

Village of Lincolnwood



Stub Year 2023 Budget

May 1, 2023 - December 31, 2023





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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its Annual Budget for the fiscal year beginning May 1, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

The award is valid for a period of one year only. We believe the current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Lincolnwood
Illinois**

For the Fiscal Year Beginning

May 01, 2022

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Executive Director

Lincolnwood Officials



Board of Trustees



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Mayor



Grace Diaz-Herrera
Trustee



Jean Ikezoe-Halevi
Trustee



Craig Klatzco
Trustee



Chris Martel
Trustee



Mohammed Saleem
Trustee



Atour Sargon
Trustee



Beryl Herman
Village Clerk

Management Team

VILLAGE MANAGER

Anne Marie Gaura

ASSISTANT VILLAGE MANAGER

Charles Meyer

COMMUNITY DEVELOPMENT DIRECTOR

Scott Mangum

FINANCE DIRECTOR

Denise Joseph

FIRE CHIEF

Barry Liss

PARKS AND RECREATION DIRECTOR

Karen Hawk

POLICE CHIEF

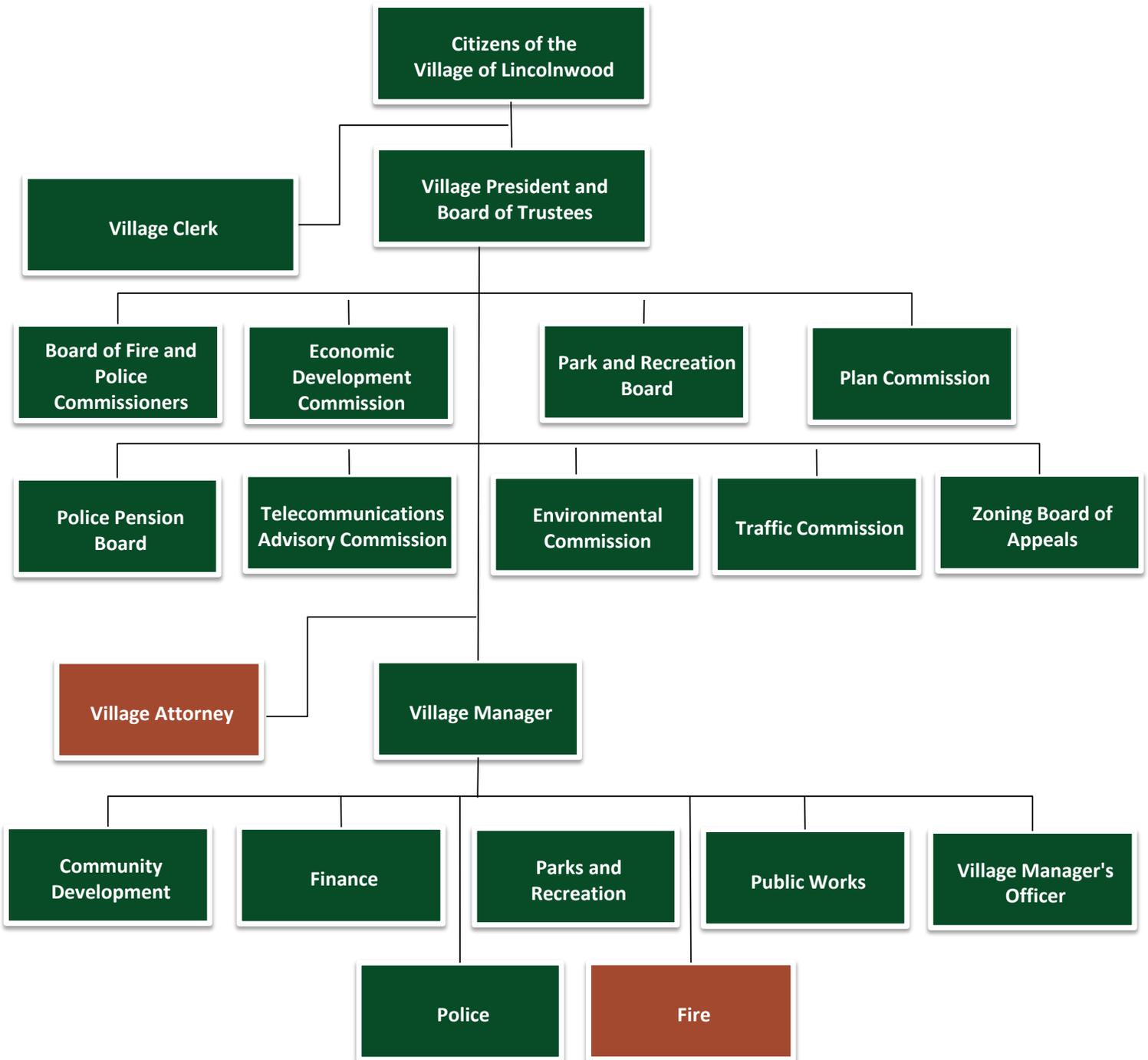
Jay Parrott

PUBLIC WORKS DIRECTOR

Vacant

Village of Lincolnwood

Stub Year 2023 Organizational Chart



 Contracted



Transmittal Letter

VILLAGE PRESIDENT
Jesal Patel

VILLAGE CLERK
Beryl Herman

VILLAGE MANAGER
Anne Marie Gaura



TRUSTEES
Jean Ikezoe-Halevi
Grace Diaz Herrera
Craig L. Klatzco
Christopher M. Martel
Mohammed Saleem
Atour Toma Sargon

May 1, 2023

The Honorable Jesal Patel, Village President
Village Board of Trustees
Residents of Lincolnwood

On behalf of the Village Management Team, it is my pleasure to present to you the Stub Year 2023 Annual Budget for the Village of Lincolnwood. The Village's eighth-month stub year commences on May 1, 2023 and concludes on December 31, 2023. Beginning January 1, 2024, the Village will operate and prepare financial reports on a 12-month calendar year.

One of the single most important things the Village does each year is adopt a budget. The annual budget identifies the Village's goals, accomplishments, long-term financial outlook and five-year capital plan. A significant amount of time and commitment is spent by both the elected officials and the Village staff to provide a comprehensive budget document. This budget is the foundation of the organization and upon which everything we do is built. The Stub Year 2023 Annual Budget across all Funds totals **\$32,098,571 in revenue** and **\$38,312,178 in expenditures**. The General Fund, the Village's main operating fund for the Village, includes **\$19,146,983 in revenues** and **\$22,252,853 in expenditures**, including capital.

Looking back on Fiscal Year 2023, the Village was able to continue to provide excellent customer service under challenging circumstances as the national economy continues to recover from the effects of the COVID pandemic that started in early 2020. Production, supply and shipping costs have been incredibly impactful on municipalities, residents and businesses, including the continued low unemployment rates has led to staffing shortages.

As we look forward to the remaining eight-months of 2023 and beyond, there remains an elevated level of uncertainty. Staff has made every effort to budget conservatively. The Finance Department will continue to monitor the financial environment closely and will be prepared to develop and implement revised financial plans should they be required.

VILLAGE PROFILE AND FINANCIAL CONDITION

Lincolnwood is governed as a Home-Rule community under Illinois law and operates under the Mayor/Trustee form of government with a full-time Village Manager appointed by the Mayor with concurrence from the Village Board. Under Home Rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The Village Manager is the chief administrative officer who oversees the day-to-day operations of the Village.

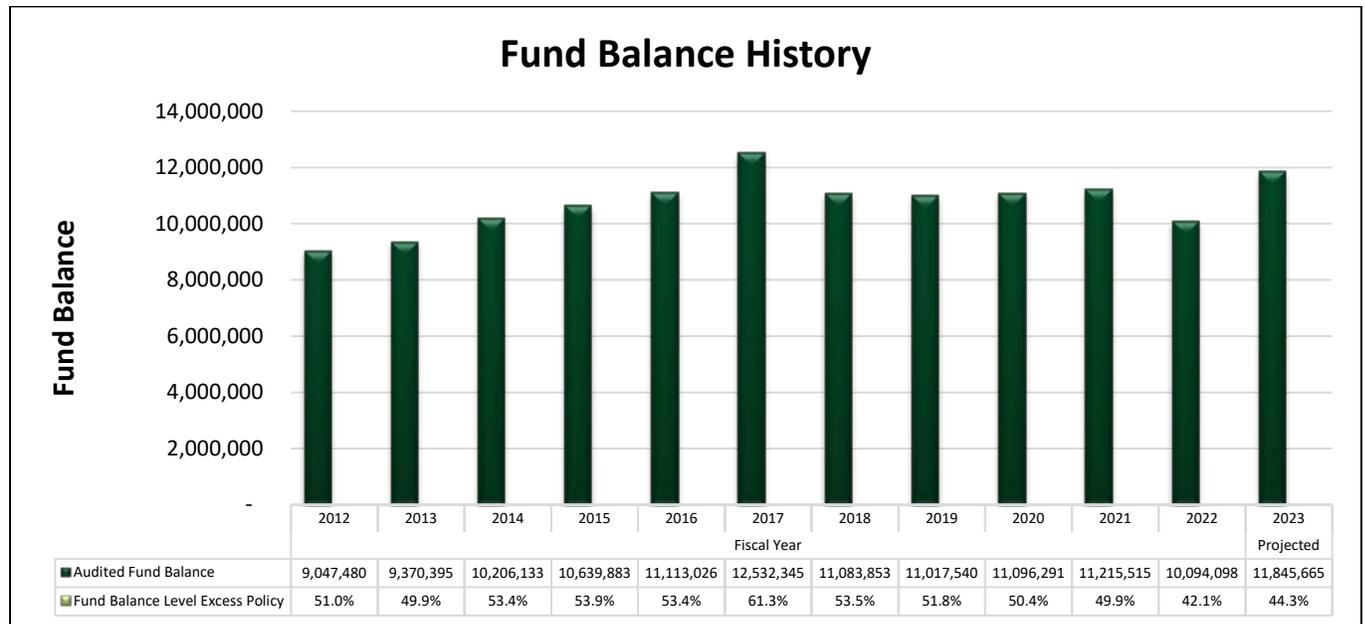


The Village currently has 88 full-time employees and seven part-time employees who work in the seven departments that combine to form the Village government. Each of these departments is managed by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

The Village’s financial position is very strong with a bond rating of Aa2. The 2021 Moody’s Investors Service report references the Village’s long history of maintaining very strong operating reserves and its light debt burden. Like many Illinois municipalities, the Village’s primary credit challenge is its pension burden.

Despite the economic and operational impact of the pandemic, the Village’s financial policies and sound fiscal decisions over the past several years have positioned the Village to “weather the storm” without reducing core services. This is due, in large part, to the Village’s ability to absorb a reduction in some revenues by relying on fund reserves that have been built over time.

The Village’s Fund Balance policy for the General Fund, which is the Village’s largest fund, indicates that fund balance shall be maintained at a level equal to 25-35% of the current year’s revenues. Surplus funds above the 35% level will be designated for the purchase of new or replacement of capital equipment and capital expenditures. The Village has historically maintained the fund balance above the maximum level as illustrated in the chart below.



Note: FY 2023 is an unaudited fund balance figure

The Village continues to operate in a positive economic environment. Overall, the Village’s General Fund financial projections remain in structural balance for the next few years, absent any additional unanticipated economic pressures.

BUDGET PREPARATION



The preparation for the Village’s annual budget begins six months prior to introduction and adoption by the Village Board and is prepared based on Generally Accepted Accounting Principles (GAAP). One of the first steps in preparing this document is to identify key goals within every department that will drive the decision-making process. The Village Manager, Assistant Village Manager and the Finance Director met with every department on an individual basis and collectively evaluated the first draft of the department’s operating budget.

The Finance Director estimated all revenue projections for the upcoming year, which gives direction to the Village Manager and departments as to the level of growth or reduction that can be reflected in expenditures. Several versions of the operating budget are drafted and a final recommended budget, which includes the 5-year capital plan, is presented by the Finance Director to the Village Board at the first Committee of the Whole meeting in April. Once the final budget is approved, an Appropriation Ordinance is adopted.

FINANCIAL OUTLOOK

As the Village approaches the end of the current fiscal year, most measures of economic and financial health of the Village appear positive. The Village continues to maintain a strong credit rating of Aa2, which was reaffirmed in July 2021. Fiscal Year 2023 has been a good year to do business in Lincolnwood as revenues in the General Fund are projected to exceed expenditures by \$1,751,567. The audited Fund Balance in the General Fund at the end of Fiscal Year 2022 was \$10,094,098. This reflects 42.1% over the Village’s Fund Balance level excess policy.

For Stub Year 2023, local businesses could experience difficulties maintaining inventory if supply chain issues continue. Beyond the financial risks associated with increasing inflation and supply chain backlogs, the Village Board is cognizant of several issues that may affect the Village’s financial position in future years. State legislative actions could have negative impacts on the composition of local revenue structures such as property tax and TIF reforms, and unfunded mandates. It will remain an important consideration for the Village to continue contingency planning in the event of revenue interruption or increased costs.

The Village has consistently implemented long-term financial planning to ensure that budget decisions have a positive impact on long-term sustainability. After making significant budgetary reductions during the pandemic, the Village has made strategic budget decisions as revenues have rebounded. This approach has enabled the Village to maintain appropriate fund balance reserves and ensure that unexpected events and/or actions do not require immediate reactive budget cuts.

BUDGET HIGHLIGHTS

The Village of Lincolnwood's budget administration is a yearlong process. The Finance Department monitors revenues and expenditures throughout the year and discusses any significant variances with the Village Manager and each Department Director. The Village's Annual Budget is developed by Village staff using revenue assumptions that have been reviewed by the Finance Committee and Village Board.

The Stub Year 2023 budget includes the following highlights:

- Property Tax revenue is budgeted \$1,500,000 less than the levy amount requested of \$6,322,409. Staff anticipates that with the first installment of Property Taxes delayed that the second installment may be delayed as they were in calendar year 2022.
- Revenue has not been budgeted for the Red Light Camera as the Village still awaits to hear from the Illinois Department of Transportation (IDOT). In addition, Cannabis tax is budgeted at \$100,000 as staff does not anticipate the Adult-Use Cannabis Dispensary to be in operation until June 2023.
- The use of excess Fund Balance in the General Fund to support \$2,585,346 million in capital equipment and projects.
- The use of Intergovernmental Risk Management Agency (IRMA) Excess Surplus for:
 - Lincolnwood Emergency Operations Center (EOC): \$80,000
 - Pool Front Desk Enclosure: \$7,000
 - Community Development Emergency Door: \$15,000
 - Picnic Tables: \$25,000
- The Police Department Budget includes the addition of one Police Officer to support the new District 1860 Development. The Community Development Budget includes the addition of a Combination Building Inspector I/II to increase plan review and inspection capabilities to improve customer service.
- Funding has been included in the amount of \$100,000 from the Berger Donation for design of an accessible playground in Proesel Park, summer camp scholarship funding and improvements to the summer camp experience.

Village staff will be closely monitoring revenues during the course of Stub Year 2023 to help guide future financial conditions. Recognizing that revenues are only one component to responsible budgeting, the Village has and will continue to closely monitor expenditures and proactively implement changes as appropriate to minimize the Village's reliance on economically sensitive revenue growth without impacting core services. If revenues are performing below budget projections, staff will apprise the Village Board and make recommendations as to how to address the shortfalls.

Additional information on the Village’s revenues and expenditures across all funds can be found in the subsequent pages of the budget document.

Strategic Plan

The Strategic Plan and Goal Development was adopted in May 2022 by the Village Board. The purpose of this Plan is to help guide an organization’s future and to help plan out the needs and goals of the organization.

The Plan covers a series of prioritized Goals for the Village to address over the coming years. In addition to the goals established by the Village Board, five general Strategic Priority Areas were identified by the Village Board. Those areas included:



These priorities are incorporated into the daily operations of staff and the organization to ensure that the expectations of the Village Board are reinforced and addressed in a consistent and thorough manner.

The Stub Year 2023 Budget includes a few key Strategic Plan Initiatives:

- **Service First Training: \$7,500.** The purpose of this goal is to transform the Village’s organizational culture through development and implementation of a “Service First” training program with periodic reviews.
- **Land and License – Maintenance Agreement for new software: \$34,200.** This initiative replaces the current land and license building permit software to provide a more customer service and business friendly environment.
- **Sustainability Plan Consultant: \$15,000.** The purpose of this goal is to develop an environmental sustainability plan. The consultant will identify missing sustainability actions and present the plan to the Village Board.

Investment in Workforce

Village employees provide the foundation for responsive and innovative services. Investment in our employees is reflected in our most recent Classification and Compensation Study and in the implementation of a competitive pay structure. The Village is committed to investing in our employees and resources have been directed accordingly. As a service organization, salary is the Village's largest category of expenditures.

Salaries in the General Fund are budgeted at \$11,354,981, which includes a 3.0% cost of living adjustment for our non-bargaining employees. In addition, compensation for employees represented by the two bargaining units is determined through the collective bargaining process. Compensation for bargaining unit employees is budgeted at 2.25% for International Brotherhood of Teamsters Local 700 (Public Works) and at 5.0% for the Fraternal Order of Police (Police).

Qualifying Village employees are covered by two defined-benefit pension plans. This includes one locally managed fund, the Police Pension Fund, covering sworn Police Officers, as well as one statewide fund, the Illinois Municipal Retirement Fund (IMRF), which covers all other qualified public employees. The benefit levels of both of these pension plans are governed by State law and may only be amended through acts of the Illinois General Assembly.

In addition, as the statutory requirement for the Police Pension Fund to be fully funded by calendar year 2040 approaches, pension contributions will continue to increase. This funding mandate may change by legislation, however, an extension in this deadline has not yet gained traction with the Illinois legislature. The Stub Year 2023 Budget includes a contribution in the amount of \$2,551,272, which is actuarially determined.

Lastly, the State legislature has enacted a requirement that the investments of public safety pension funds must be consolidated by June 2023. The precise impact of this consolidation is unknown at this time, but significant cost savings are expected on the management of investments in the future. The Lincolnwood Police Pension Fund completed the transfer of their assets to the Illinois Police Officers' Pension Investment Fund (IPOPIF) on June 1, 2022. The total amount of the initial transfer to IPOPIF was \$22,700,000.

Fees and Fines

As part of the Stub Year 2023 Budget development, staff reviewed various revenue enhancements, including fees, fines and charges for Village services. Based on the review, staff identified areas for potential modifications that were reviewed by the Finance Committee and presented at the March 16, 2023 Budget Workshop.

- Water Rates – As an enterprise fund, the Village's Water and Sewer Fund is created to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that costs of providing goods or services to the

general public on a continuing basis be financed or recovered primarily through user charges. All activity necessary to provide such services are accounted for in this fund, including administration, operations, maintenance, billing and collection. **Village tax dollars are not used to pay any of the costs associated with these water and sewer services.**

As approved by the Village Board at the March 1, 2022 meeting, the Water Fund budget includes the recommended water rate increases for Stub Year 2023. With the upcoming water main and lead service line replacement programs, the Water Rate Study was conducted and implemented to prevent a shortfall in the fund balance in the Water Fund.

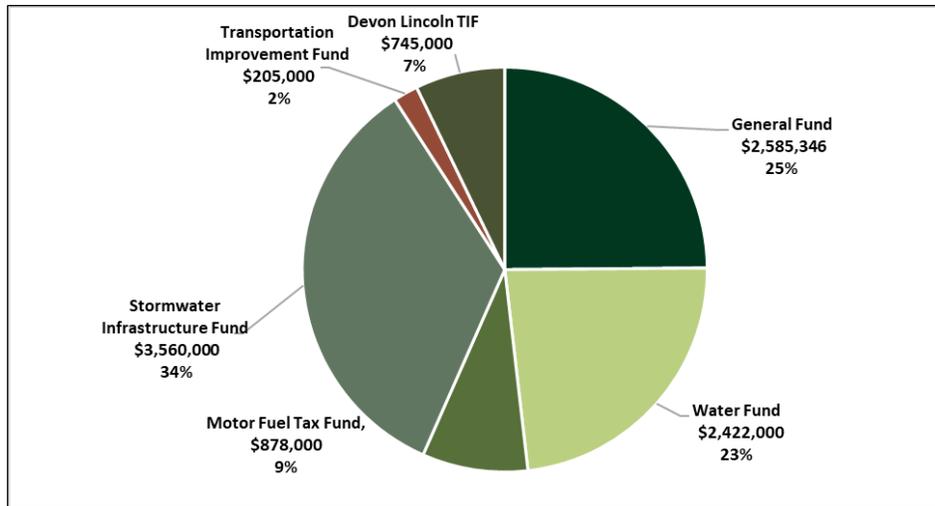
Rates were amended as follows:

- Basic water user charge (per 1,000 gallons) is calculated quarterly based on consumption - \$6.17
 - Debt service charge (per 1,000 gallons) is calculated quarterly. This charge is allocated to pay debts incurred to improve the water delivery system for projects such as new water main replacements - \$3.60 per unit
 - Capital improvement charge per month. This is allocated to fund Capital projects, such as, water main replacements. For 50 or more residential units - \$206.50
 - Capital improvement charge per month – all other accounts - \$3.33
 - Water meter fee (per quarter). These fees are assessed for the use of the Village’s water meters. 50 residential units or less - \$4.76 per month
 - Water meter fee (per quarter), 50 or more residential units - \$98.37 per month
 - Water meter fee (non-residential) - \$9.51 per month
 - Sewer user fee (per 1,000 gallons) is utilized for maintenance of the Village’s combined sewer system as well as any improvements or repairs that are needed - \$1.06 per unit
- **Valuation Based Building Permit Fee** – Based on external comparability, the Village Board approved an increase in the valuation-based building permit fees from 1.0% to 1.5% (from \$10 per \$1,000 of construction valuation to \$15 per \$1,000 dollars of construction valuation). It is estimated that the update to the valuation-based building permit fees from 1.0% to 1.5% would increase revenue by approximately \$105,000 per year based on the data from the last four full calendar years.

Capital Improvement Plan

The Village prepares and updates annually a five-year Capital Improvement Plan (CIP) to be approved by the Village Board. The CIP is developed with an analysis of the Village’s infrastructure and other capital needs, and the financial impact of the debt service required to meet the recommended financing plan. The CIP contains \$10,395,346 in anticipated

expenditures for Stub Year 2023 across all funds. All of the proposed Capital expenditures are included in the 2023-2027 CIP which was reviewed at the February 28, 2023 CIP Budget Workshop.



The Stormwater Infrastructure Fund represents the largest anticipated expenditures at \$3,560,000 followed by the General Fund. The Stub Year 2023 Budget includes \$3,330,000 for the last phase of the Street Storage Program. This project will improve the Village’s stormwater protection during heavy rain events. The project is funded through the issuance of General Obligation Bonds and a 0.25% Home Rule Sales Tax.

The General Fund represents the second largest fund and includes \$2,585,346 for capital investment that is being offset by use of fund balance reserves and grants. The following are some of the more significant capital items scheduled for Stub Year 2023 in the General Fund:

- Flowers Park Renovation - \$1,239,294. Partially Grant Funded by Open Space Lands Acquisition and Development (OSLAD)
- 2023 Infrastructure Plan - \$1,548,000. Funded through the issuance of General Obligation Bonds, funded by the Motor Fuel Tax and Water/Sewer Funds
- Purchase of four Public Safety Vehicles - \$235,000. Funded by the American Rescue Plan Act (ARPA) Funds

The critical nature of making strategic capital investments in our community’s assets is reflected in the capital budget requests and is representative of the Village Board’s priorities. Additional information regarding capital investments can be found within the capital improvement section of the budget document.

American Rescue Plan

The Village of Lincolnwood was fortunate to receive funding from the American Rescue Plan Act (ARPA) in the total amount of \$1,664,636.84. The first tranche was received in Fiscal Year 2022 and the second tranche was received in Fiscal Year 2023. The Village Board's decision was to use the funding for the replacement of Public Safety vehicles.

Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood for its annual budget for the fiscal year beginning May 1, 2022. This is Lincolnwood's 14th year receiving the award. To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Closing

The Annual Budget is one of the Village's most important documents. In line with Village Board priorities, the budget includes continued investment in Village's infrastructure, improved process efficiencies and economic development initiatives. In order to maintain the Village's positive financial position, staff will continue to monitor the actions of the State and the impact it may have on revenues and expenses.

While there has been economic recovery at the national, state and local levels from the impact of the pandemic, the Village has a long-standing history of maintaining conservative financial practices. This positions the Village to improve the infrastructure, maintain high level service delivery to residents and plan for the future while weathering the impacts of the pandemic and economic challenges.

The budget document is a reflection of the hard work of many individuals and is truly a team effort. My thanks to the Department Directors, their deputies and staff for their careful and thoughtful consideration of their budgets. There are several people that deserve special recognition for their assistance during the budget process.

Special thanks to Finance Director Denise Joseph for leading our budget process and ensuring this award-winning budget is compiled in a thorough and timely fashion. Special thanks also goes to the budget team including Assistant Village Manager Charles Meyer and Management Analyst Jake Litz whose meticulous attention to detail is greatly appreciated in reviewing and

refining the document. I thank them for their help and efforts in ensuring we produce a thorough budget document.

Finally, I want to express our gratitude to the Mayor and Village Board for their shared commitment to the Village. The community continues to benefit from their collective direction and support. The thoughtful, respectful and informed leadership and decision-making has never been more important as we continue to navigate these unprecedented times. The Village staff looks forward to working with the Village Board to implement the initiatives outlined in this budget and continuing to provide quality services to the Lincolnwood residents.

Respectfully Submitted,

A handwritten signature in black ink that reads "Anne Marie Gaura". The signature is fluid and cursive, with the first and last names being more prominent.

Anne Marie Gaura
Village Manager



Community Guide

A CLOSER LOOK AT LINCOLNWOOD



Lincolnwood is governed as a Home Rule community under Illinois law and operates under the Mayor/Trustee form of government with a full time Village Manager appointed by the Mayor and Board of Trustees. Under Home Rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The Village Manager is the chief administrative officer who oversees the day-to-day operations of the Village. The Village currently has 86 full-time employees and seven part-time employees who work in the seven departments that combine to form the Village government. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

Statistics and Demographics

Land Area: 2.69 square miles
County: Cook
Region: Northeast Illinois
Elevation 604 feet (mean)
Population (2020 Census): 13,463
Water Supplier: City of Evanston
Source: Lake Michigan
Storage Capacity: 2.25 million gallons
Electric Supplier: ComEd

Government Information

Type of Government: Mayor/Trustee with a full-time Manager
Special Financing Techniques: Tax Increment Financing
Number of Village Employees: 366
Police: 33 full-time sworn officers
Fire: 29 full-time, 12 vehicles
Public Works: 28.5 full-time equivalent

Transportation

Major Highways/Routes

I-90, I-94
I-290, I-294
US 50, US 14, and US 41

Airports

(miles from Lincolnwood)

O'Hare International - Chicago, IL (9 miles)
Midway International - Chicago, IL (23 miles)
Mitchell Field International - Milwaukee, WI (74 miles)
Gary/Chicago International - Gary, IN (39 miles)



Village of Lincolnwood

History

The Village of Lincolnwood is an ethnically diverse and balanced 2.69 square mile suburb of Chicago. The Village has a strong base of residential, commercial and light manufacturing properties. The Village is a business-friendly community that has several ongoing development opportunities.

Potawatomi Native Americans originally settled the wooded area now known as Lincolnwood, but then vacated the land after the Indian Boundary Treaty of 1816.

Johann Tess, for whom the village was originally named, and his family came from Germany in 1856. Population slowly increased and the first commercial establishment, the Halfway House Saloon, was established in 1873.

The agrarian population grew after the establishment of a Chicago & North Western Railway station in nearby Skokie in 1891 and the completion of the North Shore Channel in 1909, which made the easily flooded prairie land manageable. More saloons and taverns soon appeared, specifically along Crawford and Lincoln Avenues. Because only organized municipalities could grant liquor licenses, 359 residents incorporated in 1911 and named the Village Tessville.

During Prohibition, Tessville became a haven for speakeasies and gambling facilities. Tessville was long reputed for drinking and gambling until the 1931 election of its longest-serving mayor, Henry A. Proesel, a grandson of George Proesel, one of the original American settlers. Proesel worked with the federal government to hire the community's entire unemployed workforce to plant trees on the Village streets. Proesel finally changed Tessville's image when he changed the name of the Village to Lincolnwood in 1936.

Lincolnwood was able to keep taxes attractively low by fostering the growth of light industry and by attracting such giants as Bell & Howell. The opening in 1951 of the Edens Expressway had the most profound impact on the growth in the Village's history. It offered easy and fast access to and from Chicago, causing the community's population to grow from 3,072 in 1950 to more than 13,463 in 2020.

The Village is overseen by a President and Board of Trustees who appoint a Village Manager who is charged with overseeing the day-to-day operations of the Village.



Boards and Commissions

Purpose

The challenges which face municipalities across the country are similar to the ones facing Lincolnwood. Diminishing human and financial resources take their toll over time, if a Village is not proactive. The Village encourages citizen involvement in local government and residents fill a vital role on our many committees and commissions.

Boards and Commissions consist of Village residents and/or business people. Each member is appointed by the Village President with consent of the Village Board of Trustees.

Board of Fire and Police Commissioners

The Board of Fire and Police Commissioners is comprised of five members appointed by the Village President, with staggered terms of appointment. The Commission is responsible for the certification and appointment of police officers and for promotions within the Police Department, with the exception of the Chief and Deputy Chief. The Board conducts disciplinary hearings when the Chief of Police brings formal charges against a sworn member of the Police Department. The Board of Fire and Police Commissioners meets as required to address Police and Fire Department matters.

Economic Development Commission

The Economic Development Commission (EDC) was created in 1994 by Village Ordinance as an advisory body to the Village Board. In creating the Economic Development Commission, the Village Board established as its purpose the encouragement and facilitation of economic growth within the Village.

Environmental Commission

The Environmental Commission was created in 2021. The Environmental Commission's primary purpose is to develop public awareness on environmental issues through education and outreach.

Foreign Fire Insurance Board

The Foreign Fire Insurance Board was created in 2022. The purpose the board is to adopt rules, by-laws and procedures necessary to expend the revenues that are collected from out-of-state insurance companies that issue fire insurance policies in the State of Illinois. Revenues are placed in the hands of the Village's Foreign Fire Insurance Board and must be spent "for the maintenance, use, and benefit" of the fire department.

Parks and Recreation Board

The Parks and Recreation Board reviews and recommends policies, fees, administrative and budgetary matters to the Village Board. Park and Recreation Board meetings are held on the second Tuesday of each month in the Village Hall Council Chambers.

Plan Commission

The Plan Commission serves as an advisory body to the Board of Trustees. The Plan Commission hears all applications for Amendments to the Zoning Ordinance, Special Uses, and Planned Unit Developments. The Plan Commission is comprised of seven members who are Village residents.

Police Pension Board

The purpose of the Pension Board is to govern the investments for current and retired Lincolnwood Police Officers and is also responsible for administering benefits for retired and disabled officers.

Telecommunications Advisory Commission

Serving as an advisory commission, members review Telecommunications Regulations and Franchise Agreements as needed. Meetings are scheduled when such reviews are necessary.

Traffic Commission

The Traffic Commission is a recommending body to the Village Board, formulated to hear and review matters involving parkway parking permits, resident only parking, traffic calming devices such as speed humps, stop sign requests, access issues to Village streets, alley vacations, bicycle safety, pedestrian safety, line-of-sight issues and other traffic safety/control issues as needed. The Commission meets on the fourth Thursday of each month except for November.

Zoning Board of Appeals

The Zoning Board of Appeals serves as an advisory body to the Board of Trustees. The Zoning Board of Appeals' major function is to conduct Public Hearings and to consider Variation requests pertaining to the Zoning Code. The Zoning Board of Appeals is comprised of seven members who are Village residents.



Strategic Plan



Village of Lincolnwood

Strategic Plan and Goal Development 2021-22

Prepared by project coordinators and workshop facilitators:

Greg Kuhn, Ph.D., Director, CGS

Jeanna Ballard, MPA, Senior Research Specialist, CGS



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement and Regional Development



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Executive Summary

Strategic planning helps guide an organization’s future more effectively than making decisions issue by issue. The Village of Lincolnwood (“the Village”) engaged the Center for Governmental Studies (CGS) at Northern Illinois University (NIU) to facilitate a strategic planning workshop with board and senior staff members in October 2021. It is important to note that the Village started the strategic planning process in spring 2020 but made the decision to postpone the process due to the impact of COVID-19. Prior to delaying the process, six focus groups were conducted (please see Appendix to review the comparison between the 2020 and 2021 focus group feedback). The process resumed in fall of 2021 and the Village re-engaged CGS to complete the strategic planning process. Prior to the two half-day strategic planning workshops in October 2021, three focus groups were conducted virtually in August 2021 with residents, intergovernmental/civic organizations, and the business community to gather input on the Village’s future vision and goals.

With the focus groups as a starting point for discussions, the strategic planning workshops provided a positive atmosphere for the board and senior staff members to collaboratively review and develop a vision for the Village’s future. Ultimately, workshop participants created strategic goals focusing on where the Village wants to go as an organization and community in both the short- and long-term. As was discussed and reviewed during the workshops, executive-level strategic planning sessions are a staple of good governance and leadership for progressive organizations and are recommended every other year.

Strategic Goals

After a series of environmental scanning discussions regarding the Village’s visions for the future, current strengths, weaknesses, opportunities, and challenges, participants were asked to identify short- and long-term goals. Upon completion of an updated list of goals, participants were then asked to classify each goal according to a matrix model of time and complexity. Agreed upon criteria were used to classify a goal as short- or long-term and as complex or routine (please see full report for defined criteria).

After the strategic planning workshop retreat, the Village Board was asked to delineate, via an online ranking exercise, which goals should be given the highest priority. In total, the group developed six short-term routine goals, eleven short-term complex goals, four long-term routine goals and twelve long-term complex goals. The *top three goals* from each category are offered as a process “snapshot” representing the most important strategic goals or priority areas for the board and staff to address in the months and years ahead (see below). For a full review and appreciation of all the strategic goals developed, discussed, and ranked, please refer to the full report.

Short-term Routine

- Define and promote a “Service First” culture to transform the organizational culture of the Village and enhance the Village’s customer service experience.
- Undertake community development improvements to enhance customer service and streamline efficiencies.
- Develop a financial forecast plan for Village revenue and expenses.

Short-term Complex

- Replace land and license building permit software.
- Complete the Lincolnwood Town Center Concept Plan and identify a purchaser.
- Develop and implement a plan to identify a hotel to be located at 1860.

Long-term Routine

- Implement the financial forecast plan for Village revenue and expenses.
- Transform the Village’s organizational culture to one of Service First through development and implementation of a “Service First” training program and onboarding protocols for new staff along with periodic audits and review of programs.
- Identify, coordinate, and construct a new location for Parks and Recreation Department.

Long-term Complex

- Identify strategies to redevelop the Lincolnwood Town Center Mall.
- Develop sites adjacent to District 1860 to attract visitors, businesses, and residents to the Village.
- Identify strategies to have the Northeast Industrial District (NEID) redevelopment well underway.

Strategic Priorities

Ultimately, five key strategic priority areas were identified as an outcome of the process highlighting activities and initiatives that the Village should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process are illustrated below (in no particular order).

Strategic Priority Areas

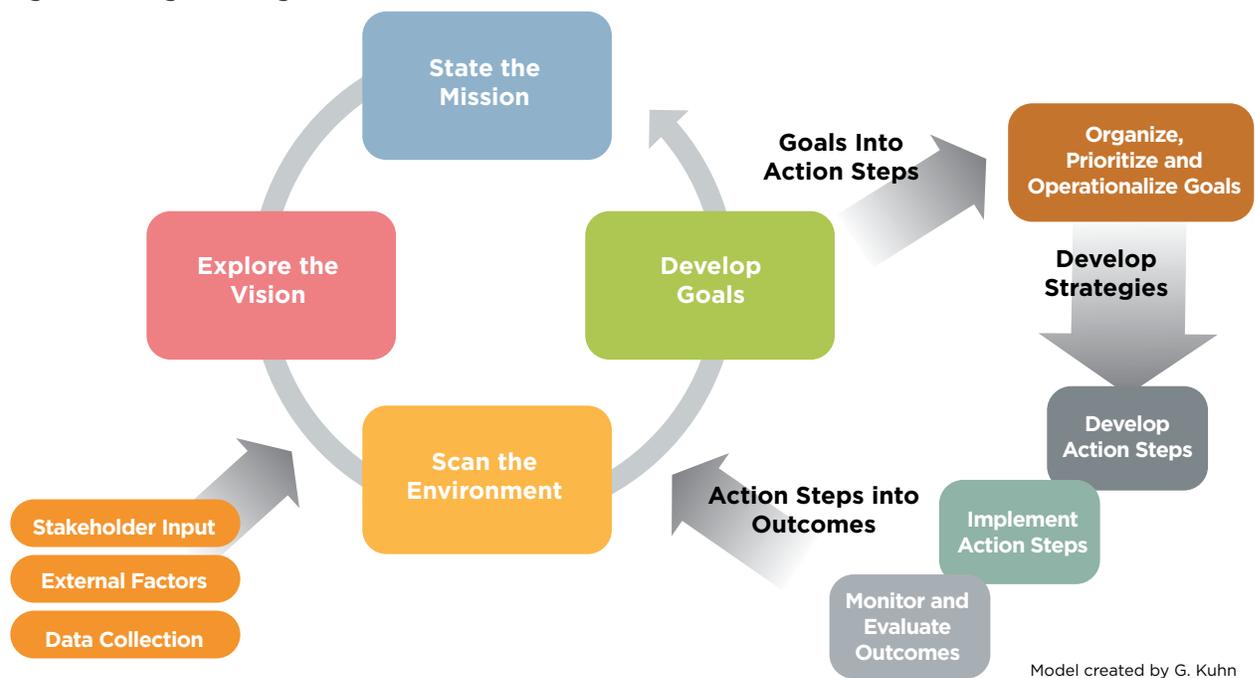


Introduction

As an organization, the Village has placed itself among the special class of entities that have made a commitment to formalized strategic planning and goal setting exercises (Figure 1). As Village leaders are aware, strategic planning is not a new phenomenon for progressive communities and government agencies. Policymaking boards and staff in both private and public organizations recognize the value of such processes. This important work will serve the Village of Lincolnwood and the community well into the coming years. The board and senior staff members gathered in October 2021 to discuss the Village’s vision, important policies, key topics, and issue areas, and to develop goals to ultimately establish a future direction for the Village. The strategic planning workshops provided a positive atmosphere to set aside time to methodically, strategically, determine where the Village wants to go as an organization. As was shared with the board and senior staff members at the conclusion of the workshops, the Village should resist the temptation to rearrange priorities as the fiscal year moves along. It is important to adhere to the results of the board’s and senior staff members’ efforts throughout this process and the Village’s budgeting process.

Keep in mind that the judicious use of the Village’s limited resources (including financial resources and professional staff time) will be the key to good results. These high standards can place a strain on the organization, as excellence requires adequate staff time, expertise, and resources. In the end, quality policies and quality implementation equate to tough choices in setting priorities and allocating resources. Only a limited number of goals and objectives can be effectively managed and implemented at any given time. In a very realistic sense, clear and stable priorities must be maintained if the Village desires to stretch its resources as far as they can go.

Figure 1. Strategic Planning Model*



**Model generally represents the steps that are taken for this type of initiative.*

Pre-Workshop:

Taking Stock, Stakeholder Engagement Process

Stakeholder engagement is an important pre-workshop component designed to help ground the environmental scanning portion of the process. Listening is vital to planning, and these steps help the organization “take stock” and understand current Village policies and operational perspectives, perceptions, and preferences. In August 2021, three focus groups were conducted virtually with the Village’s residents, intergovernmental/civic organizations, and business community.

The focus group sessions were designed to serve as a primer for the strategic planning process. The information presented next in summation was shared at the workshops and added *exploratory* and *thematic information* for the Board and Senior Leadership Team to consider. As a result of the focus group sessions’ responses and feedback, the facilitators identified six overarching themes, presented in no particular order (Figure 2). The themes represent important topic areas that the Village leadership and board were asked to consider as they went through the workshop exercises and developed short- and long-term goals. Therefore, it is not unusual to see alignment between the focus group themes and the priority areas identified as part of the entirety of the process. Please see [Appendix](#) for a full summary of all focus group questions and aggregated responses for each theme.

Figure 2. Aggregated Focus Group Identified Themes



Outline Of Workshop:

Leadership Exercises and Discussion Sessions

All of the discussion sessions used in the planning effort employed approaches that were highly participative and interactive. The process was informed by the environmental scanning components and the identified strengths, weaknesses, opportunities, and challenges for the Village. The workshop facilitators utilized a group discussion approach called ‘*Nominal Group Technique*’ where the facilitator assured that participants had equal opportunities to speak and share opinions. During the workshop sessions, individuals had the opportunity to generate and share their ideas, as well as participate in group activities allowing them to weigh alternatives and refine their thinking through dialogue. As ideas were shared and debated, the group worked steadily toward a consensus regarding organizational values, purpose, future directions, and priorities.

Introduction/Icebreaker Exercise

Describing The Village and Future Visioning

Participants engaged in introductory/ice breaker exercises designed to stimulate conversation by providing a few key words to describe the Village. The board and senior staff also participated in a visioning exercise to describe the desired future direction and condition of the Village by answering the following visioning question: “In 10-15 years, when I return to the Village of Lincolnwood, what do I hope to see, or think I will see, with regard to the Village and its activities?” Participants were asked to think about their ideas ahead of time and then be ready to share them with the group during the first session of the workshop. This was a brainstorming exercise – all ideas about the Village’s future were encouraged and shared. No evaluative or judgmental debate was permitted during this session. Below is a summary of those answers.

Words Used to Describe the Village of Lincolnwood: Word Cloud



Exploration of the Village of Lincolnwood’s Desired Future Condition: Visions of the Future

Visions of the Future

Board Responses

More walkable community and sidewalk connectivity that leads to destinations.

More visible/exciting place, bustling downtown at the Mall site.

More amenities/attractions to bring people into the community, more culture and entertainment options, enhance regional connectivity to draw people in – become a destination.

Better utilize Lincoln Avenue – make it a focal point.

More vitality – people want to be here. Some sort of attraction to draw visitors (e.g., museum) – for all ages.

More youth activities to attract families.

Have the same core values – family, housing, trees/environment, and more development.

Enhanced connectivity across the community – multi-modal with multiple attractions. Public transportation to Chicago and around town.

More people being accepting of each other.

“We are on the way.”

Staff Responses

More development and growth in the built environment but the family and residential community still prospering among the changes.

Walkable downtown created/central destination.

Pratt, Lincoln, Crawford – maximize on the opportunities for redevelopment – vacant buildings and land parcels – residential and commercial, more multi-family residential options – broad range of housing for all stages of life.

Planning for the future – in the middle of these plans, focused on hiring a diverse/quality workforce – be the place people want to work. Proactive culture – attract and retain residents and staff.

Police: Use of more technology to enhance efficiency and make things more available to the community, and slower traffic. Body cameras integrated into record management. Use of technology for reporting – automatic integration with police authentication.

Public Works: Community invested in itself – streetscaping, infrastructure, transportation to attract businesses and residents, pave gravel alleys to mitigate stormwater issues and maintenance. Embrace technology – use GIS to track assets and enhance efficiency, alternative fuel sources – more environmentally friendly.

Finance: Downtown district (Lincoln/Pratt) close proximity to Village Hall – row of shops, restaurants, people walking around. Diversify businesses – investing in technology, front counter is a one-stop shop (pay for permits, bills, etc.) – process improvement and customer service, maintain staff for one-on-one interaction with online payment options.

Community Development: Sustaining strong housing stock. More emphasis on commercial development into a series of things rather than individual – more unified approach to the corridors to enhance connection, safety, unity, etc. Become more business-friendly – through policy make things easier to reach the vision.

Fire: More of a non-emergency response (community paramedics – home checks) – less transportation to the hospital and more focus on home health, more use of social workers on staff, use of technology to put out fires, e.g., non-lethal grenade. Most buildings with sprinkler systems – less emphasis on fire – maybe medical services department.

Parks & Recreation: State of the art amenities – entertainment venue, recreation center, expansion of outdoor parks and recreation, diversified programming, e.g., mental health to support other services – police/fire/public works.

Administration: Mall redeveloped, 1860 development completed, continue to do more with same or less – need to leverage resources, live-time information sharing, changes in staffing structure – remote work, balance between human resources and technology. Technology integrated in all functions. EMS Department with nurses on staff instead of the Fire Department. Village workforce more representative of the community. Second floor on Village buildings to enhance space.

Environmental Scanning Part I

Surrender or Lead

Participants were introduced to a leadership exercise entitled “Surrender or Lead.” They were asked, in small groups, to respond to a series of structured questions designed to initiate discussion and reveal hopes, perspectives, challenges, opportunities, and possible barriers based on the collective view of each participant’s group. The group’s responses were recorded and are reported below. The **bolded** and underlined sections are key phrases that the group provided in response to the exercise’s open questions and prompts.

Group #1

1. We want to **have growth and development, but have vocal opposition and need to find a balance.**
2. The two most important things to focus on are **infrastructure** and **business development** because **these are the future.**
3. If it weren’t for **lack of funding**, we would have **better facilities to support the community.**
4. We need to finally **break ground on the purple hotel site.**
5. **A unified board** will have the biggest impact on the Village in the coming 2-3 years.

Group #2

1. We want to be **business friendly**, but **we receive resident opposition.**
2. The most important things to focus on are **being pedestrian-friendly, infrastructure** and **attracting businesses** because of **the need for quality of life enhancement.**
3. If it weren’t for **limited revenue**, we would **resolve flooding issues.**
4. We need to finally **establish Lincoln Avenue as “Main Street.”**
5. **Clearly defining permitting/zoning expectations for prospective businesses** will have the biggest impact on the Village in the coming 2-3 years.

Group #3

1. We want to be **diverse**, but **integrate and include everyone in the community.**
2. The two most important things to focus on are **access** and **service** because **without access and service we wouldn’t be a community.**
3. If it weren’t for **objections**, we would have **no audience.**
4. We need to finally **define our plan (identity).**
5. **Commercial development** will have the biggest impact on the Village in the coming 2-3 years.

Group #4

1. We want to **fund all projects and address all needs of the community (infrastructure, technology, development),** but **are financially constrained.**
2. The two most important things to focus on are **financial stability** and **a diverse and represented community** because **it will allow us to move into the future and achieve goals.**
3. If it weren’t for **cyclical uncertainty**, we would **be able to achieve our desired goals more quickly.**
4. We need to finally **move ahead to the 21st Century.**
5. **District 1860** will have the biggest impact on the Village in the coming 2-3 years.

