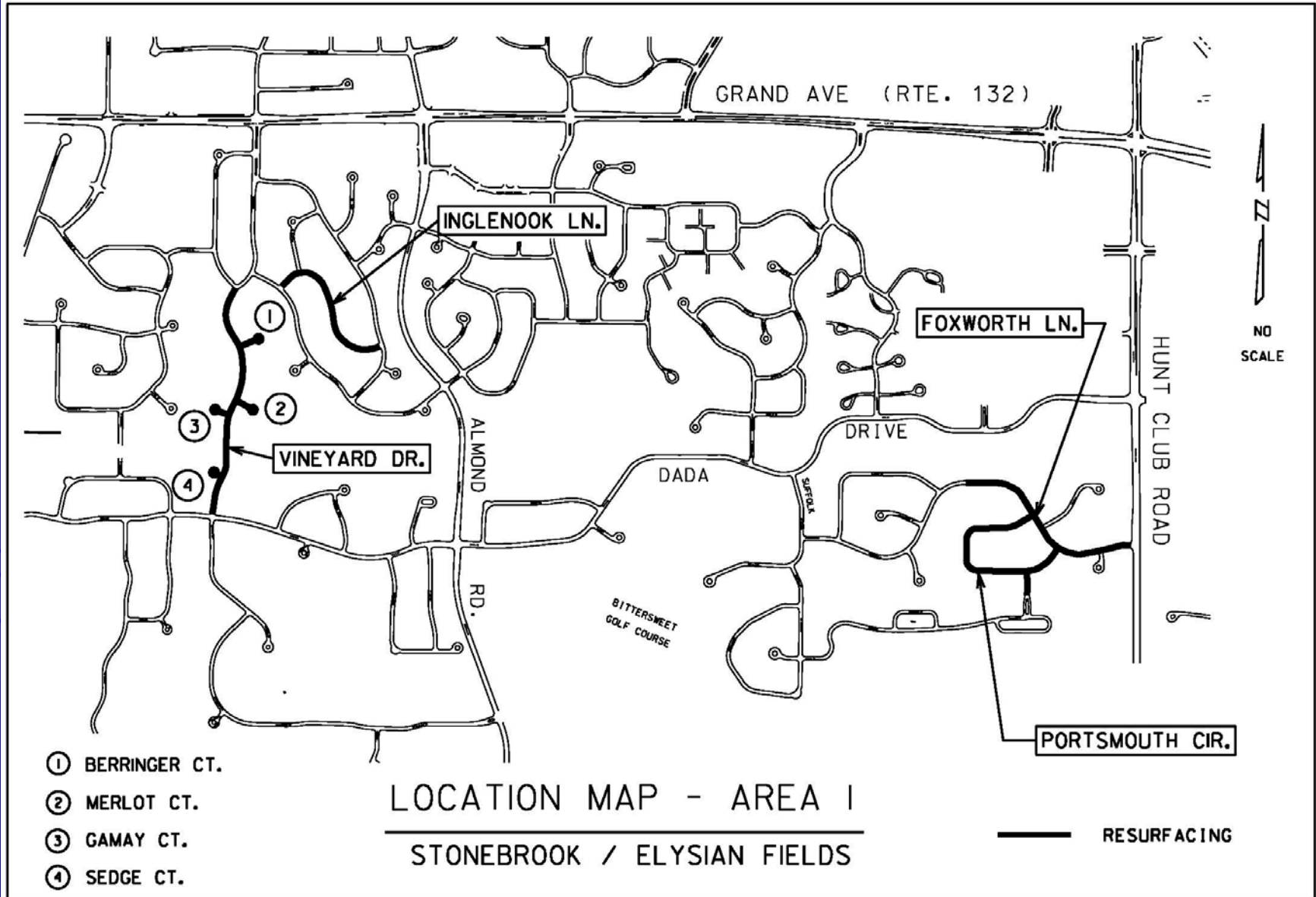
- **American Recovery and Reinvestment Act**
  - **IDOT is fronting the construction costs**
- **2011-13 Village did not receive an invoice from IDOT. Project is completed pending paperwork.**
- **2013-14 Final and only payment to IDOT of \$740,000 upon invoice.**

