



## MEMORANDUM

**TO:** Environmental Concerns Committee

**THROUGH:** Carl Goldsmith, Director of Public Works *CG*

**FROM:** David Gorman, Assistant Director of Public Works *DG*

**SUBJECT:** Grant Programs Discussion

**DATE:** January 15, 2013

As requested by the Committee, Staff is providing this memo to guide a discussion about the various grant programs that have been funded from the Community Recycling Fund. As you know, the FY2012B (6/1/12-12/31/12) and FY2013 (1/1/13-12/31/13) budgets did not allocate monies for any grant programs in order to prevent the need to increase the Village Service Fee or make cuts in line items with exception of the yard waste collection, which was shortened by two weeks for a credit of \$8,600.

**Fund Balance Update:**

The fiscal year revenues for the Village Service Fee are as follows:

Quarter	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2012B
<b>July</b>	27,198	28,092	28,300	28,527	25,549	33,048	32,417
<b>October</b>	26,625	27,493	25,023	24,361	22,709	31,186	29,953
<b>January</b>	24,687	24,069	22,573	22,721	20,232	28,364	-----
<b>April</b>	<u>23,890</u>	<u>21,856</u>	<u>21,716</u>	<u>20,636</u>	<u>19,835</u>	<u>28,439</u>	-----
<b>TOTAL</b>	102,400	101,510	97,612	96,245	88,325	121,037	62,370

As shown in this table, the revenue for the past year (since January 2012) was \$119,173. The 2012 electronics recycling revenues totaled \$6,991. The Contractor (i.e. Waste Management) License Fee revenue is \$2,000. Thus, the total fund revenue for the past year was \$128,164. The budgeted costs for FY2013 (now the same timeframe as the calendar year) are \$107,980. Thus, assuming that revenue will remain level, there is a projected surplus for the Community Recycling Fund of \$20,184 for FY2013.

**Existing Grant Programs:**

The Village has had the following grant programs under the Community Recycling Fund:

Grant Program	FY2010	FY2011	FY2012	FY2012B	FY2013
<b>Education Recycling</b>	12,000	10,000	13,000	0	0
<b>Multi-Family Recycling</b>	6,000	3,000	0	0	0
<b>Commercial Recycling</b>	1,000	0	0	0	0
<b>Rain Barrels</b>	5,000	5,000	5,000	0	0
<b>Compost Bins</b>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	29,000	23,000	23,000	0	0

**Recommendation:**

Staff finds that there is a possibility to use a portion of the projected \$20K surplus to reinstate one or more grant programs. That said, it is recommended to retain some surplus in this fund in order to prevent a need to increase the Village Service Fee. If the surplus was left unspent (i.e. no grants) and assuming 3% inflation, budgeted costs would match revenue in 5 years and the accumulated surplus would be sufficient to prevent another increase in the Fee for another 12 years. Allocating \$5K, \$10K or \$15K for grant programs would require an increase in the Fee in 9, 6 or 3 years, respectively.

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attachments: FY13 Budget and Grant Program Info

cc: David A. Hulseberg, Village Manager  
Tim Sexton, Finance Director  
Jamie Cunningham, Asst. Finance Director  
Pat Katsoolias, Accounting Assistant

**FY2013 Budget**

1010.270.2790.742.711110	Asst Director of Public Works (10%) Administrative Coordinator (10%) Administrative Secretary (10%)	10,360 6,340 6,120
<b>Total Regular Salaries</b>		<b>22,820</b>
1010.270.2790.742.711180	Overtime for Recycling Extravaganza	3,000
<b>Total Overtime Wages</b>		<b>3,000</b>
1010.270.2790.742.711345	PPO Plus	860
<b>Total PPO Plus-Blue Cross/Shield</b>		<b>860</b>
1010.270.2790.742.711350	Life	50
<b>Total Life &amp; AD&amp;D Insurance</b>		<b>50</b>
1010.270.2790.742.711370	BA	3,750
<b>Total Blue Advantage</b>		<b>3,750</b>
1010.270.2790.742.711530	FICA	1,420
<b>Total Social Security-Village</b>		<b>1,420</b>
1010.270.2790.742.711570	Medicare	330
<b>Total Medicare-Village</b>		<b>330</b>
1010.270.2790.742.711630	IMRF	3,350
<b>Total IMRF-Village</b>		<b>3,350</b>
1010.270.2790.742.733140	Replace Carts Damaged by Plows Recycling Extravaganza	400 3,600
<b>Total Operating Supplies</b>		<b>4,000</b>
1010.270.2790.742.756420	Curbside Brush Pickup Electronics Recycling	<del>75,000</del> 2,000
<b>Total Misc. Contractual Services</b>		<b>68,400</b>
1010.270.2790.742.777500	Multi-Family Grants Commercial Grants Educational Rain Barrels Compost Bins	0 0 0 0 0
<b>Total Recycling Grants</b>		<b>0</b>
<b>Total Cost Center 2700</b>		<b>107,980</b>
		<b>110,580</b>



## Recycling Education Grant Program APPLICATION



Village of Lombard  
Environmental Concerns Committee

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The purpose of the Village of Lombard's Recycling Education Grant Program is to promote recycling, the environment, conservation and environmental education. The grant program is overseen by the Environmental Concerns Committee, an advisory committee to the Board of Trustees. Grants are funded by the Community Recycling Fund, which receives revenue from the refuse surcharge.

The grant program is open to educational institutions serving students who live within the corporate limits of the Village of Lombard. Applications are accepted twice per year with the deadlines being March 1<sup>st</sup> and October 15<sup>th</sup>. Applications not received by the deadline will be held for the next application period. All applications are reviewed by the Environmental Concerns Committee. Applications which are incomplete, or do not purvey an adequate description of the request may result in delaying a committee decision.