Environmental Scanning Part II

Large Group S.W.O.C. Analysis

The next step of the strategic planning workshop involved reviewing and accounting for the internal and external factors present in the environment that can potentially influence the success of the Village, both negatively and positively. Given the exploratory statements and challenges raised in the Surrender or Lead exercise, participants were then asked to identify what constraints and practical difficulties are likely to be encountered that will make it challenging to achieve the desired future state. These elements included both internal and external factors, conditions, trends, regulations, agencies, resources, etc. Furthermore, participants were asked to identify the organization’s **strengths (S)** and **weaknesses (W)**. In what areas does the Village regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, training, etc.? What **opportunities (O)** are on the horizon that can be used to the Village’s advantage? Conversely, what **challenges (C)** lie ahead that would be obstacles or hindrances? Those answers are captured next.

S.W.O.C. EXERCISE (Strengths, Weaknesses, Opportunities, Challenges)

Internal

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Location • Schools • Parks/recreation • Pool • Our Village staff • Tax base • Excellent restaurants • Library • Touhy corridor/traffic • Culturally diverse • Diversity • Population supportive of environmental initiatives • Talent of both elected officials and staff • Community pride • Vocal community • Fire and police • Village Board • Foresight 	<ul style="list-style-type: none"> • Size • Access to transit • School system • Hidden • Lack of downtown • Lack of indoor recreation center • Government facilities — age, space, maintenance, etc. • Lincolnwood history • Lack of clear identity • Infrastructure • Maintenance • Facilities • Lack of complete capital program • Environmental policy • Limited options for businesses • Lot layout and sizes • Varying perceptions • Varying expectations • Council-Manager form of government by ordinance

External

OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"> • Location • Access to transit • School system – programming/community • Downtown – (Pratt, Crawford, Lincoln) • Recreation Center – school facilities could help with this – partnership • Technology • Traffic – drive economic development • Critical mass – Mall/redevelopment • External communication/community outreach • Comprehensive CIP • Tax levy • Environmental initiatives • Vocal community/community pride • Community supports development • Translation services • Centennial Park • Sales tax rate – follow neighbors • Holistic long-term review of revenues <ul style="list-style-type: none"> - Capital, operations, streamline - 2-year budget • District 1860 – increase population • 2020 Census – capture the population increase • Village Board – Foresight, establish downtown <ul style="list-style-type: none"> - Make the decision to develop a downtown 	<ul style="list-style-type: none"> • Location • Vocal community • Size of community • Access to transit • Diversity • Language barriers <ul style="list-style-type: none"> - Engagement • School system • Community identity – “hidden gem” <ul style="list-style-type: none"> - Gateways need improvement - Perceptions vs. reality • Technology • Village facilities – aging, maintenance, space, etc. • Community pool maintenance/aging • Traffic on Touhy • Traffic congestion • No critical mass • External communication • Infrastructure • Environment – impact on infrastructure (in general) • Federal and State unfunded mandates • Limited opportunity for business, e.g., space • Lack of parking for businesses • Community layout – proximity of conflicting uses • Lack of trust in government • Varying expectations from residents on government standards, norms, services • Very wide socioeconomic gap • Minimum wage • Pressure to maintain low taxes equal to peers • Tax base • Nonprofits coming off tax roles • Imbalanced funding • Police pension funding

Nominal Group Goal Identification

With the preceding workshop sessions as a sound foundation for goal setting, the final workshop session was a healthy group discussion of goals and/or action items needed to achieve the future visions as expressed by the group. Agreed upon criteria were used to classify a goal as short- or long-term. The purpose of the exercise is to group goals of roughly the same type together so when prioritization occurs, the participants can avoid the problem of comparing “apples to oranges.”

The agreed upon criteria used for classifying goals as either short- or long-term involved the following: **Short-term goals** were those goals that could or should be completed or substantially underway in the next one to three years. **Long-term goals** were those goals that could or should be completed or substantially underway within a three-to-eight-year time frame. **Complex goals** were goals that required extraordinary resources, specialists, funding, or the agreement of outside organizations or agencies. **Routine goals**, although not necessarily simple, were goals that could be accomplished upon unilateral decision of the board and within present budget streams or with minor revenue enhancements or reallocations.

To begin the process, participants returned to the groups they had worked with during the previous Surrender or Lead exercise. Each member was allotted time to highlight the three or four most important policy and program goals they thought the Village should accomplish in the next one to three years as well as establish long-term goals focused on a three-to-eight-year time frame. The groups then shared their short-and long-term goals with the larger group for feedback and discussion. Goals that participants developed could be highly specific or general.

Open Group Discussion and Consolidation of Goals

This final phase of the discussion served as the forum for board and staff members to discuss, evaluate, and debate the ideas and goals offered by each participant in the previous sessions. Participants were asked to give their opinions, evaluations and judgments of the worthiness and value of different policy objectives. Participants were also asked to confirm each goal as short- or long-term, especially where similar goals were developed.

Post-Workshop:

Goal Prioritization and Board Ranking Exercise

After the workshop, each Board member was asked to delineate, via an online ranking exercise, which goals should be given the highest priority. The Board was provided an online ranking tool where point values were assigned to each goal in each quadrant of the time and complexity matrix by individuals. The calculation of goal prioritization consisted of “forced ranking” where the ranking of each identified goal is an average of the rankings given by all participants. For example, if a goal were given the scores of 2, 5, 6, 6, 1, 2 and 3, the average total would be 3.57. **The lower the score, the higher the priority.** Again, the average totals were based on the ratings provided.

The following illustration presents the dashboard of *high, medium, and lower* priority levels for the short- and long-term strategic goals based on the consensus ranking exercise conducted by the board (Figure 3). The priority levels were determined based on the goal’s average score calculated by the individual board rankings. The goal priority dashboard demonstrates the most important strategic goals, tasks, and objectives for the board and staff to address in the months and years ahead.

Figure 3. Strategic Goals - Priority Dashboard

Short-term Routine Goals	Priority Level
Define and promote a “Service First” culture to transform the organizational culture of the Village and enhance the Village’s customer service experience.	High
Undertake community development improvements to enhance customer service and streamline efficiencies.	High
Develop a financial forecast plan for Village revenue and expenses.	Medium
Enhance opportunities to improve communication with the use of multiple platforms to reach all demographics (e.g., translation services, newsletters, senior wellness checks, etc.).	Medium
Identify strategies to host more community-building and cultural events to celebrate the Village’s diversity and continue to promote a sense of welcoming/belonging.	Lower
Undertake strategies to complete the redevelopment of Whistler’s.	Lower

Short-term Complex Goals	Priority Level
Replace land and license building permit software.	High
Complete the Lincolnwood Town Center Concept Plan and identify a purchaser.	High
Develop and implement a plan to identify a hotel to be located at 1860.	High
Conduct a Village-wide water rate analysis.	Medium
Identify and implement quality control strategies for street storage to help mitigate flooding and other stormwater issues.	Medium
Review and update the 2016 Comprehensive Plan to help support the goal of developing a downtown district.	Medium
Undertake a Village-wide facilities audit and develop a facilities plan, including a space needs assessment.	Medium
Develop a Parks and Recreation Master Plan.	Lower
Develop an environmental sustainability plan.	Lower
Develop a Village-wide sidewalk accessibility plan to enhance ADA compliance, community connectivity and walkability, and for Village Parks.	Lower
Develop plans to locate, fund, and construct a Village-owned dog park.	Lower

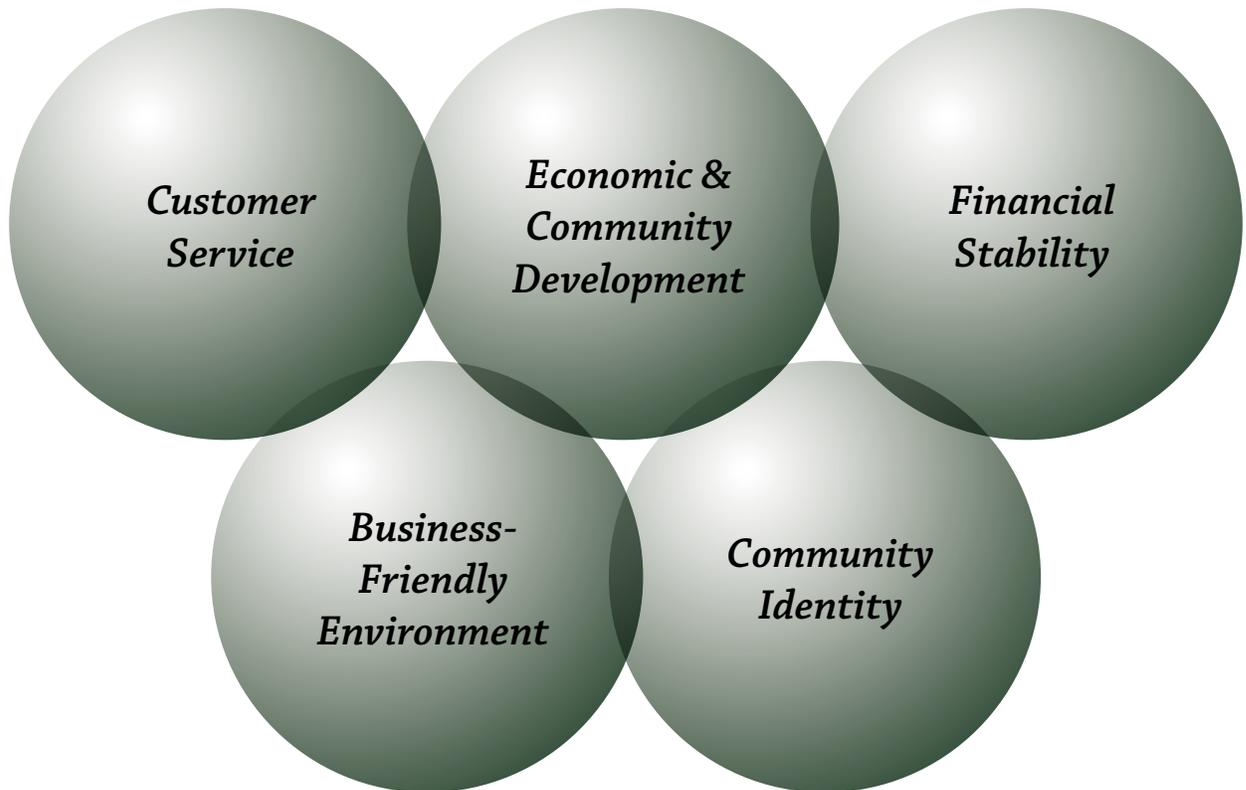
Long-term Routine Goals	Priority Level
Implement the financial forecast plan for Village revenue and expenses.	High
Transform the Village’s organizational culture to one of Service First through development and implementation of a “Service First” training program and onboarding protocols for new staff along with periodic audits and review of programs.	Medium
Identify, coordinate, and construct a new location for Parks and Recreation Department.	Lower
Continue to re-evaluate, update, and fine-tune a long-term infrastructure plan, which includes Parks and Recreation, including identified funding strategies.	Lower
Undertake a facility/space needs assessment/evaluation for Village Hall specifically Admin/Finance/Building & Zoning.	Lower

Long-term Complex Goals	Priority Level
Identify strategies to redevelop the Lincolnwood Town Center Mall.	High
Develop sites adjacent to District 1860 to attract visitors, businesses, and residents to the Village.	High
Identify strategies to have the Northeast Industrial District (NEID) redevelopment well underway.	High
Establish an entertainment district to be a local and regional attraction.	High
Implement the Village-wide facilities plan.	Medium
Develop a downtown Main Street.	Medium
Implement the Parks and Recreation Master Plan.	Medium
Implement the Village-wide sidewalk accessibility plan, including for Parks and Recreation.	Lower
Implement the Lincolnwood Facilities and Recreation Investment Act.	Lower
Work to have an established identity/brand (e.g., implementation of signage, street lighting, gateways).	Lower
Implement the Village’s environmental sustainability plan.	Lower
Undertake efforts to improve and expand the Village-owned community pool.	Lower

Strategic Priorities

Ultimately, five key strategic priority areas were identified as an outcome of the process, highlighting activities and initiatives that the Village should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process are illustrated below in no particular order.

Strategic Priority Areas



Conclusion

The value of the strategic planning process will only be realized if it is used as an active working guide to both the Village Board of Trustees and staff leadership as they pursue issues explored during the strategic planning process. The strategic plan is designed to capture the content of the discussions and to assist the Village in developing implementation plans for their high priority goals.

In the Village's ever evolving operating environment, adapting to the changes in demographics, community trends, technology advancements, best practices, and development opportunities will be paramount. The strategic plan is meant to be a road map for the Village with the flexibility to adapt to those changes. Therefore, it is recommended that the Village undertake a regular review (monthly, quarterly, or semi-annually) of the strategic plan, its goals, and its implementation schedule to identify the need for updates or modifications. In addition, many communities engage in regular strategic planning process updates/renewals annually or every two to three years.

What is apparent from the exchange of ideas and dialogue during the environmental scanning and strategic planning workshop is that the Village is fortunate to have progressive leadership and a management team that is looking ahead and committed to strategic thinking and planning. One noted observer summarized the challenges of organizational progress this way:

*“The art of progress is to preserve order amid change,
and change amid order...”*

— A.N. Whitehead

We wish you well with the ambitious years that lie ahead.


 The image shows two handwritten signatures in black ink. The first signature is 'Greg Kuhn' and the second is 'Jeanna Ballard'. Both are written in a cursive, flowing style.

Greg Kuhn and Jeanna Ballard, Project Coordinators and Session Facilitators

Appendix:

Focus Group Feedback Summary

One of the key analytical techniques used for focus group notes is an analyst's search for key phrases, words, or terms that emerged during the focus group sessions. Coding is done by analysts' individual readings of the data, followed by key term searches with the aid of document software. The words and phrases listed below are the results of the study team's analysis of the collected focus group notes. At a glance, the reader can discover what terms were used or referred to most frequently in the feedback notes. Using individual analyst's coding, the researcher identifies terms that recur across groups and across questions. The results highlight key topics or issues that should be weighed and considered when proceeding with strategic planning discussions.

The information that follows is a summary of key themes and topics that emerged during the exploratory focus group/outreach sessions. The focus group sessions served as a primer for the strategic planning process. The information that is presented in this summation was designed to add exploratory and thematic information for the Board and Senior Leadership Teams to consider during the strategic planning workshop sessions.

The same exploratory focus group discussion questions were asked to each focus group and are listed below:

1. How would you describe the Village of Lincolnwood to a stranger or someone who doesn't live or work here?
2. If you left Lincolnwood tomorrow, and didn't return for 10-15 years, what do you think you'd see, or what do you hope you'd see, when you return?
3. What do you like best about Lincolnwood? Related to that, what are the strengths/greatest assets of the Village? Opportunities?
4. Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses/greatest needs in Lincolnwood? Threats?
5. What are/should be the top priorities for the Village over the next 3-5 years?
6. If you could change or initiate one key item or thing about the Village, what would it be?

Overall Themes Based on All Focus Group Feedback



Diversity

- Multiple languages spoken.
- More diverse – younger crowd.
- More “hip” community.
- Gives a voice to the younger generation.
- Bring Lincolnwood into the 21st Century – make it more progressive (e.g., marijuana dispensary, video gaming, etc.).
- Diversity of properties, not just people: residential, retail, etc.

Business Environment

- Village helps businesses thrive and supports them.
- Need to review/relax restrictive regulations (e.g., signage, permitting, video gaming, recreational marijuana).
- Feeling that residential community’s opinions outweigh those of the business community.
- Difficult for businesses to break into the community.
 - Inconsistent messaging on ease of doing business may warrant further examination.
- Overcome being known as “the village of no” and be more business-friendly to help with business attraction and retention.

Community Brand/Identity

- Still trying to master its identity. Need to find a way to distinguish Lincolnwood from Morton Grove, Skokie, or Evanston.
- Develop a niche to stand out from surrounding areas.
- Need to decide what Lincolnwood wants to be.
- No clearly defined downtown area.
- Lack of community brand/identity can hurt the ability to attract a quality workforce.

Community & Economic Development

- Development on corner of Touhy and Lincoln Avenue.
- Redevelopment of Lincolnwood Town Center.
- Redevelop industrial space with entertainment options – commercial/residential with a park – become a gathering space/community hub.
- Attract a local grocery store.
- More retail options/reduce vacancies.
- Plenty of opportunity to grow (e.g., residential, business, and recreation).
- A shopping district with nice restaurants (not all fast food) with safe walkable paths (similar to Park Ridge) along Touhy Avenue.
- Lack of public transportation/connectivity – more options can help mitigate traffic.

Sense of Community

- The Village has the best interest of all community groups at heart.
- Everybody is somebody here.
- People are appreciated here and it's fun to be involved.
- Friendly, helpful police force.
- Community events – family-friendly, variety, something for everyone.
- Service offerings for non-residents (e.g., pool membership).
- Local governments are accessible and meet the needs of the community.
- Great outdoor community – walking paths, access to nature center, pool, bike paths, parks, etc.

Inter-governmental Collaboration & Communication

- Village assistance with better communication and connections between business and industry partners (e.g., Oakton Community College).
- Better communication and information sharing about different community events to those inside and outside the community.
- Enhanced collaboration between government units and community groups – can help with marketing/advertising to promote Lincolnwood.
- Need to identify and improve communication with all the different community demographics to help address different needs.

Review of the Village's Strengths and Weaknesses

Strengths

- Strategic location.
- Proximity to Chicago.
- Diversity.
- Outstanding schools.
- Great place to raise a family.
- Clean parks.
- Town feels like one large neighborhood.
- Close-knit community; everyone knows each other.
- Good return on investment and taxes.
- Public safety/exceptional police department.
- Friendly, helpful village staff.
- Capital infrastructure plan for improvements and maintenance.

Weaknesses

- Lack of certain amenities, especially grocery stores.
- Lack of community identity.
- Lack of downtown.
- Not much foot traffic/sidewalks.
- Lack of communication/outreach between government and different racial/ethnic groups.
- Village government more partisan than reflective of residents' views.
- A need to be more business-friendly.
- Perceived as the “Village of no.”
- Lack of collaboration with neighboring communities.
- Cumbersome process for modifying or constructing houses.
- Inconsistent code enforcement.
- Road safety.
- Street lighting.

Aggregate View of Top Priorities

- Redevelopment – Touhy and Lincoln, Lincolnwood Town Center, and the Purple Hyatt Hotel site.
- Collaboration and communication across the different levels and units of government and the community.
- Business-friendly environment.
- Progressive and strategic growth.
- Creating a strong and unique community identity.

Similarities and Differences in Focus Group Data

Comparing 2020 to 2021 Data

It is important to note that the Village started the strategic planning process in spring 2020 but had to postpone the process due to the impact of COVID-19. Prior to delaying the process, six focus groups were conducted and the NIU-CGS study team reviewed the 2020 focus group data in comparison to the 2021 focus group feedback. Below is a summary of those comparisons.

Similarities

- Diversity; at least 85 languages, many religions; melting pot.
- Redevelopment – Toughey and Lincoln, Lincoln Town Center, Purple Hyatt Hotel Site.
- Welcoming community; good place to raise a family.
- Excellent schools.
- Needs a local grocery store.
- Fix traffic issues.
- Community lacks a brand/identity.
- Professional, helpful police department; low crime rate.

Differences

- Redevelop Republic Bank of Chicago (not mentioned in 2021 focus groups).
- More emphasis on being business-friendly in 2021.
- A staff focus group was conducted in 2020 but not again in 2021. Staff priorities to highlight:
 - Technology maintenance/integration – streamline.
 - Resources needed – staffing, professional development, training, equipment, flex scheduling, etc.
 - Centralize Parks and Recreation and include a fitness center with flexible hours.
 - Emergency management planning for staff (panic buttons, plexiglass).
 - A space needs study.



Budget Structure



STUB YEAR 2023 BUDGET DEVELOPMENT CALENDAR

Due Date	Action Item	Responsible
☐ September 26, 2022	Develop Stub Year (SY) 2023 Budget Calendar	Village Manager & Finance Director
☐ September 28, 2022	Review SY 2023 Budget Calendar with Department Directors	Finance Director
☐ October 17, 2022	Review SY 2023 Guidelines and Assumptions	Village Manager, Asst. Village Manager & Finance Director
☐ October 26, 2022	Kick-off Meeting with Department Directors to present Guidelines and Assumptions, including Strategic Plan Budget	Village Manager, Finance Director & Department Directors
☐ November 1, 2022	SY 2023 Budget entry available for Departments, including projections for FY 2023 (expenditures and revenues)	Finance Department
☐ November 14, 2022	FY 2023 Budget projections due to Finance	All Departments
☐ November 14, 2022	Fee Survey Recommendations Due to Finance	All Departments
☐ November 21, 2022	SY 2023 Budget entry due - Includes Personnel Request - Includes Capital Projects	All Department Directors
☐ November 21, 2022	SY 2023 Revenue estimate finalized	Finance Department
☐ Week of December 5, 2022	Discussion with individual Departments on SY 2023 Budget Requests, including CIP and Personnel recommendations	Village Manager, Asst. Village Manager, Finance Director and Department Directors
☐ December 6, 2022	Hearing and Consideration of 2022 Property Tax Levy Ordinance	Village Board
☐ Week of December 19, 2022	Discussion continued with individual Departments on SY 2023 Budget Requests, including CIP and Personnel (<i>if needed</i>)	Village Manager, Asst. Village Manager, Finance Director and Department Directors
☐ January, 2023	Stub Year 2023 Budget Line-item review	Finance Committee and Department Directors
☐ January 24, 2023	Department Narratives, Goals & Performance Measurers Due to Finance Department	All Department Directors
☐ February, 2023	Stub Year 2023 Budget Workshop - Review Draft CIP	Village Board and All Departments
☐ Week of March 6, 2023	Stub Year 2023 Budget Workshop - Draft Budget Presentation - Review Draft CIP, if needed - Review Fee Recommendations - Review Personnel Budget	All Departments
☐ April 10, 2023	FY 2023 Budget Presentation	Finance Director
☐ April 28, 2023	Consideration of Stub Year 2023 Budget Consideration of Salary Ordinance Consideration of Fee and Fine Resolution	Village Board
☐ May 2, 2023	Hearing and Consideration of SY 2023 Appropriations Ordinance Consideration of Stub Year 2023 Budget Amendment (<i>if needed</i>)	Village Board

Budget Structure



Fund Structure

The Villages uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. All of the funds of the Village are divided into three categories: governmental, proprietary and fiduciary funds.

Governmental Funds

Governmental Funds are used to account for most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue fund), the acquisition or construction of general capital assets (capital projects funds), and the servicing of long-term debt (debt service funds).

- The **General Fund** is the main operating fund for the Village. This is primarily used by the Village for which revenues and expenditures are not legally restricted for use. This fund accounts for the resources to fund Police, Fire, most operational and maintenance aspects of Public Works, Community Development and other functions required to support direct services to the community, such as financial management, legal, risk management, human resources, communications and day-to-day administration. There is also a limited amount of capital expenditures that are funded with General Fund revenues and/or reserves.
- The **Special Revenue Funds** are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village has two special revenue funds: the Northeast Industrial District TIF Fund and the Motor Fuel Tax Fund.
- The **Capital Projects Funds** are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by the Enterprise Fund). The Village currently has three capital project funds.
- The **Debt Service Funds** is used to account for the accumulation of funds for the biannual payment of principal and interest on general long-term debt.



Proprietary Funds

Proprietary Funds are established to account for the financing of self-supporting activities of governmental units that render services on a user basis to the general public. Depreciation expenses are recorded in Enterprises Funds, but the Village excludes this non-cash expense from its budget. The Village maintains one major enterprise funds, the Sewer and Water Fund.

- The **Sewer and Water Fund** provides resources for the distribution of Village's water and is funded largely by user charges. All activity necessary to provide such services are accounted for in this fund, including administration, operations, maintenance and billing and collection.

Non-Major Governmental Funds

- The Village has three **Special Revenue Funds** in the Non-Major Governmental Funds: Transportation Improvement Fund, Devon/Lincoln TIF Fund and the North Lincoln TIF Fund.

Fiduciary Funds

- The **Police Pension Fund** is a fiduciary fund used to account for assets held in a trustee capacity for pension benefit payments. The Police Pension Fund accounts for the accumulation of resources to pay retirement and other related benefits for sworn members of the Village's Police Department. The fund is governed by the Illinois Compiled Statutes (ILCS) as well as a separate pension board, comprised of fund members (those who qualify for or are receiving a pension) and appointed members by the community.



Financial Policies

Introduction

These Financial Policies set forth the framework for financial planning and decision-making to preserve, promote and enhance the fiscal stability in the Village of Lincolnwood. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision-making process while maintaining the Villages solid financial condition. These policies have been formally adopted by the Village Board and cover three (3) specific categories:

- Revenues
- Expenditures
- Financial Planning

The policies were developed in accordance with the Government Finance Officers Association's (GFOA) Recommended Practices for Budgeting and Fiscal Policy.

Revenues

Maintain a Diversified Revenue Structure

The Village shall attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in a single revenue source. The Village shall diversify its revenue base in order to reduce its dependence upon Real Estate Property Taxes.

The Village shall follow an aggressive policy of collecting revenues and seeking public and private grants and other outside sources of revenue to fund projects.

Setting of Fees and User Charges

The Village shall establish Fees and User Charges at a level related to the total cost (i.e., operating, direct, indirect and capital expenditures and debt service) of providing that service. The Village shall review all fees and charges annually in order to keep pace with the cost of providing the service. The Village and Parks & Recreation Department shall strive to maintain the real estate tax levy subsidy at \$1,000,000 to the Parks & Recreation Department. The balance of the Parks & Recreation department's operating costs shall be offset by user fees charged for services rendered. Fees shall not be set at a level that results in revenue that is used to subsidize other non-parks & recreation services.

The revenue system of the Village shall strive to maintain equality in its structure. The Village shall minimize or eliminate all forms of subsidization between funds, services, utilities and customers. However, it is recognized that Public Policy decisions may lead to subsidies in certain circumstances, e.g., Senior Citizen welfare.

Property Taxes - Limit total annual property tax levy increases to the Cook County Consumer Price Index (CPI)

Although the Village is not restricted in its annual levy of taxes, the Village Board has a self-imposed cap on the annual increase in the property tax levy. The Village may not increase the annual property tax levy in excess of the Cook County CPI increase applicable as of the prior December, except as the Board determines to be necessary in order to satisfy the Village's pension payment obligations. This will limit the Village's dependence on a single source of revenue and prevent property owners from being overburdened by spikes in the tax rate.

Use of One-Time Revenues

The Village will not allocate one-time revenues towards the funding of continuing operating expenses. Any one-time revenue (i.e. sale of Village property) will be used to fund a one-time capital expenditure. The Village shall avoid using temporary revenues to fund routine operating expenses.

Policy Consideration:

- The Village Board may consider whether one-time increases in building permit revenues will be or should be designated to fund costs incurred with future larger scale private projects that may span over multiple fiscal years.

Expenses

Maintain Adequate Public Safety Programs

The expenditure policy of the Village provides for the level of expenditures sufficient to ensure the ongoing health, safety and welfare of the citizens and the review of services to monitor if they are being provided effectively and efficiently as possible. The Village shall fully fund its Pension Plans consistent with the actuarial valuation requirements as presented by the Illinois Department of Insurance.

Procurement System Policies

The Village Manager shall be responsible for the purchase and contract of goods and services on behalf of the Village and shall develop and implement administrative procedures in conformity with ordinances and state statutes to perform this function.

The Village shall maintain purchasing rules and regulations for internal use and shall distribute said rules to all eligible vendors at the appropriate time. The operation of the Village's purchasing system shall encourage full and open competition on all purchases and sales subject to the competitive bidding regulations, approval of the Village Board and formal quotations as written in the Municipal Code.

The Department Directors are authorized to use State contracts in lieu of issuing bids when it is to the economic advantage of the Village.

The Village shall purchase recycled or otherwise environmentally friendly products whenever possible.

Financial Planning

Annual Budget

The budget process provides the primary mechanism by which key decisions will be made regarding the levels and types of services to be provided within the estimated available resources.

The annual budget shall be developed in accordance with the financial policies and priorities as set forth by the Village Board.

Balanced Budget Policy

A balanced budget shall be adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) as promulgated by GASB. Revenues shall be recognized when measurable and available.

Expenditures shall be charged against the budget when measurable, a liability has been incurred and due and payable. All budgetary policies shall conform to state regulations and GAAP.

The Finance Department shall maintain a budgetary control system to ensure adherence to the Budget and shall prepare monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

The Enterprise (Water and Sewer Fund) operation of the Village is to be self-supporting, i.e., current (charge for service) revenues shall cover current operating expenses, including Debt Service and Capital Expenditures and Improvements.

The Department Director shall integrate operating efficiency, operating effectiveness, customer satisfaction and human resource efficiency measurements into their department's budget. Department directors shall be required to link service levels to funding levels.

The Village shall strive to avoid short-term borrowings to meet current cash flow requirements. However, the Village may enter into short-term borrowing should a critical emergency need arise.

The Village shall estimate its budgeted revenues conservatively, using an objective and analytical approach.

Maintain Legal Appropriations and Budget Amendments

Expenditures for the Village are established by the Appropriation Ordinance approved by the Village Board on an annual basis. The annual Appropriation Ordinance is required by the Illinois Compiled Statutes and sets forth the legal maximum spending limits for the Village of Lincolnwood. Historically,

the appropriation authority requested represents the budgeted amount plus 15%, which accounts for possible changes to planned expenditures that may take place during the course of the fiscal year.

The budget shall be adopted at the legal level of control of a Department within the Fund (i.e., the expenditures shall not exceed the total for any department within a fund without the Village Board approval). The Director of Finance shall have the authority to transfer within a department within the same fund from one line item to other line items. Current costs shall be financed with current revenues, including the use of authorized fund balance. The Village shall not balance current expenditures through the obligation of future year's resources. When necessary, staff will prepare budget amendments as needed for the Village Board's approval to more accurately reflect the actual expenditures of the Village.

Police Consideration:

- Staff is recommending that the language above be included in the Financial Policies to formalize the process.

Fund Balance Reserve Policy

The purpose of this policy is to establish guidelines in providing for an unrestricted reserve balance in the Village's General Fund as well as other operating and capital funds.

Adequate fund balance is necessary to provide for operational stability and to provide for needs caused by unforeseen events. Additional benefits of maintaining a strong fund balance include higher interest earnings to support the annual budget and the maintenance of the Village's bond rating. This policy provides for a minimum amount of unreserved fund balance in the General Fund and other funds should maintain. All fund balances will be reviewed annually during the budget process.

- **General Fund:** Fund balance shall be maintained at a level equal to 25-35% of the current fiscal year's revenues. Should fund balance drop below the 25% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 25% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 35% level will be designated for the purchase of new or replacement capital equipment and capital expenditures.

- **Debt Service Fund:** At the end of each fiscal year, there shall be a minimal fund balance in the Debt Service Fund. The annual revenues comprised of state and home rule sale taxes should equal the annual expected bond principal and interest payments.

- **Water and Sewer Fund:** Fund balance shall be maintained at a level equal to 30% of the current fiscal year's expenditures.

Should fund balance drop below the 30% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 30% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 30% level can be used to support ongoing water and sewer capital projects or to defer or decrease future rate increases.

- **Police Pension Fund:** The fund balance shall be adequate to fully fund the Police Pension Fund by the date required. An annual actuarial study will be performed to determine the appropriate level of funding and will be paid by the Village and the Police Pension Fund on rotating years.
- **All other Funds:** All other funds are used primarily for capital improvements or special revenue purposes. These balances will be reviewed annually to determine their adequacy for the expenditures scheduled.

Update the Five-Year Operating Forecast on an Annual Basis

The Village shall prepare a five year revenue projection with an annual update. This projection shall be used for the preparation of the operating budget.

A revenue handbook shall be prepared and maintained annually. This handbook shall be utilized to adjust fees and user charges. The revenue handbook shall include at least the following information: the revenue source; legal authorization; method of collection; department responsible for collection; and rate or charge history

Financial Reporting

The Village's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers' Association (GFOA).

An annual audit shall be performed by an independent certified public accounting firm.

The financial system shall include internal controls to monitor revenues, expenditures and program performances on an ongoing basis.

Debt Service Administration. The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, evaluation of and reporting on all debt obligations issued by the Village.

The issuance of long-term debt shall be limited to capital projects, improvements or replacement equipment that cannot be financed from current resources.

When the Village utilizes long-term debt financing it shall ensure that the debt is financed soundly by: conservatively projecting the revenue sources that shall be utilized to repay the debt; every effort shall be made to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine that the cost benefit of the capital expenditure including interest cost shall benefit future citizens; and the amount of long-term debt financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village's annual general fund principal and interest debt service cost shall not exceed 15 percent of the amount of general fund revenue.

The Director of Finance is responsible for maintaining relationships with the rating agencies that assign ratings to the Village's various debt obligations. This effort includes providing periodic updates on the Village's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issue.

The Village shall try to keep the average maturity of general obligation bonds at or below ten years.

The Village shall conduct financings on a competitive bid basis. However, negotiated financings may be used to market volatility or the use of an unusual or complex financing or security structure.

Fixed Asset Capitalization Policy and Five-Year Capital Improvement Program

In order to properly record the purchase of assets in accordance with Generally Accepted Accounting Principles (GAAP) and requirements from the Governmental Accounting Standards Board (GASB), the Village must capitalize certain expenditures each year. The purpose of this policy is to provide control and accountability over capital assets, and to gather and maintain information that complies with financial reporting requirements. Assets are capitalized at the time of acquisition. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expenses as incurred.

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

Asset Class	Useful Life
Parks and Improvements	10-25 Years
Buildings and Structures	35 Years
Equipment and Furniture	5-30 Years
Vehicles and Heavy Equipment	5-30 Years
Streets, Sidewalks and Alleys	30 Years
Waterworks System	30 Years

Policy Consideration:

- Staff recommends consideration of the language above to be included in the Financial Policies to clearly define capitalization of assets; and
- Staff recommends consideration of the following capitalization categories and thresholds for future use to reduce the administrative burden associated with small dollar transactions. Historically, capital assets purchased or acquired with an original cost of \$10,000 or more are capitalized.

Asset Class	Capitalization Threshold
Parks and Improvements	\$20,000
Buildings and Structures	\$100,000
Equipment and Furniture	\$20,000
Vehicles and Heavy Equipment	\$20,000
Streets, Sidewalks and Alleys	\$100,000
Waterworks System	\$100,000

A CIP shall be developed for a period of five years. As resources are available the most current year of the CIP shall be incorporated into the current year operating budget. The CIP shall be reviewed and updated annually.

The Village’s municipal gasoline tax shall be deposited into the Transportation Improvement Fund to provide for the necessary repair and replacement of streets and other transportation related improvements.

Ethic Policies

Public service is a public trust. Each Village employee has a responsibility to the citizens of the Village of Lincolnwood for honesty, loyalty and the performance of their duties under the highest ethical principles.

All employees shall strive to avoid the appearance of wrongdoing by treating all contractors and vendors impartially, by not accepting gratuities, safeguarding proprietary information and avoiding conflicts of interest.

Any employee shall be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act, such as theft.

Adopted January, 2006

Updated March, 2013

Updated April, 2022



Budget Summary

OPERATING STATEMENT SUMMARY

SY 2023 Budget Request

	Fiscal Year 2023					Stub Year 2023			
	Audited	Unaudited			Projected Fund Balance 4/30/2023	Projected Revenues	Projected Expenditures	Surplus/ Deficit	Projected Fund Balance 12/30/2023
	Fund Balance 5/1/2022	Projected Revenues	Projected Expenditure	Surplus/ Deficit					
General Fund	10,094,098	26,811,275	25,059,708	1,751,567	11,845,665	19,146,983	22,252,853	(3,105,870)	8,739,795
Water and Sewer Fund	3,778,132	4,366,278	3,516,162	850,116	4,628,248	3,555,638	4,925,680	(1,370,042)	3,258,206
Motor Fuel Tax Fund	5,214,682	715,235	3,338,000	(2,622,765)	2,591,917	535,000	878,000	(343,000)	2,248,917
Storm Water Management ⁽¹⁾	1,418,518	521,500	300,000	221,500	1,640,018	401,500	3,560,000	(3,158,500)	(1,518,482)
Private Sewer Line Assistance	(2,935)	43,673	30,000	13,673	10,738	40,000	40,000	-	10,738
Transportation Improvement	1,102,523	431,040	432,500	(1,460)	1,101,063	267,800	307,000	(39,200)	1,061,863
Devon/Lincoln TIF	3,455,559	364,458	565,000	(200,542)	3,255,017	827,750	846,000	(18,250)	3,236,767
North Lincoln TIF	169,246	77,370	-	77,370	246,616	151,100	30,460	120,640	367,256
NEID TIF	389,560	81,909	-	81,909	471,469	70,000	-	70,000	541,469
Debt Service Fund	(223,385)	1,200,000	954,984	245,016	21,631	4,000,000	1,945,585	2,054,415	2,076,046
Police Pension Fund	25,446,331	2,911,366	3,216,853	(305,487)	25,140,844	3,102,800	3,526,600	(423,800)	24,717,044

Note:

⁽¹⁾ The Street Storage Stage III project will be funded through the issuance of General Obligation Bonds as sufficient funds are not available in fund balance

GENERAL FUND BUDGET SUMMARY

SY 2023 Budget Request

General Fund	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
Revenues					
Taxes	17,142,150	20,944,604	20,566,654	21,605,061	14,604,175
Licenses & Permits	974,473	957,175	1,337,875	1,368,762	1,124,674
Charges for Services	843,397	940,471	754,500	776,713	515,240
Fines and Forfeits	231,865	329,710	144,200	240,392	95,350
Intergovernmental	127,351	131,564	8,200	112,000	74,684
Grants	313,107	77,571	212,512	410,550	475,000
Investment Income	25,862	(4,202)	20,000	69,963	20,000
Other Revenues	711,125	158,105	181,000	242,233	207,100
Special Recreation	1,427,674	845,945	1,695,770	1,725,601	1,770,760
Transfers In	175,000	250,000	260,000	260,000	260,000
Total Revenue	\$ 21,972,004	\$ 24,630,943	\$ 25,180,711	\$ 26,811,275	\$ 19,146,983
Expenditures					
Village President & Board	111,731	105,966	121,349	113,211	81,018
Village Clerk	16,947	21,175	19,466	15,446	13,221
Community Development	656,889	1,347,829	1,443,674	1,391,436	1,107,655
Engineering	144,578	187,263	177,328	163,070	139,000
Finance Department	984,533	1,099,002	943,969	876,242	781,225
Fire Department	3,273,431	3,414,736	3,923,840	3,778,417	2,866,436
Information Technology	539,723	564,469	938,231	917,631	1,070,225
Legal	390,029	472,995	403,774	350,474	276,840
Parks and Recreation	1,308,317	2,454,153	3,383,767	3,292,356	4,608,472
Police Department	8,139,681	9,061,040	9,188,668	8,932,425	7,599,278
Public Works Department	3,538,452	4,492,910	4,890,645	4,241,007	3,045,724
Village Manager's Office	753,341	800,868	990,082	987,993	663,759
Total Expenditures	\$ 19,857,654	\$ 24,022,406	\$ 26,424,793	\$ 25,059,708	\$ 22,252,853
Total Fund Performance	\$ 2,114,351	\$ 608,537	\$ (1,244,082)	\$ 1,751,567	\$ (3,105,870)

General Fund Expenditures Overview

SY 2023 Budget Request

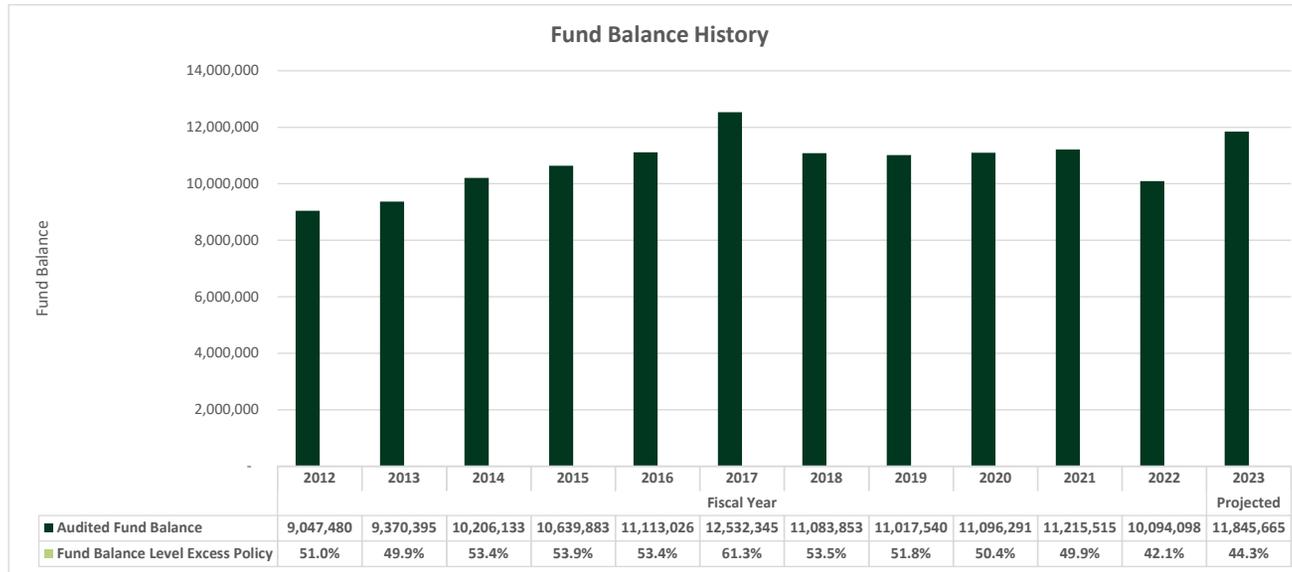
Department	Personnel	Services	Commodities	Other	Total Operating	Capital	Total Budget Includes CIP
100: President and Village Board	42,913	5,900	32,205	-	81,018	-	81,018
110: Village Clerk	5,921	6,800	500	-	13,221	-	13,221
200: Village Manager's Office	550,049	34,000	79,710	-	663,759	-	663,759
210: Finance Department	500,495	175,540	105,190	-	781,225	-	781,225
230: Legal Division	-	276,840	-	-	276,840	-	276,840
240: Community Development Department	700,592	148,503	13,560	245,000	1,107,655	-	1,107,655
250: Information Technology	-	705,080	157,445	-	862,525	207,700	1,070,225
290: Engineering Division	-	139,000	-	-	139,000	-	139,000
300: Police Department	6,397,318	576,280	308,080	-	7,281,678	317,600	7,599,278
350: Fire Department	150,007	2,372,364	297,315	-	2,819,686	46,750	2,866,436
400: Public Works Department - Administrative Division	291,950	16,440	40,700	-	349,090	-	349,090
410: Public Works Department - Vehicle Maintenance Division	162,788	-	27,050	-	189,838	-	189,838
420: Public Works Department - Building Maintenance Division	133,771	35,000	166,745	-	335,516	244,502	580,018
440: Public Works Department - Street Maintenance Division	641,898	118,000	1,086,880	-	1,846,778	80,000	1,926,778
430: Parks and Recreation Department - Park Maintenance Division	360,873	135,524	199,685	-	696,082	1,444,294	2,140,376
500: Parks and Recreation Department - Administration	424,783	31,800	17,850	-	474,433	-	474,433
504: Parks and Recreation Department - Special Events Division	-	179,050	84,230	-	263,280	-	263,280
508: Parks and Recreation Department - Permits Division	89,998	-	1,150	-	91,148	-	91,148
530: Parks and Recreation Department - Day Camp Division	347,014	50,000	70,995	-	468,009	-	468,009
560: Parks and Recreation Department - Aquatic Center	519,076	20,300	181,950	-	721,326	44,500	765,826
571: Parks and Recreation Department - Community Center Division	35,535	90,640	18,950	-	145,125	155,000	300,125
580: Parks and Recreation Department - Special Education	-	105,275	-	-	105,275	-	105,275
Note:	\$ 11,354,981	\$ 5,222,336	\$ 2,890,190	\$ 245,000	\$ 19,667,507	\$ 2,585,346	\$ 22,252,853

GENERAL FUND POLICY

Fund balance shall be maintained at a level equal to 25-35% of the current fiscal year's **revenues**. Should fund balance drop below the 25% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time. **Surplus funds above the 35% level will be designated for the purchase of new or replacement capital equipment and capital expenditures.**

Max 35%

	Fiscal Year											Projected
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Audited Fund Balance	9,047,480	9,370,395	10,206,133	10,639,883	11,113,026	12,532,345	11,083,853	11,017,540	11,096,291	11,215,515	10,094,098	11,845,665
Fund Balance Level Excess Policy	51.0%	49.9%	53.4%	53.9%	53.4%	61.3%	53.5%	51.8%	50.4%	49.9%	42.1%	44.3%
Budgeted Revenue	17,726,438	18,749,140	19,098,066	19,736,489	20,793,675	20,442,803	20,688,569	21,243,223	22,008,390	22,473,758	23,982,867	26,811,275



Notes: Unassigned Fund Balance
Source: FY 2022 Audit

OTHER FUNDS BUDGET SUMMARY

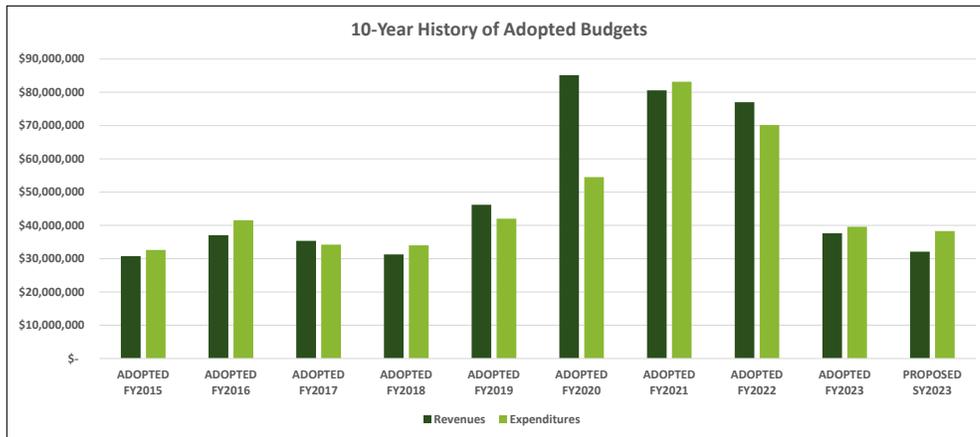
SY 2023 Budget Request

Revenues	FY 2022		FY 2022 Actual	FY 2023 Adopted	FY 2023	SY 2023
	FY 2021 Actual	Adopted			Projected	Budget
Water and Sewer Fund	4,689,630	4,900,000	7,826,690	4,905,734	4,366,278	3,555,638
Motor Fuel Tax Fund	3,552,350	3,849,576	3,614,878	1,535,085	715,235	535,000
Storm Water Management	851,674	3,000,000	3,214,181	625,000	521,500	401,500
Private Sewer Line Assistance	25,000	-	25,000	43,673	43,673	40,000
Transportation Improvement	206,867	430,000	583,254	430,250	431,040	267,800
Devon/Lincoln TIF	1,496,413	1,976,250	1,576,680	1,177,750	364,458	827,750
North Lincoln TIF	100,749	35,085,000	22,399,706	150,100	77,370	151,100
NEID TIF	2,000,471	-	17,053	-	81,909	70,000
Debt Service	276,657	12,500	-	-	1,200,000	4,000,000
Police Pension	8,223,049	3,840,000	2,314,602	3,121,660	2,911,366	3,102,800
Total Revenue	\$ 21,422,860	\$ 53,093,326	\$ 41,572,044	\$ 11,989,252	\$ 10,712,829	\$ 12,951,588

Expenditures	FY 2022		FY 2022 Actual	FY 2023 Adopted	FY 2023	SY 2023
	FY 2021 Actual	Adopted			Projected	Budget
Water and Sewer Fund	8,692,938	6,214,137	5,354,087	3,810,597	3,516,162	4,925,680
Motor Fuel Tax Fund	3,619,000	3,395,500	2,510,310	3,756,000	3,338,000	878,000
Storm Water Management	2,378,734	3,000,000	2,252,817	175,000	300,000	3,560,000
Private Sewer Line Assistance	28,673	40,000	24,263	40,000	30,000	40,000
Transportation Improvement	860,560	551,000	265,103	375,000	432,500	307,000
Devon/Lincoln TIF	4,164	491,000	64,913	861,000	565,000	846,000
North Lincoln TIF	24,161	27,150,000	961,451	694,000	761,000	30,460
NEID TIF	283,714	2,012,861	2,012,861	-	-	-
Debt Service	176,656	403,973	358,973	402,713	954,984	1,945,585
Police Pension	3,150,673	3,377,363	3,224,103	3,373,605	3,216,853	3,526,600
Total Expenditures	\$ 19,219,273	\$ 46,635,834	\$ 17,028,881	\$ 13,487,915	\$ 13,114,499	\$ 16,059,325

HISTORY OF ADOPTED BUDGETS
ALL FUNDS

Revenues	ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017	ADOPTED FY2018	ADOPTED FY2019	ADOPTED FY2020	ADOPTED FY2021	ADOPTED FY2022	ADOPTED FY2023	PROPOSED SY2023
General	19,736,489	20,793,675	20,442,803	20,688,569	21,243,223	22,008,390	22,473,758	23,952,616	25,254,511	19,146,983
Motor Fuel Tax	406,100	301,100	301,100	306,000	350,000	360,000	7,644,000	3,848,576	1,535,085	535,000
Transportation Improvement	1,247,796	301,000	302,000	300,000	530,500	667,000	562,000	430,000	430,250	267,800
NEID TIF	969,000	4,231,000	4,520,500	601,000	1,302,000	1,404,000	-	-	-	70,000
Devon/Lincoln TIF	-	2,905,000	1,292,000	480,000	669,000	704,000	839,000	1,976,250	1,177,750	827,750
North Lincoln TIF	-	-	-	-	-	35,000,000	35,000,000	35,085,000	150,300	151,100
Debt Service	1,497,671	1,142,428	690,581	692,931	210,381	2,102,500	3,912,234	12,500	402,713	4,000,000
Private Water Line Assistance	50,000	25,000	25,000	25,000	25,000	25,000	25,000	-	40,000	40,000
Storm Water Management	-	-	-	-	-	3,900,000	1,300,000	3,000,000	625,000	401,500
Water and Sewer	4,550,000	4,642,000	5,008,000	5,096,000	18,375,000	15,440,000	4,900,000	4,900,000	4,905,734	3,555,638
Police Pension	2,283,000	2,740,000	2,780,000	3,099,400	3,520,000	3,503,000	3,931,300	3,840,000	3,121,660	3,102,800
Total Revenue	\$ 30,740,056	\$ 37,081,203	\$ 35,361,984	\$ 31,288,900	\$ 46,225,104	\$ 85,113,890	\$ 80,587,292	\$ 77,044,942	\$ 37,643,003	\$ 32,098,571
Expenditures	ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017	ADOPTED FY2018	ADOPTED FY2019	ADOPTED FY2020	ADOPTED FY2021	ADOPTED FY2022	ADOPTED FY2023	PROPOSED SY2023
General	19,540,242	20,404,689	20,035,310	21,408,990	22,152,109	22,863,860	23,529,673	24,046,431	26,107,736	22,252,853
Motor Fuel Tax	205,000	130,500	840,100	495,500	984,370	2,492,500	3,719,000	3,395,500	3,756,000	878,000
Transportation Improvement	1,419,155	1,156,716	1,037,881	229,881	496,381	566,500	760,560	551,000	375,000	307,000
NEID TIF	2,706,900	7,967,375	3,127,951	2,412,525	2,091,900	2,272,430	348,000	1,500,000	-	-
Devon/Lincoln TIF	-	2,905,000	569,725	480,000	700,920	661,000	440,500	491,000	846,000	846,000
North Lincoln TIF	-	-	-	-	-	1,450,000	32,730,000	27,150,000	694,000	30,460
Debt Service	1,499,839	1,142,428	686,631	689,931	210,381	2,102,500	3,912,234	403,973	402,713	1,945,585
Private Water Line Assistance	50,000	25,000	25,000	25,000	25,000	25,000	25,000	40,000	40,000	40,000
Storm Water Management	-	-	-	-	-	3,530,000	2,378,734	3,000,000	175,000	3,560,000
Water and Sewer	4,888,465	5,381,532	5,218,427	5,554,912	12,412,146	15,490,167	12,176,309	6,214,137	3,810,598	4,925,680
Police Pension	2,296,025	2,458,320	2,670,836	2,725,794	2,943,319	3,072,356	3,161,002	3,377,363	3,373,605	3,526,600
Total Expenditures	\$ 32,605,626	\$ 41,571,560	\$ 34,211,861	\$ 34,022,533	\$ 42,016,526	\$ 54,526,313	\$ 83,181,012	\$ 70,169,404	\$ 39,580,652	\$ 38,312,178





Personnel Summary



Personnel Summary

Introduction

The Village's pay plan includes compensation guidelines and salary ranges which are used for salary administration throughout the Village.