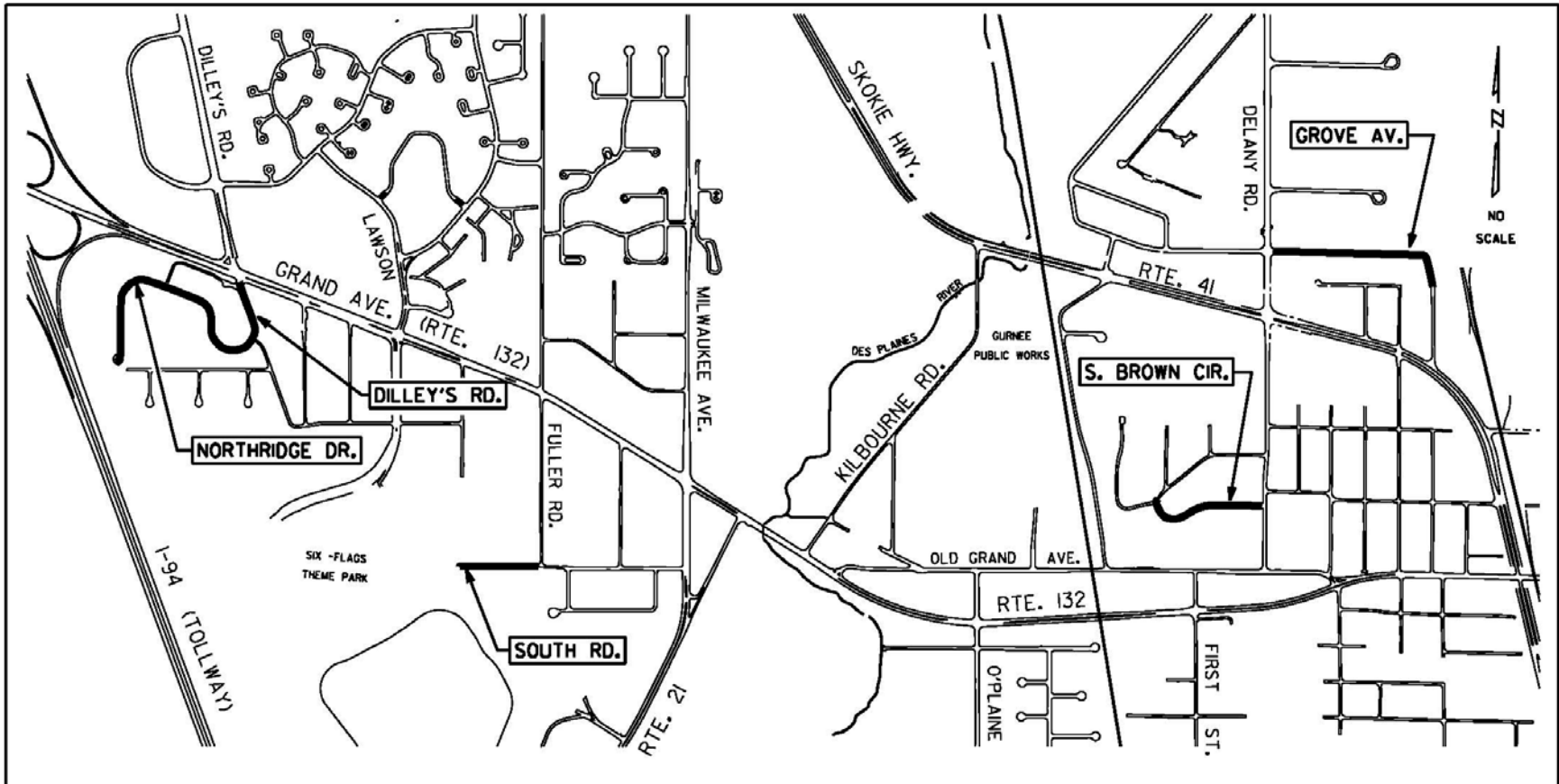
# 2013 Rehabilitation Project

- **Total Length (Village Jurisdiction) – ~120 Miles**
- **Total 2013 Resurfacing Length – 3.3 Miles or 2.75% of Total Length (approx 36 year recurrence interval)**
- **Leveraged with Capital funds**