Examples of grant eligible items include:

- *Educational presentations, books and videos regarding the environment and/or recycling*
- *Earth Sciences materials such as, plants, worms, microscopes, dissolved oxygen meters, etc.*
- *Recycling bins and containers for a recycling or reuse program*
- *Gardening supplies, pesticide detection kits, soil/pH meters*

Examples of items that are not grant eligible include, but are not limited to:

- *Benches and/or picnic tables*
- *Stipends and salaries*
- *Hauler fees*
- *Ongoing expenses*

Where applicable, items should be imprinted with a message pertaining to recycling or the fact that the item is made from recycled material.

Applicants are required to submit a typewritten report responding to the questions on the attached application. In the report, please number your responses to correspond with the pertinent section of the application. All "blanks" must also be filled in to allow quick reference for the evaluators. The Village may request additional information or documentation after reviewing the application. The Village reserves the right to accept or reject any or all items in grant requests for any reason such as, but not limited to, fiscal constraints or minimal impact on recycling education or conservation.

If you have any questions, you may contact Mr. David Gorman at 620-5740.

Completed applications should be sent to:

David Gorman  
Assistant Public Works Director  
Village of Lombard  
1051 S. Hammerschmidt Avenue  
Lombard, IL 60148



## Multi-Family Recycling Grant Program Application

### Village of Lombard ~ Environmental Concerns Committee

The Village of Lombard Multi-Family Recycling Grant is available on a limited basis to provide Multi-Family housing facilities with assistance in creating or enhancing a recycling program within their facility.

This application must be submitted to the Village of Lombard and will then be reviewed by the Environmental Concerns Committee for consideration. If approved, the Village will reimburse the applicant for up to six months of recycling service costs. The applicant is responsible to pay the hauler for the entire year of service and then must submit receipts to the Village for reimbursement of the last six months of service.

A brief description of the program and an estimated quote from Waste Management must be attached to this application.

Facility Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(If different than Facility Owner)

Facility Name: \_\_\_\_\_  
(if applicable)

Facility Address \_\_\_\_\_

Number of Units in complex: \_\_\_\_\_

Do you currently have a recycling program in your complex?  Yes  No

Type of program planned for or currently in use at your complex: \_\_\_\_\_

Anticipated annual cost of program (quote must be attached): \$ \_\_\_\_\_

Please complete this form in its entirety and return it to:

*David Gorman*  
*Assistant Public Works Director*  
*Village of Lombard*  
*255 E. Wilson Avenue*  
*Lombard, IL 60148*

630-620-5740



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

**Subject:** Rain Barrel Grant Program

**Section:** 4.A.

**Dept.:** PW

**Date:** June 19, 2008

**Revised:** October 7, 2010

**Updated:** December 2, 2010

**I. Purpose**

The purpose of the Rain Barrel Grant Program is to retain runoff from residential rooftops in order to improve local drainage and to treat rainfall as a resource instead of a liability.

**II. Procedures/Guidelines**

A. All owners of single family residences in the Village of Lombard are eligible for 100% reimbursement for one rain barrel at a cost not to exceed \$40. The rain barrel must be completely closed or screened to prevent mosquito breeding.

B. Grant applications shall be submitted to the Department of Public Works along with a copy of the store receipt and a photo of the installed barrel. Public Works shall evaluate the grant application and shall verify correct installation of the barrel prior to approving the grant.

C. Upon successful completion of the work and final inspection, the Village will reimburse the applicant per the Village's standard check mailing procedure.

D. Reimbursement is on a first-come, first-served basis, subject to the annual budget approved by the Village Board of Trustees in the Capital Improvement Program

E. The barrel shall be owned and maintained by the property owner, not the Village of Lombard.

F. The effective date of this policy is October 8, 2010 (originally dated July 1, 2008).

**III. Legislation/Documentation**

A. Minutes of June 4, 2008 Environmental Concerns Committee meeting.

B. Minutes of the June 19, 2008 Board of Trustees meeting.

C. Minutes of the September 28, 2010 Environmental Concerns Committee meeting.

D. Minutes of the October 7, 2010 Board of Trustees meeting.



VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

**Subject:** Compost Bin Grant Program                      **Section:** 4.B.  
**Dept.:** PW  
**Date:** March 19, 2009  
**Updated:** December 2, 2010

**I. Purpose**

The purpose of the Compost Bin Grant Program is to promote the on-site recycling of landscape waste and biodegradable food waste to reduce the volume collected from single family residential properties.

**II. Procedures/Guidelines**

A. All owners of single family residences in the Village of Lombard are eligible for 100% reimbursement for one compost bin at a cost not to exceed \$80. All compost bins and their use shall comply with the Lombard Code of Ordinances, Title IX, Chapter 92 "Composting". As such, they shall be appropriately closed to vermin.

B. Grant applications shall be submitted to the Department of Public Works along with a copy of the store receipt and a photo of the installed bin. Public Works shall evaluate the grant application and shall verify correct installation of the bin prior to approving the grant.

C. Upon successful completion of the work and final inspection, the Village will reimburse the applicant per the Village's standard check mailing procedure.

D. Reimbursement is on a first-come, first-served basis, subject to the annual budget approved by the Village Board of Trustees.

E. The compost bin shall be maintained by the property owner, not the Village of Lombard.

F. The effective date of this policy is June 1, 2009.

**III. Legislation/Documentation**

- A. Minutes of October 28, 2008 Environmental Concerns Committee meeting
- B. Minutes of the March 19, 2009 Board of Trustees meeting