The plan establishes the salary schedule, position titles and position classifications for all employees of the Village, except the Village Manager and position included in collective bargaining units. The Village Manager is employed by the Village under an employment agreement provided by the Village Board. Collective bargaining agreements are negotiated with the Village's two represented employee groups and set forth salary ranges for bargaining unit positions, approved by the Village Board at the conclusion of the bargaining progress.

Non-Unionized Employee Compensation Program

Introduction

As presented in the Village's Administrative Protocol, it is the desire of the Village to administer a compensation program for non-union employees that will retain and recruit highly competent employees. To meet this end, the Village will maintain compensation ranges that are commiserate with the level of responsibility inherent in the position, and are competitive with that paid for similar positions by comparable local government employers. Therefore, it is the goal of the Village to ensure both internal and external equity for all non-union positions is maintained. The Village Manager's Office will maintain a compensation schedule for all non-union employee classifications.

The Village administers a merit-based compensation system whereby all movements within the compensation range are determined by an employee's relative success in meeting organizational goals as measured through an employee performance evaluation.

Administrative Protocol for Establishing Compensation Ranges

The following shall be the protocol followed by the Village Manager to establish the compensation ranges for all non-union employees:

- 1) It is hereby the goal of the Village to maintain compensation ranges that are competitive with similar communities. Every three years, the Village Manager shall conduct a compensation study of similar communities to determine the relative comparability in relation to internal and external market factors. If the results of the study indicate that certain compensation ranges are no longer competitive with the market, the Village Manager may make recommendations to the Village Board for range adjustments that will

bring the range in line with the market. The range's minimum will be established as 32% of the range maximum. No employee's actual pay shall exceed the applicable compensation range without the approval of the Village Manager.

- 2) As part of each budget preparation process, the Village Manager shall survey similar communities to determine the cost of living adjustments (COLA) being applied.

Based on the survey results, the Village Manager shall provide a recommendation to the Village Board for the COLA. The Village Board adopted COLA shall be applied to all non-union compensation ranges, and actual pay rates, effective May 1. The Stub Year 2023 Budget includes a 3.0% COLA for non-unionized employees.

Administrative Policy for Determining Performance Compensation Adjustments

The Village is committed to administering a merit-based compensation program that will provide a monetary incentive for employees who consistently demonstrate performance that meets standards, exceeds standards, and is outstanding. The following shall be the policy for administering the merit-based compensation program:

- 1) Annually, supervisors will evaluate their respective employees on their employment anniversary date. The purpose of the performance evaluation will be to document the relative level of success the employee has had in meeting the Village's objectives. Enclosed as Exhibit II is the performance evaluation form for department heads, and Exhibit III is the evaluation form for non-department heads. New employees will be evaluated and eligible for a merit increase after their first six months of employment, then on their first year anniversary, and then every year thereafter on their anniversary date. Promoted employees will also be evaluated after six months in the new position and be eligible for a merit increase, then on their first year anniversary of their promotion, and then every year thereafter on their promotion anniversary date. For more information, please see the "New Hire, Promotion, and Reclassification" Administrative Protocol.
- 2) An employee's merit pay increase will be solely based on the score received on the performance evaluation. The merit pay system to be administered for department directors and non-department directors is outlined below.

Department Director Merit Compensation Adjustments

Department Director employees shall be eligible for two annual compensation adjustments: The annual Village Board approved COLA; and a merit adjustment on their anniversary date according to their achieved score on the performance evaluation. Compensation adjustments for department heads shall take place as follows:

- 1) If the score on the performance evaluation is 84% or above, which signifies above average performance, the compensation adjustment will be ½% for each percentage point above 84%, to a maximum of 2%.
- 2) If the evaluation score is 75% to 84%, which signifies average performance, there will be no merit adjustment.
- 3) If the evaluation score is below 75%, which signifies below average performance, the employee is placed on probation and the employee must prepare a performance improvement plan. Another evaluation will be scheduled in six months.
- 4) If the department director's actual salary plus the merit adjustment exceeds the maximum base salary, the employee will be eligible for a merit bonus.

Non-Department Director Compensation Adjustments

Non-union, non-department director employees shall be eligible for two annual compensation adjustments: The annual Village Board approved COLA; and a merit adjustment on their anniversary date according to their achieved score on the performance evaluation. Merit adjustments for non-union, non-department director employees shall be administered as follows:

- 1) Supervisors shall evaluate their employees utilizing the five-point scale, with "0" being the lowest score and "4" being the highest
- 2) An employee that receives a score between 3.5 to 4 - outstanding performance, shall receive a merit adjustment of 2.0%
- 3) An employee that receives a score between 2.8 to 3.4 – exceeds standards, shall receive a merit adjustment of 2.0%
- 4) An employee that receives a score between 2 to 2.7 – meets standards, shall receive a merit adjustment of 1.0%
- 5) An employee that receives a score between 0.0 to 1.9 – below standards, shall receive a merit adjustment of 0.0%

Merit Bonus

The Merit Bonus is established to reward employees who are ineligible for a merit pay increase due to reaching their maximum salary range. It is designed to encourage high performing employees who have been employed with the Village for many years to continue to achieve above average performance.

To qualify for a merit bonus, an employee must meet the following criteria:

- Regular full-time
- Non-department director
- Not governed by a collective bargaining agreement or other employment contract
- Must be earning position's maximum wage
- The employee must receive at least an "Exceeds Standards" on their most recent performance evaluation.

The Bonus amount will be 1.0% of the employee's current annual salary not including overtime, educational stipend, or any other compensation. The bonus will be paid in a lump sum following the approval of the employee's performance evaluation by the Assistant to the Village Manager.

In the event that the employee is not at the maximum salary range for their position but receives a merit increase that would increase their salary above the position's maximum salary range, the employee's rate would increase to the maximum salary range for their position and receive a lump sum bonus for the amount exceeding the salary maximum. Example: An employee was earning \$49,000. The employee's position maximum salary is \$49,200. The employee received performance evaluation that warrants a 2% merit increase. The employee's rate would increase to the position maximum salary, \$49,200, and receive a one-time lump sum bonus of \$780.

New Hire, Promotion and Reclassification

From time to time the Village changes its services, personnel, and organizational structure. In certain instances new personnel may be hired and in other cases existing personnel are reappointed in response to a given operational change. It is the intent of the Administrative Protocol to define the terms and conditions that determine when employees advance in rank, change position titles and job descriptions, and receive merit adjustments. All employees receive annual merit wage adjustments based on a performance evaluation score which calculates to 0 – 2.0%. This Protocol only applies to Full Time and IMRF Part Time employees. Seasonal employees are considered separate from this Protocol.

Categories

The following categories outline how employees are Promoted, Reclassified, and Hired:

Category	Definition	Performance Evaluation	Initial Wage Adjustment	Wage Adjustment at 6 months
New Hire	An employee who has never been employed by the Village but is hired through the recruitment process to fill a vacant position; Includes those Village employees previously employed under a bargaining agreement hired as a non-bargaining unit employee	At six month anniversary and annual anniversary	Typically wages are set at beginning of salary range; May start at Midrange or higher with Village Administrator approval	0 – 2.0% based on evaluation
Promotion	An employee who advances in rank to a new position with significantly different responsibilities; Date of promotion becomes new anniversary date	At six month anniversary and annual anniversary	Beginning of new salary scale or 5% increase whichever is greater	0 – 2.0% based on evaluation
Reclassification	An employee whose job responsibilities are not significantly different, but still warrant a change in title and job description	At original hire anniversary date	Beginning of new salary scale or 5% increase whichever is greater	None

Performance evaluations are mandatory regardless if the employee is eligible for a merit increase or not. Employees shall be evaluated by their immediate Supervisor and/or Department Director. New Promotions and Reclassifications are reviewed prior to appointment by the Village Manager, Assistant Village Manager, and Assistant to the Village Manager, with final approval by the Village Board. All initial wage adjustments take effect on the date of hire, promotion, or reclassification.

Compensation Schedule for Non-Union Employee Classifications

CLASS	POSITION	SY2023 MINIMUM	SY 2023 Mid-Point	SY 2023 MAXIMUM
1		\$49,440.00	\$58,092.00	\$66,744.00
2	Account Clerk Clerk/Receptionist Records Clerk	\$54,384.00	\$63,901.20	\$73,418.40
3	Community Service Officer Code Enforcement Officer Community Development Coordinator Public Works Coordinator Finance Coordinator	\$59,822.40	\$70,291.32	\$80,760.24
4	Executive Secretary	\$64,890.00	\$76,245.75	\$87,601.50
5	Management Analyst Building Inspector I Information Technology Specialist	\$71,379.00	\$83,870.33	\$96,361.65
6	Police Social Worker Building Inspector II Recreation Supervisor	\$78,516.90	\$92,257.62	\$105,998.33
7	Staff Engineer Public Works Foreman Chief Mechanic	\$86,368.59	\$101,483.33	\$116,598.06
8	Building Official Assistant to the Finance Director Planning and Economic Development Manager Police Sergeant Assistant to the Village Manager Assistant to the Public Works Director Superintendent of Parks and Recreation	\$95,005.14	\$111,631.40	\$128,257.66
9	Public Works Superintendent Police Lieutenant	\$109,180.00	\$131,016.00	\$152,852.00
10	Deputy Chief of Police Finance Director Director of Community Development Director of Parks and Recreation	\$120,098.00	\$144,117.60	\$168,137.20
11	Director of Public Works Fire Chief Police Chief Assistant Village Manager	\$132,107.80	\$158,529.36	\$184,950.92

Effective May 1, 2023

Compensation Schedule for Non-Union Part-Time Employee Classifications

CLASS	POSITION	Stub Year 2023	Stub Year 2023
1	Clerk	\$13.0000	\$16.3152
2	Digitizer * # ^	\$13.0000	\$15.8400
3	Intern * #	\$15.0000	\$19.8000
	Seasonal Custodian	\$15.4500	\$20.6000
	Seasonal Laborer	\$15.4500	\$20.6000
4	Facility Assistant	\$17.8342	\$23.540
	Mechanic's Assistant		
5	Crossing Guard // ^	\$19.4428	\$25.6645
6	Video Operator ^	\$19.7712	\$26.0980
	Clerk/Receptionist	\$21.9326	\$28.9511
7	Seasonal Clerk	\$24.1314	\$31.8535
8	Records Clerk	\$24.1314	\$31.8535
9	Community Outreach and Marketing Coordinator	\$25.1713	\$33.2261
11	Community Service Officer	\$26.9079	\$35.5184

* Not Subject to Non-Union Performance Evaluation

Effective May 1, 2023

** All Positions Not Eligible for Merit Bonus

*** All Rates are Hourly

Position Not Eligible for COLA

^ Position Not Eligible for IMRF

//Performance Evaluation at the beginning of season

Position	Min	Max
General		
Bus Driver	\$15.00	\$18.00
Senior Club Chaperone	\$15.00	\$18.00
Senior Exercise Instructor	\$40.00	\$40.00
Facility Supervisor	\$16.00	\$20.00
Part Time Clerk	\$15.00	\$19.00
Program & Event Facilitator	\$13.00	\$20.00
Open Gym Supervisor	\$14.00	\$17.00
Program Instructor	\$14.00	\$41.00
Park Patrol		
Park Patrol	\$15.00	\$18.00
Assistant Head Park Patrol	\$16.00	\$19.00
Head Park Patrol	\$18.00	\$21.00
Camp		
Camp Counselor (Summer)	\$13.00	\$16.00
Camp Counselor (Winter / Spring)	\$13.00	\$16.00
Camp Assistant Supervisor	\$14.00	\$19.00
Camp Supervisor (Summer)	\$16.00	\$19.00
Camp Supervisor (Winter / Spring)	\$16.00	\$19.00
Camp Coordinator	\$18.00	\$21.00
Club Kid		
Club Kid Counselor	\$13.00	\$16.00
Club Kid Assistant Director	\$15.00	\$20.00
Club Kid Director	\$18.00	\$21.00
Aquatic Center		
Aquatic Center Coordinator	\$20.00	\$23.00
Pool Manager	\$18.50	\$20.50
Lead Operations/Guest Services	\$15.00	\$18.00
Swim Lesson Coordinator	\$16.00	\$18.00
Concession Stand Manager	\$14.00	\$17.00
Head Lifeguard	\$17.50	\$19.50
Concession Stand Assistant Manager	TBD	TBD
Lifeguard	\$16.50	\$18.50
Lifeguard (Incentive Payrate - Friday & Saturday 2nd Shift)	\$30.00	\$30.00

Swim Lesson Instructor	\$13.00	\$16.00
Private Swim Lesson Instructor	\$13.00	\$16.00
Aquatic Center Attendant - Concessions	\$2.00	\$2.00
Aquatic Center Attendant - Guest Services	\$15.00	\$17.00
Aquatic Center Attendant - Operations	\$15.00	\$17.00
All Entry Level to Manager Staff (Incentive Pay Add-On - Rentals)	\$10.00	\$12.00
Misc. Aquatics		
Head Swim Coach	\$18.00	\$23.00
Swim Coach	\$13.00	\$19.00
Water Fitness Instructor	\$25.00	

Staffing Schedule

SY 2023 Budget Request

Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY 2020	FY 2021	FY 2022	FY 2023	SY 2023
Village Manager	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the Village Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Executive Secretary ⁽¹⁾	1.00	1.00	1.00	1.00	1.00
Total - Village Manager's Office	5.00	5.00	5.00	5.00	5.00

⁽¹⁾ Shares with Village President and Board

Finance Department	FY 2020	FY 2021	FY 2022	FY 2023	SY 2023
Director	1.00	1.00	1.00	1.00	1.00
Assistant to the Finance Director	-	-	-	-	1.00
Accountant	1.00	1.00	1.00	1.00	-
Coordinator	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	-	-	1.00	1.00
Account Clerk	2.00	2.00	2.00	1.00	1.00
Total - Finance Department	5.00	5.00	5.00	5.00	5.00

Community Development Department	FY 2020	FY 2021	FY 2022	FY 2023	SY 2023
Director	1.00	1.00	1.00	1.00	1.00
Planning and Economic Development Manager	1.00	1.00	1.00	1.00	1.00
Building Official	-	-	-	1.00	1.00
Management Analyst	0.50	0.50	0.50	0.50	-
Coordinator	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	2.00	2.50
Intern	0.50	0.50	0.50	-	0.50
Combination Building Inspector	0.00	0.00	0.00	0.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Total - Community Development Department	6.00	6.00	6.00	7.50	9.00

Police Department	FY 2020	FY 2021	FY 2022	FY 2023	SY 2023
Chief	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00
Lieutenant	3.00	3.00	3.00	3.00	3.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Patrol Officer	24.00	24.00	24.00	24.00	25.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00
Records Clerk	2.50	2.00	2.00	2.50	2.50
Community Service Officer	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	1.00	1.00
Total - Police Department	39.50	39.00	39.00	40.00	41.00

Fire Department	FY 2020	FY 2021	FY 2022	FY 2023	SY 2023
Fire Chief	-	-	-	1.00	1.00
Coordinator	1.00	-	-	-	-
Account Clerk	-	-	-	-	0.50
Management Analyst	-	1.00	1.00	1.00	-
Total - Fire Department	1.00	1.00	1.00	2.00	1.50

Staffing Schedule

SY 2023 Budget Request

Full Time Equivalents - Departmental Breakdown

Public Works Department	FY 2020	FY 2021	FY 2022	FY 2023	SY 2023
Director	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50
Superintendent	1.00	1.00	1.00	1.00	1.00
Staff Engineer	-	-	-	1.00	1.00
Management Analyst	-	-	-	1.00	1.00
Coordinator	1.00	1.00	1.00	-	-
Vehicle Maintenance Division:					
Chief Mechanic	1.00	1.00	1.00	1.00	1.00
Laborer	1.75	1.50	1.50	1.50	1.50
Building Maintenance Division:					
Foreman	0.25	0.25	0.25	0.25	0.25
Equipment Operator	0.50	0.50	0.50	0.50	0.50
Laborer	1.00	1.00	1.00	1.00	1.00
Street Maintenance Division:					
Foreman	1.50	1.50	1.50	1.50	1.50
Supervisor	0.00	0.00	0.00	0.00	0.00
Equipment Operator	3.00	3.00	3.00	3.00	3.00
Laborer	1.00	1.00	1.00	1.00	1.00
Water and Sewer Division:					
Foreman	0.50	0.50	0.50	0.50	0.50
Supervisor	-	-	-	-	-
Water System Operator	2.00	2.00	2.00	2.00	2.00
Equipment Operator	3.00	3.00	3.00	3.00	3.00
Laborer	3.00	3.00	3.00	3.00	3.00
Total - Public Works Department	23.00	22.75	22.75	23.75	23.75
Parks And Recreation Department					
Director	1.00	1.00	1.00	1.00	1.00
Superintendent - Recreation and Facilities	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00	2.00	2.00
Youth Program Coordinator	-	-	-	-	-
Community Outreach Coordinator	0.50	0.50	0.50	0.50	0.50
Recreation Coordinator	-	-	-	-	-
Clerk/Receptionist	1.00	1.00	1.00	1.00	1.00
Maintenance Division:					
Foreman	0.75	0.75	0.75	0.75	0.75
Equipment Operator	0.50	0.50	0.50	0.50	0.50
Facilities Assistant (previously Mailman)	0.50	0.50	0.50	0.50	0.50
Laborer	3.00	3.00	3.00	3.00	3.00
Total - Parks and Recreation Department	10.25	10.25	10.25	10.25	10.25
Total - All Departments	89.75	89.00	89.00	93.50	95.50

Summary of Personnel Costs - Across All Funds

SY 2023 Budget Request

Account Number	Fund / Department	FY 2023 Projected Personnel Total ⁽¹⁾	SY 2023 Budgeted Personnel Total ⁽¹⁾
101	General Fund Departments		
100	Village President and Board of Trustees	68,941	42,913
110	Village Clerk	8,846	5,921
200	Village Manager	842,873	550,049
210	Finance Department	592,760	500,495
240	Community Development Department	759,590	700,592
250	Information Technology	-	-
290	Engineering	-	-
300	Police Department	7,608,633	6,397,318
350	Fire Department	80,067	150,007
400	Public Works Department	457,858	291,950
410	Vehicle Maintenance Division	199,004	162,788
420	Building Maintenance Division	171,378	133,771
440	Street Maintenance Division	760,568	641,898
	Total General Fund Departments	\$ 11,550,518	\$ 9,577,702
205	Parks and Recreation Department		
430	Park Maintenance Division	481,496	360,873
500	Parks and Recreation Administration	561,477	424,783
504	Special Events	-	-
508	Permits Division	77,046	89,998
530	Day Camp Program	204,856	347,014
560	Aquatic Center	410,517	519,076
571	Community Center	23,123	35,535
	Total Parks and Recreation Department	\$ 1,758,515	\$ 1,777,279
660	Water and Sewer Fund	510,345	509,888
	Total Water and Sewer Fund	\$ 510,345	\$ 509,888
	Total - All Funds	\$ 13,819,378	\$ 11,864,869

Note:

⁽¹⁾ Personnel totals include wages, overtime, benefits and pension costs



Village Operating Departments

Village President and Board of Trustees



Department Description

The President of the Village of Lincolnwood serves as the Chief Executive Officer and is the presiding officer of meetings of the Board of Trustees. The Board of Trustees serve a legislative body for the Village of Lincolnwood. The Village President and the Board of Trustees are the Corporate Authorities and are the policy makers for the Village's organization. The President and the six-member Board of Trustees are elected at-large for four-year terms.

Department Expenditure

The President and Village Board Division Stub Year 2023 Budget includes \$81,018 in expenditures.

Major Expenditure Highlights

- The Village President and Board of Trustees Stub Year 2023 budget includes \$42,000 for personnel costs for elected officials.
- This Budget includes \$10,000 to be used for fees to participate in intergovernmental organizations such as the Northwest Municipal Conference and Illinois Municipal League.

President and Village Board
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
101-100-511-5010	Salary - elected/appointed	40,441	42,000	38,699	42,000	42,000	25,333
101-100-511-5025	Wages - full time hourly	16,649	16,928	17,170	16,928	16,928	11,967
101-100-511-5056	HSA Savings Account	-	2,160	-	-	-	-
101-100-511-5110	Employer FICA	3,190	3,654	3,388	3,700	3,700	2,300
101-100-511-5120	Employer Medicare	746	854	792	900	900	540
101-100-511-5130	Employer IMRF	2,898	3,347	3,055	3,400	2,300	1,135
101-100-511-5150	Insurance - group life & AD&D	-	51	-	-	-	-
101-100-511-5160	Insurance - group medical	16,405	20,795	3,443	4,000	2,462	1,211
101-100-511-5170	Insurance - group dental	1,216	124	220	400	130	73
101-100-511-5180	Insurance - workers compensation	497	508	-	521	521	354
Personnel Total:		82,044	90,421	66,767	71,849	68,941	42,913
101-100-511-5270	Purchased program services	500	2,800	180	4,300	4,360	2,900
101-100-511-5320	Consulting	-	-	-	-	-	-
101-100-511-5399	Other professional services	-	10,500	507	5,000	1,750	3,000
Services Total:		500	13,300	687	9,300	6,110	5,900
101-100-511-5540	Intergovernmental fees & dues	9,279	10,000	9,188	10,150	9,472	10,125
101-100-511-5560	Printing & copying services	-	1,000	550	1,000	520	680
101-100-511-5565	Village Newsletter	16,359	16,000	13,838	16,000	16,214	11,200
101-100-511-5599	Other contractual	-	1,000	-	1,000	-	700
101-100-511-5620	Books & publications	82	50	200	50	168	50
101-100-511-5700	Office supplies	789	500	981	1,000	391	700
101-100-511-5799	Other materials & supplies	2,322	3,000	6,649	3,000	2,900	2,750
101-100-511-5810	Conference & meeting registration	45	600	115	-	425	500
101-100-511-5820	Local mileage, parking & tolls	-	400	147	-	-	-
101-100-511-5830	Lodging	-	800	-	-	-	-
101-100-511-5840	Meals	312	2,500	6,843	8,000	8,070	5,500
101-100-511-5850	Purchased Transportation	-	200	-	-	-	-
Commodities Total:		29,188	36,050	38,512	40,200	38,160	32,205
Village President & Board Total:		\$ 111,731	\$ 139,771	\$ 105,966	\$ 121,349	\$ 113,211	\$ 81,018

President and Village Board SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-100-511-5270	Purchased Program Services	<u>2,900</u>	
		1,200	Lincolnwood Artists Association - Six Village Hall Art Gallery Showings
		1,700	Boards and Commissions Dinner (skipped in FY2021 due to Pandemic)
101-100-511-5399	Other Professional Services	<u>3,000</u>	
		3,000	Various Consulting
101-100-511-5540	Intergovernmental Fees and Dues	<u>10,125</u>	
		6,600	Northwest Municipal Conference
		1,100	Various Organizations
		1,250	Illinois Municipal League
		700	Lincolnwood Chamber of Commerce Business Expo
		475	Chicago Metropolitan Agency for Planning (CMAP)
101-100-511-5560	Printing and Copying Services	<u>680</u>	
		540	Forms, Business Cards, Letterhead, etc.
		140	Professional Printing/Copying Expenses
101-100-511-5565	Village Newsletter	<u>11,200</u>	
		6,300	Printing Costs
		4,900	Postage
101-100-511-5599	Other Contractual	<u>700</u>	
		700	Cost Sharing, Financial Participation, etc. (i.e. Northwest Municipal Conference)
101-100-511-5620	Books and Publications	<u>50</u>	
		50	Books and Publications
101-100-511-5700	Office Supplies	<u>700</u>	
		700	Miscellaneous Office Supplies
101-100-511-5799	Other Materials and Supplies	<u>2,750</u>	
		2,000	Plaques, Commendations, Flowers, Photos, Decorations
		250	Flags for Memorial Day

Account Number	Account Name	Amount	Comments
		500	Honorary Gifts (Keys, plaques, etc.)
101-100-511-5810	Conference and Meeting Registration	<u>500</u> 500	Village Board Conferences, Illinois Municipal League Training
101-100-511-5820	Local Mileage, Parking and Tolls	-	Business Meetings and Village Board Conferences
101-100-511-5830	Lodging	-	Northwest Municipal Conference (NWMC) Legislative drive down
101-100-511-5840	Meals	<u>5,500</u> 1,000 4,500	Business Meetings and Village Hospitality Committee of the Whole Dinners
101-100-511-5850	Purchased Transportation	-	Village Board Conferences

Village Clerk



Department Description

The Village Clerk is responsible for safekeeping, filing, distribution and publication of all legal documents, such as minutes of Board of Trustees meetings, ordinances, resolutions, proclamations and agreements. The Village Clerk is also responsible for attesting to the Village President’s signature on documents and swearing-in elected and appointed officials. The Village Clerk certifies Village documents, maintains, updates and distributes the Lincolnwood Code of Ordinances, and issues permits to solicitors and peddlers. Lastly, the Village Clerk acts as the Local Election Official – conducts voter registration, in-house absentee voting, and distributes nominating and other petitions.

Department Expenditure

The Village Clerk Division Stub Year 2023 Budget includes \$13,221 in expenditures.

Major Expenditure Highlights

- The Village Clerk Stub Year 2023 budget includes \$6,700 for the codification services that the Village uses for maintaining of the Village Code.

Village Clerk
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	SY 2023 Budget
101-110-511-5010	Salary - elected/appointed	7,692	8,000	8,000	8,000	8,000	5,333
101-110-511-5110	Employer FICA	477	496	496	500	480	335
101-110-511-5120	Employer Medicare	112	116	116	116	116	80
101-110-511-5180	Insurance - workers compensation	240	240	-	250	250	173
Personnel Total:		8,521	8,852	8,612	8,866	8,846	5,921
101-110-511-5550	Ordinance codification	8,277	11,603	12,443	10,000	6,000	6,700
101-110-511-5570	Professional associations	-	100	-	100	100	100
101-110-511-5590	Training	-	120	120	-	-	-
Services Total:		8,277	11,823	12,563	10,100	6,100	6,800
101-110-511-5810	Conference & Meeting Registration	-	300	-	300	300	300
101-110-511-5820	Local mileage, parking & tolls	150	100	-	100	100	100
101-110-511-5840	Meals	-	100	-	100	100	100
Commodities Total:		150	500	-	500	500	500
Village Clerk Total:		\$ 16,947	\$ 21,175	\$ 21,175	\$ 19,466	\$ 15,446	\$ 13,221

Village Clerk

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-110-511-5550	Ordinance Codification	<u>6,700</u>	Codifying Ordinances, Updating Binders, Updating Codes Online Online Hosting Fees
101-110-511-5570	Professional Associations	<u>100</u> 100	Municipal Clerks of Illinois
101-110-511-5590	Training	<u>-</u> -	Training
101-110-511-5810	Conference and Meeting Registration	<u>300</u> 300	Registration for Local Professional Meetings
101-110-511-5820	Local Mileage, Parking and Tolls	<u>100</u> 100	Mileage Reimbursement for Local Meetings
101-110-511-5840	Meals	<u>100</u> 100	Local Meetings and Luncheons

Village Manager's Office



Department Description

The Village Manager serves as the Chief Administrative Officer for the Village of Lincolnwood. The position was created by the President and Board of Trustees by Ordinance which enumerates the specific responsibilities of the Village Manager. The Village Manager is responsible for the overall management and operations of the Village and directs all Department Directors.

The Village Manager's Office is responsible for providing overall direction and administration of policies and programs established by the Village President and Board of Trustees. In addition, the Manager's Office is responsible for the issuance of liquor licenses, personnel management, oversight of the budget process, contract negotiations, coordination of services to residents, enforcement of the Village Ordinances, management of the Village's website and communications, and responses to requests for services and inquiries. The Department is staffed by five full-time employees.

Department Expenditure

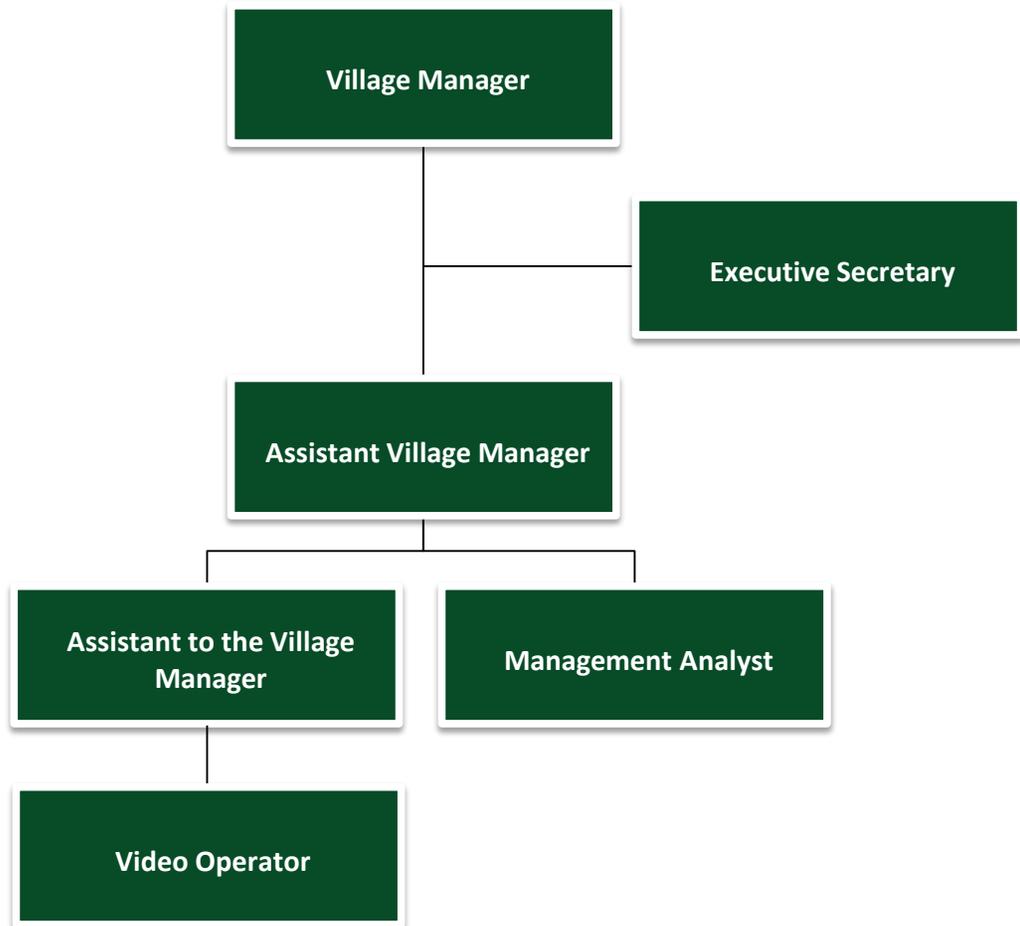
The Village Manager's Office Stub Year 2023 Budget includes \$663,759 in expenditures.

Major Expenditure Highlights

- The Stub Year 2023 budget includes \$24,200 in services related to pre-employment and hiring of new staff members.
- Included in the Village Manager's Budget is \$14,500 in training programs for staff, including the Village Board's Service First initiative.
- Also included is \$32,000 for Lobbying Services.

Village Manager's Office

Stub Year 2023 Organizational Chart



Village Manager's Office

SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-200-511-5020	Wages - full time salaried	442,766	464,740	461,815	527,345	532,816	372,200
101-200-511-5025	Wages - full time hourly	66,595	67,710	68,680	83,800	70,258	45,806
101-200-511-5030	Wages - part time hourly	4,337	2,500	4,712	4,800	3,310	3,379
101-200-511-5055	Deferred compensation	11,787	12,067	13,261	15,762	14,300	10,513
101-200-511-5060	Educational stipend	3,645	4,647	4,497	4,550	5,100	4,505
101-200-511-5061	Opt Out Insurance	2,400	2,400	2,000	2,400	-	-
101-200-511-5062	Phone Stipend	690	720	585	570	560	520
101-200-511-5063	Auto Allowance	9,000	9,000	9,000	9,000	9,000	6,000
101-200-511-5110	Employer FICA	29,242	30,684	29,530	38,120	28,745	15,890
101-200-511-5120	Employer Medicare	7,665	7,999	7,976	9,400	9,000	3,720
101-200-511-5130	Employer IMRF	45,239	50,339	42,884	54,500	35,515	11,540
101-200-511-5150	Insurance - group life & AD&D	1,474	1,647	1,379	1,520	1,500	1,045
101-200-511-5160	Insurance - group medical	57,686	61,315	69,221	63,685	110,824	60,195
101-200-511-5170	Insurance - group dental	3,999	4,676	3,831	4,175	4,935	3,220
101-200-511-5180	Insurance - workers compensation	16,116	16,595	-	17,010	17,010	11,516
Personnel Total:		702,641	737,039	719,370	836,637	842,873	550,049
101-200-511-5320	Consulting	-	45,000	24,241	63,000	67,092	34,000
101-200-511-5340	Engineering	-	-	-	-	-	-
101-200-511-5399	Other professional services	7,120	17,000	6,148	17,000	17,000	-
Services Total:		7,120	62,000	30,389	80,000	84,092	34,000
101-200-511-5510	Advertising	11,808	5,500	1,986	5,500	2,861	6,400
101-200-511-5560	Printing & copying services	-	1,500	218	1,500	1,500	1,000
101-200-511-5570	Professional associations	1,445	5,320	4,010	5,370	4,214	5,420
101-200-511-5590	Training	-	7,000	25	14,500	14,500	14,500
101-200-511-5599	Other contractual	20,937	14,975	35,318	19,375	18,020	29,100
101-200-511-5620	Books & publications	1,429	2,340	1,725	2,340	2,340	2,340
101-200-511-5670	Fuel	-	-	94	-	-	-
101-200-511-5700	Office supplies	3,313	3,000	3,145	3,000	3,423	2,000
101-200-511-5799	Other materials & supplies	326	7,500	2,039	8,000	5,500	7,800
101-200-511-5810	Conference & meeting registration	3,682	3,530	735	3,530	3,518	5,200
101-200-511-5820	Local mileage, parking & tolls	-	3,500	245	3,500	300	300
101-200-511-5830	Lodging	-	4,280	460	4,280	2,653	3,500
101-200-511-5840	Meals	639	2,000	1,108	2,000	2,000	1,600
101-200-511-5850	Purchased transportation	-	550	-	550	200	550
Commodities Total:		43,580	60,995	51,109	73,445	61,028	79,710
Village Manager's Office Total:		\$ 753,341	\$ 860,034	\$ 800,868	\$ 990,082	\$ 987,993	\$ 663,759

Village Manager's Office
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-200-511-5320	Consulting	<u>34,000</u>	
		2,000	Misc. Consulting
		32,000	Lobbyist
101-200-511-5399	Other Professional Services	<u>-</u>	
		-	Restaurant Inspections (Two per establishment per year)
101-200-511-5510	Advertising	<u>6,400</u>	
		2,400	Magnets
		4,000	Legal Notices, Bid Openings, Employment Advertisements, LTC Ads
101-200-511-5560	Printing, Copying, Scanning Services	<u>1,000</u>	
		1,000	Letterhead, Business Cards, and Copy Services
101-200-511-5570	Professional Associations	<u>5,420</u>	
		3,600	International City/County Management Association (ICMA) (4) Illinois City/County Management Association (ILCMA) (4) - includes 4 Illinois Association of Municipal Management Assistants (IAMMA) Memberships and 4 Metro
		1,000	Managers Memberships
		460	Illinois Public Employer Labor Relations Association (IPELRA) (2)
		110	Notary Association (2)
		250	International Council of Shopping Centers (ICSC, 2)
101-200-511-5590	Training	<u>14,500</u>	
		6,000	Employee Training Program
		1,000	Leadership Training
		7,500	Service First Training
101-200-511-5599	Other Contractual	<u>29,100</u>	
			Village-wide Pre-employment Drug Screen and Physical Exams for Full-Time and IMRF
		4,000	Part-Time Positions (Assumes 15 PT/FT employees)
		3,500	Village-wide Background Checks
		2,600	Village-wide Psychological Assessments
		14,100	Recruitment
		2,000	Commercial Drivers License Substance Testing- PW Employees
		2,750	Family Medical Leave Tracking
		150	First Aid Cabinet Maintenance - Village Hall
		-	American Express Annual Membership
101-200-511-5620	Books and Publications	<u>2,340</u>	
		200	International City/County Management Association Publications
		100	Crains Chicago Business
		840	Local Gov Publications
		1,200	Ancel Glink
101-200-511-5700	Office Supplies	<u>2,000</u>	
		2,000	Various Expendable Supplies (Toner, Letterhead)
101-200-511-5799	Other Materials and Supplies	<u>7,800</u>	
		5,000	Employee Recognition Dinner and Gifts
		2,500	Employee Appreciation Event
		300	Clothing for Staff
101-200-511-5810	Conference and Meeting Registration	<u>5,200</u>	
		600	Illinois City/County Management Association (ILCMA) - Summer Conference (2) International City/County Management Association (ICMA) - Annual Conference
		820	Austin Canada (1)
		430	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
		550	International Council of Shopping Centers (ICSC-2) IPELRA - Employment Law Seminar (1)
		2,800	Midwest Leadership Institute (1)
101-200-511-5820	Local Mileage, Parking and Tolls	<u>300</u>	
		300	Mileage Reimbursement - Other Administration Staff
101-200-511-5830	Lodging	<u>3,500</u>	
		900	Illinois City/County Management Association (ILCMA) - Summer Conference (2)

Account Number	Account Name	Amount	Comments
		600	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
			International City/County Management Association (ICMA) - Annual Conference (1)
		1,800	
		200	Northwest Municipal Conference (NWMC) Legislative Drive Down (1)
101-200-511-5840	Meals	<u>1,600</u>	
		900	Business Meetings, Luncheons
			International City/County Management Association (ICMA) - Annual Conference (1)
		200	
		60	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
		200	Northwest Municipal Conference (NWMC) - Meetings
		240	Intergovernmental Luncheons
101-200-511-5850	Purchased Transportation	<u>550</u>	
		500	ICMA - Annual Conference (1)
		50	International Council of Shopping Centers (ICSC)

Village Manager's Office



Proposed Goals

Goal: The Village Manager's Office will complete the implementation process of the new land and license software. This includes the training of staff and rolling out of software for the use of the public. This implementation will include the ability for residents and contractors to apply for and receive permits entirely online.

Goal: The Village Manager's Office will coordinate with the Finance Department the upgrading of the Village's enterprise resource planning software, Springbrook, which has not seen a major overhaul in approximately 10 years. This upgrade to Springbrook will provide enhancements for the capabilities of staff to manage resources and be able to modify the Village's fiscal year for accounting purposes.

Goal: In FY 2022, the Village developed a two-year training program that emphasized the Village Board's Service First initiative. During FY 2023, the Village Manager's Office provided monthly training to all staff members to emphasize and build upon the skills needed to provide quality customer service. In SY 2023, the Village Manager's Office will continue monthly training for staff members including onboarding new hires to embody the Service First mentality.

Goal: The Village Manager's Office will start the process of holding a community survey. During the SY 2023 Budget, the Village Manager's Office will present budget recommendations and policy direction requests from the Village Board to facilitate the community survey. During the FY 2024 Budget, the Village Manager's Office will coordinate the creation and disbursement and collection of the community survey.

Goal: The Village Manager's Office will oversee the upgrade of the audio / visual equipment within the Gerald C. Turry Village Board Room to ensure better system fidelity for meeting participants and those observing the meetings in Village Hall and remotely.

Key Performance Measures/Service Indicators	Target SY 2023	Projected FY 2023	Actual FY 2022	Actual FY 2021
Social media weekly posting frequency	6	5	3	3
Total meetings broadcast	53	80	71	85
Full-Time Positions Hired	13	20	20	7
Full-Time Position Replacement	14%	22%	22%	7.80%
Total IT Requests	200	306	351	303
IT Requests Completed on Time	95%	90%	90%	98%
Total Cases Adjudicated	670	650	611	444

Finance Department



Department Description

The Finance Department is responsible for the administration of all fiscal operations of the Village. This includes: accounting and financial reporting of Village resources, treasury management, budget development, cash receipts, accounts payable, accounts receivable, utility billing, payroll, benefits administration, risk management, purchasing and collections.

In addition, the department provides resources necessary for the management of the Village's investment portfolio, debt management, grant management and provide administrative support to the Police Pension Fund. The Department is staffed by five full-time employees.