# Motor Fuel Tax

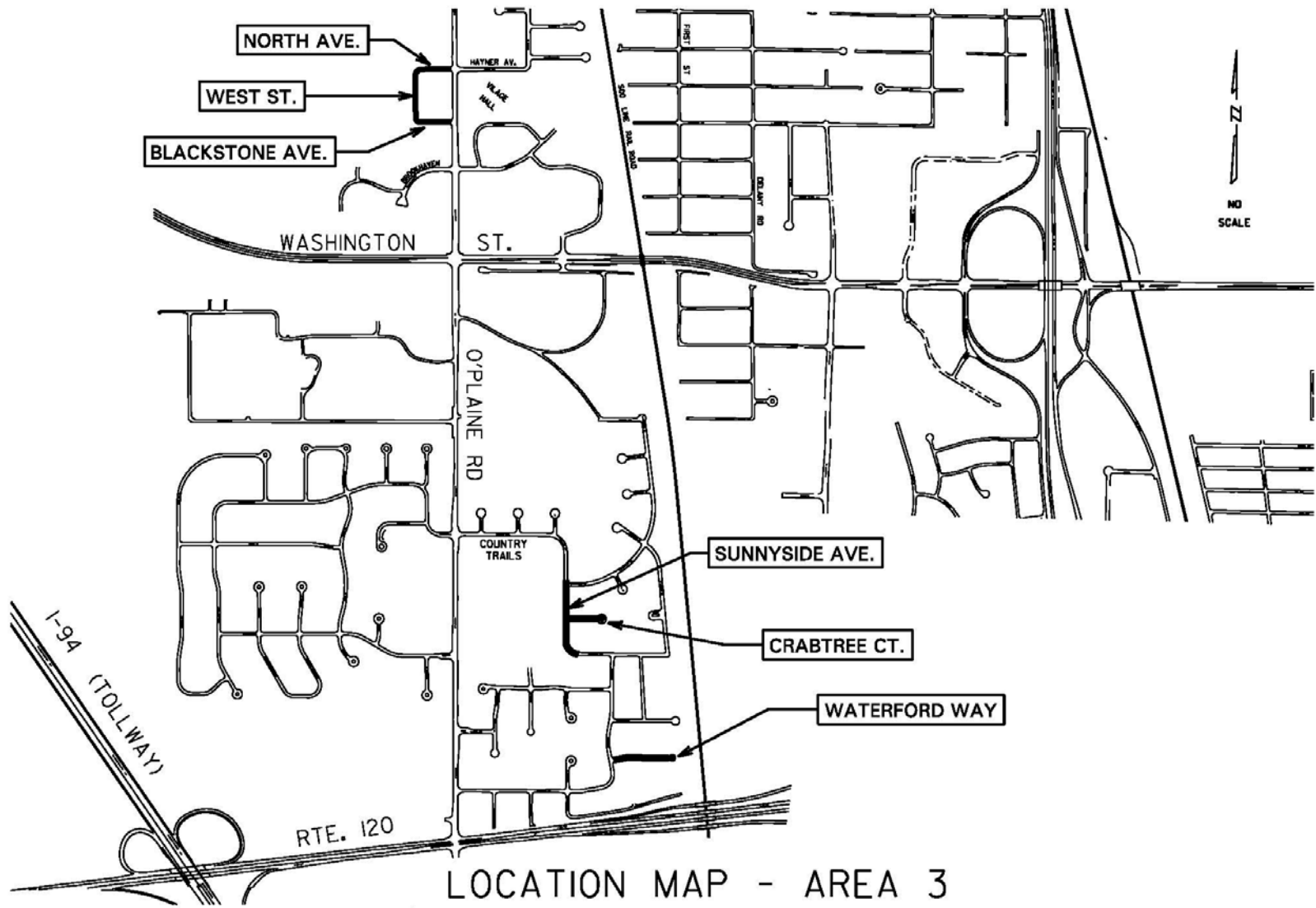
- **Roadway crack sealing \$45,000**
  - Preventative maintenance
- **Roadway rehabilitation \$1,000,000**
  - Leveraged with \$1,100,000 in capital
  - Striping \$50,000
  - Pavement evaluation \$50,000





LOCATION MAP - AREA 2

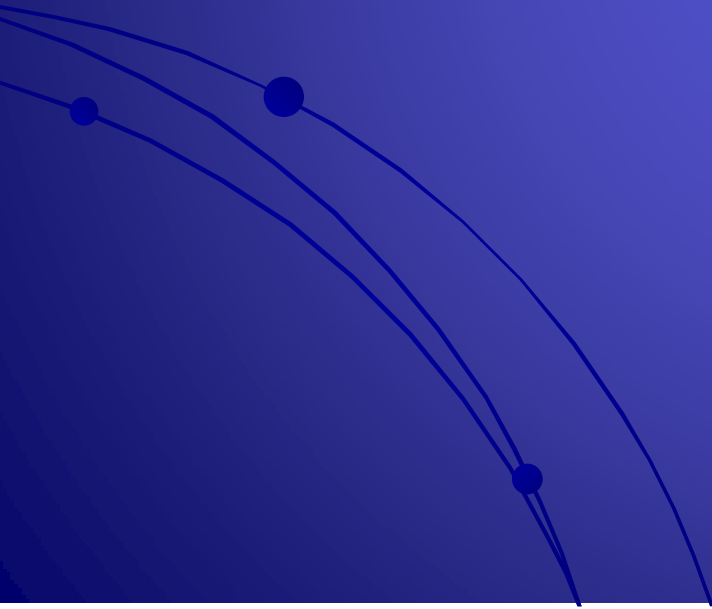
NORTHRIDGE / DILLEY'S / SOUTH / S. BROWN / GROVE



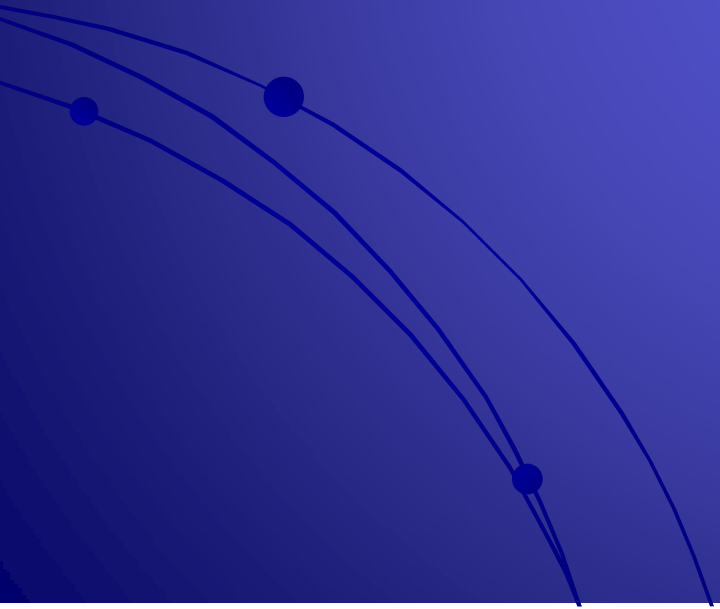
LOCATION MAP - AREA 3



# Further Discussion



# Capital Improvement Fund



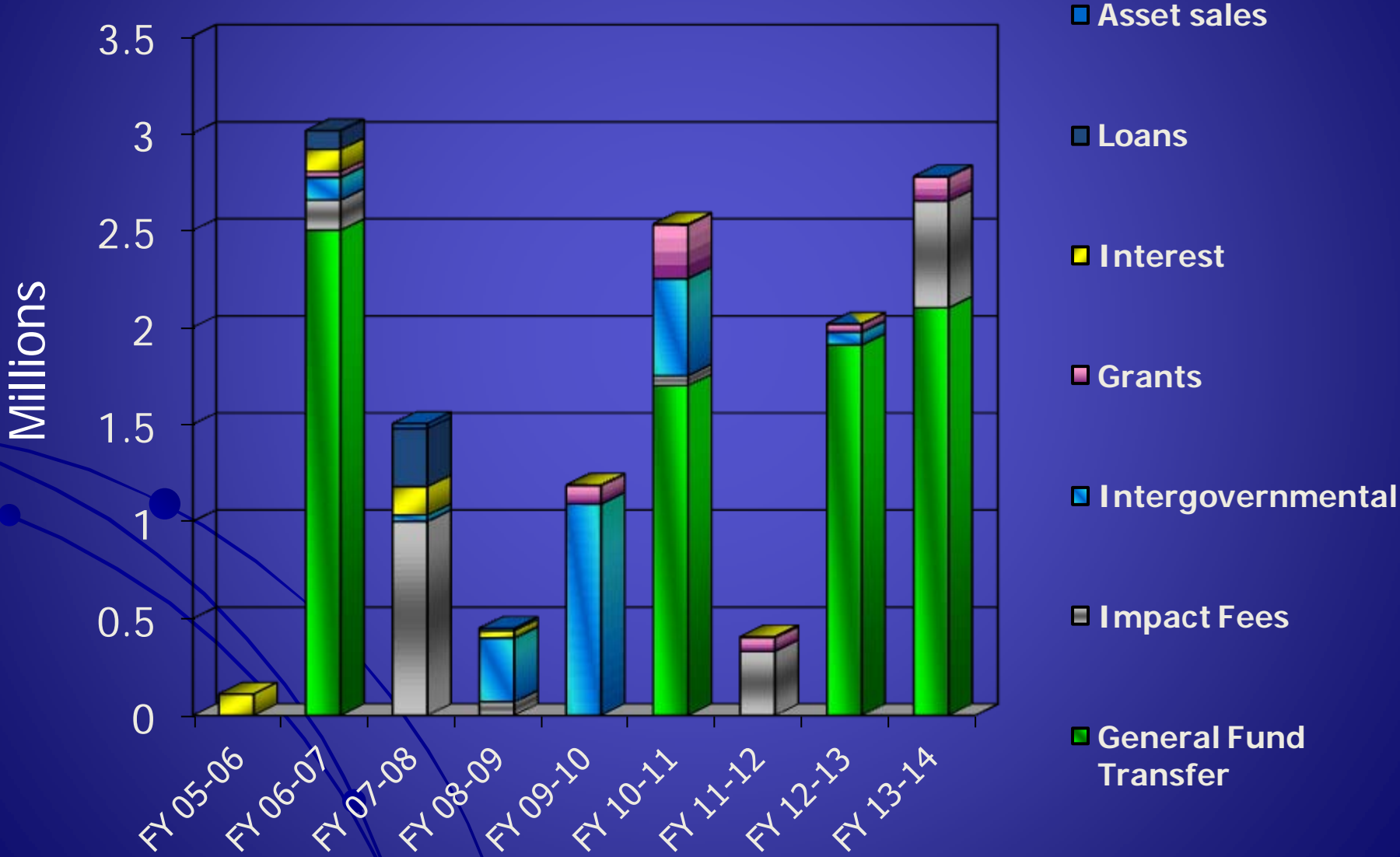
# Capital Improvement Fund

- No dedicated source of funding
- Historical sources of funding have been:
  - General fund surplus
  - Reimbursements from other agencies
  - Impact fees
  - Grants
  - Interest earned
- An additional \$2.1M to be transferred from General Fund at the end of FY 12/13 for use in FY 13/14

# Capital Improvement Funding

<b>Estimated Beginning Fund Balance</b> (with \$2.0 million transfer)	<b>\$4,088,000</b>
<b>FY 13/14 Revenues</b>	<b>\$677,000</b>
<b>Total Resources</b>	<b>\$4,765,000</b>
<b>Funding Requests</b>	<b>(\$2,885,000)</b>
<b>Ending Fund Balance</b>	<b>\$1,880,000</b>