Department Expenditure

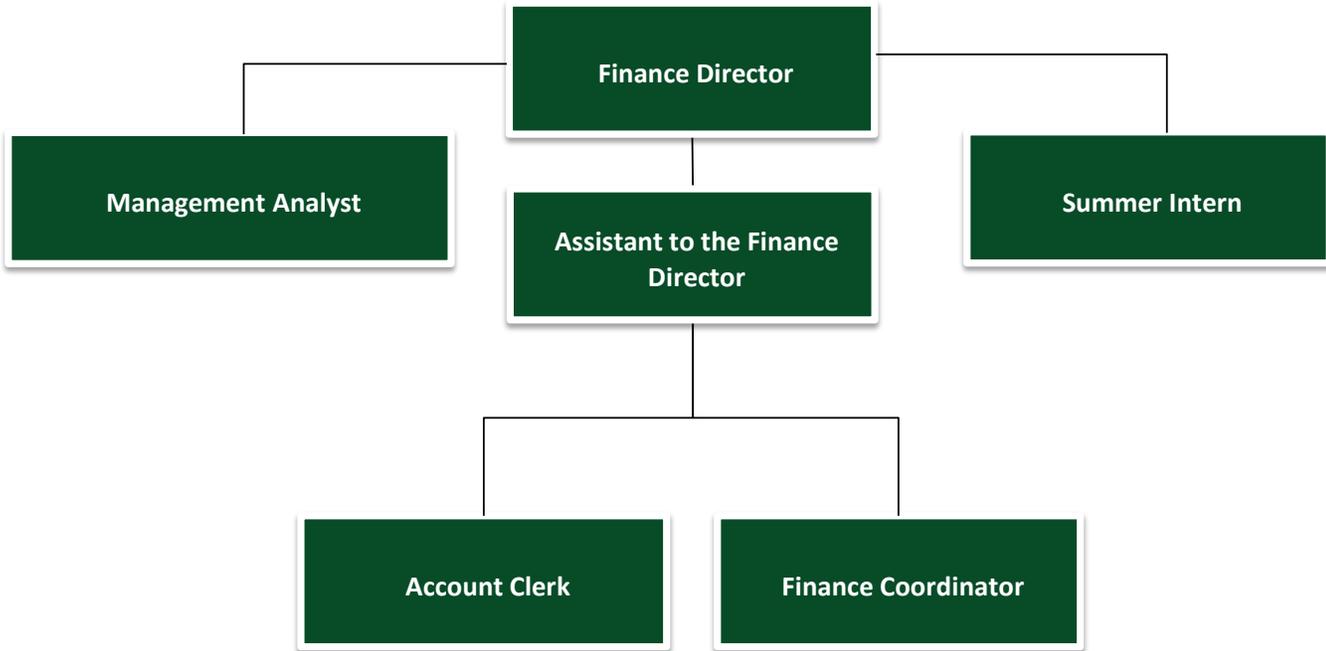
The Finance Department Stub Year 2023 Budget includes \$781,225 in expenditures.

Major Expenditure Highlights

- The Finance Department Stub Year 2023 budget includes \$140,000 for liability and property insurance. The Village is a member of the Intergovernmental Risk Management Agency (IRMA), which is an organization of municipalities which have formed together to pool its risk management. The deductible on the policy is \$25,000 per occurrence. The Village has budgeted \$140,000 for liability and property insurance for Fiscal Year 2023, \$140,00 in the General Fund and \$40,000 in the Water and Sewer Fund. This amount has not increased from the Fiscal Year 2023 budget as claim experience has remained constant.
- Additionally, the Finance Department budget includes \$7,600 in training for continued investment into staff engagement and education.

Finance Department

Stub Year 2023 Organizational Chart



Finance Department
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
101-210-511-5020	Wages - full time salaried	258,854	230,750	217,188	240,500	295,420	239,135
101-210-511-5025	Wages - full time hourly	136,504	168,100	155,408	182,702	147,070	92,327
101-210-511-5035	Wages - seasonal hourly	12,448	4,500	10,338	8,000	6,090	8,000
101-210-511-5040	Wages - overtime 1.5X	-	450	-	450	-	-
101-210-511-5056	HSA Savings Acct	-	720	-	720	-	-
101-210-511-5060	Educational stipend	2,787	3,040	2,974	3,140	3,280	3,614
101-210-511-5061	Opt Out Insurance	-	-	-	-	2,400	3,200
101-210-511-5062	Phone Stipend	630	720	75	-	-	260
101-210-511-5110	Employer FICA	23,245	25,224	22,081	25,600	25,600	21,628
101-210-511-5120	Employer Medicare	5,563	5,899	5,164	5,500	5,500	5,058
101-210-511-5130	Employer IMRF	31,395	36,854	27,581	35,000	27,450	15,698
101-210-511-5150	Insurance - group life & AD&D	1,003	1,181	1,032	1,200	1,200	800
101-210-511-5160	Insurance - group medical	50,918	86,625	59,121	62,268	49,246	42,280
101-210-511-5170	Insurance - group dental	3,692	6,580	3,488	4,200	3,010	2,475
101-210-511-5180	Insurance - workers compensation	11,486	11,214	-	11,494	11,494	7,819
101-210-511-5195	Employee Benefit Expenses	34,400	68,200	51,248	58,200	15,000	58,200
Personnel Total:		572,925	650,057	555,698	638,974	592,760	500,495
101-210-511-5260	Liability insurance	97,377	140,000	414,197	140,000	140,000	140,000
101-210-511-5310	Audit	28,900	29,600	31,400	34,800	34,800	34,240
101-210-511-5320	Consulting	140	2,000	5,038	-	-	-
101-210-511-5399	Other professional services	2,070	4,500	4,500	1,300	10,744	1,300
Services Total:		128,487	176,100	455,135	176,100	185,544	175,540
101-210-511-5440	R&M - office equipment	9,575	25,000	9,110	15,000	11,822	10,000
101-210-511-5510	Advertising	528	850	526	850	600	850
101-210-511-5560	Printing & copying services	120	6,300	1,016	1,500	500	1,500
101-210-511-5570	Professional associations	453	1,300	2,490	2,395	1,000	2,820
101-210-511-5580	Telephone	125,129	19,000	31,636	25,000	25,000	25,000
101-210-511-5590	Training	-	1,200	510	5,100	5,100	7,600
101-210-511-5700	Office supplies	13,106	21,000	15,864	21,500	20,000	17,500
101-210-511-5720	Postage	10,067	15,200	9,400	12,000	12,000	14,800
101-210-511-5725	Bank & Credit Card Fees	8,901	18,000	5,022	18,000	5,500	15,000
101-210-511-5730	Program supplies	7,177	5,100	4,313	4,200	4,200	4,200
101-210-511-5731	Covid 19 Expenses	107,217	30,000	7,190	20,000	10,000	1,000
101-210-511-5810	Conference & meeting registration	-	400	158	1,700	1,651	1,460
101-210-511-5820	Local mileage, parking & tolls	824	500	325	500	-	500
101-210-511-5830	Lodging	-	-	302	-	-	1,760
101-210-511-5840	Meals	25	700	310	700	150	700
101-210-511-5850	Purchased transportation	-	300	-	450	415	500
Commodities Total:		283,121	144,850	88,170	128,895	97,938	105,190
Finance Department Total:		\$ 984,533	\$ 971,007	\$ 1,099,002	\$ 943,969	\$ 876,242	\$ 781,225

Finance Department

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-210-511-5195	Employee Benefit Expenses	58,200	
		15,600	Retiree Health Savings Plan Police
		8,600	Retiree Health Savings Plan Public Works
		15,000	Self Funded Unemployment Benefits
		4,000	Flex Plan expenses
		15,000	Retiree Insurance
101-210-511-5260	Liability Insurance	140,000	
		140,000	Intergovernmental Risk Management Agency Liability Insurance (split with Water Fund)
101-210-511-5310	Audit	34,240	
		24,460	Audit FY 2023 (split between General and Water)
		3,810	Single Audit
		770	Annual Report for the IL Comptroller
		2,000	Other Post Employee Reporting (OPEB)
		3,200	Police Pension Fund Actuary Report
101-210-511-5320	Consulting	-	
		-	
101-210-511-5399	Other Professional Services	1,300	
		1,300	Credit Card Compliance Testing
101-210-511-5440	R&M - Office Equipment	10,000	
		10,000	Village Wide Copier/Printer lease/maintenance
101-210-511-5510	Advertising	850	
		850	Annual Treasurer's Report/Appropriation Ordinance
101-210-511-5560	Printing and Copying Services	1,500	
		1,500	Business licenses - forms
101-210-511-5570	Professional Associations	2,820	
		490	GFOA - Director, Assistant to Director, Management Analyst
		400	IGFOA - Director, Assistant to Director, Management Analyst
		400	ILCMA Membership - Director & Management Analyst
		90	IMTA Annual Treasurer's Membership - Director
		60	Notary - Finance Account Clerk
		320	Payroll Association - Assistant to Director
		1,060	GFOA Awards - Budget, Financial Report, PAFR
101-210-511-5580	Telephone	25,000	
		25,000	Village Wide Cellular Verizon
101-210-511-5590	Training	7,600	
		2,500	GFOA Staff Training
		2,500	IGFOA Staff Training
		1,500	ILCMA Training
		600	CPFO
		500	IPELRA
101-210-511-5700	Office Supplies	17,500	
		10,000	Village Wide Office Supplies

Account Number	Account Name	Amount	Comments
		7,000	Village Wide Copier Supplies
		500	Clothing for Staff
101-210-511-5720	Postage	14,800	
		12,000	Village Wide Postage
		2,800	Postage Machine Lease (75% allocated to GF)
101-210-511-5725	Bank and Credit Card Fees	15,000	
		15,000	Online and Over the Counter Fees
101-210-511-5730	Program Supplies	4,200	
		4,200	Vending Machine, Vehicle License Stickers
101-210-511-5731	Covid 19 Expenses	1,000	
		1,000	COVID-19 supplies, if needed
101-210-511-5810	Conference/meeting registration	1,460	
		750	IGFOA Conference (Peoria) - Registration (Director & Asst)
		485	GFOA Conference (Portland) - Registration (Director)
		225	ILCMA Conference (Management Analyst)
101-210-511-5820	Local Mileage, parking and tolls	500	
		500	Miscellaneous travel
101-210-511-5830	Lodging	1,760	
		500	IGFOA Conference
		1,060	GFOA Conference
		200	ILCMA Conference
101-210-511-5840	Meals	700	
		700	Training
101-210511-5850	Purchased Transportation	500	
		500	GFOA Conference

Finance Department



Proposed Goals

Goal: Staff in the Finance Department will implement the updated Purchasing Policy, which was most recently updated in 2018. Generally, the purpose of this policy document is to provide staff with guidelines and direction for the procurement of goods and services to fulfill the service requirements of the Village.

Goal: The Finance Department will coordinate with the Village Manager’s Office the Village’s enterprise resource planning software, Springbrook, which has not seen a major overhaul in approximately 10 years. This will upgrade Springbrook to cloud based services in SY 2023. This will fully integrate all applicable modules.

Goal: Continue to assess Finance Department workflows and protocols to identify and rectify gaps in interdepartmental communication and coordination. This assessment will evaluate all processes and internal controls including updating the Department’s Standard Operating Procedures.

Goal: In collaboration with the Public Works Department, the Finance Department will develop the Village’s comprehensive 10-year Capital Improvement Program (CIP) and corresponding long-term debt financing plan.

Goal: The Finance Department will aim to obtain all three Government Finance Officers Association (GFOA) awards, certifying that the Village’s finance reports are being produced at the highest standard possible.

Goal: Staff will implement a system to pay vendors through Electronic Fund Transfer (EFT) via the Automated Clearing House (ACH) to develop a more seamless and cohesive process.

Goal: As part of the Village’s Strategic Plan, staff will develop a Financial Forecast Plan serving as the foundation of the budget planning process. The forecast will set the stage for upcoming budget processes and will be utilized as a tool to establish priorities and allocating resources appropriately.

Key Performance Measures/Service Indicators	Target SY 2023	Projected FY 2023	Actual FY 2022	Actual FY 2021
Food and Beverage Tax payments processed	315	460	525	473
Packaged Liquor Tax payments processed	42	67	66	0*
Vehicle Stickers issued	450	480	474	378
Pet License Issued	80	81	89	83
Accounts Payable checks issued	2050	3100	3392	3566

*Packaged Liquor tax was implemented in FY 2022

Legal Division



Division Description

Legal Services are contractual and overseen by the Village Manager’s Office. The Legal Division accounts for all expenditures concerning legal review, personnel issues, litigation, and prosecution of State Law and Local Ordinance violations. In addition, the Legal Department provides contractual Primary and Backup Hearing Officers who preside over the Village’s Administrative Adjudication Hearing process (AAH).

The AAH process is a civil proceeding that hears a wide range of appeals to violations and is an alternative to the Cook County Circuit Court system. The AAH process is intended to expedite resolutions, reduce litigations expenses, and allow the Circuit Court to focus on more serious allegations. It also provides a more convenient location for residents and businesses who wish to contest a citation or notice because the hearings are held at Village Hall.

Division Expenditure

The Legal Division Stub Year 2023 Budget includes \$276,840 in expenditures.

Legal Division
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
101-230-511-5350	Legal - retainer	175,620	178,547	178,260	187,474	187,474	126,640
101-230-511-5360	Legal - litigation	28,302	31,000	16,854	31,000	15,000	20,700
101-230-511-5370	Legal - review	118,103	100,000	215,754	100,000	70,000	68,000
101-230-511-5399	Other professional services	68,005	112,800	62,127	85,300	78,000	61,500
	Services Total:	390,029	422,347	472,995	403,774	350,474	276,840
Legal Department Total:		\$ 390,029	\$ 422,347	\$ 472,995	\$ 403,774	\$ 350,474	\$ 276,840

Legal Division
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-230-511-5350	Legal - Retainer	<u>126,640</u>	
		126,640	Retainer - Elrod Friedman
101-230-511-5360	Legal - Litigation	<u>20,700</u>	
		20,700	Litigation - Elrod Friedman
101-230-511-5370	Legal - Review	<u>68,000</u>	
		34,000	Non-Reimbursable Legal Projects - Elrod Friedman
		34,000	Private Development Review (Reimbursable) - Elrod Friedman
101-230-511-5399	Other Professional Services	<u>61,500</u>	
		26,500	Prosecution - Code Enforcement, Public Right of Way Regulation, Property Maintenance Issues, Lien Processing - Robbins, Salomon and Patt
		10,500	Administrative Hearing Officer - David Eterno
		17,000	Labor Negotiations, Personnel Matters - Clark Baird Smith
		7,500	Anti-Harassment Training

Community Development Department



Department Description

The Community Development Department is responsible for administering the Village's building, zoning and development codes. It provides staff assistance to the Village's Plan Commission, Economic Development Commission, and Zoning Board of Appeals. Services provided by the Department include plan review, permit issuance, and construction inspectional services.

In addition to these services and duties, this Department also carries out various community planning initiatives and improvement projects. This budget element includes line items for sales tax rebates pursuant to executed agreements. The Department is staffed by eight full-time positions, an additional full-time position split with the Fire Department, and a part-time intern and contracts for some building plan review and inspection services.

Department Expenditure

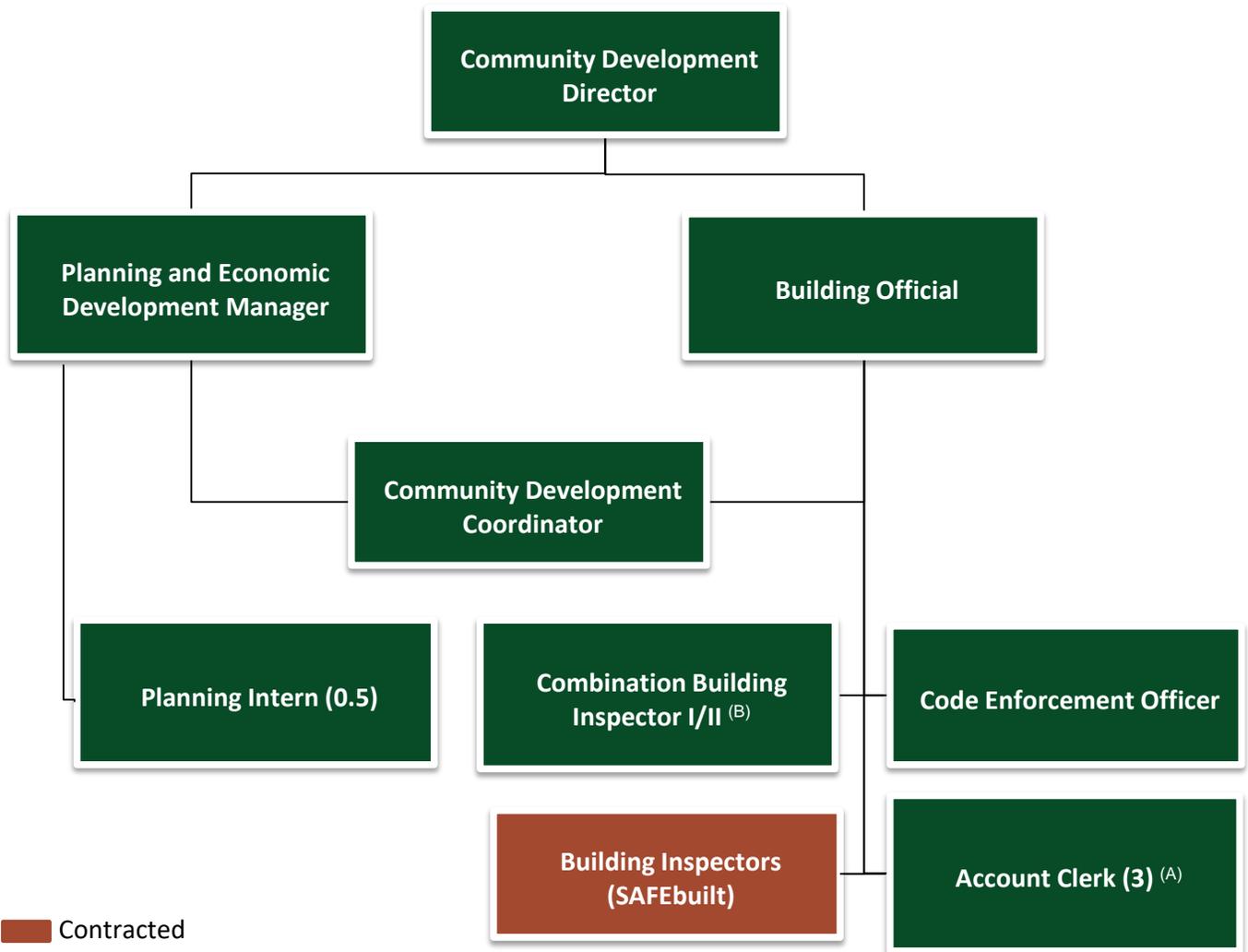
The Community Development Department Stub Year 2023 Budget includes \$1,107,655 in expenditures.

Major Expenditure Highlights

- The Village contracts for inspection and planning services for our Community Development Department. The cost of \$49,327 is included in the Stub Year 2023 budget for these services. The Village has also budgeted \$68,476 for inspection services for the large District 1860 development project that is under construction in the North Lincoln TIF.
- The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements were established to assist with the building or expansion of the businesses' facilities in the Village. The Stub Year 2023 Budget includes \$210,000 for this assistance.
- The budget includes the addition of a full-time Combination Building Inspector I/II position at \$102,911 in salary, and the proposed addition of a part-time intern position at \$14,527 in hourly wages. The previously shared Management Analyst position with the Fire Department has been replaced with a shared Account Clerk position.
- The budget also includes \$35,000 to account for resources to provide business owners to make improvements to their building exterior and other property enhancements that will improve the appearance of a business district. In the past, this was budgeted in the PEP Fund. That Fund closed in Fiscal Year 2020.

Community Development Department

Stub Year 2023 Organizational Chart



■ Contracted

^(A) One of the Account Clerks works for both the Fire Department and Community Development Department.

^(B) Stub Year 2023 Draft Budget includes the addition of one Combination Building Inspector I/II.

Community Development Department
SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-240-517-5020	Wages - full time salaried	263,085	278,884	278,884	470,612	382,655	338,220
101-240-517-5025	Wages - full time Hourly	141,390	163,100	157,751	172,974	220,690	218,451
101-240-517-5030	Wages- Part time hourly	3,124	18,000	9,315	-	480	14,527
101-240-517-5035	Wages - seasonal hourly	-	-	-	15,000	-	-
101-240-517-5040	Wages - Overtime 1.5x	-	-	-	-	-	-
101-240-517-5060	Educational stipend	3,035	3,365	3,365	3,248	5,320	5,630
101-240-517-5061	Opt out insurance	5,200	7,200	5,900	7,200	7,200	5,000
101-240-517-5062	Cell Phone Stipend	720	720	720	720	720	520
101-240-517-5110	Employer FICA	24,529	28,438	25,838	40,200	38,875	36,786
101-240-517-5120	Employer Medicare	5,875	6,627	6,043	9,200	9,040	8,056
101-240-517-5130	Employer IMRF	36,463	41,866	32,306	43,550	37,950	25,941
101-240-517-5150	Insurance - group life & AD&D	1,181	1,472	1,472	1,320	1,990	1,350
101-240-517-5160	Insurance - group medical	38,965	37,431	24,578	8,910	39,046	35,000
101-240-517-5170	Insurance - group dental	2,775	2,416	1,102	615	1,570	1,550
101-240-517-5180	Insurance - workers compensation	13,436	13,711	-	14,054	14,054	9,561
Personnel Total:		539,776	603,230	547,273	787,603	759,590	700,592
101-240-517-5330	Consulting (1860 project)	-	115,000	-	146,710	109,455	68,476
101-240-517-5399	Other professional services	149,053	262,160	251,705	156,836	123,475	80,027
Services Total:		149,053	377,160	251,705	303,546	232,930	148,503
101-240-517-5480	R&M - vehicles	214	534	534	200	100	140
101-240-517-5510	Advertising	3,419	2,635	2,635	500	250	350
101-240-517-5560	Printing & copying services	381	596	596	500	250	350
101-240-517-5570	Professional associations	493	2,150	1,628	2,150	2,116	1,595
101-240-517-5590	Training	198	500	144	1,000	600	3,900
101-240-517-5620	Books & publications	-	1,000	185	1,000	500	700
101-240-517-5670	Fuel	481	641	641	600	600	420
101-240-517-5700	Office supplies	2,683	2,000	1,526	2,000	2,000	1,400
101-240-517-5799	Other materials & supplies	68	2,000	117	2,500	2,500	1,960
101-240-517-5810	Conference & meeting registration	73	2,800	1,670	3,300	3,600	2,500
101-240-517-5820	Local mileage, parking & tolls	-	100	47	100	50	70
101-240-517-5830	Lodging	-	3,000	-	3,000	1,000	-
101-240-517-5840	Meals	50	175	30	175	100	175
101-240-517-5850	Purchased transportation	-	500	-	500	250	-
Commodities Total:		8,060	18,631	9,753	17,525	13,916	13,560
101-240-517-5911	Sales Tax Sharing Agreements	(40,000)	348,807	539,097	300,000	350,000	210,000
101-240-517-5912	Business Improvement Grant (PEP/GIFT)	-	-	-	35,000	35,000	35,000
Economic Initiatives Total:		(40,000)	348,807	539,097	335,000	385,000	245,000
Community Development Department Total:		\$ 656,889	\$ 1,347,829	\$ 1,347,829	\$ 1,443,674	\$ 1,391,436	\$ 1,107,655

Community Development Department

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-240-517-5330	Consulting (1860 Project)	<u>68,476</u> 68,476	Plan Review and Inspection Fees
101-240-517-5399	Other Professional Services	<u>80,027</u> 49,327 4,900 4,000 10,500 11,300	Building Permit Plan Review and Inspections (SafeBuilt) Large Format Scanning Elevator Inspections Plan Review Sprinklers (SafeBuilt) Restaurant Inspections (Two per establishment per year)
101-240-517-5480	R&M - Vehicles	<u>140</u> 140	Code Enforcement Officer Vehicle
101-240-517-5510	Advertising	<u>350</u> 350	Legal notices for Public Hearings
101-240-517-5560	Printing and Copying Services	<u>350</u> 350	Marketing materials
101-240-517-5570	Professional Associations	<u>1,595</u> 900 200 350 145	American Planning Association/American Institute of Certified Planners (1) International Council of Shopping Centers (ICSC) (2) IL TIF Association Membership Fee ICC Membership
101-240-517-5590	Training	<u>3,900</u> 2,500 1,400	Employee training (Code Enforcement, Building Official, Director, P&ED Manager) Certification
101-240-517-5620	Books & Publications	<u>700</u> 700	Miscellaneous Publications
101-240-517-5670	Fuel	<u>420</u> 420	Fuel for Department Vehicle
101-240-517-5700	Office Supplies	<u>1,400</u> 1,400	Miscellaneous Supplies
101-240-517-5799	Other Materials & Supplies	<u>1,960</u> 1,260 700	Miscellaneous Supplies, including meeting materials Uniforms (Village Branded Clothing)
101-240-517-5810	Conference and Meeting Registration	<u>2,500</u> - 2,000 500	American Planning Association (APA) National Conference (0) Illinois State & Chicago ICSC Conferences (2) Building or Code Conference
101-240-517-5820	Local Mileage, Parking and Tolls	<u>70</u> 70	Reimbursement for Local Travel
101-240-517-5830	Lodging	<u>-</u>	

Community Development Department
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
			Lodging Expenses
101-240-517-5840	Meals	<u>175</u>	
		175	Per Diem for Meals at Conferences
101-240-517-5850	Purchased Transportation	<u>-</u>	
		-	
101-240-517-5911	Revenue Sharing Agreements	<u>210,000</u>	
		105,000	Loeber Porchse
		105,000	Zeigler Cadillac
101-240-517-5912	Business Improvement Grant	<u>35,000</u>	
		35,000	PEP/GIFT Matching Grants

Community Development Department



Proposed Goals

Goal: The Community Development Department will assist in the implementation process of the new land management software (LAMA). This includes developing Standard Operating Procedures (SOPs) for staff. This implementation will include the ability for residents and contractors to apply for and receive permits entirely online.

Goal: Staff will continue to work with the owners of the Lincolnwood Town Center property to find highest and best use for the re-development of the site. Staff will explore opportunities to market the property to the development community including at industry trade shows.

Goal: Staff will continue to implement the Business Retention and Expansion program. The purpose of the program of site visits is to support the community’s existing businesses through ongoing engagement and information-sharing between the Village’s staff and elected officials and local business owners and managers.

Goal: Continue to assess Community Department workflows and protocols to identify and rectify gaps in interdepartmental communication and coordination. In SY 2023, the department will continue to develop Standard Operating Procedures (SOPs).

Goal: Staff will work to finalize the occupancy of restaurants, retail stores and residential units within District 1860 by expeditiously completing plan reviews, inspections, and phased occupancy for each of the units and tenant spaces.

Goal: Staff will develop the scope of a potential Comprehensive Plan update, including whether an update will be focused on a topic/geography or a total update.

Key Performance Measures/Service Indicators	Target SY 2023	Projected FY 2023	Actual FY 2022	Actual FY 2021
Building Permits Issued	557	836	734	873
Building Permit Revenue	\$24,000,000	\$35,915,290	\$120,547,562	\$30,147,884
# of inspections	1360	2040	1783	1781
Total Code Enforcement Cases	520	780	602	912

Information Technology Division



Division Description

The Information Technology (IT) Division is managed by the Village Manager's Office. It provides for planning and support for computer networks and applications within the Village organization. The Village receives computer consulting services on a contractual basis. This division budget accounts for the expenditures necessary for the consultant to provide network and computer systems coordination and integration of new systems. The division also handles the management software application packages required and provides Village employees with the services and support needed to perform their work efficiently.

Department Expenditure

The Information Technology Division Stub Year 2023 Budget includes \$1,070,225 in expenditures.

Major Expenditure Highlights

- The Stub Year 2023 Budget includes \$102,000 for the upgrade of the Village's enterprise resource planning.
- The Information Technology Budget includes \$56,200 for new software to manage registrations for Parks and Rec participants with the implementation of the Civic Rec platform.
- The budget includes \$50,000 for the purpose of deploying GPS / Camera software for the Public Works fleet to help with help monitor the Village's equipment but also provide future service to the public to be able to see the locations of vehicle during a snow clearing event.
- The budget includes \$28,000 for the upgrade and improvement of the audio / visual system in the Gerald C. Turry Board Room.
- The budget includes \$71,500 for upgrading servers for the Police Department that supports the Village's computer aided dispatch and record management system.

Information Technology

SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Draft Budget
101-250-511-5320	Consulting	157,346	129,480	107,397	139,000	139,000	242,900
101-250-511-5330	Data processing	37,926	60,090	20,551	186,450	171,450	45,650
101-250-511-5340	Maintenance Agreement Expense	200,682	347,467	285,032	365,069	358,072	416,530
	Services Total:	395,954	537,037	412,979	690,519	668,522	705,080
101-250-511-5542	Equipment - Non-CIP	-	-	-	-	-	78,150
101-250-511-5580	Telecommunications	58,054	51,416	69,538	70,708	64,602	49,495
101-250-511-5590	Training	1,636	11,400	10,182	11,628	11,000	14,600
101-250-511-5599	Other contractual	12,486	20,955	12,428	21,853	21,853	14,200
101-250-511-5640	Computer supplies	2,732	1,000	1,447	1,000	1,000	1,000
	Commodities Total:	74,909	84,771	93,595	105,188	98,455	157,445
101-250-511-6530	Equipment - data processing	68,860	85,650	57,894	142,524	150,654	207,700
	Capital Total:	68,860	85,650	57,894	142,524	150,654	207,700
	Information Technology Total:	\$ 539,723	\$ 707,458	\$ 564,469	\$ 938,231	\$ 917,631	\$ 1,070,225

Information Technology

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-250-511-5320	Consulting	242,900	
		61,200	20 Hours / Week for ClientFirst
		7,000	8 Hours / Week for ClientFirst Admin of Police Items / New World
		10,000	IT Strategic Planning Updates, Meetings, Special Projects, RFPs, Unexpected Incidents
		15,000	Support for Accela Transition
		15,000	Security Assessment
		7,700	Mobile Device Management
		25,000	Vehicle Sticker Program Replacement
		102,000	Springbrook modernization
101-250-511-5330	Data Processing	45,650	
		6,850	Replace PD Message Switch (LEADS)
		4,600	Configuration Changes in Network for Skokie Redundancy
		34,200	Land and License Software
101-250-511-5340	Maintenance Agreement Expense	416,530	
		2,600	NetMotion
		48,510	New World Service Records Management System Maintenance
		16,800	Adjudication Software - Tyler Technologies
		44,500	Springbrook Maintenance and Cloud Services (VMO/Finance - Split with Water Fund, Building Tech Fund)
		1,000	Springbrook Support Maintenance Fee for RecTrac
		400	Constant Contact
		56,200	Civic Rec
		11,400	Parks and Rec RecTrac Systems Cloud Subscription (6 months)
		17,530	Quinlan Video Security System Maintenance (Split with Water Fund)
		5,000	Amazon Web Services Cloud Storage
		9,600	Clear Company Employment Application Tracking Subscription (VMO)
		5,300	Earthchannel Online Video Streaming Subscription (VMO)
		17,800	Ambulance Billing Maintenance Software (Fire)
		3,500	VMWare Support (VMO)
		-	PublicStuff Citizen Request Management Maintenance (VMO)
		4,530	Website Maintenance and Hosting and Security Settings (VMO)
		3,700	RescueNet ePCR Patient Reporting Software (Fire)
		3,000	Laserfiche Software Maintenance (VMO - Split with Water Fund)
		2,600	Storage Array Network Maintenance (VMO)
		9,000	Barracuda Email Archiver Maintenance (VMO)

Account Number	Account Name	Amount	Comments
		1,500	Online Vehicle Repair Manuals Subscription (Public
		9,000	Barracuda Spam Filter Maintenance, Web Content
		1,600	GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS
		630	ASA Smartnet, Exterior Router Smartnet (VMO)
		800	Police Department Mobile Data Computer
			Maintenance
		5,000	Legislative Management Software (Civic Clerk)
		4,300	ChiComm /Cameras
		3,000	Monitoring Tools
		2,800	MSDS Software for Public Works
		3,750	Voice logger software
		1,200	Driver's license scanning software
		360	Adobe InDesign
		5,000	Accela Land and License Program
		9,500	VEEAM Backup software
		45,000	Microsoft Office and InTune software
		2,500	Lansweeper Software
		2,600	Pace Scheduler
		350	GoToMeeting
		4,000	Active Directory Audit
		2,400	MSP PrePlan Software (Fire)
		870	Splashtop Licenses
		7,500	Cloud Based Backup
		9,900	Multifactor Authentication
		7,500	Domain Auditing Tool
		7,500	Patching Tool
		15,000	Village Wide Copier/Printer lease/maintenance

101-250-511-5542	Equipment - Non-CIP	<u>78,150</u>	
		4,000	Additional UPS for Water Pump House
		-	Water Division Tablets per Quote (2)
		3,500	Public Works Office Camera
		15,000	Door access control system improvements for security system
		14,200	Replacement for MDCs
		-	Panic Buttons
		7,000	Aquatic Center FOBs
		-	Copier replacement
		450	Ipad for CSO
		17,000	Upgrade of Security System at Pumphouse
		4,000	Remote Camera for Park Upgrade
		-	Replacement of 5 Rugged Tablets and associated Consultant time (Fire) (Year 2 of 2)
		13,000	Replacement of Wireless Access Points

101-250-511-5580	Telecommunications	<u>49,495</u>	
		8,400	Verizon General Fund - Wireless Cards for Mobile Worker Connectivity: 20
		18,695	Primary and Secondary Internet and Phone System - RCN
		22,400	Annual RCN E9-1-1 Fiber Connection for Skokie and Backup Connection

101-250-511-5590	Training	<u>14,600</u>	
		2,000	Annual Application Software Employee Training Program
		7,900	Teams training

Account Number	Account Name	Amount	Comments
		4,700	Target Solutions Software for FD and PW
101-250-511-5599	Other contractual	14,200	
		11,500	GIS Consortium Consulting - Onsite Specialist Eight Hours Per Week; Also Includes GIS Consortium Staff (Managers, Developers, Analysts, - Split with General Fund, Water Fund, Building Tech Fund)
		2,700	GIS Consortium Shared Initiatives (Cloud Subscription to MyGIS and Other Membership Benefits, GIS Subscriptions to Software - Split with General Fund, Water Fund, Building Tech Fund)
101-250-511-5640	Computer supplies	1,000	
		1,000	Village Hall Server Room and Miscellaneous IT
101-250-511-6530	Equipment - Data Processing	207,700	
		38,200	Replacement of 20 computers and associated Consultant time (Previously Deferred) (Year 2 of 2)
		50,000	GPS / Camera software for Public Works Fleet
		71,500	PD Server Maintenance
		28,000	Improvements for Audio / Visual Equipment for Gerald C. Turry Board Room
		20,000	Network Switches

Engineering Division



Division Description

The Village's Engineering services are contractual. The Village Engineer reviews and approves all residential and commercial development plans to ensure drainage and development plans to ensure drainage and grading plans are acceptable. In addition, the Village Engineer assists in the design and construction oversight of Village infrastructure construction projects, including roadway and water/sewer mains. The budget in this division accounts for all expenditures related to the use of the Village Engineer.

Division Expenditure

The Engineering Division Stub Year 2023 Budget includes \$139,000 in expenditures.

Engineering Division
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
101-290-511-5020	Payroll - full time salaried	-	-	-	24,447	-	-
101-290-511-5110	Employer FICA	-	-	-	1,725	-	-
101-290-511-5120	Employer Medicare	-	-	-	404	-	-
101-290-511-5130	Employer IMRF	-	-	-	1,252	-	-
	Personnel Total:	-	-	-	27,828	-	-
101-290-511-5920	Administration Engineer Costs	44,232	54,000	50,406	54,000	38,070	54,000
101-290-511-5922	Building Engineering Costs	97,059	100,763	136,857	63,000	110,000	63,000
101-290-511-5942	PW Building Engineer Costs	3,287	32,500	-	32,500	15,000	22,000
	Services Total:	144,578	187,263	187,263	149,500	163,070	139,000
	Engineering Division Total:	\$ 144,578	\$ 187,263	\$ 187,263	\$ 177,328	\$ 163,070	\$ 139,000

Engineering Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-290-511-5920	Administration Engineer Costs	<u>54,000</u>	Christopher Burke Retainer (\$108,000 Split with Water Fund)
		54,000	
101-290-511-5922	Building Engineering Costs	<u>63,000</u>	Private Development Review Private Development Studies and Other Plan Review Expenses
		60,000	
		3,000	
101-290-511-5942	PW Building Engineer Costs	<u>22,000</u>	Christopher Burke Project Management Services Traffic Studies for Traffic Commission
		20,000	
		2,000	

Police Department



Department Description

The Police Department's primary mission is to provide professional police services to the Village with an emphasis on maintaining a safe environment as it relates to crime, traffic, and quality of life. The Department recognizes that a customer service approach to residents allows for positive relationship with the community and this philosophy co-mingled with traditional policing methods, keeps residents, businesses and visitors receiving the best service possible. Believing in the dignity and worth of all people is foremost and protecting the rights of all persons while treating employees of the Department in the same manner. The police officers and the community share responsibility for maintaining law and order, and their relationship must be based on mutual respect. The Police Department is staffed currently budgeted for 34 full-time sworn personnel, 6 full-time civilian staff and two part-time staff members.

Department Expenditure

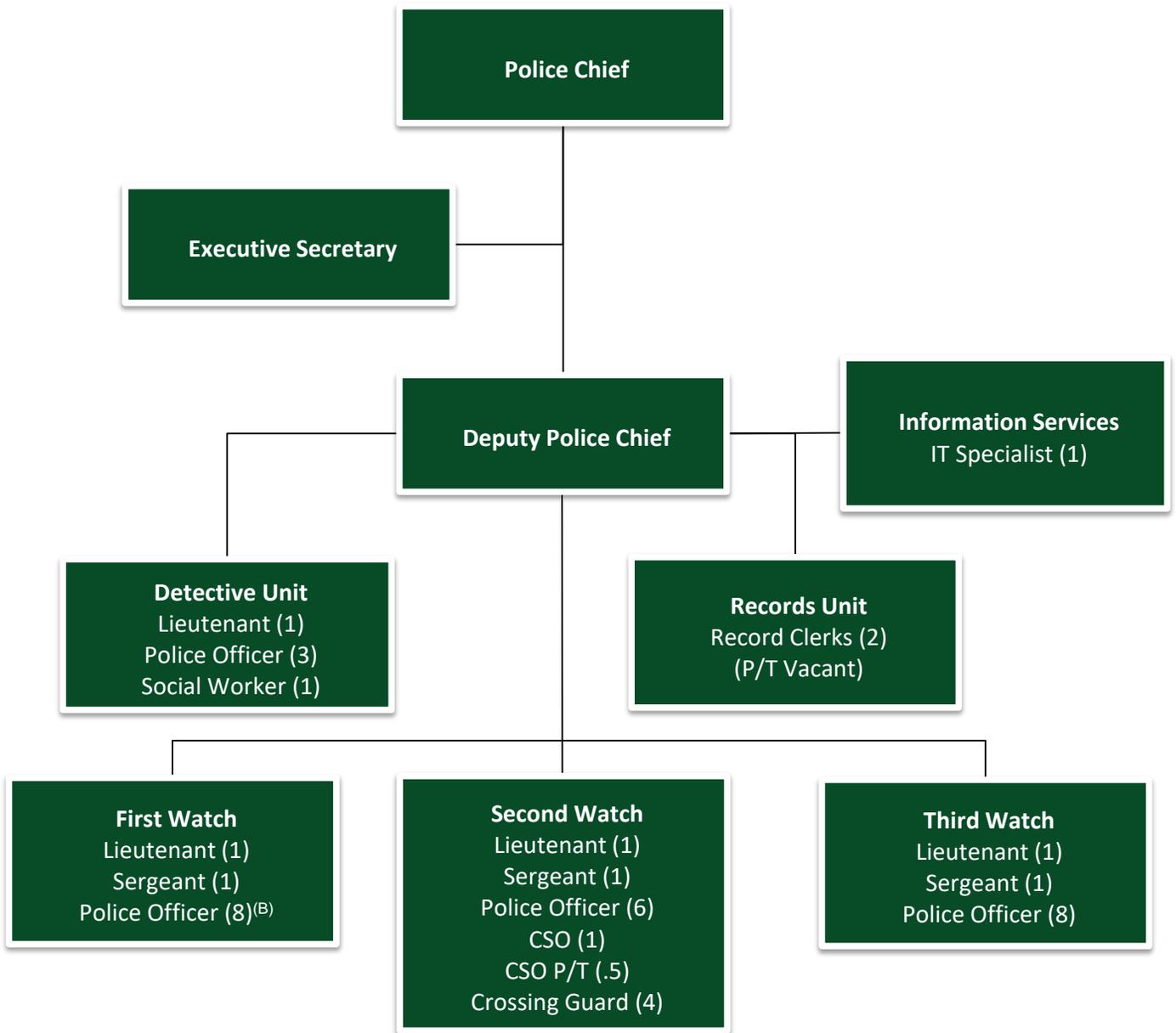
The Police Department Stub Year 2023 Budget includes \$7,599,278 in expenditures.

Major Expenditure Highlights

- The Village contracts for the operation of the E-911 center with the Village of Skokie. This contract requires a 3 % increase on May 1, 2023. The Stub Year 2023 budget includes a total cost for emergency communications services from Skokie PD for \$549,335. This cost is included in the Police Departments budget.
- The Police Department implemented body worn cameras as a part of receiving grant funding in FY2023 from the U.S. Department of Justice in addition to in-car cameras for SY2023. Total budgeted costs for body worn cameras and in-car cameras are \$75,000 with 90% funded for SY2023 through the federal grant. The State of Illinois has mandated police body worn cameras with Lincolnwood being mandated by Jan. 1, 2025.
- The budget also includes \$56,535 for Intergovernmental Fees, this includes, the Illinois Police Alarm System (ILEAS) for mutual aid, the North Regional Major Crime Task Force (NORTAF) for major crimes and fatal traffic crashes, the Northeastern Regional Crime Lab (NIRCL) and the Northern Illinois Police Alarm System (NIPAS) Emergency Services (SWAT) and Mobile Field Force for potential civil unrest.
- The Stub Year Budget includes the purchase of four (4) Police Ford Hybrid SUV vehicles for a cost of \$235,000. Hybrid vehicles are being purchased to reduce fuel costs and fossil fuel emissions.
- The Red-Light camera system at eastbound Touhy & Lincoln Avenue has an expected reinstatement in Stub Year 2023 that has a cost of \$28,800 after suspension of service due to the construction associated with the District 1860 Project since July 2022.