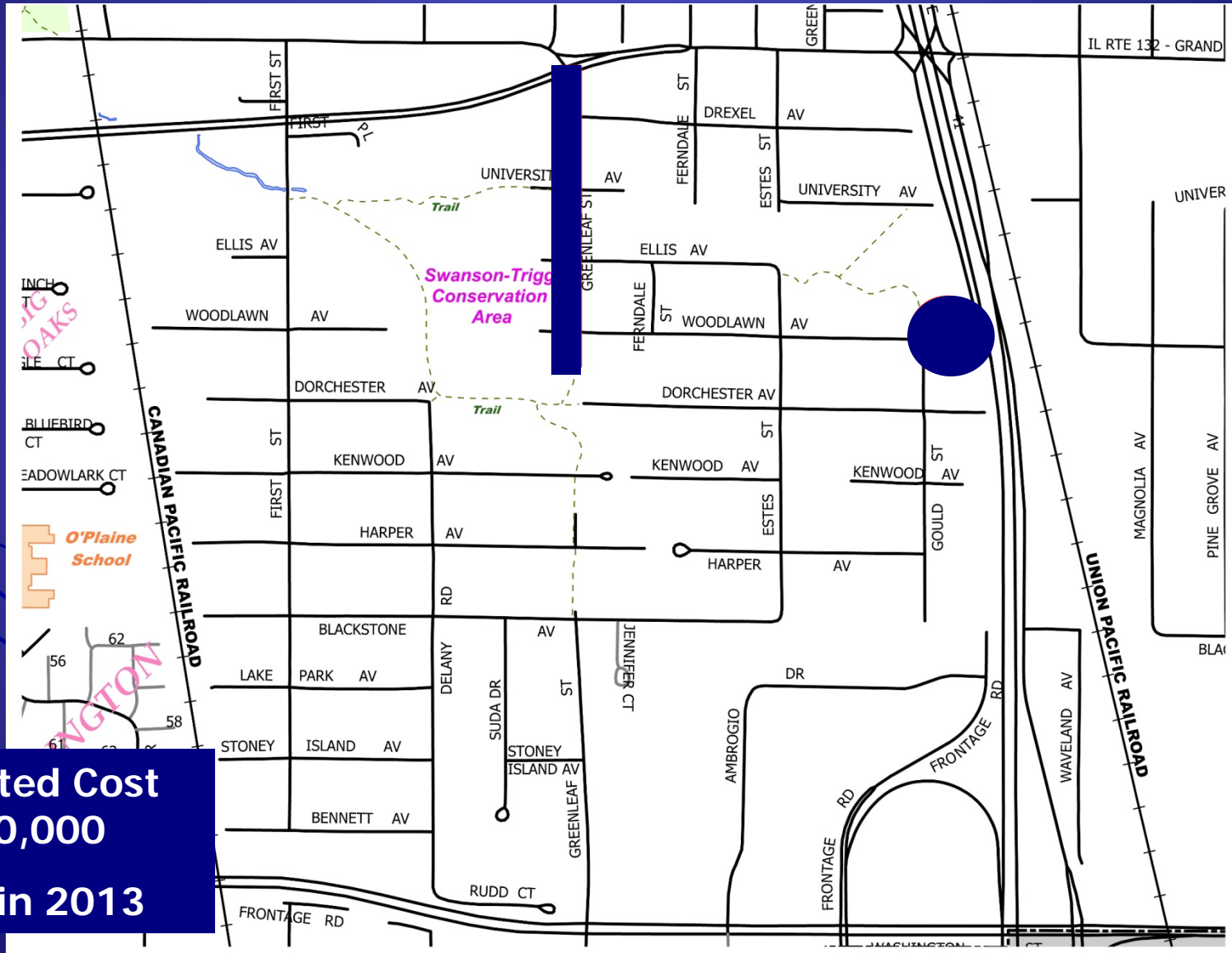
# Capital Improvement Fund Revenue



# Capital Improvement Professional Services

- **Engineering Consultant \$10,000**
  - Material testing and lab work for projects
- **Cemetery Road Engineering \$10,000**
  - May be additional paperwork required
- **Greenleaf Street Engineering \$15,000**
  - Permitting LCSMC & ACOE

# Greenleaf Avenue Reconstruction



Estimated Cost  
\$600,000

Basin in 2013

# Capital Improvement Projects 1/2

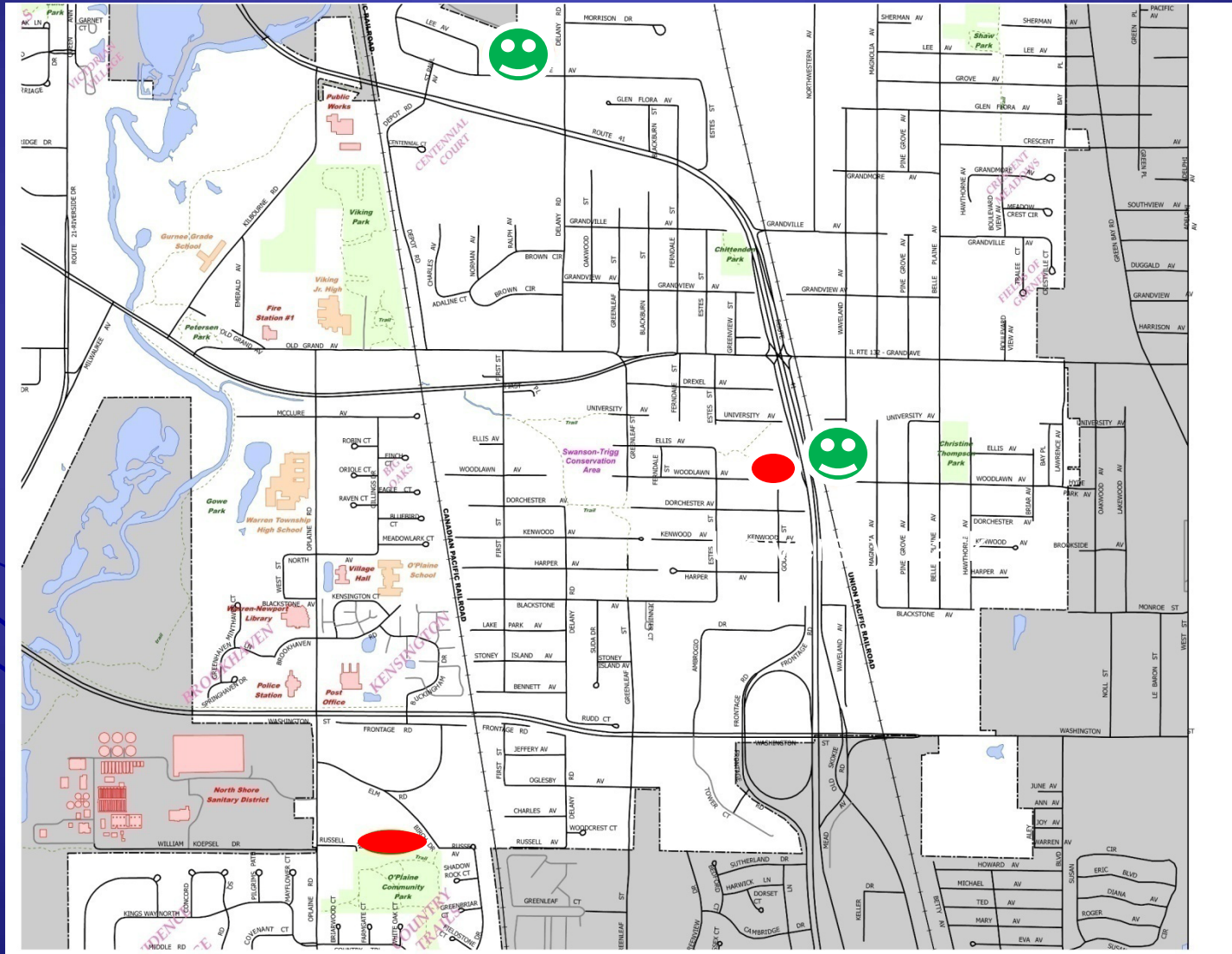
- **Pavement Resurfacing \$1,100,000**
  - Leveraged with MFT \$1M
- **Public Sidewalk \$50,000**
  - Repairs or gap completion
  - Impact fees fund this line item
- **Detention Improvements \$275,000**
  - Impact fees fund this line item



# Capital Improvement Projects 2/2

- **Drainage Improvements \$30,000**
  - Ditching, storm sewer, stream bank
- **Washington Street \$10,000**
  - LCDOT ARRA project

# Detention Improvements



# Capital Improvement Technology

- **Inter / Intra Network \$64,000**
  - Connecting Village facilities with either wireless or fiber optic communication infrastructure
- **Public Works Software \$35,000 (50% with Utility)**
  - Asset management and work order systems
  - Deferred from 2012-2013 FY

# Capital Improvement Buildings

- **Public Works Lift Control Modifications**
  - 2 Bays to be modified in Fleet Maintenance  
\$30,500
  - Deferred from 2012-2013
- **Fuel Dispenser System**
  - System has deteriorated and requires  
replacement \$35,000


# Capital Improvement Fleet

- **Street Division Public Works Department \$290,000**
  - \$195k for new 36k GVW hook lift replacing '96 model
  - \$95k for new small dump replacing '99 model
- **Police Department \$259,000**
  - 5 marked squads, 1 unmarked squad, 1 CSO vehicle
  - Total fleet is 36 vehicles
- **Fire Department \$251,000**
  - Fire Prevention vehicle \$26k, total fleet is 11 vehicles
  - Ambulance \$225k, total fleet is 10 apparatus