Police Department

Stub Year 2023 Organizational Chart



^(B) Stub Year 2023 Draft Budget includes the addition of

Police Department
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2022 Projected	SY 2023 Budget
101-300-512-5020	Wages - full time salaried	286,681	293,200	198,961	305,875	305,875	170,370
101-300-512-5025	Wages - full time hourly	3,262,146	3,465,900	3,479,657	3,495,985	3,495,985	2,614,501
101-300-512-5030	Wages - part time hourly	99,333	109,000	31,661	110,000	31,550	89,706
101-300-512-5035	Wages - seasonal hourly	13,211	26,500	13,388	26,500	15,495	10,335
101-300-512-5040	Wages - overtime 1.5X	193,398	382,300	279,987	325,000	245,220	245,220
101-300-512-5043	Holiday Mobil grant	19,880	5,000	28,181	20,000	35,550	23,701
101-300-512-5045	Wages - overtime 2X	766	7,000	8,033	7,000	10,000	5,000
101-300-512-5050	Wages - special detail	-	2,000	-	2,000	-	1,000
101-300-512-5056	HSA Savings	-	720	-	720	-	-
101-300-512-5060	Educational stipend	27,759	29,990	26,141	26,350	27,100	23,000
101-300-512-5061	Opt Out Ins.	7,670	9,360	7,810	8,100	8,210	6,560
101-300-512-5062	Phone Stipend	-	360	-	-	-	-
101-300-512-5063	Evidence Technician Stipend	8,510	5,800	5,007	5,800	5,800	5,800
101-300-512-5065	Tuition reimbursement	-	10,480	4,507	10,440	10,440	10,940
101-300-512-5070	Uniform allowance	23,963	28,300	27,725	27,750	27,750	23,785
101-300-512-5080	Pension - regular	6,959	8,800	4,605	8,800	1,082	5,000
101-300-512-5110	Employer FICA	31,197	34,939	32,854	35,500	40,595	36,995
101-300-512-5120	Employer Medicare	55,219	62,802	57,527	62,800	62,800	40,650
101-300-512-5130	Employer IMRF	30,846	46,847	23,714	35,000	22,570	30,360
101-300-512-5140	Employer police pension	2,126,459	2,501,384	2,772,785	2,566,215	2,566,215	2,551,272
101-300-512-5150	Insurance - group life & AD&D	7,116	8,665	7,153	8,665	6,850	5,500
101-300-512-5160	Insurance - group medical	565,426	570,805	671,391	591,000	520,372	385,127
101-300-512-5170	Insurance - group dental	38,157	36,831	38,049	39,380	35,990	21,885
101-300-512-5180	Insurance - workers compensation	124,481	129,936	-	133,184	133,184	90,611
	Personnel Total:	6,929,178	7,776,919	7,719,136	7,852,064	7,608,633	6,397,318
101-300-512-5210	Animal control	72	750	372	750	750	1,000
101-300-512-5398	911 combined comm. contract	852,928	895,575	896,378	800,000	800,000	549,335
101-300-512-5399	Other professional services	16,417	21,907	15,776	22,789	22,239	25,945
	Services Total:	869,417	918,232	912,526	823,539	822,989	576,280
101-300-512-5405	R&M - buildings	3,014	3,660	119	3,580	3,080	3,075
101-300-512-5410	R&M - communications equipment	23,744	27,718	25,078	27,920	25,900	15,820
101-300-512-5480	R&M - vehicles	26,757	28,800	27,071	28,236	28,236	23,215
101-300-512-5540	Intergovernmental fees & dues	32,735	35,622	32,797	33,122	32,877	56,535
101-300-512-5560	Printing & copying services	981	750	320	750	600	800
101-300-512-5570	Professional associations	1,445	2,255	1,310	2,371	2,371	1,430
101-300-512-5580	Telephone	2,279	2,326	2,288	2,930	2,830	935
101-300-512-5590	Training	19,880	40,355	25,885	36,196	32,096	40,430
101-300-512-5599	Other contractual	65,889	70,755	68,269	67,030	32,030	39,770
101-300-512-5610	Ammunition & range supplies	13,858	16,290	12,489	17,290	17,290	12,865
101-300-512-5620	Books & publications	1,109	2,101	1,524	2,635	2,635	2,365
101-300-512-5640	Computer supplies	2,066	2,225	1,252	2,775	2,775	2,000
101-300-512-5670	Fuel	46,030	55,650	65,475	55,650	70,000	46,700
101-300-512-5700	Office supplies	1,244	3,000	2,115	3,000	3,000	2,250
101-300-512-5730	Program supplies	61,457	74,200	68,795	64,087	63,000	41,950
101-300-512-5810	Conference & meeting registration	200	6,300	4,698	7,380	6,640	6,370
101-300-512-5820	Local mileage, parking & tolls	-	2,325	70	2,240	1,240	1,500
101-300-512-5830	Lodging	213	3,216	1,549	4,420	3,920	4,700
101-300-512-5840	Meals	2,005	4,525	2,513	4,353	3,603	3,330
101-300-512-5850	Purchased Transportation	-	800	893	1,600	1,600	2,040
	Commodities Total:	304,906	382,873	344,508	367,565	335,723	308,080
101-300-561-6570	Equipment - Public Safety	-	-	-	-	-	82,600
101-300-561-6580	Equipment - Vehicles	36,181	97,000	84,870	145,500	165,080	235,000
	Capital Total:	36,181	97,000	84,870	145,500	165,080	317,600
Police Department Total:		\$ 8,139,681	\$ 9,175,024	\$ 9,061,040	\$ 9,188,668	\$ 8,932,425	\$ 7,599,278

Police Department SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-300-512-5065	Tuition Reimbursement	10,940	
		5,040	Tuition Reimbursement - IT C. Alcala 4 Courses + Book Fees
		5,900	Tuition Reimbursement - PO A. Kapka + Book Fees
101-300-512-5070	Uniform Allowance	23,785	
		23,785	Uniform Allowance
101-300-512-5210	Animal Control	1,000	
		1,000	Christiansen Animal Control - Domestic Animal Boarding, Handling, Euthanasia, and Special Assistance
101-300-512-5398	9-1-1 Combined Communications	549,335	
		549,335	9-1-1 Combined Communications IGA - Skokie PD
101-300-512-5399	Other Professional Services	25,945	
		0	Accreditation Software - POWER DMS
		1,300	Case Management Software - Social Worker
		1,000	Certification - Overweight Truck Scales
		6,500	Criminal Investigative Software/Hardware
		400	Illinois Law Enforcement Accreditation Program (ILEAP)
		2,635	LEADS Online (Nationwide Investigative Database Related to Resale/Cash for Gold/Pawnshops)
		9,115	Lexipol - Law Enforcement Policies and Daily Training Bulletins
		1,035	Regional Peer Support Network Annual Fee (Includes Police and Civilian Personnel)
		140	Social Worker Malpractice Insurance Fee
		1,020	Trans Union - Online Investigative Inquiry Database Subscription
		800	TransUnion Risk and Alternative Data Solutions, Inc. / TLO - Investigative Database
		2,000	Fire & Police Comm Expenditures - Police Testing - I/O Solutions - Police Officer Exam
		101-300-512-5405	R & M - Buildings
1,500	Firearms Range - Bullet Trap Maintenance		
675	Holding Facility and Squad Infectious Disease Decontamination Aftermath		
900	Holding Facility/Cell Decontamination - Semi-Annual Cleaning		
101-300-512-5410	R & M - Communications Equipment	15,820	
		405	Annual Recertification - Radar Units (Municipal Electronics 10 @ \$35.00 ea)
		300	Applied Concepts
		330	Bi-directional Emplifier Maintenance
		200	Bradford Systems - Maintenance Agreement
		1,000	Facility Camera Repairs
		545	LiveScan/Computer Aided Booking Systems (CABS) Software Maintenance Agreement (provided by SDI)
		1,100	Porter Lee/Barcoded Evidence Analysis Statistical Tracking/Property Tracking Inventory Bar Coding
		11,940	StarCom Annual Maintenance Costs
101-300-512-5480	R & M - Vehicles	23,215	
		1,240	Antennas for Squad Cars
		3,700	Contracted Labor for Squad Car Repairs
		3,000	Laptop Dock Installation

Police Department
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
		1,835	Oil, Transmission Fluid, Antifreeze, and Washer Fluid
		11,000	Tires and Batteries
		2,440	Vehicle Washes (\$2,500) and Detailing (\$500)
101-300-512-5540	Intergovernmental Fees & Dues	56,535	
		120	Illinois Law Enforcement Alarm System (I.L.E.A.S.)
		6,600	North Regional Major Crimes Task Force
		200	North Suburban Cooperative Purchasing Membership
		22,660	Northeastern Illinois Regional Crime Lab
		400	Northern Illinois Police Alarm System Basic Assessment
		4,800	Northern Illinois Police Alarm System / Emergency Services Team
		1,005	Northern Illinois Police Alarm System / Mobile Field Force
		750	Northern Illinois Police Alarm System / Mobile Field Force - Building Assessment Fee
		20,000	Northern Illinois Police Alarm System / Emergency Services Team - Cost to Outfit Replacement Officer for the EST
101-300-512-5560	Printing & Copying Services	800	
		500	Crime Prevention
		300	Forms/Envelopes
101-300-512-5570	Professional Associations	1,430	
		145	American Professional Society on the Abuse of Children
		0	Association of Police Social Workers
		0	Federal Bureau of Investigations-National Academy Membership
		0	Illinois Association of Chiefs of Police (5)
		0	Illinois Association of Property & Evidence Managers (3 @ \$35 each)
		50	Illinois Association of Technical Accident Investigators-Gordon
		100	Illinois Drug Enforcement Officers Association
		160	Illinois Tactical Officer's Association 4 @ \$40
		50	Illinois Truck Enforcement Association
		380	International Association of Chiefs of Police
		130	International Association of Property & Evidence
		40	Law Enforcement Record's Managers Assoc
		300	North Suburban Association of Chiefs of Police
		75	Northwest Police Academy
101-300-512-5580	Telephone	935	
		500	Confidential Investigative Phone Software
		235	Language Line Interpreting Services
		200	NIPAS Language Line Usage
101-300-512-5590	Training	40,430	
		880	Advanced Evidence & Crime Scene Photography 2 @ \$439
		880	Basic Evidence & Crime Scene Photography
		660	Basic Pistol & Rifle Training
		4,775	Basic Recruit Training
		0	BEAST Property Room Training

Police Department
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
		1,050	Bicycle Unit Officer Training 3 @ \$350
		0	Blood Borne Pathogens/Hazardous Materials Training-Police Law Institute
		200	Child Maltreatment Symposium
		650	Close Quarter Handgun Training
		600	Crime Prevention
		150	Crimes Against the Elderly
		2,930	Evidence Technician Training
		880	Fingerprint Development & Recovery Workshop
		1,000	Firearms Specialized Training - Red Dot Training
		525	Firearms Instructor Course
		1,650	Force Science Training
		1,700	Investigations
		3,500	North East Multi Regional Training (Course Fees)
		3,325	North East Multi-Regional Training Membership Fees (\$95 x 35 officers)
		350	Northwest Police Academy
		150	Orders of Protection/Domestiv Violence Laws
		200	Physical Evidence in Burglary
		500	Police Social Worker
		0	Reid Interview and Interrogation
		4,100	School of Police Staff & Command (Northwestern University, Evanston)
		690	Skills and Drills - Range Training
		1,635	TASER Training - Instructor Re-certification
		650	Vehicle CQB Training
		6,800	Wellness Exams - 34 @ \$200
101-300-512-5599	Other Contractual	<u>39,770</u>	Other Contractual
		400	Critical Reach
		1,300	Death Investigations
		800	License Plate Renewal
		28,800	Red Light Camera System Lease (6 mos @ \$4,800)
		8,470	Connect CTY Auto Phone Call System
101-300-512-5610	Ammunition & Range Supplies	<u>12,865</u>	Ammunition & Range Supplies
		430	9mm cal NIPAS Duty Weapon - N.I.P.A.S. Training
		900	9mm Force on Force (Simunitions Training)
		10,085	Duty / Training Ammunition
		1,450	Repair Parts - Department Owned Weapons
101-300-512-5620	Publications	<u>2,365</u>	Publications
		280	Center for Educaiton & Employment Law
		525	Illinois Compiled Statutes
		580	Illinois Criminal Law & Motor Vehicle Book
		770	Law Enforcement Periodicals
		210	Tribune On-Line Subscription
101-300-512-5640	Computer Supplies	<u>2,000</u>	Computer Supplies
		1,000	Computer Supplies
		1,000	Toner Cartridges-Printers/Livescan
101-300-512-5670	Fuel	<u>46,700</u>	Fuel
		46,700	Fuel - Based on SY 2023

Police Department
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-300-512-5700	Office Supplies	<u>2,250</u>	Office Supplies
		2,250	Miscellaneous supplies not covered thru Village Central Purchasing
101-300-512-5730	Program Supplies	<u>41,950</u>	Program Supplies
		1,800	Badges & Plaques
		1,000	Bicycle Unit Supplies / Uniforms for Personnel
		8,100	Body Armor (9 @ \$900 each) (Reimbursed by IDOJ Grant 50%)
		0	Citizen's Police Academy
		1,200	Coffee
		1,350	Crime Prevention Materials
		1,200	DUI Training Class - ARIDE Spiral Notebooks (Reimbursed by IDOT Grant)
		150	Emergency Victims Services Fund
		2,700	Evidence Technician Supplies
		800	Flags - Village campus
		2,000	Flash Drives for ARIDE Training (Reimbursed by IDOT Grant)
		1,500	Honor Guard Uniforms and Equipment
		700	In-Car Video Camera (Supplies)
		150	Interview Soft Room - Maintenance/Upkeep
		3,170	Live Cartridges for TASER Training
		1,000	National Night Out
		600	NIPAS Uniform Items (MFF and EST)
		375	Police Line Tape
		5,000	Portable Radio-1
		960	Preliminary Breath Test Devices (2 @ \$480)
		400	Property Room Supplies
		270	Prisoner Blankets - Disposable
		525	Prisoner Meals
		1,350	Replacement Parts - Mobile & Portable Radios
		850	Sanitizer/Decontaminant for Cells and Common Areas
		0	Taser (X2) (12); Holsters (6); Replacement Batteries(33); Training Targets (2)
		1,800	Tobacco Compliance Inspections (Tobacco Compliance - 100% reimbursable)
		1,400	Traffic Cones
		500	Training Materials
		1,000	Youth Police Academy
		100	Fire and Police Commission
101-300-512-5810	Conferences & Meetings	<u>6,370</u>	Conferences & Meetings
		50	Cook County Human Trafficking Task Force
		540	Cook County Regional Organized Crime Conference (6 officers @ \$90)
		400	Crimes Against Children Conference
		350	Drug Recognition Conference (Reimbursed by IDOT Grant)
		105	Federal Bureau of Investigation Meetings
		0	Illinois Association of Chiefs of Police Conference
		900	Illinois Association of Property and Evidence Management
		350	Illinois Association of Technical Accident Investigators
		1,375	Illinois Homicide Investigator's Training Conference
		0	Illinois Law Enforcement Alarm System Conference (2 @ \$110 each)
		700	Illinois Tactical Officers Association (3 @ \$325 each)
		500	International Association of Chiefs of Police Conference
		1,100	New World Conference

Police Department
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-300-512-5820	Local Mileage, Parking & Tolls	<u>1,500</u>	Local Mileage, Parking & Tolls
		1,200	In-Service Training
		300	Parking Fee - School of Police Staff and Command
101-300-512-5830	Lodging	<u>4,700</u>	Lodging
		1,000	Drug Recognition Conference (Reimbursed by IDOT Grant)
		0	Illinois Association of Chiefs of Police Conference
		600	Illinois Association of Technical Accident Investigators Conference
		0	Illinois Law Enforcement Alarm System Conference
		2,000	International Association of Chiefs of Police Conf
		1,100	New World Conference
101-300-512-5840	Meals	<u>3,330</u>	Meals
		130	Drug Recognition Conference (Reimbursed by IDOT Grant)
		0	Illinois Association of Chiefs of Police Conference
		250	International Association of Chiefs of Police Conf
		2,000	In-Service Training
		750	School of Police Staff & Command
		200	New World Conference
101-300-512-5850	Purchased Transportation	<u>2,040</u>	Purchased Transportation
		720	Drug Recognition Conference (Reimbursed by IDOT Grant)
		700	International Association of Chiefs of Police
		620	Tyler Technology Conference
101-300-561-6570	Equipment - Public Safety	<u>82,600</u>	
		7,600	Cameras for Centennial Park and Pedestrian Bridge
		49,000	Axon - Body Worn Cameras - 2nd Installment-Oct 2023
		26,000	Axon - In Car Video Cameras - 1st Installment - June 2023
101-300-561-6580	Equipment - Vehicles	<u>235,000</u>	Equipment - Vehicles
		235,000	Four 2023 Ford SUV's - 3 Marked / 1 Unmarked

Police Department



Proposed Goals

Goal: Due to the rising cost of fuel and the introduction in 2020 of the Ford Police SUV Hybrid vehicles, the Police Department is vested in reducing fossil fuel usage and costs related to patrol duties in the Village. As a result, a purchase of three hybrid Ford SUV Interceptors took place in FY2022-23 and will further bring forth the purchase of four hybrid police vehicles in SY2023. This change will expand the associated fuel costs with idling, patrolling and allow for an eco-friendlier approach to policing.

Goal: The Police Department will update the in-car camera system. This is due to the existing system exiting the manufacturer’s warranty and coupling this transition with body worn cameras (BWC) that became an Illinois law requirement for law enforcement. The Village acquired reimbursement funding for a portion of the costs associated with the in-car camera system upgrade in SY2023.

Goal: Investigate, and review existing policy and operational impacts of the of the body worn camera (BWC) program that was implemented in FY2022-23. This evaluation will look at best practices and staffing implications as it affects the ability to comply with legal process, and FOIA requirements to the BWC Act. Community discussions may be necessary on the change in Illinois law, now requiring all agencies to have body worn cameras by 2025 is an important process in in this transition.

Goal: Replacing all sworn personnel’s issued department sidearm due to the current issued firearms being over 10 years old, safety concerns, costly ammunition and to continue a positive training environment. This transition began in FY2022-23 and will have some overlap into SY2023 due to supply demands and availability.

Goal: Properly adjust the in-house training program within the Police Department to meet the new mandates set forth by Illinois law in 2022 as prescribed in the Safe-T Act. The Department will conduct an in-service training program for personnel to meet the scenario-based mandates now required by the Illinois Law Enforcement Training and Standards Board.

Goal: The Police Department in support of Service First, will request feedback on policing services and perceptions through a survey to residents of Lincolnwood through the VMO.

Key Performance Measures/Service Indicators	Target SY 2023	Projected FY 2023	Actual FY 2022	Actual FY 2021
Average Minutes from Call Received to Dispatch	1:45	1:54	1:58	2:15
Average Calls for Service Per Officer/CSO	515	750	743	741
Accidents/Crashes Investigated	540	675	668	618
Total Calls for Service	10800	15698	15614	15580
Avoidable Accidents & Injuries	2	3	4	4
Average Training Hours per Officer	36.6	55.57	62.8	35.7

Fire Department



Department Description

In June 1977, the Village of Lincolnwood contracted with Paramedic Services of Illinois (PSI) to provide their first ambulance with six paramedics for 24-hour coverage. In December 1989, the Village expanded its contract with PSI to include firefighting services. In addition to firefighting and paramedic services, the Department offers public education programs and fire inspection services.

The Fire Department is currently staffed with 28 full-time employees from PSI, one part-time employee from PSI, one (1) full-time Fire Chief from the Village and one (1) full-time Account Clerk from the Village who works for both the Fire Department and Community Development Department. The Village's current contract with PSI will expire on April 30, 2026.

Department Expenditure

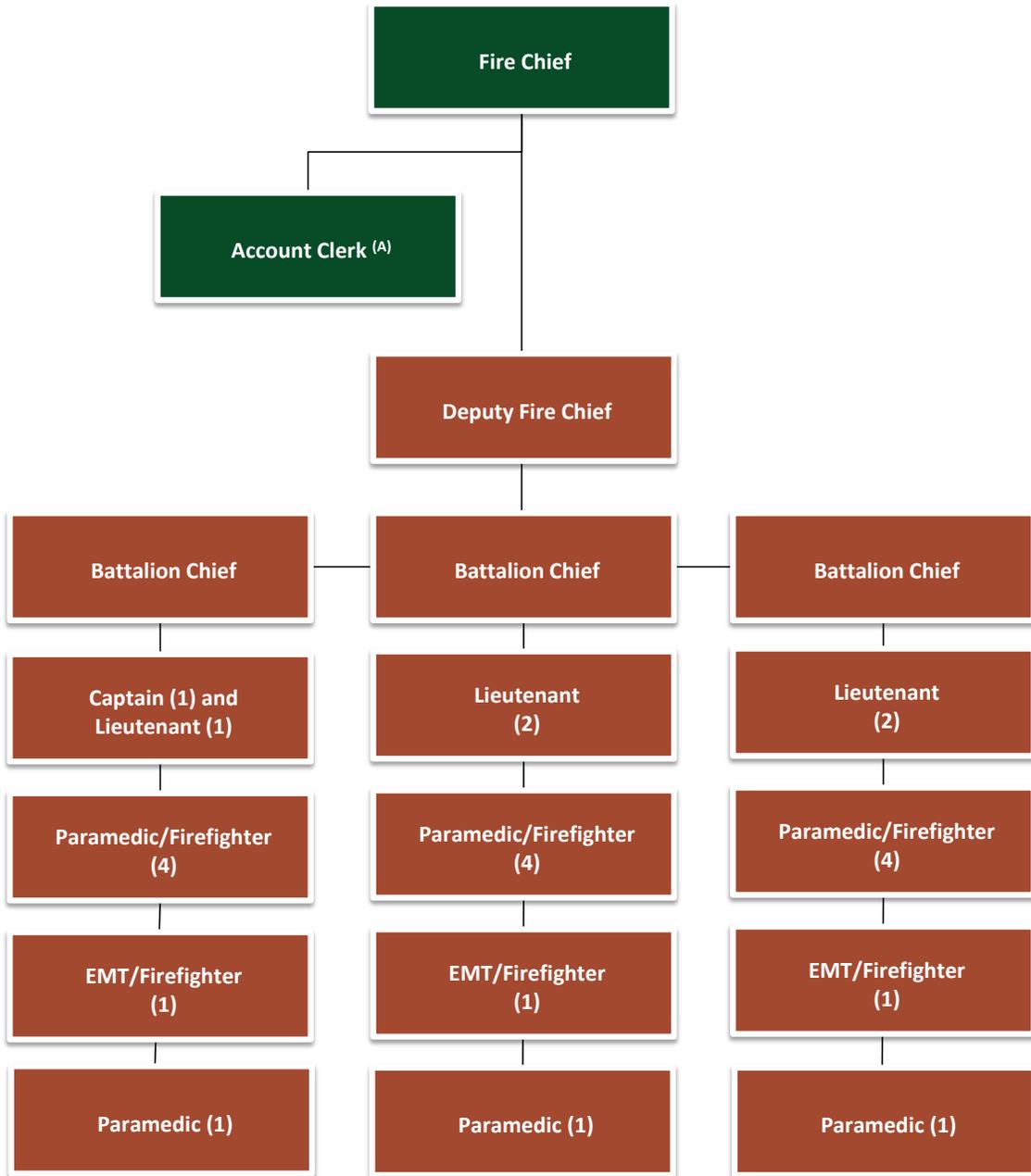
The Fire Department Stub Year 2023 Budget includes \$2,886,436 in expenditures.

Major Expenditure Highlights

- The largest portion of the Fire Department budget is for Fire and Emergency Medical Services protection for the Village. The Village contracts with Paramedic Services of Illinois to provide fire, emergency medical (paramedic) and fire prevention services. This is a four-year contract, expiring on April 30, 2026. The amount budgeted for Stub Year 2023 is \$2,332,698.
- The budget also includes continued funding of a full-time Village Fire Chief.
- The budget includes \$46,750 for the replacement of a cardiac monitor/defibrillator and \$7,500 for the purchase of a new portable radio.

Fire Department

Stub Year 2023 Organizational Chart



Contracted

^(A) The Account Clerk works for both the Fire Department and Community Development Department.

Fire Department
SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-350-512-5020	Wages- Full-Time Salaried	-	52,200	76,630	215,585	67,050	108,840
101-350-512-5025	Wages - full time hourly	67,389	-	-	-	-	21,615
101-350-512-5060	Educational Stipend	674	522	757	656	-	1,910
101-350-512-5061	Opt Out Insurance	-	-	2,000	1,600	1,500	-
101-350-512-5062	Phone Stipend	360	360	360	375	285	260
101-350-512-5065	Tuition Reimbursement	-	-	658	-	-	-
101-350-512-5110	Employer FICA	4,149	3,269	4,928	13,366	4,270	6,845
101-350-512-5120	Employer Medicare	970	764	1,153	3,126	1,015	1,600
101-350-512-5130	Employer IMRF	6,033	4,829	6,533	14,450	4,325	4,970
101-350-512-5150	Insurance - group life & AD&D	213	167	286	300	-	-
101-350-512-5160	Insurance - group medical	8,404	6,619	1,455	-	-	2,680
101-350-512-5170	Insurance - group dental	158	47	26	-	-	184
101-350-512-5180	Insurance - Workers Comp	2,096	1,582	-	1,622	1,622	1,103
	Personnel Total:	90,447	70,359	94,785	251,080	80,067	150,007
101-350-512-5220	Fire protection	2,928,392	2,967,459	2,964,580	3,235,431	3,235,431	2,332,698
101-350-512-5221	Ambulance Billing Contract	12,353	18,000	80,771	55,000	79,700	36,666
101-350-512-5330	Data processing	15,562	17,000	8,830	-	9,941	3,000
	Services Total:	2,956,306	3,002,459	3,054,180	3,290,431	3,325,072	2,372,364
101-350-512-5405	R&M - buildings	-	-	4,477	-	-	-
101-350-512-5410	R&M - communications equipment	2,649	1,500	3,526	1,600	16,500	9,300
101-350-512-5411	R&M- Wireless Alarm Equipment	31,463	34,530	30,684	38,170	17,000	39,670
101-350-512-5430	R&M - Fire & EMS equipment	17,964	19,650	32,319	28,250	28,250	30,831
101-350-512-5480	R&M - vehicles	37,526	25,000	61,583	40,000	50,000	90,000
101-350-512-5499	R&M - other	831	1,000	1,731	1,000	800	1,000
101-350-512-5540	Intergovernmental fees & dues	10,103	11,687	10,085	12,000	12,000	280
101-350-512-5560	Printing & copying services	188	1,800	939	1,800	1,600	800
101-350-512-5570	Professional associations	1,470	3,050	2,803	3,202	3,202	3,202
101-350-512-5620	Books & publications	39	1,975	461	2,084	1,900	-
101-350-512-5660	EMS supplies	16,360	13,500	25,501	16,970	16,970	26,065
101-350-512-5665	Firefighting supplies	15,673	13,000	5,252	13,000	13,000	21,127
101-350-512-5670	Fuel	19,276	16,000	32,119	17,000	35,000	24,000
101-350-512-5675	Lubricants & fluids	-	500	-	750	750	750
101-350-512-5700	Office supplies	5,417	2,100	2,835	3,300	3,000	3,000
101-350-512-5720	Postage	-	-	-	-	-	-
101-350-512-5730	Program supplies	16,359	14,800	23,247	20,188	19,500	23,690
101-350-512-5740	Repair parts	1,516	9,000	1,734	9,000	8,075	9,000
101-350-512-5745	Tools	678	1,000	199	1,000	875	800
101-350-512-5770	Training supplies	5,275	7,670	449	4,650	3,500	4,350
101-350-512-5799	Other materials & supplies	11,235	8,000	6,300	7,000	10,500	7,000
101-350-512-5810	Conference & Meeting Registration	10	100	-	100	-	100
101-350-512-5820	Local mileage, parking & tolls	-	-	34	-	-	250
101-350-512-5830	Lodging	-	-	-	-	-	2,100
101-350-512-5840	Meals	175	-	-	-	-	-
	Commodities Total:	194,206	185,862	246,278	221,064	242,422	297,315
101-350-512-6510	Equipment - communications	-	-	-	-	-	-
101-350-512-6570	Equipment - public safety	60	-	194	161,265	130,856	46,750
101-350-561-6510	Equipment - communications	-	-	-	-	-	-
101-350-561-6570	Equipment - public safety	32,412	55,590	19,299	-	-	-
	Capital Total:	32,472	55,590	19,493	161,265	130,856	46,750
	Fire Department Total:	\$3,273,431	\$3,314,270	\$3,414,736	\$3,923,840	3,778,417	2,866,436

Fire Department
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-350-512-5220	Fire Protection	2,332,698	
		2,330,698	Paramedic Services of IL Contract
		2,000	Call Back
101-350-512-5221	Ambulance Billing	36,666	
		13,333	Paramedic Services of IL Contract for Ambulance Billing
		23,333	GEMT expenses
101-350-512-5330	Data Processing	3,000	
		3,000	Contract IT Databases Support Services
101-350-512-5410	R&M - Communications Equipment	9,300	
		900	Portable Radio Repair
		900	Mobile Radio Repair
		7,500	Apex 8000 Portable Radio
101-350-512-5411	R&M- Wireless Alarm Equipment	39,670	
		12,882	Monthly Maintenance Cost
		13,860	Starcom Monthly Maintenance
		1,800	WAVE Mobile App (8)
		10,888	10 Wireless Radios
		240	Active 911 App (17)
101-350-512-5430	R&M - Fire & EMS equipment	30,831	
		3,165	Fire Extinguishers
		910	Hydrotesting SCBA & Cascade
		1,335	Annual Air Compressor Service
		1,500	Extrication Equipment Repairs
		7,425	Defibrillator Service Agreement
		6,500	Stryker Service Agreement (3 cots, 2 lifts, 4 chairs)
		970	Quarterly Breathing Air Quality Testing
		1,900	Annual Personnel FIT Testing
		165	Annual SCBA Flow Test (15)
		1,000	4-gas meter calibration gases
		1,000	4-gas meter maintenance
		2,386	Lucas Service Agreement
		75	KNOX Box Rapid Entry
		2,500	SCBA Repairs
101-350-512-5480	R&M - Vehicles	90,000	
		20,000	New Incident Command Vehicle Outfitting
		20,000	New Fire Chief Vehicle Outfitting
		50,000	All Vehicle Maintenance
101-350-512-5499	R&M - Other	1,000	
		-	Village Traffic Preemption Systems (Budgeted in MFT)
		100	Dishwasher
		200	Extractor
		200	Dryer
		200	Refrigerators (3)
		100	Washer
		200	Stove/Oven
101-350-512-5540	Intergovernmental Fees & Dues	280	
		-	Mutual Aid Box Alarm System (MABAS) Division 3 Dues
		280	State MABAS Dues
		-	Northern Illinois Public Safety Training Academy Dues (\$240 X28)
101-350-512-5560	Printing & Copying Services	800	
		400	Vital EMS Scratch Pads
		400	Business Cards
101-350-512-5570	Professional Associations	3,202	
		300	International Assoc. of Fire Chiefs
		264	Ill. Fire Chiefs Association
		55	Metro Fire Chiefs Association
		1,688	NFPA
		105	Ill. Fire Inspectors Association
		80	Fire Investigators Strike Force
		300	CPR Instructors

Account Number	Account Name	Amount	Comments
		105	Northern Ill. Fire Inspectors Association
		205	Nat'l Assoc. of EMS Executives
		100	National EMS Instructors
101-350-512-5620	Books & Publications	-	
		-	National Fire Codes, International Fire Service Training Association (IFSTA) Training Manuals
101-350-512-5660	EMS Supplies	26,065	
		1,295	Personal Protection Masks
		4,900	Personal Protection Exam Gloves
		900	EKG & ALS Supplies
		3,735	Laryngoscope (1)
		1,100	Disinfecting Supplies
		1,100	Lucas CPR Suction Cups
		500	Glucometer Test Strips
		6,000	Oxygen
		4,000	AED's (2)
		2,260	AED Case Review Subscription
		275	AED Batteries
101-350-512-5665	Firefighting Supplies	21,127	
		125	Passports
		500	Safety Glasses
		250	Hearing Protection
		1,000	Shoulder Patches
		5,500	Badges
		800	Chief's Clothing
		4,980	Hand Line Fire Hose
		5,472	Large Diameter Supply Hose
		1,500	Nozzles, Adapters & Fittings
		1,000	Foam
101-350-512-5670	Fuel	24,000	
		24,000	Fuel for Vehicles & Emergency Generators (4)
101-350-512-5675	Lubricants & Fluids	750	
		150	Oils
		150	Antifreeze
		150	Washer Fluid
		150	DEF
		150	Gas Tool Mixture
101-350-512-5700	Office Supplies	3,000	
		3,000	Copier, Stationary & Computer Supplies
101-350-512-5730	Program Supplies	23,690	
		2,000	Hazardous Materials
		500	Disaster Preparedness
		3,570	Technical Rescue
		2,120	CPR, AED & Choking Prevention Classes
		1,000	Employee Appreciation & Recognition
		2,500	Public Education
		5,000	Physical Fitness
		7,000	Drill Tower Training
101-350-512-5740	Repair Parts	9,000	
		9,000	In-House Repair Parts
101-350-512-5745	Tools	800	
		800	Tools Needed to Make In-House Repairs/Replacements
101-350-512-5770	Training Supplies	4,350	
		150	Investigation Consumables
		2,100	Fire Training Consumables
		2,100	EMS Training Consumables
101-350-512-5799	Other Materials & Supplies	7,000	
		4,250	Station Cleaning
		2,250	Apparatus Cleaning
		500	Kitchen Cleaning
		-	Office Chairs (10)
		-	Conference Room Chairs (8)
		-	Recliners (8)

Account Number	Account Name	Amount	Comments
101-350-512-5810	Conference and Meeting Registration	<u>100</u>	
		50	Illinois Fire Chiefs Assoc. Conference
		25	Illinois Fire Chiefs Assoc. Seminar
		25	International Assoc. Fire Chiefs Conv.
101-350-512-5820	Local mileage, parking & tolls	<u>250</u>	
		250	Mileage, etc.
101-350-512-5830	Lodging	<u>2,100</u>	
		2,100	Lodging for Conferences
101-350-512-5840	Meals	<u>-</u>	
		-	
101-350-512-6570	Capital Equipment - public safety	<u>46,750</u>	
		46,750	Defibrillator (1)
		-	New Ambulance (437,000 - vehicle ordered in SY23, received in CY25)

Fire Department



Proposed Goals

Goal: The Fire Department will outfit two vehicles. The first is a new Incident Command Vehicle, a 2023 Ford F150 4-door pick-up purchased in FY 2023, anticipated to arrive in SY 2023. It will include enhanced features such as an incident command pull-out workstation, basic life support capable, in-vehicle computer connectivity, computer fireground accountability software and audio recording capable. The second vehicle is a 2023 Ford Hybrid Explorer purchased in FY 2023, anticipated to arrive in SY 2023. It will include enhanced features such as improved fuel savings, basic life support capable and in-vehicle computer connectivity.

Goal: The Fire Department’s Foreign Fire Insurance Board will continue in their efforts to expend specific revenues that are collected from out-of-state insurance companies that issue fire insurance policies in the State of Illinois, and use such revenue for the maintenance, use, and benefit of the fire department and its operation.

Goal: The Fire Department will be investing in, creating, and implementing several Microsoft Access databases that are intended to improve internal communications, streamline record keeping, enhance efficiency, and improve time management. Areas being addressed include Foreign Fire expenditure requests, daily summaries of events and notifications, inventories, apparatus and facility maintenance, and personnel tracking.

Goal: The Fire Department will re-establish its annual open house event to coincide with Fire Prevention Week in October. The event will give the community the opportunity to learn about fire safety, participate in fun activities, observe live demonstrations of the department’s capabilities, and interact with department members.

Goal: The Fire Department will expand the number of recognized child passenger safety seat installers from one to no less than three to accommodate and provide increased availability and scheduling of our existing Child Safety Seat Education and Inspection program across all three shifts. The program ensures proper installation and instructs parents/caregivers on the proper use and installation of their child’s safety seat.

Key Performance Measures/Service Indicators	Target SY 2023	Projected FY 2023	Actual FY 2022	Actual FY 2021
Response Time in minutes	4:40	4:56	4:57	4:51
Total Calls for Service (Fire/EMS)	2,073	3,102	2,932	2,652
Total Fire Calls (Structure, vehicle and other)	740	1,102	1,087	984
Total EMS Calls	1,333	2,000	1,845	1,668

Public Works Department



Administrative Division Description

The Public Works Department is divided into five (6) divisions: Administration, Vehicle Maintenance, Parks/Building Maintenance, Streets/Utilities Maintenance, Forestry/Alleys Maintenance, and Water.

The Administration Division, plans, organizes, directs, controls and coordinates all Public Works activities including street maintenance, maintenance of Village-owned vehicles, maintenance of Village-owned buildings, operations of the water and sewer system and park maintenance. This division also oversees the Village's refuse contractor.

In addition, the Administration Division coordinates and complies with local, state and federal agencies to ensure the proper maintenance of major arterial roadways and the Village's water distribution and stormwater management systems. The Public Works Department is staffed by 26 full-time employees and three part-time employees.

Department Expenditure

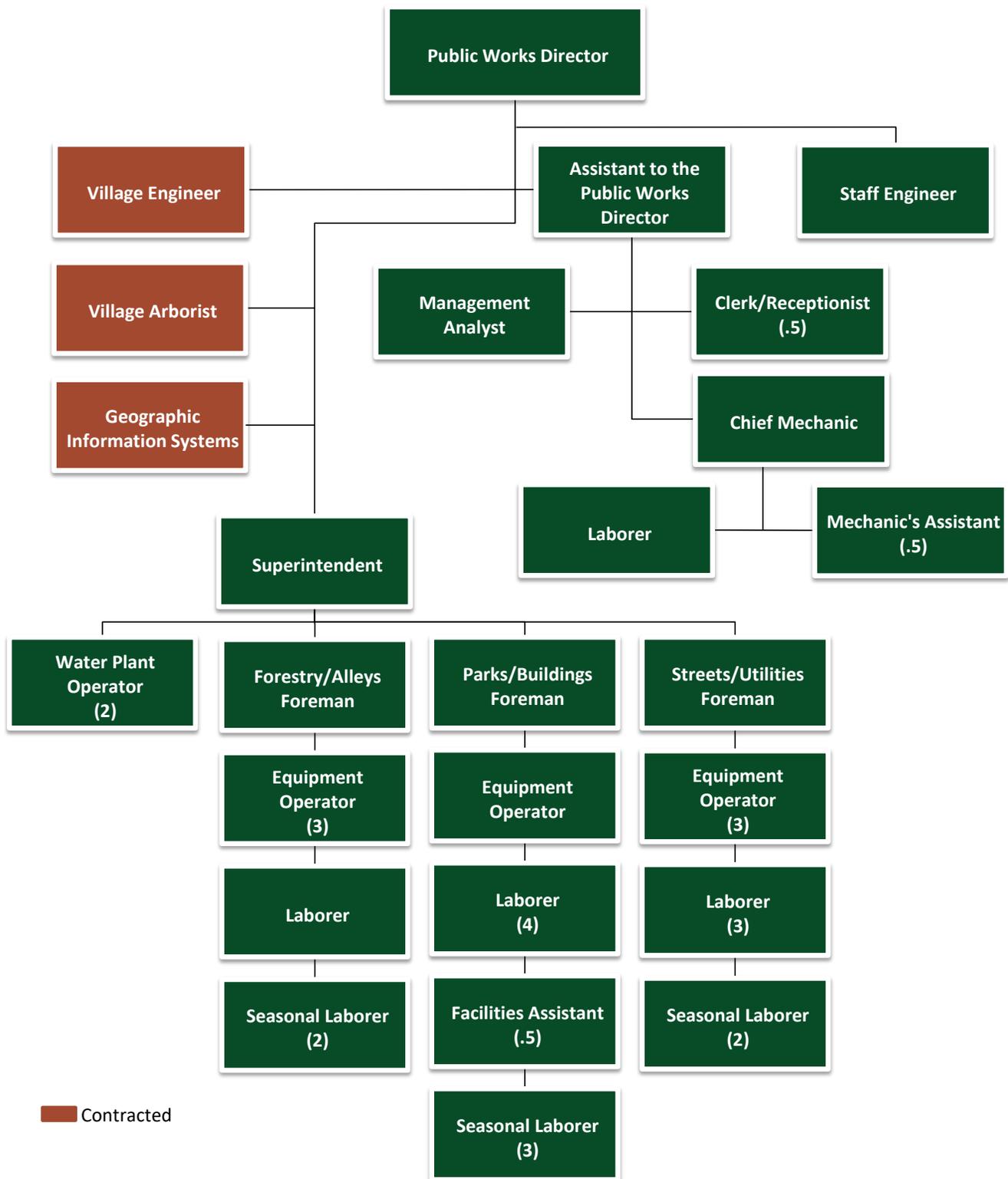
The Public Works Administration Division Stub Year 2023 Budget includes \$349,090 in expenditures.

Major Expenditure Highlights

- The major highlights in the Stub Year 2023 budget include \$13,000 for the Village Arborist's contract and \$15,000 for a consultant to assist with the development of the Village's Sustainability Plan.

Public Works Department

Stub Year 2023 Organizational Chart



Public Works Department - Administrative Division
SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-400-511-5020	Wages - full time salaried	239,269	217,000	216,118	282,947	308,620	219,165
101-400-511-5025	Wages - full time hourly	63,741	66,000	66,688	69,020	21,213	-
101-400-511-5030	Wages - Part time hourly	38,180	41,596	21,564	31,200	31,200	16,129
101-400-511-5040	Wages - overtime 1.5X	-	2,091	-	-	-	-
101-400-511-5045	Wages - overtime 2x	-	-	78	-	-	-
101-400-511-5060	Educational stipend	1,652	1,958	2,143	2,150	2,250	2,305
101-400-511-5061	Opt Out Ins	-	-	1,300	1,300	1,000	1,200
101-400-511-5062	Phone Stipend	480	540	360	375	-	-
101-400-511-5110	Employer FICA	18,926	20,376	18,223	21,500	22,622	14,805
101-400-511-5120	Employer Medicare	4,537	4,765	4,262	5,000	4,560	3,465
101-400-511-5130	Employer IMRF	27,128	29,188	24,001	29,500	22,070	10,750
101-400-511-5150	Insurance - group life & AD&D	799	956	741	950	900	635
101-400-511-5160	Insurance - group medical	61,015	71,830	46,144	45,250	19,668	15,620
101-400-511-5170	Insurance - group dental	4,258	4,760	2,631	3,100	13,650	1,000
101-400-511-5180	Insurance - workers compensati	10,040	9,859	-	10,105	10,105	6,875
Personnel Total:		470,025	470,919	404,253	502,397	457,858	291,950
101-400-511-5039	Other contract labor	18,188	19,000	12,473	19,000	17,000	13,000
101-400-511-5210	Animal control	1,715	3,000	1,618	6,150	4,000	3,440
Services Total:		19,903	22,000	14,091	25,150	21,000	16,440
101-400-511-5410	R&M - communications equipment	-	150	-	150	-	150
101-400-511-5440	R&M - office equipment	942	1,000	1,271	1,400	900	800
101-400-511-5510	Advertising	1,448	500	224	500	1,350	500
101-400-511-5540	Intergovernmental Fees and Due	2,250	2,250	2,250	2,250	2,250	-
101-400-511-5570	Professional associations	438	550	274	550	520	1,350
101-400-511-5590	Training	178	1,000	730	1,000	995	2,000
101-400-511-5670	Fuel	217	550	186	550	1,070	900
101-400-511-5700	Office supplies	1,240	2,900	3,823	2,900	2,700	6,900
101-400-511-5730	Program supplies	6,736	6,250	6,267	7,050	6,300	8,600
101-400-511-5740	Repair Parts	-	-	-	-	800	400
101-400-511-5741	Green Initiatives	-	-	-	200	550	15,700
101-400-511-5810	Conference and Meeting Registration	-	825	222	825	825	1,150
101-400-511-5820	Local mileage, parking & tolls	1,313	200	3,074	200	100	200
101-400-511-5830	Lodging	-	900	191	800	819	1,250
101-400-511-5840	Meals	50	200	-	200	150	300
101-400-511-5850	Purchased Transportation	-	500	-	500	304	500
Commodities Total:		14,813	17,775	18,511	19,075	19,633	40,700
PW Administration Total:		\$ 504,740	\$ 510,694	\$ 436,855	\$ 546,622	\$ 498,491	\$ 349,090

Public Works Department - Administrative Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-400-511-5039	Other Contract Labor	<u>13,000</u>	
		13,000	Contract for Arborist
101-400-511-5210	Animal Control	<u>3,440</u>	
		2,000	Animal Control Contract - Skunks, Possums, Racoons (split 50/50 with resident up to \$200)
		1,440	Rat Control Program
101-400-511-5410	R&M - Communications Equipment	<u>150</u>	
		150	Public Works Cell Phone
101-400-511-5440	R&M - Office Equipment	<u>800</u>	
		800	Time Clock Maintenance Agreement
101-400-511-5510	Advertising	<u>500</u>	
		500	Advertising Bid Specifications
101-400-511-5540	Intergovernmental Fees and Dues	<u>-</u>	
		-	Annual Dues for Northeastern Illinois Public Safety Training Academy (NIPSTA) (Billed Annually in January)
101-400-511-5570	Professional Associations	<u>1,350</u>	
		400	Public Works Director Association Dues (ILCMA, APWA)
		400	Assistant to the Public Works Director Dues (ILCMA, APWA)
		400	Management Analyst Association Dues (ILCMA, APWA)
		150	Staff Engineer (APWA)
101-400-511-5590	Training	<u>2,000</u>	
		2,000	Seminars and Training Materials (Analyst & Engineer Training)
101-400-511-5670	Fuel	<u>900</u>	
		900	Fuel
101-400-511-5700	Office Supplies	<u>6,900</u>	
		2,900	Office Supplies, Coffee, File Folders, Shelving
		4,000	New Office Furniture (Desks for Administration)
101-400-511-5730	Program Supplies	<u>8,600</u>	
		4,400	Weather Forecasting Software Contract (Absorbed from IT Budget)
		1,500	Breakfast/Lunch for Employees During Snow Removal Overtime
		1,200	Uniforms for Public Works Employees
		700	AutoCAD Subscription (34% PW Admin, 66% Water & Sewer)
		800	Online CDL Theory Training (New DOT Requirement)

Account Number	Account Name	Amount	Comments
101-400-511-5740	Repair Parts	<u>400</u> 400	Vehicle Repairs
101-400-511-5741	Green Initiatives	<u>15,700</u> 200 500 15,000	Annual Holiday Lighting Recycling Deposit Environmental Commission Oaktobefest Sustainability Plan Consultant
101-400-511-5810	Conference and Meeting Registration	<u>1,150</u> 650 500	American Public Works Association Conference ILCMA Conference
101-400-511-5820	Local Mileage, Parking, and Tolls	<u>200</u> 200	Tolls for Training and Conferences
101-400-511-5830	Lodging	<u>1,250</u> 1,250	Hotel for APWA Conference and ILCMA Conferences
101-400-511-5840	Meals	<u>300</u> 300	Meals for Trainings and Conferences
101-400-511-5850	Purchased Transportation	<u>500</u> 500	Transportation to APWA Conference

Public Works Department



Proposed Goals

Goal: The Village has been evaluating the efficacy of leak detection programs used in other communities. The Illinois Department of Natural Resources reduced the water allocation of all communities that receive water from Lake Michigan. During the SY 2023 year, it will be critical for the Village to implement a pilot leak detection program with the goal of bringing water loss below the 10% threshold set by the IDNR. The program will include installation of an acoustic or flow monitoring system in the watermains within a certain section of the Village prone to leaks and water main breaks to allow for early detection and repair. If the pilot is successful, the program will be implemented Village wide in CY 2024.

Goal: In 2021, the state passed the Lead Line Replacement and Notification Act, which requires municipalities to begin assembling inventories, lead service replacement plans and also requires any lead services to be changed if part of a Village project. During SY 2023, the Village will be conducting a small-scale pilot project area for lead service replacements in conjunction with the 2023 Infrastructure Program. The goal of the pilot project is to work out the process and structure of lead service replacements prior to implementing replacements on a large-scale basis.

Goal: Since 2016, the Village has been constructing a more engineered street storage system to help mitigate basement backups throughout the community. This project has been completed in the area generally east of Lincoln Avenue and includes roadway berms to manage stormwater in certain areas while slowing its infiltration into the sewer system through the use of in-pipe restrictors. The remainder of the Village, generally the area west of Lincoln Avenue is scheduled for completion in SY 2023.

Goal: In the Winter of 2022, the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) awarded the Village funding (50%) for its application of installation of a “Green Alley” in the alley behind 4711 and 4721 Touhy Avenues. MWRDGC awarded the funding as part of its Green Infrastructure Partnership Program and the work for the “Green Alley” must be completed by December 31, 2023. The goal is to complete the project within the required time frame.

Goal: Work with the Finance Department to implement a comprehensive 10-year Capital Improvement Program and corresponding long-term debt financing plan.

Key Performance Measures/Service Indicators	Target SY 2023	Projected FY 2023	Actual FY 2022	Actual FY 2021
Avoidable Accidents & Injuries	0	16	12	9
% of Water Loss	10%	14.50%	13.8	14.1
Road Salt Used (Tons)	960	960	875	800
Asphalt Used (Tons) for Street Maintenance	80	90	109	279
# of Sanitary Sewer Complaints	80	110	68	70

Public Works Department



Vehicle Maintenance Division Description

The Vehicle Maintenance Division maintains all Village-owned vehicles and motor equipment. In addition, this division provides routine preventative maintenance, daily repairs, emergency repairs, modifications, welding, fabricating, and road service calls as needed. The division is staffed by two full-time employees and one part-time employee.

Department Expenditure

The Public Works Vehicle Maintenance Division Stub Year 2023 Budget includes \$189,838 in expenditures.

Major Expenditure Highlights

- The major highlight in the Stub Year 2023 budget includes \$5,800 for a replacement welder.