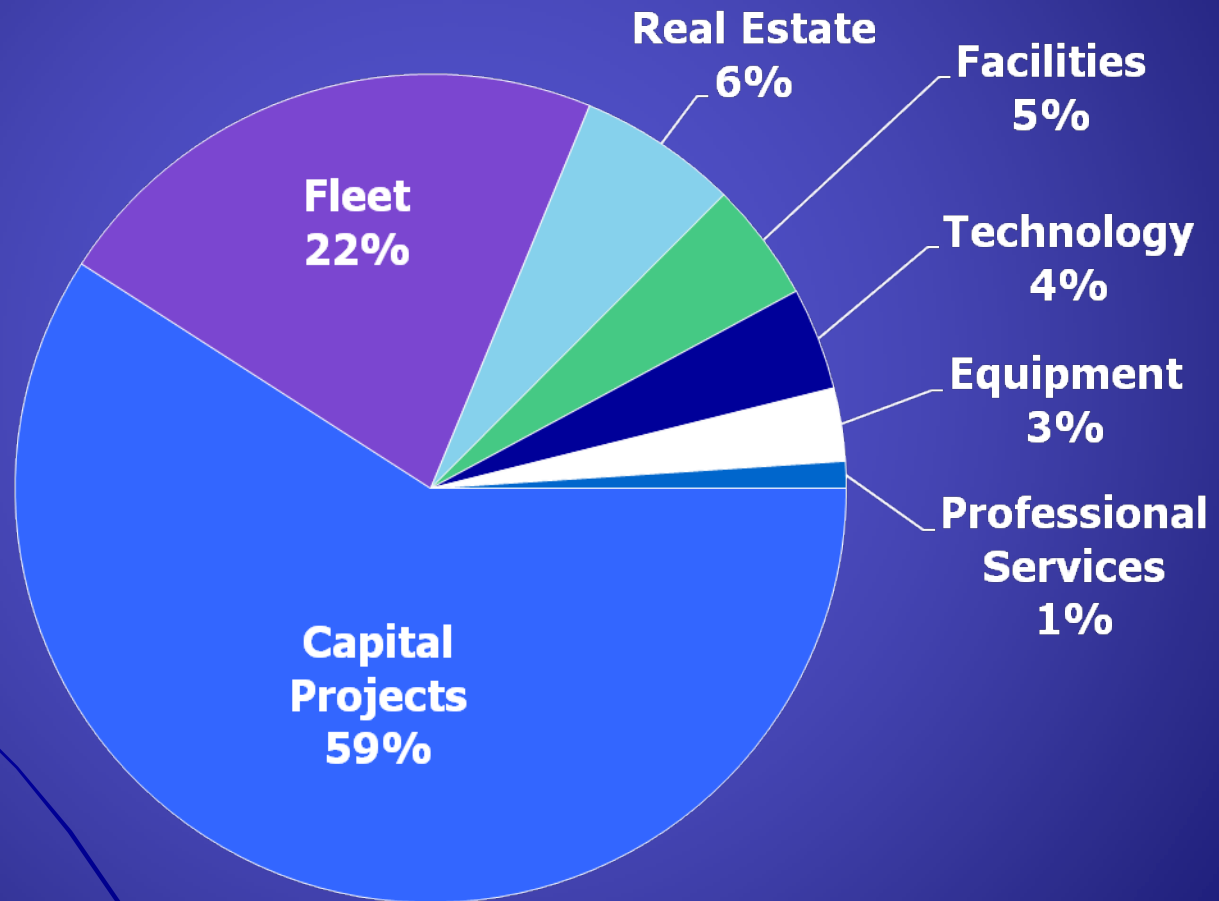
# Capital Improvement Equipment

- **Street Division Public Works Department \$70,500**
  - Split with Utility for new skid steer and forklift
- **Fire Department \$146,000**
  - Applying for grants to cover \$124,500
  - Public information programs
  - Duty coats
  - Vehicle exhaust system upgrade in both houses – deferred from 2012-2013
- **Opticom Improvements \$5,000**
  - LCDOT & IDOT traffic signal projects

# Capital Improvement Real Estate

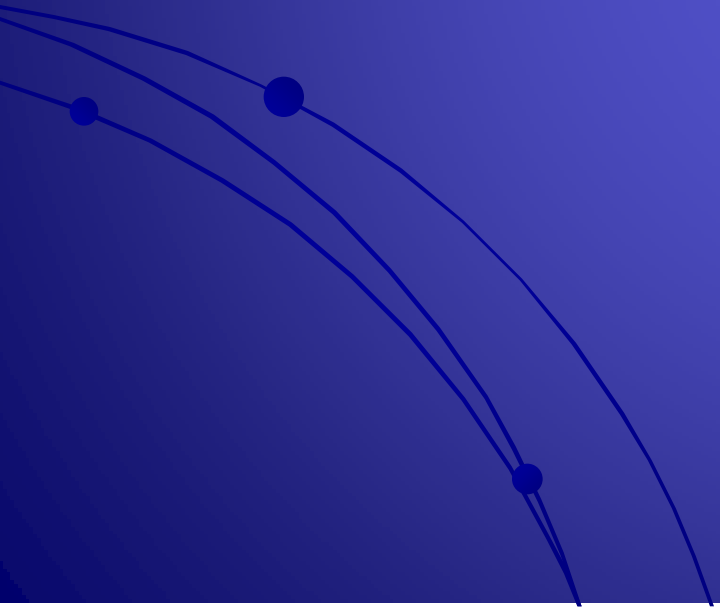
- Flood plain land acquisition \$100,000
  - Miscellaneous land acquisition \$50,000
  - Property taxes \$3,000
  - Appraisal fees \$1,000
- 