Public Works Department - Vehicle Maintenance Division
SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-410-511-5025	Wages - full time hourly	150,795	135,100	122,707	134,556	120,300	99,785
101-410-511-5030	Part Time Employee	6,170	27,700	22,147	27,700	24,000	24,821
101-410-511-5040	Wages - overtime 1.5X	292	3,876	278	500	720	350
101-410-511-5045	Wages - overtime 2X	-	1,122	-	500	300	350
101-410-511-5061	Opt Out Insurance	-	-	850	-	-	-
101-410-511-5070	Uniform allowance	1,224	1,350	629	1,600	1,255	1,255
101-410-511-5110	Employer FICA	9,424	10,487	8,805	9,890	8,200	7,725
101-410-511-5120	Employer Medicare	2,204	2,453	2,059	2,320	2,357	1,807
101-410-511-5130	Employer IMRF	13,697	15,494	11,620	15,500	9,500	5,607
101-410-511-5150	Insurance - group life & AD&D	398	424	294	425	365	240
101-410-511-5160	Insurance - group medical	27,271	27,855	26,546	19,230	25,506	16,194
101-410-511-5170	Insurance - group dental	1,923	1,870	1,245	1,300	1,300	1,115
101-410-511-5180	Insurance - workers compensation	5,983	5,074	-	5,201	5,201	3,538
Personnel Total:		219,383	232,805	197,180	218,722	199,004	162,788
101-410-511-5460	R&M - public works equipment	320	1,500	730	1,500	1,500	1,500
101-410-511-5480	R&M - vehicles	244	500	391	500	1,100	500
101-410-511-5570	Professional Associations	30	100	30	100	30	50
101-410-511-5590	Training	635	3,000	4,395	3,000	3,000	2,000
101-410-511-5620	Books and Publications	-	100	82	100	100	100
101-410-511-5670	Fuel	677	870	1,721	900	-	2,000
101-410-511-5675	Lubricants and Fluids	263	1,000	922	1,100	1,100	800
101-410-511-5730	Program supplies	14,258	21,975	18,245	29,200	27,000	20,100
101-410-511-5745	Small tools	-	-	254	-	115	-
Commodities Total:		16,427	29,045	26,769	36,400	33,945	27,050
PW Vehicle Maintenance Total:		\$ 235,810	\$ 261,850	\$ 223,949	\$ 255,122	\$ 232,949	\$ 189,838

Public Works Department - Vehicle Maintenance Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-410-511-5460	R&M - Public Works Equipment	<u>1,500</u>	
		500	Annual Inspection of Garage Lift
		500	Annual Inspection of Garage Hoist
		500	Unexpected Garage Repairs
101-410-511-5480	R&M - Vehicles	<u>500</u>	
		200	Oil Filter Recycling
		300	Repair Parts
101-410-511-5570	Professional Associations	<u>50</u>	
		50	Municipal Fleet Manager's Association Membership
101-410-511-5590	Training	<u>2,000</u>	
		2,000	Annual Mechanic Training
101-410-511-5620	Books and Publications	<u>100</u>	
		100	Specifications for Vehicle Repairs
101-410-511-5670	Fuel	<u>2,000</u>	
		2,000	Fuel for Vehicle Maintenance Vehicles
101-410-511-5675	Lubricants and Fluids	<u>800</u>	
		800	Antifreeze and Fluids for Vehicles
101-410-511-5730	Program Supplies	<u>20,100</u>	
		3,000	Shop Supplies, Tools
		3,500	Nuts, Bolts, Washers, Wire, Electrical Parts, Sheet Metal
		1,500	Welding Supplies
		3,500	Torque Wrenches, Hand Tools, Impact Gun Parts
		2,800	Annual Scanner Upgrades/Subscriptions (Snap-On, Navistar, Cummins, Allison)
		5,800	Replacement Welder



Public Works Department

Building Maintenance Division Description

The Building Maintenance Division maintains all Village-owned buildings, including landscaping, carpentry, electrical, plumbing, painting, HVAC, and minor repairs. This division is also responsible for the distribution of supplies to various departments. In addition, this division coordinates the pick-up and delivery of incoming, outgoing, post office, and inter-office mail.

This division is staffed by six full-time personnel and one part-time employee as part of the Parks and Building Division of the Public Works Department.

Division Expenditure

The Public Works Building Maintenance Division Stub Year 2023 Budget includes \$580,018 in expenditures.

Major Expenditure Highlights

- The major highlights in the Stub Year 2023 budget include \$244,502 budgeted in the Building Maintenance Division for various building projects, \$35,000 for a new janitorial contract, and \$5,500 for a new sandblaster.
- The budget also includes \$150,000 for the Space Needs Analysis.

Public Works Department - Building Maintenance Division
SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2022	SY 2023
		Actual	Adopted	Actual	Adopted	Projections	Budget
101-420-511-5025	Wages - full time hourly	91,531	102,460	145,301	149,150	99,780	92,952
101-420-511-5030	Part Time Employee	2,692	23,400	12,995	15,790	380	-
101-420-511-5040	Wages - overtime 1.5X	3,064	5,635	8,397	5,640	4,085	3,760
101-420-511-5045	Wages - overtime 2X	163	4,550	389	500	900	350
101-420-511-5056	HSA	-	-	-	-	-	-
101-420-511-5070	Uniform allowance	-	1,013	800	2,400	300	-
101-420-511-5110	Employer FICA	5,505	8,304	9,785	9,550	4,760	5,763
101-420-511-5120	Employer Medicare	1,288	1,942	2,288	2,165	1,270	1,348
101-420-511-5130	Employer IMRF	8,174	12,555	11,987	12,600	5,350	4,183
101-420-511-5150	Insurance - group life & AD&D	-	402	-	-	-	-
101-420-511-5160	Insurance - group medical	27,148	31,164	49,576	42,500	48,515	21,380
101-420-511-5170	Insurance - group dental	1,957	2,235	2,902	3,100	1,920	1,235
101-420-511-5180	Insurance - workers compensation	3,969	4,018	-	4,118	4,118	2,800
	Personnel Total:	145,489	197,678	244,420	247,513	171,378	133,771
101-420-511-5240	Janitorial	34,844	34,400	34,385	34,400	34,400	35,000
101-420-511-5320	Consulting	32,246	81,000	42,439	175,000	155,000	-
	Services Total:	67,090	115,400	76,824	209,400	189,400	35,000
101-420-511-5405	R&M - buildings	188,971	145,200	134,748	136,800	130,000	101,250
101-420-511-5480	R&M - vehicles	437	500	60	500	800	500
101-420-511-5530	Equipment Rental	-	300	264	300	300	300
101-420-511-5542	Equipment - Non-CIP	-	-	-	-	-	9,500
101-420-511-5590	Training	-	1,300	-	1,300	1,100	1,000
101-420-511-5670	Fuel	990	1,700	1,827	1,750	1,900	2,185
101-420-511-5680	Landscaping supplies	692	5,000	416	5,000	5,000	4,000
101-420-511-5730	Program supplies	31,054	23,000	28,628	24,500	26,000	21,500
101-420-511-5745	Small Tools	508	1,400	1,490	2,400	2,000	6,500
101-420-511-5780	Utilities - government building	25,452	20,000	38,973	26,000	33,000	20,010
	Commodities Total:	248,104	198,400	206,406	198,550	200,100	166,745
101-420-511-6530	Building Improvements	-	1,229,400	230,512	315,971	300,000	244,502
101-420-511-6599	Equipment - other	-	28,500	-	62,844	61,717	-
	Capital Total:	-	1,257,900	230,512	378,815	361,717	244,502
PW Building Maintenance Total:		\$ 460,683	\$ 1,769,378	\$ 758,162	\$ 1,034,278	\$ 922,595	\$ 580,018

Public Works Department - Building Maintenance Division
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-420-511-5240	Janitorial	<u>35,000</u>	
		35,000	Janitorial Contract
101-420-511-5320	Consulting	<u>-</u>	
		-	Village Roof Replacement Design (Dependent on Facility Plan)
101-420-511-5405	R&M - Buildings	<u>101,250</u>	
		8,100	HVAC Maintenance Contract
		40,000	HVAC Parts and Repairs
		2,000	Pneumatic HVAC Controller Repairs
		8,000	Overhead Door Maintenance
		16,000	Unexpected Building Repairs
		3,500	Annual Fire Sprinkler Test
		3,000	Annual Backflow Testing
		1,800	Police Elevator Maintenance
		350	Annual Elevator Testing
		3,400	Pest Control Contract
		6,000	Generator Maintenance
		9,100	Landscape Maintenance Contract (Split with Parks Maintenance (66%), Streets (20%), Buildings (7%), Aquatic Center (7%))
101-420-511-5480	R&M - Vehicles	<u>500</u>	
		500	Repairs to Division Vehicles
101-420-511-5530	Equipment Rental	<u>300</u>	
		300	Equipment Rental
101-420-511-5542	Equipment - Non-CIP	<u>9,500</u>	
		4,000	Sanitizing Equipment
		5,500	Outfitting Truck 8 (split with parks)
101-420-511-5590	Training	<u>1,000</u>	
		1,000	Seminars, IRMA Trainings, NIPSTA Trainings, IPSI Trainings
101-420-511-5670	Fuel	<u>2,185</u>	
		2,185	Fuel for Division Vehicles
101-420-511-5680	Landscaping Supplies	<u>4,000</u>	
		4,000	Sod, Shrubs, Fertilizer, Annuals
101-420-511-5730	Program Supplies	<u>21,500</u>	
		12,000	Janitorial Supplies
		1,500	Light Bulbs
		1,500	Paint
		4,000	Sidewalk Salt
		2,000	Building Maintenance Supplies
		500	Pressure Washer Solvents
101-420-511-5745	Small Tools	<u>6,500</u>	
		400	Hand Tools
		600	Power Tool Replacements
		5,500	Sandblaster
101-420-511-5780	Utilities - Government Building	<u>20,010</u>	
		20,010	Nicor Gas
101-420-511-6530	Building Improvements	<u>244,502</u>	
		42,027	Carpet for Council Chambers & Administration
		15,000	Community Development Emergency Exit

Public Works Department



Street Maintenance Division Description

The Street Maintenance Division maintains all aspects of street maintenance, including snow & ice control, alley & forestry operations, street lighting, street sweeping, street marketing and signs, and street patching. This division also develops and coordinates the Sidewalk Replacement Program, the Tree Replacement Program, and tree removal. In addition, this division accounts for the costs associated with the Village's contractual household waste hauler, and joint governmental waste disposal agency SWANCC (Solid Waste Agency of Northern Cook County).

The Streets Maintenance Division is staffed by seven full-time employees, and the Forestry and Alleys Division is staffed with five full-time employees.

Division Expenditure

The Public Works Street Maintenance Division Stub Year 2023 Budget includes \$1,926,778 in expenditures.

Major Expenditure Highlights

- The Village contracts for refuse and recycling with Groot and is included in the Public Works Streets Maintenance Division. The contract for refuse is for a five-year period and expires in 2024. The amount budgeted for Stub Year 2023 is \$584,000 which represents a minimal decrease over the prior year due to the shortened budget year.
- In addition, \$133,400 is budgeted per year for electricity for streetlights. The Village expects electric rates to remain stable for Stub Year 2023.
- \$20,000 is included for the purchase of a replacement push camera for sewer lateral inspections.
- \$60,000 is included for the Village's Sidewalk Replacement Program.

Public Works Department - Street Maintenance Division
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
101-440-513-5025	Wages - full time hourly	483,236	536,452	528,918	564,950	510,320	442,280
101-440-513-5035	Wages - seasonal hourly	-	26,000	2,288	26,000	13,440	9,290
101-440-513-5040	Wages - overtime 1.5X	39,923	27,606	30,011	27,000	11,550	7,705
101-440-513-5045	Wages - overtime 2X	30,914	8,772	10,980	8,700	11,200	7,470
101-440-513-5061	Opt Out Ins	1,200	1,200	1,200	1,200	1,200	800
101-440-513-5070	Uniform allowance	6,095	5,063	6,835	8,400	5,400	3,600
101-440-513-5110	Employer FICA	31,832	37,441	32,917	37,500	31,765	27,470
101-440-513-5120	Employer Medicare	7,445	8,756	7,698	9,010	7,050	6,425
101-440-513-5130	Employer IMRF	46,832	53,513	43,000	50,000	28,630	19,940
101-440-513-5150	Insurance - group life & AD&D	846	1,734	765	985	550	370
101-440-513-5160	Insurance - group medical	112,281	132,788	136,277	129,960	112,573	97,818
101-440-513-5170	Insurance - group dental	8,212	9,270	8,538	8,875	8,320	6,095
101-440-513-5180	Insurance - workers compensation	17,968	18,117	-	18,570	18,570	12,635
Personnel Total:		786,785	866,712	809,428	891,150	760,568	641,898
101-440-513-5250	Landscaping services	45,149	69,500	54,145	109,500	100,000	88,000
101-440-513-5290	Street lights & traffic signal	39,187	30,000	2,500	30,000	30,000	30,000
Services Total:		84,336	99,500	56,645	139,500	130,000	118,000
101-440-513-5460	R&M - Public Works Equipment	1,343	1,500	1,721	1,500	1,500	1,500
101-440-513-5480	R&M - vehicles	54,116	50,000	55,408	50,000	50,000	40,000
101-440-513-5590	Training	390	4,000	1,920	4,000	3,000	3,000
101-440-513-5599	Other Contractual	14,423	12,000	12,305	12,500	14,000	12,500
101-440-513-5670	Fuel	20,847	29,000	27,714	30,200	30,200	27,180
101-440-513-5675	Lubricants & fluids	2,553	2,000	3,211	2,200	2,200	1,200
101-440-513-5680	Landscaping supplies	9,183	10,000	10,905	6,000	11,000	4,000
101-440-513-5730	Program supplies	33,427	27,000	14,500	40,730	45,000	24,800
101-440-513-5745	Tools	16,537	13,500	13,680	13,500	13,200	10,000
101-440-513-5760	Street materials - aggregate	5,728	16,000	1,821	15,000	12,000	12,000
101-440-513-5766	Street materials - salt & sand	46,085	70,000	95,499	90,000	100,000	41,000
101-440-513-5768	Street materials - signs & bar	16,490	7,500	16,531	10,000	8,000	7,000
101-440-513-5769	Street Materials - Other	574	2,500	2,638	2,500	2,000	2,500
101-440-513-5785	Utilities - public way	165,033	145,000	201,339	200,000	114,305	133,400
101-440-513-5840	Meals	-	-	61	-	-	-
101-440-514-5230	Garbage & recycling	1,079,369	1,130,000	1,099,459	1,135,000	1,135,000	757,800
101-440-514-5542	Equipment - Non CIP	-	-	-	-	-	9,000
Commodities Total:		1,466,097	1,520,000	1,558,713	1,613,130	1,541,405	1,086,880
101-440-514-6300	Street system construction/imp.	-	35,000	4,200	95,000	109,999	60,000
101-440-514-6599	Equipment - other	-	65,000	644,958	315,843	45,000	20,000
Capital Total:		-	100,000	649,158	410,843	154,999	80,000
PW Street Maintenance Total:		\$ 2,337,219	\$ 2,586,212	\$ 3,073,944	\$ 3,054,623	\$ 2,586,972	\$ 1,926,778

Public Works Department - Street Maintenance Division
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-440-513-5250	Landscaping Services	88,000	45,000 Replacement of Removed Parkway Trees 28,000 Landscape Median Maintenance (Split with Parks Maintenance (66%), Streets (20%), Buildings (7%), Aquatic Center (7%)) 15,000 Tree Trimming Next to Power Lines
101-440-513-5290	Street Lights	30,000	30,000 Repairs to Street Lights
101-440-513-5460	R&M - Public Works Equipment	1,500	500 Aerial Bucket Repairs 1,000 Annual Aerial Bucket Truck Inspections
101-440-513-5480	R&M - Vehicles	40,000	40,000 Repairs to Division Trucks
101-440-513-5590	Training	3,000	1,700 NIPSTA, IRMA, and International Society of Arboricultural (ISA) Training 1,300 ISA Conference
101-440-513-5599	Other Contractual	12,500	12,500 Bulk Disposal of Construction Refuse and Woodchips from Tree Trimming/Removals
101-440-513-5670	Fuel	27,180	27,180 Fuel for Division Vehicles and Equipment
101-440-513-5675	Lubricants and Fluids	1,200	1,200 Oil and Grease for Vehicles and Equipment
101-440-513-5680	Landscaping Supplies	4,000	4,000 Annuals, Perennials, Sod for Medians and Planting Beds
101-440-513-5730	Program Supplies	24,800	1,500 Personal Protective Equipment 8,000 Paint for Curbs, Streets, Parking Lots 3,000 Specialty Fuel for Chainsaws 5,000 Steel Plate for Street Repairs 7,300 Plate Compactor for Street Repairs
101-440-513-5745	Tools	10,000	2,000 Hand Tools 1,000 Black Top Tools 1,500 Blades for Concrete Saws 500 Compressor Parts 1,000 Leaf Blowers 1,000 Hedge Trimmers 1,000 Ropes for Tree Trimming 800 Pole Saw Replacement/Repairs 1,200 Chainsaw Replacement/Repairs
101-440-513-5760	Street Materials - Aggregate	12,000	12,000 Alley Grading Stone, Fill for Patching, Limestone
101-440-513-5766	Street Materials - Salt and Sand	41,000	35,000 Salt for Roads/alleys 6,000 Anti-Ice and Pre-wet Solution

Account Number	Account Name	Amount	Comments
101-440-513-5768	Street Materials - Signs and Barricades	<u>7,000</u>	4,000 Street Name and Regulatory Signs 3,000 Barricades and Cones
101-440-513-5769	Street Materials - Other	<u>2,500</u>	1,000 Portland Cement 1,000 Precast Concrete 500 Manhole Covers
101-440-513-5785	Utilities - Public Way	<u>133,400</u>	133,400 Utilities Maintenance
101-440-514-5230	Garbage and Recycling	<u>757,800</u>	584,000 Groot Contract 173,800 Solid Waste Agency of Northern Cook County Fees
101-440-514-5542	Equipment - Non CIP	<u>9,000</u>	2,000 Cicero Avenue Weather Sensor Enclosure 7,000 Brush for Sidewalk Tractor
101-440-514-6300	Street System Construction/ Improvements	<u>60,000</u>	60,000 Sidewalk Replacement Program
101-440-514-6599	Equipment - Other	<u>20,000</u>	- Aerial Truck #1 Replacement (Possible delivery is SY23 or CY24) 20,000 Replacement Push Camera for Sewer Lateral Inspections (split 50/50 with Water/Sewer)

Public Works Department



Park Maintenance Division Description

The Park Maintenance Division provides year-round maintenance of the following facilities: the Village's 12 parks and playgrounds, Centennial Park, Proesel Park Aquatics Center, Proesel Park Shelter and Community Center grounds. Park maintenance includes refuse, leaf and debris pick-up, mowing, playground equipment repairs and service, landscaping, bleacher repair and maintenance, exterior painting, fence and deck painting, tennis court and lighting repairs, maintenance of windscreens, daily in-season maintenance of softball diamonds and fields, football and soccer fields and skating pond.

This division is staffed by six full-time personnel as part of the Parks and Buildings Division of the Public Works Department.

Division Expenditure

The Public Works Park Maintenance Division Stub Year 2023 Budget includes \$2,140,376 in expenditures.

Major Expenditure Highlights

- The Stub Year 2023 budget includes \$800,500 for the Flowers Park Renovation with \$400,000 reimbursable by the Open Space Land Acquisition Development (OSLAD) Grant.
- \$438,794 is included for the addition of the restroom building to the Flowers Park Renovation.
- \$50,000 is included for the design of an accessible playground at Proesel Park.
- \$30,000 is included for the design of the Proesel Park tennis and basketball courts.
- \$100,000 is included for the replacement of Tractor #2.
- \$92,400 is included for a Parks and Trails Landscape Maintenance Contract.

Parks and Recreation Department - Park Maintenance Division
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2022 Projected	SY 2023 Budget
205-430-515-5025	Wages - full time hourly	258,934	256,100	232,902	261,720	210,000	180,960
205-430-515-5035	Wages - seasonal hourly	24,725	40,500	33,269	43,600	62,195	66,420
205-430-515-5040	Wages - overtime 1.5X	4,022	9,610	10,470	9,610	23,078	15,400
205-430-515-5045	Wages - overtime 2X	4,657	7,198	14,905	7,200	15,478	10,300
205-430-515-5061	Opt Out Ins	2,160	2,400	360	-	-	-
205-430-515-5070	Uniform allowance	3,609	2,900	4,158	4,000	4,000	2,670
205-430-515-5110	Employer FICA	17,137	19,609	17,139	21,633	17,100	15,338
205-430-515-5120	Employer Medicare	4,008	4,586	4,008	5,059	3,750	3,580
205-430-515-5130	Employer IMRF	22,840	25,507	20,202	25,510	15,000	11,135
205-430-515-5150	Insurance - group life & AD&D	1,044	827	1,163	1,217	1,200	800
205-430-515-5160	Insurance - group medical	69,848	63,080	92,048	116,970	116,970	46,030
205-430-515-5170	Insurance - group dental	6,112	6,562	4,770	6,750	3,000	1,590
205-430-515-5180	Insurance - workers compensation	9,219	9,488	-	9,725	9,725	6,650
	Personnel Total:	428,316	448,367	435,394	512,994	481,496	360,873
205-430-515-5250	Contract Maintenance	19,828	25,000	19,991	25,000	21,000	135,524
	Services Total:	19,828	25,000	19,991	25,000	21,000	135,524
205-430-515-5405	R&M - buildings	227	3,200	3,617	4,900	4,000	14,900
205-430-515-5470	R&M - Recreation equipment	9,592	11,500	4,014	11,500	12,000	11,500
205-430-515-5480	R&M - vehicles	22,057	20,000	30,652	20,000	18,000	15,000
205-430-515-5499	R&M - Other equipment	-	500	-	500	500	9,000
205-430-515-5530	Equipment rental	851	500	500	500	250	500
205-430-515-5555	Park Enhancement - Non-CIP	-	-	-	-	-	72,275
205-430-515-5590	Training	-	1,600	475	1,600	1,200	1,200
205-430-515-5670	Fuel	9,766	16,350	15,517	16,700	18,000	16,600
205-430-515-5675	Lubricants & fluids	1,112	1,300	1,831	1,450	1,600	1,200
205-430-515-5680	Landscaping supplies	8,992	8,000	6,699	8,000	7,500	6,000
205-430-515-5730	Program supplies	34,581	41,300	37,914	48,310	50,510	40,310
205-430-515-5745	Small tools	5,027	8,000	7,283	7,300	6,500	2,900
205-430-515-5780	Utilities - government building	3,155	4,000	4,689	4,200	4,200	2,800
205-430-515-5840	Meals	-	-	30	-	-	-
	Commodities Total:	95,359	116,250	113,221	124,960	124,260	194,185
205-430-515-6350	Park Construction & Improvement	3,182	34,000	25,522	88,100	235,700	1,344,294
205-430-561-6599	Equipment - other	-	22,000	14,815	114,216	120,030	105,500
	Capital Total:	3,182	56,000	40,337	202,316	355,730	1,449,794
	Park Maintenance Division Total:	\$ 546,686	\$ 645,617	\$ 608,943	\$ 865,270	\$ 982,486	\$ 2,140,376

Parks and Recreation Department - Park Maintenance Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-430-515-5250	Contract Maintenance	135,524	
		33,124	Centennial Park Maintenance Contract
		10,000	Centennial Park Contractual Clean-up
		92,400	Parks and Trails Landscape Maintenance Contract (Split with Parks Maintenance (66%), Streets (20%), Buildings (7%), Aquatic Center (7%))
205-430-515-5405	R&M - Buildings	14,900	
		300	Annual Backflow Inspection
		500	Annual Fire Alarm Test
		300	Unexpected Repairs
		3,000	Parks Drinking Fountain Repairs and Parts
		10,000	ADA Transition plan
		800	Centennial & Proesel Park Portable Toilet Maintenance
205-430-515-5470	R&M - Recreation Equipment	11,500	
		4,000	Baseball Field Maintenance
		2,500	Bleachers
		5,000	Playground Equipment Repairs
205-430-515-5480	R&M - Vehicles	15,000	
		15,000	Repairs to Trucks & Tractors, Replacement Parts
205-430-515-5499	R&M - Other Equipment	9,000	
		4,000	Sanitizing Equipment
		4,500	EDIC touchless restroom cleaning system
		500	Repairs & Parts for small equipment (tires & blades)
205-430-515-5530	Equipment Rental	500	
		500	Special Equipment Rental
205-430-515-5555	Park Enhancement - Non-CIP	72,275	
		5,000	Sidewalk replacement
		2,000	Proesel Park Weather Sensor Enclosure
		9,100	Dog Park
		2,500	Mandatory Overpass Bi-Annual Inspection SY23
		1,500	Touhy Overpass Bridge Lighting Remote Access
		19,000	Flowers Park Pour-in-Place
		18,175	Flowers Park Spinner with installation
		-	Landscape Architect Retainer
		15,000	Ice Skating Rink
205-430-515-5590	Training	1,200	
		1,200	Safety Training with NIPSTA & Intergovernmental Risk Management Association, Pesticide & Herbicide Licensing & Pool Chemicals, CPO

Account Number	Account Name	Amount	Comments
205-430-515-5670	Fuel	<u>16,600</u>	
		16,600	Fuel for Division Vehicles
205-430-515-5675	Lubricants and Fluids	<u>1,200</u>	
		1,200	Lubricants for trucks and tractors
205-430-515-5680	Landscaping Supplies	<u>6,000</u>	
		6,000	Top soil, peat moss, annuals, sod and bushes
205-430-515-5730	Program Supplies	<u>40,310</u>	
		10,000	Lumber (fence posts), Hardware, Paint Supplies
		6,000	Baseball Mix/supplies
		2,000	Janitorial Supplies
		2,000	Sand for Volleyball Area/playgrounds
		2,000	Basketball/Tennis Court Paint
		4,000	Tennis Court Wind Screen Replacement
		800	Dog signs, direction signs
		8,000	Engineered Wood Fiber (playground)
		3,000	Municipal Campus Holiday Lights
		510	Apparel
		2,000	Picnic Bench Board Repairs
205-430-515-5745	Tools	<u>2,900</u>	
		500	Edgers
		800	Weed Trimmers
		800	Motors for mowers, leaf blowers and snow blowers
		800	Hand tools, drills, saws
205-430-515-5780	Utilities - Government Building	<u>2,800</u>	
		2,800	Utilities
205-430-515-6350	Park Construction and Improvement	<u>1,344,294</u>	
		800,500	OSLAD - Flowers Park
		438,794	Flowers Park - Restroom and Design
		50,000	Proesel Park Accessible Playground Design
		30,000	Proesel Park Tennis/Basketball Courts Design
		25,000	Picnic Table Replacement
205-430-561-6599	Equipment - Other	<u>105,500</u>	
		100,000	Tractor #2 Replacement

Parks and Recreation Department



Department Description

The Parks and Recreation Department plans and implements the general recreation programs and recreational facilities managed by the Department. The Department goal is to provide a wide range of programs for individuals of all ages, abilities, interests, and cultures in the areas of sports, trips, camps, teens, adults, seniors, aquatic activities, and special events.

Eleven neighborhood parks and two larger parks, Proesel and Centennial Park, are planned for and maintained through the Department. The Department manages the Proesel Park Family Aquatic Center and the Community Center. The Department includes eight divisions: Park Maintenance, Administration, Day Camp, Aquatic Center, Community Center, Special Events, Park Permits and Special Recreation.

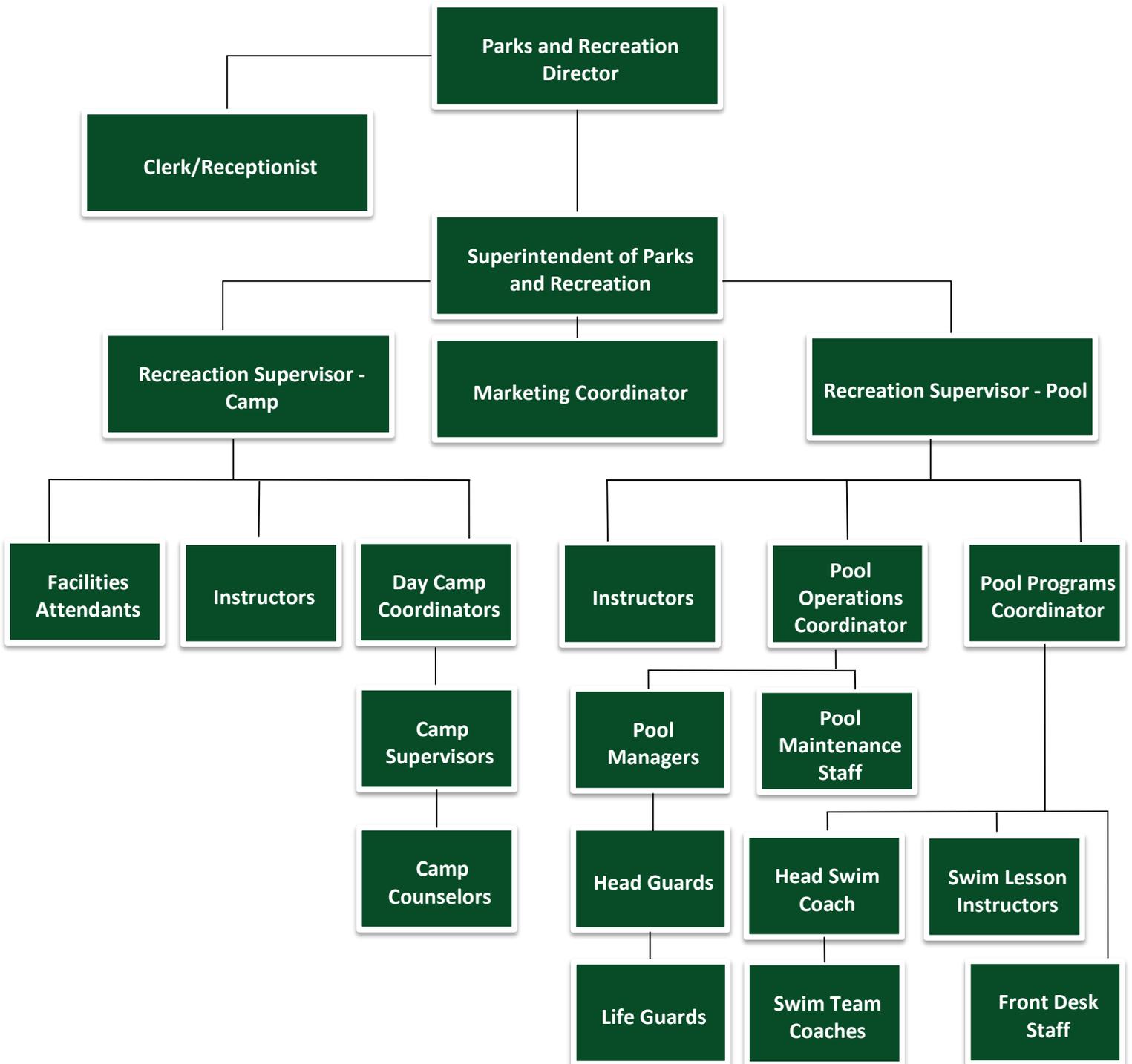
The Park and Recreation Department is staffed by five full-time employees and approximately 250 part-time and seasonal employees.

Department Expenditure

The Parks and Recreation Administration Division Stub Year 2023 Budget includes \$474,433 in expenditures.

Parks and Recreation Department

Stub Year 2023 Organizational Chart



Parks and Recreation Department - Administration

SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
205-500-515-5020	Wages - full time salaried	169,280	334,300	362,027	414,968	360,845	268,350
205-500-515-5025	Wages - full time hourly	21,650	45,000	48,976	47,500	62,913	39,445
205-500-515-5030	Wages - part time hourly	21,800	40,200	47,711	48,250	3,000	32,183
205-500-515-5060	Educational stipend	1,866	3,706	2,660	3,700	3,500	2,720
205-500-515-5061	Opt Out Ins	700	2,400	2,000	1,200	-	-
205-500-515-5062	Phone Stipend	720	1,000	585	450	750	1,040
205-500-515-5110	Employer FICA	20,582	26,252	22,545	32,250	24,610	19,925
205-500-515-5120	Employer Medicare	4,835	6,140	5,273	5,400	5,200	4,660
205-500-515-5130	Employer IMRF	29,693	38,392	29,526	45,500	38,000	14,460
205-500-515-5150	Insurance - group life & AD&D	1,309	1,222	945	1,200	1,550	1,034
205-500-515-5160	Insurance - group medical	63,575	63,080	51,515	45,948	45,948	30,271
205-500-515-5170	Insurance - group dental	4,428	4,220	2,865	3,030	2,140	1,835
205-500-515-5180	Insurance - workers compensati	6,453	12,703	-	13,021	13,021	8,860
Personnel Total:		346,892	578,615	576,627	662,417	561,477	424,783
205-500-515-5440	R&M - office equipment	6,000	6,000	3,966	6,000	6,000	6,000
205-500-515-5510	Advertising	2,000	2,000	1,207	2,200	2,200	2,800
205-500-515-5560	Printing & copying services	12,000	12,000	15,872	12,000	12,000	11,000
205-500-515-5570	Professional associations	2,500	2,500	3,342	2,500	2,500	2,500
205-500-515-5580	Telephone	-	-	-	-	28	-
205-500-515-5590	Training	500	500	1,925	500	500	500
205-500-515-5599	Other contractual	8,500	9,375	6,563	110,100	110,100	9,000
Services Total:		31,500	32,375	32,874	133,300	133,328	31,800
205-500-515-5640	Computer supplies	-	-	-	-	162	-
205-500-515-5700	Office supplies	5,000	5,000	2,652	5,000	4,000	3,400
205-500-515-5720	Postage	5,000	5,000	4,801	5,000	5,000	3,500
205-500-515-5725	Credit card charges	13,000	5,000	1,300	5,000	4,000	5,000
205-500-515-5730	Program supplies	500	500	640	1,000	800	600
205-500-515-5810	Conference & meeting registration	3,000	3,050	1,406	3,050	3,050	3,100
205-500-515-5820	Local mileage, parking & tolls	1,100	1,150	62	1,150	900	1,150
205-500-515-5830	Lodging	900	900	-	900	450	900
205-500-515-5840	Meals	900	900	91	900	600	200
Commodities Total:		29,400	21,500	10,951	22,000	18,962	17,850
P & R Administration		\$ 407,792	\$ 632,490	\$ 620,453	\$ 817,717	\$ 713,767	\$ 474,433

Parks and Recreation Department - Administration

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-500-515-5440	R&M - office equipment	<u>6,000</u>	
		6,000	Copier Lease - maintenance agreement
205-500-515-5510	Advertising	<u>2,800</u>	
		1,000	Promotional Parks and Recreation Items
		1,000	Signage for Park Signs
		800	Social Media Boosts
205-500-515-5560	Printing & copying services	<u>11,000</u>	
		11,000	Printed Seasonal Brochures (3)
205-500-515-5570	Professional associations	<u>2,500</u>	
		1,800	Illinois Parks and Recreation Association
		700	National Recreation and Park Association
205-500-515-5580	Telephone	<u>-</u>	
		-	
205-500-515-5590	Training	<u>500</u>	
		500	Teambuilding, Educational Webinars, etc.
205-500-515-5599	Other contractual	<u>9,000</u>	
		5,000	Graphic Design-Brochures / Flyers
		1,500	Constant Contact Annual Fee
		200	Free Pik Licensing Fee
		900	MPLC Licensing Fee
		450	ASCAP Licensing Fee
		350	SEASAC Licensing
		600	Flipbook for digital brochure issu.com
205-500-515-5700	Office supplies	<u>3,400</u>	
		3,400	Clipboards, pens, note/paper pads, tape, laminating supplies, paper/binder clips, etc.
205-500-515-5720	Postage	<u>3,500</u>	
		3,500	Mailing of Correspondence and Seasonal Brochures
205-500-515-5725	Credit Card Processing Fees	<u>5,000</u>	
		5,000	Credit Card Processing Fees
205-500-515-5730	Program supplies	<u>600</u>	
		600	Staff Uniforms
205-500-515-5810	Conference & meeting registration	<u>3,100</u>	

Account Number	Account Name	Amount	Comments
		2,000	Illinois Parks and Recreation Association Conference Registration
		650	National Recreation and Park Association Conference Registration
		450	Meeting Registration (IPRA, NRPA, WILS, ACA, etc.)
205-500-515-5820	Local mileage, parking & tolls	1,150	
		350	Mileage, parking, and tolls for meeting travel
		800	NRPA Flight & Airport Transportation
205-500-515-5830	Lodging	900	
		900	National Recreation and Park Association Conference
205-500-515-5840	Meals	200	
		-	Illinois Park and Recreation Conference
		200	National Recreation and Park Association Conference

Parks and Recreation Department



Proposed Goals

Goal: The Parks and Recreation Department will renovate Flowers Park and create an enhanced user experience. This will include a new playground, renovated tennis and basketball courts, renovated paths, a butterfly and pollinator garden, fitness equipment, game tables and a restroom facility. The Flowers Park Renovation project is partially funded by a \$400,000 matching Open Space Land Development and Acquisition (OSLAD) grant.

Goal: The Parks and Recreation Department is committed to enhancing the quality of customer service to all patrons. The department will implement new program registration software to provide for a better user experience for both the public and staff.

Goal: Implement modifications to Lincolnwood Fest to add more diverse and community focused offerings. The Family Tent will include a variety of cultural activities and performers and the main stage will highlight performances by Lincolnwood entertainers on Thursday evening. The festival will also feature an expanded carnival footprint to accommodate additional rides to reduce wait times.

Goal: Develop and implement culturally diverse programs and events relevant to the Lincolnwood Community to include a Hannukah program and a Lunar New Year program.

Goal: The Parks and Recreation Department will work with a consultant to develop a feasibility study regarding adding a dog park to the Lincolnwood Park System. The study will include a public engagement process, community-wide survey, and potential dog park designs.

Goal: The Parks and Recreation Department will work with Public Works to develop Standard Operating Procedures (SOP) for the Aquatic Center to include the following categories: Pool Opening, Pool Season Operations, Pool Closing, and Pool Off-Season Maintenance.

Key Performance Measures/Service Indicators	Target SY 2023	Projected FY 2023	Actual FY 2022	Actual FY 2021
Average age of playgrounds	10.25	12.5	12.5	12.5
Number of Parks	13	13	13	13
Number of program sessions offered	176	276	283	223
Number of Resident Pool Passes Sold	2030	2026	1636	0*
Number of Summer Camps Offered	25	27	14	11
Number of Facility Rentals	35	35	38	0**

*The Pool did not open in FY 2021.

**In FY 2021, the pandemic shuttered facility rentals.

Parks and Recreation Department



Special Events Division Description

The Special Events Division accounts for the expenditures required to run community special events such as Turkey Trot, Lincolnwood Fest, Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance and Memorial Day Parade. In addition, this division includes a series of fall and winter events such as Trunk-or-Treat, Pumpkin Picassos, Lincolnwood Lights, Make-A-Flake, and Breakfast with Santa.

Division Expenditure

The Special Events Division Stub Year 2023 Budget includes \$263,280 in expenditures.

Division Revenue

The Special Events Division Stub Year 2023 Budget includes \$285,500 in revenue. The net difference is a surplus of \$22,220.

Major Expenditure Highlights

- The budget includes expenses for the Lincolnwood Fest 2023, which includes \$155,000 for a contractual management company.

Parks and Recreation Department - Special Events Division
SY 2023 Budget Request

Account	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
205-504-515-5035	Wages - seasonal hourly	-	200	-	-	-	-
205-504-515-5110	Employer FICA	-	20	-	-	-	-
205-504-515-5120	Employer Medicare	-	10	-	-	-	-
205-504-515-5180	Insurance - workers compensation	-	10	-	-	-	-
	Personnel Total:	-	240	-	-	-	-
205-504-515-5270	Purchased program services	(114)	28,825	27,250	89,700	89,700	179,050
	Services Total:	(114)	28,825	27,250	89,700	89,700	179,050
205-504-515-5510	Advertising	223	2,900	3,005	3,000	3,000	3,000
205-504-515-5530	Equipment rental	-	7,500	7,689	9,000	9,000	12,750
205-504-515-5560	Printing & copying services	371	2,600	2,000	2,850	2,850	2,850
205-504-515-5615	Awards	1,435	5,250	9,549	9,250	9,250	9,950
205-504-515-5645	Concessions & food	116	6,230	6,000	7,400	7,400	7,700
205-504-515-5720	Postage	19	1,100	450	1,000	1,000	1,100
205-504-515-5730	Program supplies	24,579	31,505	29,300	43,630	43,630	45,880
205-504-515-5799	Other materials & supplies		1,500	1,000	1,500	1,500	1,000
	Commodities Total:	26,742	58,585	58,993	77,630	77,630	84,230
	Special Events Total:	\$ 26,628	\$ 87,650	\$ 86,243	\$ 167,330	\$ 167,330	\$ 263,280

Parks and Recreation Department - Special Events Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-504-515-5270	Purchased Program Services	179,050	
		1,200	Daughter Dance DJ and Photo Booth
		7,500	Summer Concert Series Musical Entertainment
		350	Breakfast with Santa Entertainer
		1,000	Movie in the Park Movies
		900	Concert Series Balloon Artist
		800	Noon Years Eve DJ
		1,500	Children Concert Series
		155,000	Lincolnwood Fest 2022 - Contractual Management
		350	Chicago Area Runners Association (CARA) Certification
		850	CARA Circuit (Turkey Trot)
		1,600	DJ Services, Start/Finish Line Speakers (Turkey Trot)
		8,000	Timing & Start/Finish Management (Turkey Trot)
205-504-515-5510	Advertising	3,000	
		500	Social Media
		1,000	Banners & Signage
		500	Concert Series Supplies
		550	Running Websites / Active (Turkey Trot)
		200	Social Media (Turkey Trot)
		250	Newspaper / Another Avenue (Turkey Trot)
205-504-515-5530	Equipment Rental	12,750	
		2,750	Portable Restrooms (Turkey Trot)
		7,000	Tables, Tents, Chairs, Heaters (Turkey Trot)
		3,000	Barricade & Cone Rentals (Turkey Trot)
205-504-515-5560	Printing and Copying services	2,850	
		750	Marketing and mailing fees
		250	Signs for Park
		850	Printing of Save-the-Date Postcards (Turkey Trot)
		1,000	Race Course & Village Signage (Turkey Trot)
205-504-515-5615	Awards	9,950	
		7,700	Finisher, Dash, and Category Medals
		250	Plaques for Overall Winners
		2,000	Swag
205-504-515-5645	Concessions and Food	7,700	
		3,500	Daddy Daughter Meal
		350	Buddy Bingo
		100	Summer Concert Series Water
		1,200	Breakfast with Santa Meal
		100	Movie in the Park Popcorn
		350	Noon Year's Eve Event Refreshments
		100	Volunteer Refreshments (Turkey Trot)
		700	Water/Cups (Turkey Trot)

Account Number	Account Name	Amount	Comments
		500	Bananas (Turkey Trot)
		800	Post-Race Pizza (Turkey Trot)
205-504-515-5720	Postage	1,100	
		100	Mailing of Awards (Turkey Trot)
		1,000	Mailing of Postcards (Turkety Trot)
205-504-515-5730	Program Supplies	45,880	
		500	Daddy Daughter
		500	Breakfast with Santa
		500	Egg Hunt
		250	Buddy Bingo
		1,750	New Program
		250	Touch A Truck
		1,000	Fall Event
		1,500	Promo Supplies (Variety of Events)
		500	Noon Year's Eve
		500	Memorial Day
		1,800	Memorial Day Band and Singer
		750	Gingerbread
		26,530	Shirts (Run, Walk, Dash, Volunteer) (Turkey Trot)
		200	Supplies for Race Village Areas/Tents (Turkey Trot)
		300	Office Supplies for Packet Pick-Up (Turkey Trot)
		750	Race Bibs (Turkey Trot)
		300	Drumstick Dash Goody Bags (Turkey Trot)
		1,500	Street Paint (Turkey Trot)
		500	Miscellaneous Public Works (Turkey Trot)
		6,000	Fences (Turkey Trot & LWF)
205-504-515-5799	Other Materials and Supplies	1,000	
		1,000	Supplies for Special Events

Parks and Recreation Department - Special Events Division Revenue

SY 2023 Budget

Account Number	Account Name	Amount	Comments
205-504-410-4700	Special Event Registration	<u>253,500</u>	<ul style="list-style-type: none"> 1,500 New Event 1,500 Make-A-Flake 500 Noon Year's Eve 3,500 Daughter Dance 500 Buddy Bingo 1,500 Breakfast with Santa 500 Fall Event 160,000 Lincolnwood Fest 80,000 Online Registration-Turkey Trot 4,000 RecTrac Revenue
205-504-410-4941	Sponsorship	<u>32,000</u>	<ul style="list-style-type: none"> 1,000 Concerts/Movies in the Park 1,000 Misc Events 15,000 Monetary Sponsors for Turkey Trot <li style="padding-left: 20px;">Monetary Sponsors for Lincolnwood 15,000 Fest

Parks and Recreation Department



Park Permit Division Description

The Park Permit Division includes fees for all outdoor permitting for parks including fields, picnic shelter and tent rentals. This division now also includes Park Patrol. The Park Patrol Division is a park security program staffed with seasonal staff that operates from May 1 through October 31. This program provides park security and enforces park rules. Park Patrol also inspects parks for safety, regulates permit use, and assists with special events. In Fiscal Year 2023, Park Patrol assisted with Trunk or Treat, Summer Concerts, Lincolnwood Fest, Community Development Code Enforcement and numerous smaller events throughout the park system.

Division Expenditure

The Park Permit Division Stub Year 2023 Budget includes \$91,148 in expenditures.

Division Revenue

The Park Permit Division Stub Year 2023 Budget includes \$23,000 in revenue. The net difference is a deficit of \$68,148.

Major Expenditure Highlights

- The budget includes program supplies and personnel.

Parks and Recreation Department - Permits Division
SY 2023 Budget Request

Account	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
205-508-515-5035	Wages - seasonal hourly	55,669	55,000	58,000	61,500	70,000	82,000
205-508-515-5110	Employer FICA	3,439	3,410	3,600	3,815	4,340	5,084
205-508-515-5120	Employer Medicare	804	798	850	891	1,015	1,189
205-508-515-5180	Insurance - workers compensation	1,500	1,650	1,650	1,691	1,691	1,725
	Personnel Total:	61,413	60,858	64,100	67,897	77,046	89,998
205-508-515-5270	Purchased Program Services	-	-	-	-	586	-
205-508-515-5580	Telephone	376	350	570	350	350	350
205-508-515-5730	Program supplies	47	700	500	770	1,232	800
	Commodities Total:	423	1,050	1,070	1,120	2,168	1,150
	Totals:	\$ 61,835	\$ 61,908	\$ 65,170	\$ 69,017	\$ 79,214	\$ 91,148

Parks and Recreation Department - Permits Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-508-515-5580	Telephone	<u>350</u>	
		350	Cell Phones
205-508-515-5270	Purchased Program Services	<u>-</u>	
		-	
205-508-515-5730	Program Supplies	<u>800</u>	
		300	Bike Tune-Up, Repairs, Parts
		400	Staff Uniforms
		100	Keys, Bug Spray, Sunblock

Parks and Recreation Department - Permits Division Revenue

SY 2023 Budget Revenue

Account Number	Account Name	Amount	Comments
205-508-410-4710	Interest on Deposits	<u>2,000</u> 2,000	Interest (Rates decreased)
205-508-410-4210	Donations	<u>2,500</u> 2,500	LWBBA Donation (Matching Expense in 430)
205-508-410-4220	Permit Fees	<u>18,500</u> 9,500 9,000	Shelter & Tent Rentals Field Permits (soccer, softball, baseball)

Parks and Recreation Department



Summer Day Camp Division Description

The Lincolnwood Summer Day Camp program is comprised of 25 different offerings for both residents and non-residents. Day camps are available for children entering Kindergarten through fifth grade with varied schedules, evening extended care is also available for those wishing to extend the traditional camp day. Camps are classified as either general recreation or specialty, based on the focus of the daily programming.

General recreation camps provide a wide variety of activities including arts and crafts, small and large group games, athletics, field trips and recreational swimming. Specialty camps focus on a specific skill, such as computer programming and sports. Three-week sessions are being offered for general day camps. Day camps will take place at Proesel Park and Lincoln Hall School.

This budget also accounts for School Day Out programs and winter and spring break camps.

Division Expenditure

The Summer Day Camp Division Stub Year 2023 Budget includes \$468,009 in expenditures.

Division Revenue

The Summer Day Camp Division Stub Year 2023 Budget includes \$513,130 in revenue. The net difference is \$45,121.

Major Expenditure Highlights

- An additional \$20,000 is budgeted for one experiential field trip per session.
- \$10,000 is budgeted for new camp equipment.
- Both expenses listed above will offset by the Barry and Taffy Berger Donation.

Parks and Recreation Department - Day Camp Division
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
205-530-515-5030	Wages - Part Time Hourly	615	-	-	-	-	-
205-530-515-5035	Wages - seasonal hourly	12,615	60,050	105,573	309,499	185,000	309,499
205-530-515-5110	Employer FICA	821	5,450	6,420	29,693	13,000	29,693
205-530-515-5120	Employer Medicare	191	1,275	1,645	6,945	6,000	6,945
205-530-515-5180	Insurance - workers compensation	8,737	1,801	835	856	856	877
Personnel Total:		22,979	68,576	114,473	346,993	204,856	347,014
205-530-515-5270	Purchased program services		5,100	7,500	31,500	26,000	50,000
Services Total:		-	5,100	7,500	31,500	26,000	50,000
205-530-515-5580	Telephone	462	1,800	620	1,800	700	1,800
205-530-515-5590	Training	-	500	500	2,000	2,000	2,000
205-530-515-5599	Other contractual	-	-	957	-	-	-
205-530-515-5645	Concessions & food	20	3,300	3,473	7,600	3,500	7,600
205-530-515-5720	Postage	-	75	-	75	-	75
205-530-515-5721	Transportation	-	-	13,157	30,000	26,500	30,000
205-530-515-5725	Credit Card Charges	-	750	750	1,500	1,500	1,500
205-530-515-5730	Program supplies	954	7,320	5,700	18,020	17,000	27,520
205-530-515-5799	Other Materials and Supplies	-	500	200	500	250	500
205-530-515-5800	Scholarship Fund	-	-	-	-	-	20,000
Commodities Total:		1,436	14,245	25,357	61,495	51,450	70,995
Day Camp Total		\$ 24,415	\$ 87,921	\$ 147,330	\$ 439,988	\$ 282,306	\$ 468,009

Parks and Recreation Department - Day Camp Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-530-515-5270	Purchased Program Services	<u>50,000</u>	30,000 Field Trip Admissions and Entertainers 20,000 Experiential field trips offset by Berger donation
205-530-515-5580	Telephone	<u>1,800</u>	1,800 Village Provided Seasonal Cell Phones for Leadership Staff (Coordinator/Supervisors)
205-530-515-5590	Training	<u>2,000</u>	1,000 Food and Supplies for Staff Training and In-Services (12+ Sessions) 1,000 Sexual Harrasment Training
205-530-515-5599	Other Contractual	<u>-</u>	- American Camp Association (ACA) Annual Accreditation Fee -REMOVED
205-530-515-5645	Concessions and Food	<u>7,600</u>	7,600 Special Treat Fridays (Pizza, Ice Cream, Snow Cones)
205-530-515-5720	Postage	<u>75</u>	75 Mailing & Updates
205-530-515-5721	Transportation	<u>30,000</u>	30,000 Field Trip & Daily Bus Service
205-530-515-5725	Credit Card Fees	<u>1,500</u>	1,500 Bank Charges for Credit Card Registration
205-530-515-5730	Program Supplies	<u>28,020</u>	3,500 Camper T-Shirts 2,000 Staff Uniforms, Fanny Packs, Lanyards 600 Camp Swimming/Field Trip Wristbands 800 Safety Supplies for First Aid Fanny Packs (Gloves, Ice Packs, CPR Sheilds, Spill Kits) 2,000 Arts & Craft Supplies 1,500 Athletic and Recreational Game Equipment 1,000 Miscellaneous Supplies (Storage, Shelving, Carts, Etc.) 500 Office Supplies (Clip Boards, Binders, Dividers, Folders, Storage) 600 New Signage (Printed Banners & Yard Signs) 900 TimeForce

Account Number	Account Name	Amount	Comments
		120	Google Account (Charged Monthly \$10)
		3,000	Camp Doc Electronic Camper Data Forms (\$4 per unique child yearly) Cost incorporated into registration fee
		500	Leap Supplies
		10,000	Camp Supplies - offset by Berger Donation
		1,000	Camp and Breaks
205-530-515-5799	Other Materials and Supplies	<u>500</u>	
		200	Organizing
		300	Cleaning
205-530-515-5800	Scholarship Fund	<u>20,000</u>	
		20,000	Berger Scholarship - offset by donation

Parks and Recreation Department - Day Camp Division Revenue

SY 2023 Budget Revenue

Account Number	Account Name	Amount	Comments
205-530-410-4210	Donation	50,000	
		20,000	Berger Donation - Field Trips
		20,000	Berger Donation - Scholarships
		10,000	Berger Donation - camp supplies
205-530-410-4700	Program Revenue	463,130	
		50,000	Tree Tikes
		-	13-15 Camp Leaders
		8,000	Post-Season Camp Last Hurrah (2 Week)
		167,000	Little Lincolns
			80 kids
		165,000	Proesel Pals
			80 kids
		40,000	1/2 Day Camps
			50 each 1/2 day
		10,000	Early Risers registration fee
		15,000	Sun Setter registration fee
		100	Early bird financing fee
		100	Late Parent, Lunches, Etc.
		-	Club Kid Tuition - 5 days
		-	Club Kid Tuition - 3 days
		-	Club Kid Add-A-Day Fees
		-	Club Kid Vacation Day Fee
		7,530	School Break Camp Fees
		400	Financing Fee

Parks and Recreation Department



Aquatic Center Division Description

The Proesel Park Family Aquatic Center opens the Saturday of Memorial Day and remains open through Labor Day. All activities related to operation and staffing of the pool are included in this division. The Aquatic Center Division now accounts for swim lesson programs, swim team, birthday parties, and private rentals. The Proesel Park Family Aquatic Center Concession Stand is also accounted for in this budget.

Division Expenditure

The Aquatic Center Division Stub Year 2023 Budget includes \$765,826 in expenditures.

Division Revenue

The Aquatic Center Division Stub Year 2023 Budget includes \$668,000 in revenue. The net difference is a deficit of \$97,826.

Major Expenditure Highlights

- The Stub Year 2023 budget includes \$22,500 in capital for the replacement of three diving boards.
- The budget also includes \$22,000 for the replacement of two ADA chair lifts.
- \$7,800 is budgeted for robot vacuums for the competition and activity pools.
- Expenditures also include an increase in starting wages for pool staff.

Parks and Recreation Department - Aquatic Center

SY 2023 Budget Request

Account	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Draft Budget
205-560-515-5020	Wages- full time salaried	-	5,807	5,807	-	-	-
205-560-515-5035	Wages - seasonal hourly ⁽¹⁾	(523)	235,322	284,810	362,843	373,923	467,531
205-560-515-5110	Employer FICA	9	14,600	17,635	23,000	23,160	35,766
205-560-515-5120	Employer Medicare	3	3,450	4,124	5,430	5,417	6,779
205-560-511-5040	Wages - Overtime 1.5x	-	-	-	-	130	500
205-560-515-5180	Insurance - workers compensation	11,491	7,060	-	7,887	7,887	8,500
Personnel Total:		10,981	266,239	312,376	399,160	410,517	519,076
205-560-515-5270	Purchased program services	5,030	10,300	9,462	11,200	17,000	20,300
Services Total:		5,030	10,300	9,462	11,200	17,000	20,300
205-560-515-5405	Repairs and Maint. Building ⁽²⁾	1,741	40,500	49,504	54,500	54,000	77,650
205-560-515-5542	Equipment - Non-CIP ⁽³⁾	-	-	-	-	-	12,300
205-560-515-5560	Printing & copying services	-	850	413	850	400	850
205-560-515-5580	Telephone	322	350	346	350	360	350
205-560-515-5590	Training	-	2,000	2,541	2,500	2,680	3,500
205-560-515-5630	Chemicals - swimming pool	6	30,000	41,728	30,000	30,000	33,000
205-560-515-5640	Computer supplies	(1,011)	3,550	2,750	3,550	4,911	3,550
205-560-515-5645	Concessions & food	-	500	606	800	2,511	3,800
205-560-515-5690	Merchandise for resale	-	500	82	500	-	500
205-560-515-5700	Office supplies	-	400	1,693	600	651	600
205-560-515-5725	Credit Card Charges	-	6,500	-	7,000	7,000	7,000
205-560-515-5730	Program supplies	-	10,500	9,129	14,626	13,000	21,700
205-560-515-5770	Training supplies	-	1,000	306	2,000	1,600	2,000
205-560-515-5780	Utilities - government building	19,459	13,500	7,601	15,000	30,000	15,000
205-560-515-5810	Conference & meeting registrat	-	-	-	-	-	-
205-560-515-5830	Lodging	-	-	-	-	-	-
205-560-515-5840	Meals	-	-	-	150	150	150
205-560-515-5850	Purchased transportation	-	-	-	-	-	-
Commodities Total:		20,517	110,150	116,699	132,426	147,263	181,950
205-560-515-6599	Equipment-Pool	71,416	257,569	257,569	113,666	158,000	44,500
Capital Total:		71,416	257,569	257,569	113,666	158,000	44,500
Aquatic Center Totals		\$ 107,944	\$ 644,258	\$ 696,106	\$ 656,452	\$ 732,780	\$ 765,826

Notes:

⁽¹⁾ Increased wages by an additional \$20,000. This is moving all 1st year guards, pool managers and head guards to the top of their scale

⁽²⁾ Increased the Repairs and Maint. Building line item by \$18,000 for underwater lights for the pool

⁽³⁾ Increased the Equipment Non-CIP line item by \$7,000 for the ADA lift chairs

Parks and Recreation Department - Aquatic Center
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-560-515-5270	Purchased Program Services	20,300	
		9,100	Contracted flower bed maintenance (Split with Parks Maintenance (66%), Streets (20%), Buildings (7%), Aquatic Center (7%))
		10,000	Aquatic Center Preventative
		1,200	Bus Transportation
205-560-515-5405	R&M - Buildings	77,650	
		5,000	New Signage for Pool
		1,000	Thor Guard repair and cleaning
		1,250	HVAC Repairs
		2,500	Pool heater start up (contractual)
		4,200	Pool Heater Repairs and cleaning
		4,000	Bathhouse repairs and replacement
		200	Fire Inspection
		500	Cook County Inspection
		2,500	Miscellaneous Repairs
		3,500	Pool Slide Inspections
		1,000	Pool Cleaning Supplies (poles, strainers, etc.)
		2,000	Paint-facility, floors
		3,000	Pool grates, gutters, equipment repair and replacement
		5,000	Filter room system repair and replacement
		4,000	Plumbing repairs and replacement
		2,000	Chlorine and Acid Pump
		8,500	Drinking Fountains (2)
		4,000	Lights (outside)
		500	Appliance Repairs
		1,500	Lease for Ice Machine
		3,500	Building Repairs
		18,000	Underwater Pool Lights
205-560-515-5542	Equipment - Non-CIP	12,300	
		7,800	(2) robot vacuums
		4,500	EDIC touchless restroom cleaning system
205-560-515-5560	Printing and Copying Services	850	
		250	Newspaper Ad
		500	Facility Signage
		100	Social Media Ads
205-560-515-5580	Telephone	350	
		350	Telephone
205-560-515-5590	Training	3,500	
		2,500	All Staff will need recertification
		1,000	Anti Harassment Training
205-560-515-5630	Chemicals - Swimming Pool	33,000	
		25,000	Chlorine
		5,000	PH Minus
		2,000	Filter Medium
		500	Reagents
		500	Miscellaneous Chemicals (water clarifier, algaecide)
205-560-515-5640	Computer Supplies	3,550	
		2,000	Online Non-Resident Pool Pass
		1,400	Timeforce
		150	Google Drive Account

Account Number	Account Name	Amount	Comments
205-560-515-5645	Concessions and Food	<u>3,800</u>	500 Staff Orientation 3,000 Lincolnwood Lightning Banquet 300 Coaches for Meets
205-560-515-5690	Merchandise for Resale	<u>500</u>	500 Merchandise for sale (diapers, sunscreen, water bottles)
205-560-515-5700	Office Supplies	<u>600</u>	200 Paper & Toner 200 Laminating Supplies 200 Binders, folders, pens, etc.
205-560-515-5725	Credit Card Processing Fees	<u>7,000</u>	7,000 Registration Charges
205-560-515-5730	Program Supplies	<u>21,700</u>	5,200 Uniforms 2,000 First Aid Supplies 6,000 Pool Cleaning 500 Event Supplies 500 Toys, noodles, etc. 400 Swim Caps 400 Ribbons 600 Team Unify 5,000 Swim Team Supplies (clock & timing) 600 Program Equipment (fins, kickboards, etc.) 500 Meet Fees
205-560-515-5770	Training Supplies	<u>2,000</u>	2,000 Lifeguard Supplies
205-560-515-5780	Utilities - Government Building	<u>15,000</u>	15,000 Utilities
205-560-515-5810	Conference and Meeting Reg.	<u>-</u>	
205-560-515-5830	Lodging	<u>-</u>	
205-560-515-5840	Meals	<u>150</u>	150 Meals
205-560-515-5850	Purchased Transportation	<u>-</u>	
205-560-515-6599	Equipment - Pool	<u>44,500</u>	22,000 ADA Chair Lifts 22,500 Replace Diving Board & Fulcrum on (2) 1-M and 3-M board

Parks and Recreation Department - Aquatic Center Revenue

SY 2023 Budget

Account Number	Account Name	Amount	Comments
205-560-410-4700	Program Revenue	527,500	
		3,500	Individual member fees
		7,000	Senior member fees
		56,000	Family of 2 member fees
		40,000	Additional Family Members
		40,000	Guest fees - resident
		50,000	Guest fees - nonresident
		13,000	Non-resident individual fee
		9,000	Non-Resident senior fee
		195,000	Non-Resident family of 2 fees
		114,000	Non-Resident Addition Family Members
205-560-410-4705	Programs/Rentals	133,000	
		45,000	Swim Lessons
		11,000	Diving Lessons
		5,000	General program user fees
		12,000	Pool Rental Fees
		60,000	Youth Swim Team member fees
205-560-410-4710	Concession Revenue	7,500	
		3,000	Total Contract Fee
		4,500	5% Gross Sales

Parks and Recreation Department



Community Center Division Description

The Community Center Division accounts for the programming, maintenance and staffing of the Center located at the corner of Lincoln and Morse Avenues. The community center is utilized for general recreation programs for all ages, senior programs, camps, rentals and community events. Costs for all recreation programs, not including special events, day camp or park permit fees are now accounted for in this budget. These programs include senior programs, adult fitness, youth/tot, adult athletics, and youth athletics.

Division Expenditure

The Community Center Division Stub Year 2023 Budget includes \$300,125 in expenditures.

Division Revenue

The Community Center Division Stub Year 2023 Budget includes \$171,130 in revenue. The net difference is a deficit of \$128,995.

Major Expenditure Highlights

- The Stub Year 2023 budget includes \$130,000 for the replacement of the air conditioner, condensing unit and large room floor refinish.
- \$25,000 is budgeted for office improvements.

Parks and Recreation Department - Community Center Division
SY 2023 Budget Request

Account Number	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
205-571-515-5030	Wages - part time hourly	17,854	17,500	13,500	27,000	18,000	22,500
205-571-515-5035	Wages - seasonal hourly	2,273	3,000	2,256	13,000	3,000	10,000
205-571-515-5110	Employer FICA	1,355	1,271	993	2,000	1,050	1,860
205-571-515-5120	Employer Medicare	317	298	240	480	350	435
205-571-515-5180	Insurance - workers compensation	840	705	750	723	723	740
Personnel Total:		22,639	22,774	17,739	43,203	23,123	35,535
205-571-515-5240	Janitorial	5,000	5,000	4,600	5,000	5,000	3,500
205-571-515-5645	Concessions and Food	-	100	100	100	100	100
205-571-515-5270	Purchased Program Services	30,580	63,950	83,536	95,440	95,000	87,040
Services Total:		35,580	69,050	88,236	100,540	100,100	90,640
205-571-515-5510	Advertising	150	250	50	200	200	200
205-571-515-5535	Facility Improvement	4,200	5,000	10,000	10,000	5,000	10,000
205-571-515-5730	Program supplies	7,399	6,600	10,353	7,450	7,450	8,750
Commodities Total:		11,749	11,850	20,403	17,650	12,650	18,950
205-571-561-6350	Construction/Improvement ⁽¹⁾	-	-	-	76,600	76,600	155,000
Capital Total:		-	-	-	76,600	76,600	155,000
Total:		\$ 69,968	\$ 103,674	\$ 126,378	\$ 237,993	\$ 212,473	\$ 300,125

Notes

(1) Additional \$130,000 was added for the HVAC system in the Construction/Improvements line item

(2) Additional \$25,000 was added for office improvements in the Construction/Improvements line item

Parks and Recreation Department - Community Center Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-571-515-5240	Janitorial	<u>3,500</u>	
		3,500	Cleaning of facility, bathroom, kitchen, floors, etc.
205-571-515-5270	Purchased Program Services	<u>87,040</u>	
		33,000	Contractual Youth Programs
		4,400	Contractual Tot Programs
		800	Contractual Non Athletic Programs
		1,000	Program Events
		30,000	Contracted Specialty Camp
		2,040	Yoga
		2,000	New Program
		6,300	Soccer Contractual Services
		6,000	Summer Umpire Fees & Flag Football Fees
		500	Local Trips
		1,000	Bi Monthly Trips
205-571-515-5510	Advertising	<u>200</u>	
		150	Advertising for Village Events and of the Facility
		50	Social Media
205-571-515-5535	Facility Improvement	<u>10,000</u>	
		10,000	Misc. Repairs
205-571-515-5645	Concessions and Food	<u>100</u>	
		100	Staff Meals
205-571-515-5730	Program Supplies	<u>8,750</u>	
		1,000	Paper Goods
		1,000	Cleaning Supplies
		150	First Aid
		100	Pest Control
		1,000	Equipment for In-house Programs
		1,000	Supplies for contractual (mats, balls, etc.)
		150	Program Equipment
		100	Supplies for field and program
		1,200	Summer Awards
		100	Trophies
		1,600	Softballs
		300	Tennis Balls
		250	Ball Hopper
		200	Pickleball supplies
		100	Apparel
		500	Fitness Equipment
205-571-561-6350	Construction/ Improvements	<u>155,000</u>	
		130,000	Community Center HVAC Replacement
		25,000	Office Improvements

Parks and Recreation Department - Community Center Division

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-571-410-4700	Recreation Program Revenue	171,130	
		25,000	Large Room Rentals Only
		300	Rental Add ons
		40,000	Youth Contractual Programs
		13,000	Contractual Non-Athletic
		5,000	In House Programs
		2,000	One Day Programs
		40,000	Specialty Camp
		10,000	Tot Contractual Programs
		3,000	Yoga
		2,000	New Program
		4,000	Summer Soccer Fees
		2,000	Fall Soccer Fees
		6,500	Summer Adult Softball League
		500	Fall Adult Lesson Fees
		3,000	Fall Youth Lesson Fees
		500	Summer Adult Lesson Fees
		4,000	Summer Youth Lesson Fees
		2,000	Summer Camp Lesson Fees
		120	Tennis Club Membership
		1,500	Pickelball Class
		750	Local Trips
		1,500	6 Bi Monthly Trips
		3,000	Forever Fitness Program
		1,460	Flag Football League

Parks and Recreation Department



Special Recreation Division Description

The Special Recreation Division provides the necessary funding to allow individuals with special needs to access and enjoy the many recreational opportunities offered through the Parks and Recreation Department. This assistance can range from part-time staff providing extra assistance in a program to any other reasonable accommodation as defined by the Americans with Disabilities Act, enacted in 1990.

This is accomplished through participation in the Maine Niles Association of Special Recreation (MNASR). MNASR is a consortium made up of six park districts and the Parks and Recreation Department. This division's budget includes our member agency contribution, which is based on the assessed valuation of the Village and also includes the cost of Inclusion. Inclusion expenses are incurred as we provide individuals with special needs assistance so they can participate in activities offered through our department, such as day camp and youth/tot programs.

Division Expenditure

The Special Recreation Division Stub Year 2023 Budget includes \$105,275 in expenditures.

Parks and Recreation Department - Special Recreation
SY 2023 Budget Request

Account	Description	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
205-580-515-5270	Purchased program services	63,049	130,000	103,530	130,000	122,000	105,275
	Services Total:	63,049	130,000	103,530	130,000	122,000	105,275
205-580-515-5730	Program supplies	-	-	-	-	-	-
	Commodities Total:	-	-	-	-	-	-
Total:		\$ 63,049	\$ 130,000	\$ 103,530	\$ 130,000	\$ 122,000	\$ 105,275

Parks and Recreation Department - Special Recreation

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-580-515-5270	Purchased program services	105,275	
		85,275	Calendar Year 2023 Contributions
		20,000	MNASR LWD Program Inclusion Expense



Water and Sewer Fund



Water and Sewer Fund

Fund Description

The Water and Sewer Fund is an enterprise fund that provides resources for the water distribution system, which is comprised of service lines, valves, hydrants, and meters. Services include routine and emergency leak repairs, system maintenance, surveys, flushing, exercising valves, and meter pit maintenance. Water Pumping Station work includes daily operation and monitoring of equipment, daily maintenance, records maintenance, and performing water sampling and chlorination.

Combined sewer system work includes performing service and maintenance of main lines, catch basins, and manholes, performing routine and emergency repairs, rodding and flushing, and maintenance of mains and curb inlets.

Two Water System Operators oversee the operations of the Division, supervised by the Department Superintendent. The Streets/Utilities Division provides repairs to the water and sewer system.

Fund Revenue

The Water and Sewer Fund Stub Year 2023 Budget includes \$3,555,638 in revenues.

Fund Expenditure

The Water and Sewer Fund Stub Year 2023 Budget includes \$4,925,680 in expenditures.

Major Expenditure Highlights

- The Stub Year 2023 budget includes \$720,000 budgeted for Water Main Replacements as part of the Infrastructure Plan.
- The Village has also budgeted \$350,000 for Private Lead Service Line Replacements.
- Lastly, the Village has budgeted \$230,000 for the Chicago Emergency Interconnect.

Water and Sewer Fund

SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
660-000-110-1471	Inventory Clearing	-	-	-	-	-	-
660-000-573-7380	Loan Principal Payments	309,708	317,499	313,579	235,000	235,000	275,000
660-000-574-7580	Loan Interest Payments	70,448	62,657	66,577	122,501	122,501	84,750
660-000-574-XXXX	2021A GO Bonds Principal	-	-	-	60,000	60,000	80,000
660-000-574-XXXX	2021A GO Bonds Interest	-	-	-	92,844	92,844	70,138
660-000-575-7780	Bond Payments	-	-	-	-	-	-
660-000-920-8047	Operating transfer out	1,170,000	-	-	-	-	-
	Debt Service Payments	1,550,156	380,156	380,156	510,345	510,345	509,888
660-610-519-5260	Liability Insurance	28,765	40,000	-	40,000	40,000	50,000
660-610-519-5320	Consulting	-	-	-	-	-	-
660-610-519-5330	Data processing	43,562	44,000	48,201	47,000	46,765	31,350
660-610-519-5340	Maintenance Agreement Expense	35,857	63,100	56,365	65,100	65,000	58,200
660-610-519-5570	Professional associations	592	200	610	200	300	400
660-610-519-5580	Telephone	7,138	8,239	10,623	13,707	13,500	11,220
660-610-519-5590	Training	-	650	-	650	650	1,650
660-610-519-5620	Books & publications	-	100	-	100	100	100
660-610-519-5700	Office supplies	2,772	1,000	1,341	1,500	2,300	1,500
660-610-519-5720	Postage	9,612	18,000	25,046	18,000	22,550	16,280
660-610-519-5785	Utilities - Public Way	2,407	-	1,213	-	-	-
	Water Administration	130,705	175,289	143,398	186,257	191,165	170,700
660-620-519-5025	Wages - full time hourly ⁽¹⁾	488,734	519,870	476,767	549,078	423,075	299,535
660-620-519-5035	Wages - season hourly	-	26,000	-	26,000	14,200	27,850
660-620-519-5040	Wages - overtime 1.5X	24,266	25,490	18,812	25,500	15,000	15,000
660-620-519-5045	Wages - overtime 2X	9,031	14,771	8,523	10,000	8,145	8,000
660-620-519-5056	HSA Savings Acct	-	-	-	-	-	-
660-620-519-5060	Educational Stipend	432	400	918	960	1,100	1,180
660-620-519-5061	Opt Out Ins.	1,200	-	2,500	2,500	2,400	1,800
660-620-519-5062	Phone Stipend	120	180	-	-	-	-
660-620-519-5070	Uniform allowance	3,442	4,725	3,463	1,000	2,000	1,000
660-620-519-5075	Longevity stipend	-	540	-	-	-	-
660-620-519-5110	Employer FICA	30,600	36,691	30,360	34,500	27,580	20,972
660-620-519-5120	Employer Medicare	7,267	8,581	7,100	7,980	20,045	4,905
660-620-519-5130	Employer IMRF	45,080	51,584	40,096	49,030	26,780	15,550
660-620-519-5150	Insurance - group life & AD&D	1,010	1,697	1,199	1,725	1,100	1,000
660-620-519-5160	Insurance - group medical	104,822	129,593	102,947	125,980	134,890	47,790
660-620-519-5170	Insurance - group dental	8,198	9,413	6,259	8,345	5,090	2,680.00
660-620-519-5180	Insurance - workers compensati	17,766	17,607	-	18,047	18,047	12,280
	Personnel Total:	741,969	847,142	698,944	860,645	699,452	459,542
660-620-519-5320	Consulting	516,739	506,100	193,264	375,000	185,000	509,000
660-620-519-5340	Engineering	-	-	-	-	-	-
660-620-519-5399	Other professional services	58,849	60,200	60,289	65,200	65,200	65,200
660-620-519-5405	R&M - buildings	8,203	165,000	13,971	31,500	150,000	84,000
660-620-519-5480	R&M - vehicles	21,521	25,000	19,767	25,000	18,000	20,000
660-620-519-5490	R&M - water system equipment	33,994	14,200	12,763	215,700	216,000	346,700
660-620-519-5590	Training	1,396	1,400	1,482	3,600	3,000	3,200
660-620-519-5599	Other contractual	82,896	43,550	61,075	121,400	121,400	156,500
	Services Total:	723,599	815,450	362,611	837,400	758,600	1,184,600
660-620-519-5635	Chemicals - water system	2,875	3,000	4,872	3,000	5,500	3,000
660-620-519-5670	Fuel	17,794	21,400	26,240	21,850	22,000	25,300
660-620-519-5675	Lubricants & fluids	1,112	2,000	1,694	2,200	2,200	1,800
660-620-519-5680	Landscaping supplies	331	1,000	315	1,000	500	1,000
660-620-519-5720	Postage	1,522	-	1,308	1,000	500	1,000
660-620-519-5730	Program supplies	27,244	10,500	16,195	10,500	10,500	18,800
660-620-519-5745	Small tools	5,207	14,300	15,295	23,100	22,000	17,350

660-620-519-5760	Street materials - Aggregate	11,475	16,000	17,642	16,000	15,000	13,000
660-620-519-5769	Street materials - Other	510	5,000	3,976	5,000	4,000	4,000
660-620-519-5780	Utilities - government buildin	2,170	4,400	3,544	4,400	3,000	3,500
660-620-519-5785	Utilities - public way	5,305	5,500	8,766	5,500	3,000	4,500
660-620-519-5790	Water purchases	1,149,292	800,000	650,076	900,000	850,000	640,000
660-620-519-5793	Water system supplies	1,581	7,000	-	7,000	5,000	6,500
660-620-519-5796	Water system repair parts	63,540	72,000	80,613	72,000	70,000	65,000
	Commodities Total:	1,289,958	962,100	830,536	1,072,550	1,013,200	804,750
660-620-519-9001	To General Fund	-	200,000	200,000	200,000	200,000	200,000
660-620-519-9002	Transfer to Water Debt Service	-	-	-	-	-	-
	Transfers Out Total:	-	200,000	200,000	200,000	200,000	200,000
660-620-562-6401	Water Transmission Improvement	3,567,072	2,550,000	2,444,891	116,000	116,000	1,391,000
660-620-562-6580	Equipment - vehicles	-	284,000	293,551	27,400	27,400	205,200
	Capital Total:	3,567,072	2,834,000	2,738,442	143,400	143,400	1,596,200
660-630-519-6900	Depreciation Expense	689,479	-	-	-	-	-
	Depreciation Total:	689,479	-	-	-	-	-
	Water & Sewer Fund Total:	\$ 8,692,938	\$ 6,214,137	\$ 5,354,087	\$ 3,810,597	\$ 3,516,162	\$ 4,925,680

Water and Sewer Fund

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
660-610-519-5260	Liability Insurance	<u>50,000</u>	
		50,000	IRMA Liability Insurance
660-610-519-5330	Data Processing	<u>31,350</u>	
		31,350	Credit Card Processing Fees For Water Billing
660-610-519-5340	Maintenance Agreement Expense	<u>58,200</u>	
		11,000	Springbrook Maintenance (Split with IT Budget)
		26,000	Aclara One Maintenance Agreement -Automated Water Meter System
		8,000	Quinlan Video Security System Maintenance (Split with IT Budget)
		3,400	Portion of Copier Lease for Public Works and Finance
		1,500	GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS Desktop Standard, ArcGIS Online Subscription (Administration - Split with General Fund, Water Fund, Building Tech Fund)
		0	GIS Layer Development
		1,800	Laserfiche Software License (Split with IT Budget)
		1,100	Online Vehicle Repair Manual (Split with IT Budget)
		4,200	Wincan VX Subscription - Sewer Televising Vehicle
		1,200	AutoCAD Subscription (66% Water & Sewer, 34% PW Admin)
660-610-519-5570	Professional Associations	<u>400</u>	
		400	American Water Works Association
660-610-519-5580	Telephone	<u>11,220</u>	
		3,000	PW Main Facility Circuit - Call One
		1,440	Aclara Wireless Network Annual Fee
		3,700	Pumphouse Comcast Internet Connection
		920	iPad and Laptop Verizon Connection for Water Division
		600	Public Works Comcast Internet Connection (Backup to Fiber Connection)
		1,200	Pump House Supervisory Control and Data Acquisition (SCADA)/911 Backup Phone Line - Peerless
		360	Water Division Cell Phones
660-610-519-5590	Training	<u>1,650</u>	
		1,650	Safety Training at Northern Illinois Public Safety Training Association (NIPSTA) and Intergovernmental Risk Management Association (IRMA) for Water Operators
660-610-519-5620	Books and Publications	<u>100</u>	

Account Number	Account Name	Amount	Comments
		100	Various Books Magazines
660-610-519-5700	Office Supplies	<u>1,500</u>	
		1,500	General Office Supplies
660-610-519-5720	Postage	<u>16,280</u>	
		15,345	Utility Billing Costs
		935	Postage Machine Lease (25% allocated to WF)
660-620-519-5320	Consulting	<u>509,000</u>	
		6,000	Illinois Environmental Protection Agency Water Testing Fees
		6,000	IT Support & IT Management (Split with General Fund)
			PC Replacements and new computer consulting time (Split with General Fund)
		12,000	Sewer Lining Design/Oversight
		320,000	Phase II Design - Water Main Replacements (Private Lead Services Included)
		100,000	Phase III Engineering - Water Main Replacements (Private Lead Services Included)
		15,000	Water Pump #1 Motor Replacement & Water Pump #2 Replacement - Oversight
		30,000	Emergency Chicago Interconnect - Design & Oversight
		20,000	IEPA Lead Service Funding Plan/Application
660-620-519-5399	Other Professional Services	<u>65,200</u>	
		6,200	RPZ Program Management Contract
		54,000	Christopher Burke Retainer (\$108,000 total, 50% split with General Fund)
		5,000	Water Billing Mailing - TMA
660-620-519-5405	R&M - Buildings	<u>84,000</u>	
		8,000	Unexpected Pump House Repairs
		3,000	Fence Repairs
		8,000	Security Cameras Upgrade (50% Water/50% IT)
		65,000	Basement Boiler Replacement
660-620-519-5480	R&M - Vehicles	<u>20,000</u>	
		20,000	Repairs to Department Vehicles
660-620-519-5490	R&M - Water System Equipment	<u>346,700</u>	
		5,000	Pumping Station Pump Repairs
		5,000	SCADA System Repairs
		3,700	Annual Generator Test (Standpipe)
		2,000	Annual Electrical Control Panel Maintenance
		0	Water Pump #1 Motor Upgrade
		0	Water Pump #2 Replacement
		20,000	Envirosight Sewer Lateral Camera (split 50/50 with Streets)
		16,000	Pumphouse Complex Reservoir Inspection and Cleaning
		10,000	Chlorine Room Repairs
		225,000	Water Pumps 1/2 improvements
		60,000	Hydrant locks

Account Number	Account Name	Amount	Comments
660-620-519-5590	Training	3,200	
		1,000	Safety Training at Northern Illinois Public Safety Training Association (NIPSTA) and Intergovernmental Risk Management Association (IRMA) for the Utilities Division. IPSI Supervisor Training
		2,200	Pipeline, Lateral, and Manhole Assessment Certification Classes
660-620-519-5599	Other Contractual	156,500	
		15,200	GIS Consortium Consulting - Onsite Specialist eight hours per week; also includes GIS Consortium staff (Managers, developers, analysts, and cloud subscription to MyGIS, and other membership benefits) - Split with General Fund, Water Fund, Building Tech Fund
		13,000	Construction material refuse (for water main break repairs)
		30,000	Lead Line Repairs
		90,000	Leak Detection Pilot Program
		3,500	Joint Utility Locating Information for Excavators (JULIE) notification fees
		1,000	GIS Consortium Shared Initiatives (Cloud Subscription to MyGIS and Other Membership Benefits - Split with General Fund, Water Fund, Building Tech Fund)
		600	Annual Inspection of Hoists
		3,200	Meter Testing
		660-620-519-5635	Chemicals - Water System
3,000	Chlorine		
660-620-519-5670	Fuel	25,300	
		25,300	Fuel for Division Vehicles
660-620-519-5675	Lubricants and Fluids	1,800	
		1,800	Oil and Grease for Trucks and Equipment
660-620-519-5680	Landscaping Supplies	1,000	
		1,000	Parkway Restoration
660-620-519-5730	Program Supplies	18,800	
		3,500	Personal Protective Equipment
		2,000	Joint Utility Locating Information for Excavators (JULIE) Paint
		800	Batteries
		500	Plumbing Supplies
		1,500	Hydrant Materials
		10,500	Replacement of Self-Contained Breathing Apparatus (SCBA) (3)
660-620-519-5745	Small Tools	17,350	
		3,000	Sewer Pipe Cleaning Nozzles
		1,500	Sewer Pipe Cleaning Nozzles for Small Jet Rodder
		2,500	Vactor and Sweeper Hoses
		1,000	Jackhammer Chisels
		800	Shovels, Picks, Sledge Hammers

Account Number	Account Name	Amount	Comments
		1,000	Root Cutter Blades
		1,000	Root Cutter Motors
		1,200	Water Pump Replacement
		3,050	DIP Chainsaw for Water Main Repairs
		2,300	Valve Actuator Universal Adapter Kit
660-620-519-5760	Street Materials - Aggregate	13,000	
		13,000	Trench Filling
660-620-519-5769	Street Materials - Other	4,000	
		4,000	Concrete
660-620-519-5780	Utilities - Government Building	3,500	
		3,500	Gas and Electric
660-620-519-5785	Utilities - Public Way	4,500	
		4,500	Electricity for Pumps and Standpipe
660-620-519-5790	Water Purchases	640,000	
		640,000	City of Evanston Water purchases
660-620-519-5793	Water System Supplies	6,500	
		2,500	Precast Vaults
		2,000	Sewer Pipes
		2,000	Alley French Drains
660-620-519-5796	Water System Repair Parts	65,000	
		40,000	Meters, Meter Transmission Units, Meter Covers
		2,000	Valves
		3,000	Piping
		14,000	Sleeves
		6,000	Connections
660-620-562-6580	Vehicles/Equipment	205,200	
		5,200	Truck #2 Liftgate
		200,000	Replacement Truck #3 (Dump Truck)
660-000-573-7380	Loan Principal Payments	275,000	
		275,000	Illinois Environmental Protection Agency (IEPA) principal payments
660-000-574-7580	Loan Interest Payments	84,750	
		84,750	Illinois Environmental Protection Agency (IEPA) Interest Payment
660-620-562-6401	Water Transmission Improvements	1,391,000	
		720,000	Water Main Replacements (Infrastructure Plan)
		350,000	Private Lead Service Line Replacements
		80,000	Sewer Lining
		11,000	MWRD/CTA Annual Easement Agreements
		230,000	Chicago Emergency Interconnect (disconnection and auto flusher)

Water and Sewer Fund Revenue

SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
660-000-410-4390	Water sales	3,796,867	3,900,000	4,288,501	2,593,411	2,142,386	1,777,927
660-000-410-4391	Water meter sales	-	-	-	-	-	-
660-000-410-4392	Water service charge	-	6,000	-	-	-	-
660-000-410-4394	Turn on fees	-	4,000	6,300	4,000	3,400	4,000
660-000-410-4395	Final Water Bill Fee	3,640	-	4,800	4,000	3,000	4,000
660-000-410-4397	Water Meter Charge	107,663	-	107,960	111,127	109,145	85,976
660-000-410-4398	Debt Service Charge	166,521	-	187,525	1,512,823	1,455,007	1,037,364
660-000-410-4399	Capital Improvements Charge	161,317	-	161,379	180,198	170,000	122,652
660-000-410-4400	Sewer Use Charge	437,182	990,000	491,606	449,525	392,410	458,169
660-000-410-4510	Late payment penalty	440	-	49,661	40,000	58,500	40,000
660-000-410-4520	NSF check charge	125	-	550	200	175	200
660-000-410-4660	State Grants	-	-	-	-	-	-
660-000-410-4710	Interest income- deposits	542	-	514	450	255	350
660-000-410-4720	Investment Income	2,834	-	8,391	-	22,000	15,000
660-000-410-4816	Reimbursement	-	-	5,425	-	-	-
660-000-410-4925	Miscellaneous Income	12,500	-	10,000	10,000	10,000	10,000
660-000-410-8121	Bond Proceeds	-	-	2,504,078	-	-	-
660-000-910-8030	Transfer In	-	-	-	-	-	-
Water & Sewer Fund Revenue:		\$ 4,689,630	\$ 4,900,000	\$ 7,826,690	\$ 4,905,734	\$ 4,366,278	\$ 3,555,638



Other Funds



Motor Fuel Tax Fund

Fund Description

The Motor Fuel Tax (MFT) Fund receives and allocates funds provided by the State of Illinois, which generates revenue through a tax on gasoline and diesel fuel sales. The tax is then distributed to municipalities throughout Illinois on a per capita basis.

This budget accounts for the maintenance of the traffic signal lighting in the Village and for services performed by the Village for upkeep of Illinois Department of Transportation (IDOT) streets within the Village limits.

Beginning in Fiscal Year 2020, the Village received the first of three years (through 2022) of Rebuild Illinois Grant Program funds from the Illinois Department of Transportation (IDOT). IDOT will be dispersing these funds using their standard MFT formula and these funds must be deposited into the Village's MFT Fund to be utilized for future road improvement projects. In total, the Village has received \$832,450.

Fund Expenditure

The Motor Fuel Tax Fund Stub Year 2023 Budget includes \$878,000 in expenditures.

Major Expenditure Highlights

- Revenue received for MFT is distributed on a per capital basis and is based on the Illinois Municipal League projections. In Stub Year 2023, the Village estimates receiving approximately \$535,000 in revenue.
- The budget includes \$350,000 for Year Five of the Roadway Program and \$488,000 for consulting services related to the following programs:
 - Pratt Avenue Pedestrian Bridge Phase II Engineering
 - Infrastructure Program – Year Six, Phase II Design. Expenditures for this program are split with the Water Fund.
 - Infrastructure Program – Year Five, Phase III Oversight. Expenditures for this program are split with the Water Fund.
 - Touhy Streetlights, Phase II. Expenditures for this program are split with the Village of Skokie.
 - Pratt Avenue Bike Lane, Phase II Design. Expenditures for this program are 70% Grant Funded.

Motor Vehicle Fuel Tax

SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
212-000-511-5320	Consulting	445,000	543,500	398,213	593,000	490,000	488,000
	Services Total:	445,000	543,500	398,213	593,000	490,000	488,000
212-000-511-5725	Bank & Wire Fees	-	-	300	-	-	-
212-000-513-5290	Street lights & traffic signal	24,000	28,000	24,142	28,000	28,000	40,000
	Commodities Total:	24,000	28,000	24,442	28,000	28,000	40,000
212-000-561-6300	Street system const/imprvmnts	3,150,000	2,824,000	2,087,656	3,135,000	2,820,000	350,000
212-000-561-6301	Transfer to Touhy/Crawford PF	-	-	-	-	-	-
	Capital Total:	3,150,000	2,824,000	2,087,656	3,135,000	2,820,000	350,000
212-000-920-8047	Operating Transfer Out	-	-	-	-	-	-
212-000-920-9001	To General Fund	-	-	-	-	-	-
	Other Total:	-	-	-	-	-	-
Motor Vehicle Fuel Tax:		\$ 3,619,000	\$ 3,395,500	\$ 2,510,310	\$ 3,756,000	\$ 3,338,000	\$ 878,000

Motor Vehicle Fuel Tax

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
212-000-511-5320	Consulting	488,000	
		130,000	
		116,000	Pratt Avenue Bike Lane Phase II Design (70% Grant Funded) Infrastructure Program - Year 6 Phase II Design (split with Water Fund)
		28,000	Infrastructure Program - Year 5 Phase III Oversight (split with Water Fund)
		64,000	Touhy Streetlights Phase II (split with Skokie)
		150,000	Pratt Avenue Pedestrian Bridge Phase II Engineering (and remainder of phase I carryover from FY23)
212-000-511-5725	Banking Fees	-	
		-	
212-000-513-5290	Street Lights and Traffic Signal	40,000	
		40,000	Annual Traffic Signal Maintenance (includes repairs to EVP warning lights)
212-000-561-6300	Street System Construction/Improvements	350,000	
		350,000	Roadway Program Year 5 Construction

Motor Vehicle Fuel Tax Revenue

SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
212-000-410-4170	Motor fuel tax	450,774	735,576	501,125	450,000	530,817	520,000
212-000-410-4171	Restore Illinois Funds	414,865	-	277,484	417,585	138,288	-
212-000-410-4172	Bond Proceeds	2,680,000	3,107,000	2,830,000	-	-	-
212-000-410-4660	Grants	-	-	-	666,000	-	-
212-000-410-4710	Interest from deposits	6,712	-	3,925	1,500	35,000	10,000
212-000-410-4720	Interest from investments	-	7,000	2,345	-	11,130	5,000
MFT Total:		\$ 3,552,350	\$ 3,849,576	\$ 3,614,878	\$ 1,535,085	\$ 715,235	\$ 535,000

Transportation Improvement Fund



Fund Description

The Transportation Improvement Fund receives its revenue from the local gas tax and this revenue is utilized to improve the transportation systems in the Village. In 2005, the Village instituted a tax gas. Two cents of the gas tax is allocated to this Fund. In Stub Year 2023, the Village estimates \$267,800 in revenue.

Fund Expenditure

The Transportation Improvement Fund Stub Year 2023 Budget includes \$307,000 in expenditures.

Major Expenditure Highlights

- The Stub Year 2023 includes \$102,000 in road repairs for the following projects:
 - Contractual Patching Program – Year 5 of 5
 - Cold and hot patching for street repairs
 - Thermoplastic Pavement Marking Program – Year 3 of 4

Transportation Improvement Fund

SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
213-000-511-5320	Consulting	-	-	-	-	-	-
213-000-511-5725	Bank Fees	-	-	-	-	-	-
213-000-561-5340	Engineering	420,500	191,000	34,274	213,000	213,000	205,000
Services Total:		420,500	191,000	34,274	213,000	213,000	205,000
213-000-561-5490	R&M Road Repairs	110,000	110,000	28,699	112,000	217,000	102,000
213-000-561-6100	Land acquisition & improvement	-	-	-	-	-	-
213-000-561-6300	Street system const/imprvmnts	230,060	250,000	202,130	50,000	2,500	-
213-000-561-6310	Street lights' improvements	-	-	-	-	-	-
Capital Total:		340,060	360,000	230,830	162,000	219,500	102,000
213-000-920-8000	Transfers Out	100,000	-	-	-	-	-
213-000-920-9001	To General Fund	-	-	-	-	-	-
Other Total:		100,000	-	-	-	-	-
Transportation Improvement Fund:		\$ 860,560	\$ 551,000	\$ 265,103	\$ 375,000	\$ 432,500	\$ 307,000

Transportation Improvement Fund
SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
213-000-561-5340	Engineering	205,000	
		0	Devon Avenue Bridge Enhancement Design (Phase II)
		180,000	Phase II Engineering - Touhy/Cicero Intersection improvements (Grant, local match reimbursed by IDOT)
		25,000	ADA Transition Plan (waiting on grant)
213-000-561-5490	R&M Road Repairs	102,000	
		65,000	Contractural Patching Program (Year 5 of 5)
		25,000	Cold and Hot Patch for Street Repairs
		12,000	Thermoplastic Pavement Markings (Year 3 of 4)
213-000-561-6300	Street System Construction/Improvements	-	
		0	Devon Avenue Bridge Signage

Transportation Improvement Fund Revenue

SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	SY 2023 Budget
213-000-410-4170	LWD gasoline tax ⁽¹⁾	200,738	270,000	581,938	250,000	426,540	266,800
213-000-410-4660	Grants	5,409	160,000	-	180,000	-	-
213-000-410-4710	Interest from deposits	720	-	1,316	250	4,500	1,000
213-000-410-4815	State reimbursement	-	-	-	-	-	-
213-000-910-8001	Transfers In	-	-	-	-	-	-
213-000-910-8030	Transfer In	-	-	-	-	-	-
Transportation Improvement Fund:		\$ 206,867	\$ 430,000	\$ 583,254	\$ 430,250	\$ 431,040	\$ 267,800

⁽¹⁾ Two-fifths shall be credited and deposited in this fund.