# Capital Improvement Requests

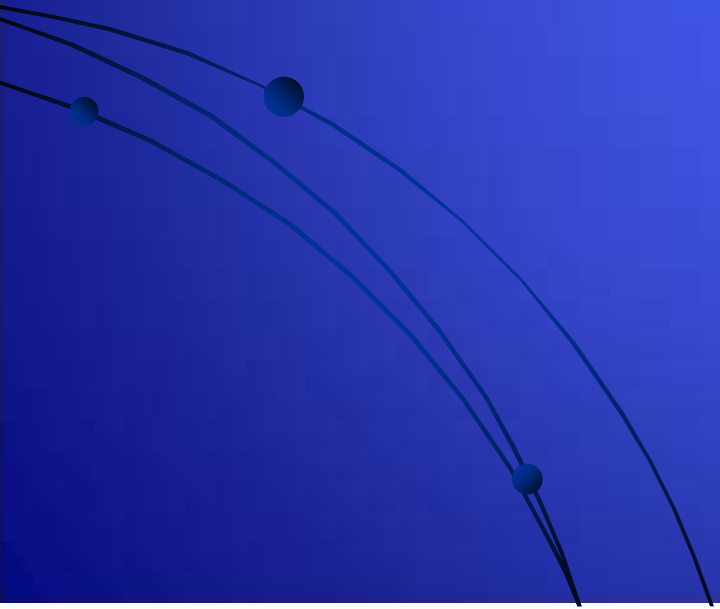




# Further Discussion



# Utility Capital Fund



# Utility Capital Funding

- **Dedicated source of funding from connection and usage charges.**
- **Water and Sewer Operating fund covers the day to day operations to supply water and sewer services.**
- **Fund balance may be used in utility surplus fund for capital improvements.**

# Utility Capital Funding

<b>Estimated Beginning Fund Balance</b> (Operating + Capital) (-\$1,310,749+\$7,453,175)	<b>\$6,142,426</b>
<b>FY 13/14 Revenues</b>	<b>\$8,319,977</b>
<b>Total Resources</b>	<b>\$14,462,403</b>
<b>Operating Funding Requests</b>	<b>(\$7,285,544)</b>
<b>Capital Funding Requests</b>	<b>(\$860,000)</b>
<b>Ending Fund Balance</b> (Operating + Capital) (-\$276,316 + \$6,593,175)	<b>\$6,316,859</b>

# Utility Capital Construction

- **IL Route 132 & US Highway 41  
\$140,000**
  - Water and sewer main impacts
  - IDOT to invoice Gurnee
- **Utility Improvements \$155,000**
  - Lift station improvements
  - Spot repairs
- **Sanitary backup mitigation cost  
sharing \$5,000**

# Utility Capital Technology & Equipment

- **SCADA Enhancements \$75,000**
  - Technology to provide monitoring of water and sewer system throughout the Village
- **Public Works Software \$35,000**  
(Split 50% with Streets)
  - Asset management and work order system
- **Skid Steer Loader & Forklift \$66,500**
  - Cost split with Street Division

# Utility Capital

## Fleet & Professional Services

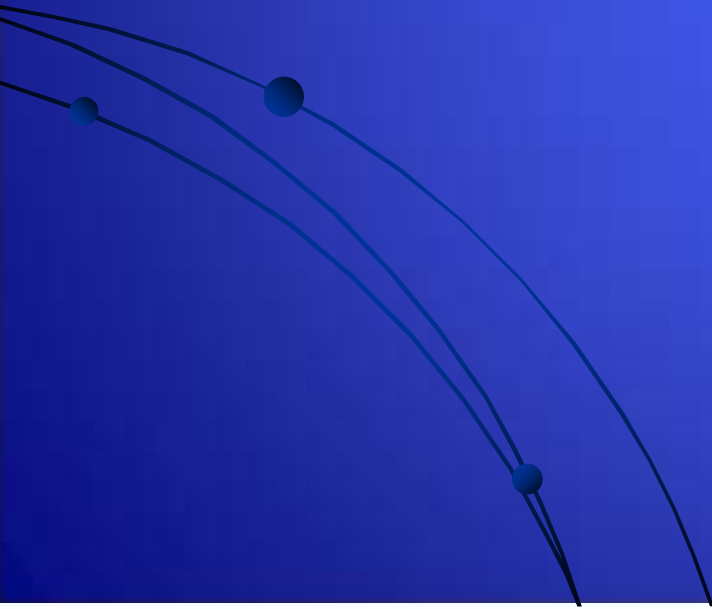
- **Utility Division of Public Works**  
**\$368,500**
  - \$208k for new 36k GVW hook lift – old unit being moved to Streets
  - \$160k for main break van
- **Professional Services \$15,000**
  - Professional services beyond the capabilities of staff such as engineering or specialized contracting services

# Further Discussion





# Mall Redevelopment Fund



# Mall Redevelopment

- **Dedicated source of funding from bond issue in 2011**
  - **\$9,995,000 total revenues**
- **Funds to be distributed to the Developer in accordance with the agreement – completion expected in 2013**
- **\$2.5M expected to be paid out in FY 13/14**

# Further Discussion