Devon Lincoln TIF Fund



Fund Description

The Devon/Lincoln TIF Fund accounts for tax increment revenues generated from properties within the boundaries of the Devon/Lincoln Tax Increment Financing (TIF) District. The Property tax revenue is estimated based on the Equalized Assessed Value (EAV) of the property as established by the Cook County Clerk's Office. In Stub Year 2023, the Village estimates to receive \$827,750 in revenue for this TIF district.

Fund Expenditure

The Devon/Lincoln TIF Fund Stub Year 2023 Budget includes \$846,000 in expenditures.

Major Expenditure Highlights

- The Stub Year 2023 budget includes \$345,000 for the Phase II Design of the Devon Avenue Streetscape and the Phase III Oversight of the Devon/Lincoln TIF Street Lighting Installation.
- \$450,000 is also included in the budget for the parkway tree planting and sidewalk installation within the Devon/Lincoln TIF.

Devon Lincoln TIF District
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	SY 2023 Budget
220-000-511-5310	Audit Fee	-	1,000	460	1,000	-	1,000
220-000-511-5340	Engineering	4,164	360,000	1,685	345,000	95,000	345,000
220-000-517-5520	PEP/Gift Grants	-	50,000	-	50,000	-	50,000
220-000-561-6310	Land Acq and Improvment	-	80,000	62,769	465,000	470,000	450,000
Devon/ Lincoln TIF:		\$ 4,164	\$ 491,000	\$ 64,913	\$ 861,000	\$ 565,000	\$ 846,000

Devon Lincoln TIF District

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
220-000-517-5310	Audit Fee	<u>1,000</u>	
		1,000	TIF audit
220-000-517-5520	Community Development Grants	<u>50,000</u>	
		50,000	PEP Grants
220-000-511-5340	Engineering	<u>345,000</u>	
		325,000	Phase II Design - Devon Avenue Streetscape
		20,000	Phase III Engineering - Devon TIF Streetlighting
220-000-561-6310	Land Acq and Improvment	<u>450,000</u>	
		30,000	Parkway Tree Planting and Sidewalk Installation
		420,000	Devon Street Lighting Installation

Devon Lincoln TIF District Revenue
SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
220-000-410-4020	Property Taxes	1,493,761	-	1,573,943	900,000	343,657	550,000
220-000-410-4120	TIF Increment	-	1,700,000	-	-	801	-
220-000-410-4660	Grant Revenue	-	276,250	-	276,250	-	276,250
220-000-410-4710	Interest	2,653	-	2,737	1,500	20,000	1,500
Devon/ Lincoln TIF:		\$ 1,496,413	\$ 1,976,250	\$ 1,576,680	\$ 1,177,750	\$ 364,458	\$ 827,750

North Lincoln TIF Fund



Fund Description

The North Lincoln TIF Fund accounts for tax increment revenues generated from properties within the boundaries of the North Lincoln Tax Increment Financing (TIF) District. The property tax revenue is estimated based on the Equalized Assessed Value (EAV) of the property as established by the Cook County Clerk's Office. In Stub Year 2023, the Village estimates to receive \$150,000 in property tax revenue for this TIF district.

Fund Expenditure

The North Lincoln Fund Stub Year 2023 Budget includes \$30,460 in expenditures.

Major Expenditure Highlights

- Included in the Stub Year 2023 Budget is \$25,000 for engineering fees associated with District 1860.

North Lincoln TIF Fund
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
221-000-529-7100	Fiscal Charges	-	-	-	-	-	-
221-000-561-5310	Audit	-	-	460	-	-	460
221-000-561-5320	Consulting	-	-	-	-	-	-
221-000-561-5340	Engineering	24,161	50,000	-	144,000	105,000	25,000
221-000-561-6200	Construction	-	-	-	550,000	656,000	5,000
221-000-561-6300	Notes Payout	-	25,000,000	-	-	-	-
221-000-561-7100	Bond costs	-	600,000	809,197	-	-	-
221-000-573-7580	Notes-Principle	-	-	-	-	-	-
221-000-574-7580	Notes-Interest	-	1,500,000	151,794	-	-	-
221-000-920-8047	Transfers Out	-	-	-	-	-	-
North Lincoln TIF:		\$ 24,161	\$ 27,150,000	\$ 961,451	\$ 694,000	\$ 761,000	\$ 30,460

North Lincoln TIF Fund

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
221-000-561-5340	Engineering/Other Contractual	<u>25,000</u>	
		25,000	Engineering Fees Associated with District 1860
221-000-561-6200	Construction	<u>5,000</u>	
		5,000	Sidewalk Improvements

North Lincoln TIF Fund Revenue
SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
221-000-410-4120	TIF Increment	100,608	85,000	169,415	150,000	54,300	150,000
221-000-410-4710	Interest Income	141	-	82	100	70	100
221-000-410-4720	Interest from Investments	-	-	209	-	23,000	1,000
221-000-410-4999	Other Income	-	-	-	-	-	-
221-000-410-8120	Bond Proceeds	-	35,000,000	22,230,000	-	-	-
221-000-910-8010	Transfers In	-	-	-	-	-	-
North Lincoln TIF Total:		\$ 100,749	\$ 35,085,000	\$ 22,399,706	\$ 150,100	\$ 77,370	\$ 151,100

Private Sewer Assistance Fund



Fund Description

The Private Sewer Line Assistance Fund includes funds to assist the Village residents in replacing their private sewer lines due to damage caused by Village trees located in homeowner's parkways. Additionally, properties that install new flood control devices or overhead sewers are eligible for reimbursement. The maximum amount reimbursed to a homeowner will be \$2,000 or \$2,500 if multiple homeowners are involved with a project.

Department Expenditure

The Private Sewer Line Assistance Fund Stub Year 2023 Budget includes \$40,000 in expenditures.

Private Water Line Assistance Fund
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
460-000-561-6350	Sewer Fund	28,673	40,000	24,263	40,000	30,000	40,000
Private Water Line Assistance:		\$ 28,673	\$ 40,000	\$ 24,263	\$ 40,000	\$ 30,000	\$ 40,000

Private Water Line Assistance Fund

FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
460-000-561-6350	Assistance Fund	<u>40,000</u>	
		28,000	Private Sewer Line Assistance/Private Drainage/Flood Control

Private Water Line Assistance Fund Revenue
SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
460-000-910-8001	Transfer In	25,000	-	25,000	43,673	43,673	40,000
	Transportation Improvement Fund:	\$ 25,000	\$ -	\$ 25,000	\$ 43,673	\$ 43,673	\$ 40,000

Storm Water Management Fund



Fund Description

The Storm Water Management Fund receives its revenue from the home rule sales tax and is utilized to improve the storm water management in the Village. The Village has budgeted \$400,000 in home rule sales tax in Stub Year 2023 for Stage III of the Storm Water Management Program. These funds will be used to pay the Debt Service on General Obligation Bonds, Series 2021A, used to fund this project.

Department Expenditure

The Storm Water Management Fund Stub Year 2023 Budget includes \$3,560,000 in expenditures.

Major Expenditure Highlights

- The Stub Year 2023 budget includes \$3,030,000 budgeted for Street Storage III construction.
- The Stub Year 2023 budget also includes \$30,000 for the Phase II design and Phase III construction oversight for the Village's Green Alley pilot program. It also includes \$200,000 for construction.

Stormwater Management Fund
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
461-000-511-5320	Consulting	-	-	-	-	-	-
461-000-511-5340	Engineering	150,000	500,000	2,252,817	-	-	330,000
461-000-561-6300	Facility Improvements	2,094,000	2,500,000	-	175,000	300,000	3,230,000
461-000-575-7779	Interest Payments 2019 Bonds	-	-	-	-	-	-
461-000-575-7780	Bond Payments	-	-	-	-	-	-
461-000-920-8001	Transfer Out	134,734	-	-	-	-	-
461-000-920-8047	Transfer out to General Fund	-	-	-	-	-	-
Stormwater Management Fund:		\$ 2,378,734	\$ 3,000,000	\$ 2,252,817	\$ 175,000	\$ 300,000	\$ 3,560,000

Stormwater Management Fund

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
461-000-511-5340	Engineering	330,000	
		300,000	Phase III Engineering - Street Storage Stage III
		30,000	Green Alley - Phase II/III Engineering
461-000-561-6300	Facility Improvements	3,230,000	
		3,030,000	Street Storage III construction
		200,000	Green Alley Construction (Partially Funded by MWRD)

Stormwater Management Fund Revenue

SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
461-000-410-4035	Home Rule Sales Tax ⁽¹⁾	503,733	500,000	851,836	625,000	510,000	400,000
461-000-410-4660	Grants	347,941	-	-	-	-	-
461-000-410-4720	Interest Income	-	-	2,345	-	11,500	1,500
461-000-410-8120	Bond Proceeds	-	2,500,000	2,360,000	-	-	-
461-000-410-8121	Bond Premium	-	-	-	-	-	-
461-000-910-8001	Transfers from General Fund	-	-	-	-	-	-
Stormwater Management Fund Total:		\$ 851,674	\$ 3,000,000	\$ 3,214,181	\$ 625,000	\$ 521,500	\$ 401,500

Note

⁽¹⁾ Bond Payments are funded by 1.4% received in home rule sales tax



Debt Service Fund

Fund Description

The Debt Service Fund is a governmental fund that exists for the purpose of retiring general obligation and other debt incurred to finance various capital improvements in the Village.

As a home rule municipality with a population of less than 50,000, the Village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. The Village has used bond proceeds for capital projects only and has not made it a practice to use long-term debt to fund operating programs. In addition to bond proceeds, the Village's ongoing capital improvement program is funded on a pay-as-you-go basis by certain operating revenues, such as gas tax and sales tax.

The Village currently maintains an Aa2 bond rating by Moody's and has the following outstanding issues:

- 2019 Series - \$15,450,000 original issuance
- 2020A Series - \$2,680,000 original issuance
- 2021A Series - \$9,085,000 original issuance

At the April 10, 2023 Village Board meeting, the Village Board approved a \$4 million issuance to fund the 2023 Infrastructure Program. The Village will pursue a pilot project for lead service line replacements and the last phase of the Street Storage project.

Fund Expenditure

The Debt Service Fund Stub Year 2023 Budget includes \$1,945,585 in expenditures.

Major Expenditure Highlights

- The Budget includes payments for principal and interest owed on the General Obligations Bonds.

SCHEDULE OF LONG-TERM GENERAL OBLIGATION BONDS



Fiscal Year	2019 G.O. Bonds		2020A G.O. Bonds		2021 G.O. Bonds		Total Debt
	Principal	Interest	Principal	Interest	Principal	Interest	
2023	365,000	533,000	175,000	35,713	415,000	408,412	1,932,125
2024	385,000	514,750	180,000	33,228	525,000	300,975	1,938,953
2025	405,000	495,500	185,000	30,672	555,000	274,725	1,945,897
2026	425,000	475,250	185,000	28,045	575,000	246,975	1,935,270
2027	445,000	454,000	190,000	25,418	610,000	218,225	1,942,643
2028	470,000	431,750	190,000	22,720	645,000	187,725	1,947,195
2029	495,000	408,250	195,000	20,022	500,000	151,100	1,769,372
2030	900,000	383,500	195,000	17,253	340,000	130,475	1,966,228
2031	940,000	347,500	200,000	14,484	355,000	113,475	1,970,459
2032	975,000	309,900	200,000	11,644	370,000	99,275	1,965,819
2033	1,015,000	270,900	205,000	8,804	385,000	84,475	1,969,179
2034	1,045,000	240,450	205,000	5,893	390,000	76,775	1,963,118
2035	1,075,000	209,100	210,000	2,982	395,000	68,975	1,961,057
2036	1,110,000	176,850	-	-	405,000	61,075	1,752,925
2037	1,145,000	143,550	-	-	415,000	52,975	1,756,525
2038	1,180,000	109,200	-	-	425,000	44,675	1,758,875
2039	1,210,000	738,000	-	-	430,000	36,175	2,414,175
2040	1,250,000	37,501	-	-	440,000	27,575	1,755,076
2041	-	-	-	-	450,000	18,775	468,775
2042	-	-	-	-	460,000	9,775	469,775
Total	\$ 14,835,000	\$ 6,278,951	\$ 2,515,000	\$ 256,878	\$ 9,085,000	\$ 2,612,612	\$ 35,583,441

Debt Service Fund

SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Draft Budget
330-000-571-7100	Fiscal charges	29,423	45,000		45,000	954	960
330-000-573-7373	Principal-Illinois Finance Aut	12,500	12,500	12,500	12,500	12,500	12,500
330-000-573-7379	Principal- 2019 GO Bonds	40,000	50,000	50,000	55,000	55,000	365,000
330-000-574-7579	Interest- 2019 GO Bonds	94,733	82,000	82,000	79,500	79,500	533,000
330-000-574-7580	Interest-2020 GO Bonds	-	49,473	49,473	35,713	35,713	35,713
330-000-574-7581	Principal-2020 GO Bonds	-	165,000	165,000	175,000	175,000	175,000
330-000-574-7582	Principal-2021A GO Bonds	-	-	-	-	355,000	415,000
330-000-574-7583	Interest - 2021A GO Bonds	-	-	-	-	241,317	408,412
Debt Service Fund:		\$ 176,656	\$ 403,973	\$ 358,973	\$ 402,713	\$ 954,984	\$ 1,945,585



Police Pension Fund

Fund Description

The Police Pension Fund is a fiduciary fund that has been created for the specific purpose of funding pension benefits for all sworn Police Officers. This fund was established and is governed by the Illinois Compiled Statutes (ILCS) and is managed by a separate pension board. Pursuant to ILCS and in accordance with the Village's financial policies, the Village funds its pension obligations based upon an actuarially determined funding calculation. The Village consistently meets or exceeds its required annual contribution levels. All sworn police personnel are required to contribute 9.91% of their base salary to the pension fund.

As the statutory requirements for the Police Pension Fund to be fully funded by calendar year 2040 approaches, pension contributions will continue to increase.

Fund Revenue

The Police Pension Fund Stub Year 2023 Budget includes \$2,222,888 in revenues. This includes \$175,000 for the reinstatement of the local gas tax revenue to be transferred to the Police Pension Fund for additional pension contributions.

Fund Expenditure

The Police Pension Fund Stub Year 2023 Budget includes \$3,526,600 in expenditures.

Major Expenditure Highlights

- The Budget includes \$3,500,000 for pension payments to retired and/or disabled police personnel.
- The budget also includes \$26,600 for administrative expenses, which includes investment consulting fees and other operating expenses.

Police Pension Fund
SY 2023 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
801-810-519-5320	Consulting	51,186	72,000	100,924	72,000	13,922	-
801-810-519-5300	Other Compensation	133,518	19,000	-	19,000	-	-
801-810-519-5399	Other Professional Services	22,062	20,000	21,418	20,000	2,500	20,000
801-810-519-5560	Printing & copying services	-	150	-	-	-	-
801-810-519-5570	Professional associations	-	800	-	500	-	500
801-810-519-5580	Insurance	9,871	5,400	-	2,500	5,384	2,500
801-810-519-5590	Training	-	3,500	-	3,000	1,500	2,000
801-810-519-5700	Office supplies	1,211	500	-	100	-	50
801-810-519-5720	Postage	-	100	-	100	-	50
801-810-519-5730	Bank Fees	585	1,000	1,671	1,500	1,000	1,500
	Police Pension Administration	218,432	122,450	124,014	118,700	24,306	26,600
801-820-519-5080	Pension - regular	2,932,241	2,824,000	3,100,089	2,824,000	3,192,547	3,250,000
801-820-519-5085	Pension - spouse/dependent	-	286,458	-	286,450	-	150,000
801-820-519-5090	Pension - disability	-	144,455	-	144,455	-	100,000
	Personnel Total:	2,932,241	3,254,913	3,100,089	3,254,905	3,192,547	3,500,000
Police Pension Fund		\$ 3,150,673	\$ 3,377,363	\$ 3,224,103	\$ 3,373,605	\$ 3,216,853	\$ 3,526,600

Police Pension Fund

SY 2023 Budget Request

Account Number	Account Name	Amount	Comments
801-810-519-5320	Investment Consulting	<u>-</u>	
		-	Investment Consulting Fees
801-810-519-5300	Other Consulting	<u>-</u>	
801-810-519-5399	Other Professional Services	<u>20,000</u>	
		20,000	Legal Fees
801-810-519-5560	Printing & copying services	<u>-</u>	
		-	Printing Services
801-810-519-5570	Professional associations	<u>200</u>	
		200	Illinois Public Pension Fund Association (IPPFA), Illinois Public Pension Advisory Committee (IPPAC)
801-810-519-5590	Training	<u>2,000</u>	
		2,000	(5) Continuing Education
801-810-519-5700	Office supplies	<u>50</u>	
		50	Computer Printer Scanner Supplies and Equipment
801-810-519-5720	Postage	<u>50</u>	
		50	Pension Mailings
801-810-519-5730	Bank Fees	<u>1,500</u>	
		1,500	Bank Fees

Police Pension Fund Revenue

SY 2023 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget
801-000-410-4710	Interest from deposits	4,950	-	1,660	1,660	1,000	1,100
801-000-410-4720	Interest from investments	49,864	-	34,484	20,000	27,500	20,000
801-000-410-4860	Employer contributions	2,265,476	2,640,000	2,000,000	2,640,000	2,200,000	1,760,088
801-000-410-4870	Active member contributions	310,853	-	302,703	200,000	313,820	200,000
801-000-410-4880	Gas Tax Revenue	-	-	-	260,000	260,000	175,000
801-000-410-4900	Realized/Unrealized gain/loss	5,536,816	1,200,000	(24,245)	-	109,046	66,700
801-000-410-4999	Misc Revenue	55,089	-	-	-	-	-
Police Pension Fund Revenue:		\$ 8,223,049	\$ 3,840,000	\$ 2,314,602	\$ 3,121,660	\$ 2,911,366	\$ 2,222,888



**Village of Lincolnwood
Capital Improvement Program
SY 2023 - CY 2027**



Capital Improvement Program

Introduction

A Capital Improvement Program (CIP) is a multi-year plan identifying capital projects to be funded during the planning period. It identifies each proposed project to be undertaken, the year in which the project will be initiated, the amount expected to be expended on the project each year, and the proposed amount of financing for these expenditures. The CIP is a tool that can help elected officials ensure that decisions on capital projects are made wisely and are well planned.

Purpose of Capital Improvement Program

The basic reasons for developing a Capital Improvement Program include providing a financial management tool for elected and appointed officials, linking the comprehensive planning process with the fiscal planning process, providing elected officials with a formal method for decision making, and providing a public relations document for reporting the intentions of the elected officials to community residents and business leaders.

- **Financial Management Tool**- An overriding consideration in developing a Capital Improvement Program is to prioritize current and future needs of the community. Capital Improvement Programs consider not only what the community needs, but, equally important, what it can afford. By explicitly recognizing the jurisdiction's financial outlook and the revenues and financing mechanisms that are anticipated to be available for the Capital Improvement Program, projects can be prioritized to ensure that the most important needs and goals of the community are achieved. Developing a fiscally constrained Capital Improvement Program based on realistic estimates of revenues, enhances the ability of the Capital Improvement Program to serve as a planning and management tool rather than as a wish list of projects that cannot be fully implemented.
- **Link to Comprehensive Plan**- The preparation of the Capital Improvement Program considers not only repair and replacement of existing utilities and other public improvements, but also identifies facilities expected to be needed in the future. Changing population characteristics and land uses may require additional improvements to the water and sewer systems, public buildings, and other public services and facilities. In developing the Capital Improvement Program, these new demands must be weighed against the need to maintain existing infrastructure with the final financing decision based upon the goals and objectives established through the comprehensive planning process.
- **Formal Mechanism for Decision Making**- The Capital Improvement Program provides Village officials with an orderly process for planning and budgeting for capital needs. During the process of developing and implementing the Capital Improvement Program a wide range of issues must be addressed, including agreeing on policies which will shape the program, estimating and prioritizing the capital needs, identifying funding sources, and implementing and monitoring the project delivery.

- **Public Information Document**- The Capital Improvement Program report presents a description of the projects proposed to be undertaken during the program period. This document can be used to communicate to residents, business owners and operators, and other stakeholders in the community the Village’s public improvement priorities and implementation schedule. By using this process the community is given a better understanding of the Village needs and the means for addressing them.

There are significant benefits to be derived by the preparation of a Capital Improvement Program; it is this promise that makes the staff time and effort necessary to participating in the development of the program worthwhile.

Capital Improvement Project Definition

A capital improvement project is a major, non-recurring expenditure that meets the criteria identified in one of the categories described below:

1. **Site Acquisition** - Acquisition of land for a public purpose.
2. **Facility Construction or Repair** - Construction of a new facility or an addition to or extension of an existing facility; a non-recurring major repair of all or part of the building, its grounds, or its equipment. The cost of the project must be at least \$10,000; and the improvement must have an estimated useful life of at least ten (10) years.
3. **Equipment Purchase** - Purchase of a piece of equipment or a number of pieces of the same equipment whose total cost is at least \$10,000 and whose estimated useful life is at least five (5) years, (three [3] years for computer equipment).
4. **Planning or Design** - Planning feasibility, engineering, or design studies related to an individual capital improvement project or to a program that is implemented through an individual capital improvement project.
5. **Software** - Purchase of new software or version upgrades needed to maintain the network at optimal levels.

Capital Improvement Program Development

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2023 - FY 2027 Capital Improvement Program Summary by Department.”

Capital Improvement Program Development

As each project description was being developed, the submitting department was asked to identify the benefits derived from the project and to indicate all of the “Evaluation Criteria” which would be satisfied by the project’s implementation. The evaluation criteria were developed to assist both administrative staff and elected officials in judging the importance of the project.

The “Evaluation Criteria” which were to be used in completing the “Project Description” form are listed below:

1. **New or Substantially Expanded Facility** - Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility** - Reconstruction or extensive rehabilitation to extend a facility’s useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement** - Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.
4. **Protection and Conservation of Resources or Existing Investment** - A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination** - A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).
6. **Reduce Risk to Public Safety or Health** - A project which protects against a clear and immediate risk to public safety or public health.
7. **Improvement of Operating Efficiency** - A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
8. **Equitable Provision of Services or Facilities** - A project that serves the special needs of a segment of the Village’s population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering

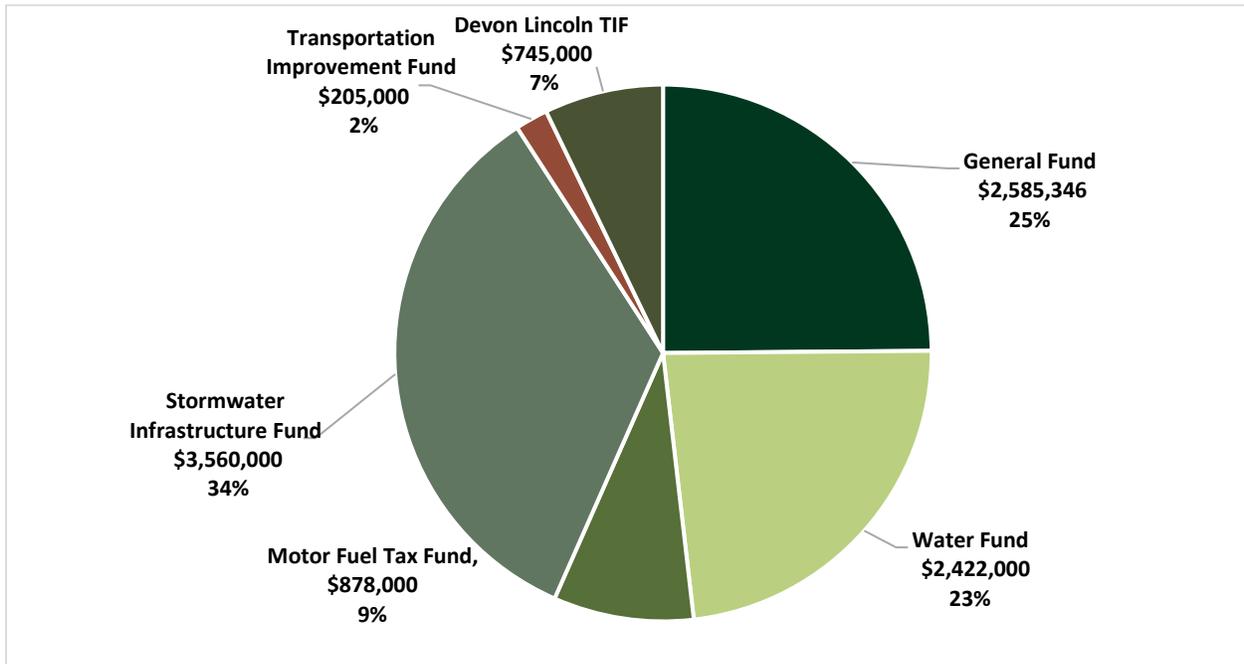
existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.

9. **Maintenance or Increase of Property Value** - A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

Capital Improvement Program Development

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table “Stub Year 2023 – Fiscal Year 2027 Capital Improvement Program Summary by Department.” Projects, which are proposed for funding in Stub Year 2023, are followed in order by projects proposed for each of the remaining fiscal years.

Stub Year 2023 Capital Expenditures Across All Funds \$10,395,346



Village of Lincolnwood

Capital Improvement Program

Stub Year 2023 - Fiscal Year 2027

Department	Funding Source	Fund	Program Type	Program Item Name	Year 1 SY 2023	Year 2 CY 2024	Year 3 CY 2025	Year 4 CY 2026	Year 5 CY 2027	Total 5-Year
Fire Department	Fund Balance	General Fund	Equipment	Auto Extrication Equipment on Truck 15	-	40,000	-	-	-	40,000
Fire Department	Fund Balance	General Fund	Vehicles	Replacement Ambulance #15 (A8)	-	-	-	380,000	-	380,000
Fire Department	Fund Balance	General Fund	Equipment	Defibrillator (1)	46,750	-	-	-	-	46,750
Fire Department	Fund Balance	General Fund	Equipment	Replacement of Self Contained Breathing Apparatus	-	200,000	-	-	-	200,000
Fire Department	Fund Balance	General Fund	Vehicles	Replacement of Ambulance A6	-	-	-	-	-	-
Fire Department	ARPA Funds	General Fund	Vehicles	Replacement Ambulance A7 (To be ordered in SY 23)	-	-	437,000	-	-	437,000
Fire Department	Fund Balance	General Fund	Vehicles	Replacement Tahoe	-	-	-	60,000	-	60,000
Fire Department	Fund Balance	General Fund	Vehicles	Replacement of Tower 15 (T2)	-	-	-	-	-	-
Fire Department	Fund Balance	General Fund	Vehicles	Replacement Ambulance A8	-	-	-	-	-	-
Fire Department	Fund Balance	General Fund	Equipment	Fire Station Alerting System	-	65,000	-	-	-	65,000
Fire Department	Fund Balance	General Fund	Vehicles	Ambulance A9	-	-	-	-	-	-
Parks and Recreation	Pool Revenue	General Fund	Building Improvements	Aquatic Center - Locker Room Renovation - pending outcome of Master Plan	-	-	1,650,000	-	-	1,650,000
Parks and Recreation	Pool Revenue	General Fund	Building Improvements	Activity Pool Feature - pending outcome of Master Plan	-	-	-	-	-	-
Parks and Recreation	Pool Revenue	General Fund	Building Improvements	Pool Painting (All - Ongoing 3 Year Cycle) - pending outcome of Master Plan	-	50,000	-	-	-	50,000
Parks and Recreation	Community Center Revenue	General Fund	Building Improvements	Community Center HVAC Replacement	130,000	-	-	-	-	130,000
Parks and Recreation	Program Revenue	General Fund	Parks Improvement	Central Park - Court Design and Resurfacing	-	20,000	220,000	-	-	240,000
Parks and Recreation	Program Revenue	General Fund	Parks Improvement	Proesel Park - Court Design and Resurfacing	30,000	300,000	-	-	-	330,000
Parks and Recreation	Donation	General Fund	Parks Improvement	Proesel Park - Accessible Playground Design	50,000	-	-	-	-	50,000
Parks and Recreation	Fund Balance	General Fund	Parks Improvement	ADA Chair Lifts	22,000	-	-	-	-	22,000
Parks and Recreation	Donation	General Fund	Parks Improvement	Proesel Park - Accessible Playground Construction	-	500,000	-	-	-	500,000
Parks and Recreation	TBD	General Fund	Parks Improvement	Parks/Rec Master Plan	-	-	-	-	-	-
Parks and Recreation	Oslad Grant/Program Revenue	General Fund	Parks Improvement	Flowers Park (includes restroom and design)	1,239,294	-	-	-	-	1,239,294
Parks and Recreation	Pool Revenue	General Fund	Pool Improvement	Replace Diving Board & Fulcrum on (2) 1-M and 3-M Board	22,500	-	-	-	-	22,500
Parks and Recreation	IRMA Excess Surplus Fund	General Fund	Parks Improvement	Picnic Tables	25,000	-	-	-	-	25,000
Parks and Recreation	Grant	General Fund	Parks Improvement	Dog Park Public Input Process and Planning	-	-	-	-	-	-
Parks and Recreation	Donation	General Fund	Parks Improvement	Accessible Play Structures - Design	-	-	20,000	-	-	20,000
Parks and Recreation	Donation	General Fund	Parks Improvement	Accessible Play Structures - Construction	-	-	-	200,000	-	200,000
Parks and Recreation	Donation	General Fund	Parks Improvement	Accessible Splash Pad - Design	-	-	-	-	15,000	15,000
Parks and Recreation	Fund Balance	General Fund	Building Improvement	Community Center Office Improvements	25,000	-	-	-	-	25,000
Police Department	Fund Balance	General Fund	Equipment	Police Public Safety Cameras (included Centennial Parks and Pedestrian Bridge)	7,600	15,200	60,000	25,000	25,000	132,800
Police Department	Grant	General Fund	Equipment	In Car Camera Replacement (Works with Body Camera Integration)*AXON	26,000	26,000	26,000	26,000	26,000	130,000
Police Department	Grant	General Fund	Equipment	Police Body Worn Cameras/Operational Mandate by State Law (1/1/2025)	49,000	49,000	49,000	49,000	60,000	256,000
Police Department	ARPA Funds	General Fund	Vehicles	Vehicle Replacements (State Bid / \$47,565 per hybrid vehicle)	235,000	195,000	195,000	195,000	195,000	1,015,000
Village Manager's Office	IRMA Excess Surplus Fund	General Fund	Equipment	Emergency Operations Center Upgrades	80,000	-	-	-	-	80,000
Information Technology	Fund Balance	General Fund	Equipment	Replacement of 20 computers	38,200	32,200	32,200	32,200	32,200	167,000
Information Technology	Fund Balance	General Fund	Equipment	GPS/Camera Software for PW Fleet	50,000	15,000	15,000	15,000	15,000	110,000
Information Technology	Fund Balance	General Fund	Equipment	Improvements Audio/Visual Equipment for Council Chambers	28,000	-	-	-	-	28,000
Information Technology	Fund Balance	General Fund	Equipment	Server Maintenance	71,500	-	-	-	-	71,500
Information Technology	Fund Balance	General Fund	Equipment	Network Switches	20,000	-	-	-	-	20,000
Public Works	Tax Increment	Devon Lincoln TIF	Street Lights	Devon/Lincoln TIF Street Lighting	420,000	-	-	-	-	420,000
Public Works	Grant/Tax Increment	Devon Lincoln TIF	Streets	Devon Avenue Streetscape	325,000	4,125,000	-	-	-	4,450,000
Public Works	TBD	General Fund	Building Improvements	Facility Improvements	139,502	212,989	239,700	139,451	37,000	768,642
Public Works	Fund Balance	General Fund	Building Improvements	Roof Replacements	-	246,000	-	-	-	246,000
Public Works	Fund Balance	General Fund	Equipment	Village Hall Generator Project	25,000	365,000	-	-	-	390,000
Public Works	Fund Balance	General Fund	Improvements	Tree Planting	45,000	45,000	45,000	45,000	45,000	225,000
Public Works	Fund Balance	General Fund	Sidewalk	Sidewalk Improvements	60,000	60,000	60,000	60,000	60,000	300,000
Public Works	Fund Balance	General Fund	Vehicles	Vehicle Replacements	100,000	207,100	135,800	506,900	-	949,800
Motor Fuel Tax Fund	MFT/Grant	Motor Fuel Tax Fund		McCormick Sidewalk Installation	-	90,000	530,000	-	-	620,000
Public Works	MFT/Grant	Motor Fuel Tax Fund	Street Lights	Street Light Replacement Program (Hamlin/Touhy)	64,000	922,000	-	-	-	986,000
Public Works	MFT/Grant	Motor Fuel Tax Fund	Street Lights	Street Lights - IDOT relocations (Devon)	-	50,000	-	-	-	50,000
Public Works	MFT/Grant	Motor Fuel Tax Fund	Streets	Pratt Avenue Bike Lane (includes Resurfacing/Design)	130,000	-	2,506,000	-	-	2,636,000
Public Works	G.O. Bonds	Motor Fuel Tax Fund	Streets	Roadway Resurfacing	494,000	2,692,000	3,573,000	4,073,000	3,573,000	14,405,000

Village of Lincolnwood

Capital Improvement Program

Stub Year 2023 - Fiscal Year 2027

Department	Funding Source	Fund	Program Type	Program Item Name	Year 1 SY 2023	Year 2 CY 2024	Year 3 CY 2025	Year 4 CY 2026	Year 5 CY 2027	Total 5-Year
Public Works	MFT	Motor Fuel Tax Fund		Annual Traffic Signal Maintenance	40,000	35,000	30,000	30,000	30,000	165,000
Public Works	MFT/Grant	Motor Fuel Tax Fund	Streets	Pratt Avenue Pedestrian Overpass	150,000	60,000	1,555,000			1,765,000
Public Works	LWD Gas Tax	Transportation Improvement Fund	Planning	ADA Transition Plan	25,000	-	-	-	-	25,000
Public Works	LWD Gas Tax	Transportation Improvement Fund	Streets	Devon Avenue Bridge Enhancements	-	10,000	110,000			120,000
Public Works	Grant	Transportation Improvement Fund	Streets	Touhy/Cicero Intersection Improvements	180,000	2,630,000	-	-	-	2,810,000
Public Works	TBD	Water Fund	Building Improvements	Pump House Improvements	65,000	254,000	50,000	40,000	80,000	489,000
Public Works	User Fees	Water Fund		Tamper Resistant Hydrant Covers	60,000	100,000				
Public Works	User Fees	Water Fund	Equipment	Leak Detection System	80,000	783,000	-	-	-	863,000
Public Works	User Fees	Water Fund	Equipment	Water Meter Upgrades	40,000	200,000	240,000	240,000	240,000	960,000
Public Works	Fund Balance	General Fund		Push Camera for Sewer Lateral Inspections (Split 50/50 with Water Fund)	20,000	-	-	-	-	20,000
Public Works	User Fees	Water Fund	Equipment	Push Camera for Sewer Lateral Inspections (Split 50/50 with General Fund)	20,000	-	-	-	-	20,000
Public Works	User Fees	Water Fund	Vehicles	Vehicle Replacements	200,000	202,700	81,200	-	118,100	602,000
Public Works	User Fees	Water Fund	Water Connection	Chicago Emergency Interconnect	230,000	-	-	-	-	230,000
Public Works	TBD	General Fund	Building Improvements	Space Needs Analysis	-	-	-	-	-	-
Stormwater Infrastructure Fund	MWRD/HR Sales Tax	Stormwater Infrastructure Fund		Green Alley Pilot (grant funded)	230,000	-	-	-	-	230,000
Stormwater Infrastructure Fund	G.O. Bonds	Stormwater Infrastructure Fund	Stormwater	Street Storage Program	3,330,000	-	-	-	-	3,330,000
Stormwater Infrastructure Fund	Home Rule Sales Tax	Stormwater Infrastructure Fund	Stormwater	Stormwater Master Plan Update	-	100,000	-	-	-	100,000
Public Works	User Fees	Water Fund		Jarvis Sewer Replacement	-	390,000	-	-	-	390,000
Public Works	User Fees	Water Fund		Sewer Lining	80,000	120,000	120,000	120,000	120,000	560,000
Public Works	User Fees/IEPA Loan	Water Fund	Lead Services	LSLRNA Required Lead Service Line Replacements	406,000	663,000	1,238,000	912,000	1,291,000	4,510,000
Public Works	G.O. Bonds	Water Fund	Water Main	Water Main Improvements- Various Locations	1,241,000	5,251,000	3,817,000	4,111,000	4,504,000	18,924,000
Parks and Recreation	Donation	General Fund	Parks Improvement	Accessible Splash Pad - Costruction	-	-	-	-	-	-
Parks and Recreation	Donation	General Fund	Parks Improvement	Accessible Playground Surfaces - Design	-	-	-	-	-	-
Parks and Recreation	Donation	General Fund	Parks Improvement	Accessible Playground Surfaces - Construction	-	-	-	-	-	-
GRAND TOTAL:					\$ 10,395,346	\$ 21,321,189	\$ 17,034,900	\$ 11,259,551	\$ 10,466,300	\$ 70,317,286



General Fund



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Fire Equipment Purchase
Project Location: Fire Department

Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: Varies	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Auto Extrication Rescue Equipment

Project Justification:

Purchase of new battery-operated auto extrication rescue equipment for Tower #15.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$40,000			
Grant/Donation						
Net Cost to Village			\$40,000			

Discussion of Costs and Implementation:

Purchase of new battery-operated auto extrication rescue equipment in CY 2024 in the amount of \$40,000. These new battery-operated auto extrication rescue tools are necessary to equip Tower #15, ensuring the vehicle is rescue ready and capable when responding to incidents requiring extrication or rescue.

Impact on Operating Costs:

Purchase of necessary auto extrication rescue equipment for Tower #15 allowing improvements to the vehicle’s overall capabilities and operational readiness during extrication rescue events.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Cardiac Monitor/Defibrillator
Project Location: Fire Station #15

Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 5 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Zoll Cardiac Monitor/Defibrillator

Project Justification:

Replacement of aging cardiac monitor /defibrillator

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$46,750				
Grant/Donation						
Net Cost to Village		\$46,750				

Discussion of Costs and Implementation:

Scheduled replacement of 1 of 3 existing cardiac monitor/defibrillators in SY 2023 in the amount of \$46,750. The equipment has exceeded the manufacturer’s recommended useful life with customer support being phased out.

Impact on Operating Costs:

Replacement of one cardiac monitor/defibrillator will allow the continuation of effective paramedical care in the field.



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: Fire Equipment Replacement
Project Location: Fire Station #15**



Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 10 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Self-Contained Breathing Apparatus.

Project Justification:

Replacement of aging self-contained breathing apparatus

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$200,000			
Grant/Donation						
Net Cost to Village			\$200,000			

Discussion of Costs and Implementation:

Scheduled replacement of 20 self-contained breathing apparatus packs in CY 2024 in the amount of \$200,000. These life-saving firefighter air packs have exceeded the manufacturer’s recommended useful life with customer support being phased out following the introduction of newer and safer models.

Impact on Operating Costs:

Replacement of all 20 self-contained breathing apparatus packs will allow the continuation of effective and safe fire operations while encountering hazardous events or toxic environments.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Fire Ambulance 15R
Project Location: Fire Department**

Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 9 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Replacement of Ambulance 15R.

Project Justification:

Replacement of aging vehicles per best practices to ensure a properly maintained fleet.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village				\$437,000		
Grant/Donation				\$322,590		
Net Cost to Village				\$114,410		

Discussion of Costs and Implementation:

Ambulance 15R is scheduled for replacement in CY2025 in the amount of \$437,000. As a result of extended production and estimated delivery of 24-months, pre-ordering is necessary in SY 2023. Ambulance 15R will be funded through the remaining ARPA Funds in the amount of \$322,590 and the remaining \$114,410 will be funded through the General Fund.

Impact on Operating Costs:

Replacement of Ambulance 15R will reduce the maintenance cost and downtime of the vehicle as it has exceeded the end of its useful life.



Capital Improvement Program SY 2023 through CY 2027

Project Title: Fire Tahoe Battalion 15
Project Location: Fire Department

Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: Varies	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Replacement of Tahoe Battalion 15.

Project Justification:

Replacement of aging vehicles per best practices to ensure a properly maintained fleet.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village					\$60,000	
Grant/Donation						
Net Cost to Village					\$60,000	

Discussion of Costs and Implementation:

Tahoe Battalion 15 is scheduled for replacement in CY 2026 in the amount of \$60,000. Tahoe Battalion 15 will be funded through the General Fund.

Impact on Operating Costs:

Replacement of Tahoe Battalion 15 will reduce the maintenance cost and potential future downtime of the vehicle as it is nearing the end of its useful life.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Fire Station Alerting System
Project Location: Fire Station #15

Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: Varies	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Fire Station Alerting System

Project Justification:

Replacement of aging fire station alerting system

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$65,000			
Grant/Donation						
Net Cost to Village			\$65,000			

Discussion of Costs and Implementation:

Our existing fire station alerting system is scheduled for replacement in CY 2024 in the amount of \$65,000. The current system, used in a cooperative operational function through our contracted 9-1-1 services with the Village of Skokie is being phased out.

Impact on Operating Costs:

Replacement of the fire station alerting system will allow the continuation of effective emergency fire and EMS services.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Locker Room Renovation

Project Location: Aquatic Center

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Proesel Park Aquatic Center Locker Room Renovation

Project Justification:

Updates and renovations will keep the pool safe, appealing, and up to ADA standards. This is one of the most valuable assets in the parks and recreation department. The pool was renovated in 2004 and is approaching the end of its typical lifespan of 20 years.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village				\$1,650,000		
Grant/Donation						
Net Cost to Village				\$1,650,000		

Discussion of Costs and Implementation:

Included in the Master Plan that was developed for the Aquatic Center in 2015 was a goal to add family restrooms/changing areas. The locker rooms are also in need of renovation because the plumbing is in poor condition and the locker rooms were not renovated in 2004 when the facility was last renovated. The front entrance needs to be reconfigured to provide for better customer service and control.

Impact on Operating Costs:

Revenue is generated through season passes, daily fees, swim lessons, programs, and rentals. This project is not anticipated to generate new revenue but may assist in gaining membership.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Aquatic Center Pool Painting – (Ongoing 3 Year Cycle)

Project Location: Aquatic Center

Department: Parks and Recreation	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Paint the three pools at the Aquatic Center

Project Justification:

The pools are painted every three years. Due to exposure to weather elements, the condition of the pool surface may vary, which will potentially have an impact on repair and surface prep needs.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$50,000			
Grant/Donation						
Net Cost to Village			\$50,000			

Discussion of Costs and Implementation:

This project maintains the Village’s equipment and investment and is not associated with an opportunity for increased revenue.

Impact on Operating Costs:

This project involves a cyclical expense. Annual inspections and/or maintenance will continue to be conducted as needed.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Community Center HVAC Replacement

Project Location: Community Center

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 18 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The Community Center HVAC System is original to the facilities, having been installed in 1990. This project includes the replacement of the condensing unit and air conditioning unit.

Project Justification:

The existing HVAC equipment at the Community Center is 30 years old and has exceeded its useful life. Replacement of the condensing unit and air conditioner is necessary to prevent failure. Parts are no longer manufactured for these units and require a special order.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$130,000				
Grant/Donation						
Net Cost to Village		\$130,000				

Discussion of Costs and Implementation:

Funds will be utilized from the General Fund.

Impact on Operating Costs:

Replacement of the existing HVAC system will reduce annual maintenance costs as parts will be newer and less likely to fail.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Central Park Tennis and Basketball Courts
Project Location: Central Park

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

This project is part of the effort to maintain the tennis courts and basketball courts in Central Park. The tennis courts and basketball courts need to be resurfaced to provide a safe and improved playing surface and to maintain the structure.

Project Justification:

An improved and safer playing surface.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$20,000	\$220,000		
Grant/Donation						
Net Cost to Village			\$20,000	\$220,000		

Discussion of Costs and Implementation:

The Central Park courts are cracked and showing signs of wear and need to be resurfaced. Sports Courts should be resurfaced every 8-10 years pending wear and tear. The Central Park courts are typically used for open play on a daily basis. Resurfacing will result in a safer playing surface. A 10% escalator has been added to previous estimates due to rising costs and inflation.

Impact on Operating Costs:

Limited revenue is generated through tennis lessons. The tennis and basketball courts are available for open recreational play the majority of the time.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Proesel Park Tennis and Basketball Courts
Project Location: Proesel Park

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 8-10 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

This project is part of the effort to maintain the tennis courts and basketball courts in Proesel Park. The tennis courts and basketball courts need to be resurfaced to provide a safe and improved playing surface and to maintain the structure.

Project Justification:

An improved and safer playing surface.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$30,000	\$300,000			
Grant/Donation						
Net Cost to Village		\$30,000	\$300,000			

Discussion of Costs and Implementation:

The Proesel Park courts are cracked and showing signs of wear and need to be resurfaced. Sports Courts should be resurfaced every 8-10 years pending wear and tear. The Proesel Park courts are typically used for open play daily and tennis lessons through the Department. Resurfacing will result in a safer playing surface.

Impact on Operating Costs:

Limited revenue is generated through tennis lessons. The tennis and basketball courts are available for open recreational play the majority of the time.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Accessible Playground Equipment – Design and Construction

Project Location: Parks

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

This project will include the design and installation of accessible playground equipment in as many parks as possible.

Project Justification:

The purpose of the inclusion of accessible playground equipment is to provide opportunities for the youth of all abilities to play together.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$50,000	\$500,000			
Grant/Donation						
Net Cost to Village		\$50,000	\$500,000			

Discussion of Costs and Implementation:

The intent of the project is to install an accessible piece of equipment in as many parks as possible with funding from the Barry and Taffy Berger donation.

Impact on Operating Costs:

The playgrounds are a drop-in program in the park and no revenue is generated.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Flowers Park Renovation

Project Location: Flowers Park

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

This project which includes a new playground, resurfaced tennis and basketball courts, new fitness equipment, renovated paths, a gaming area, a pollinator garden, and a restroom facility is part of an OSLAD grant-funded project. The project was expanded to include a restroom facility at the November 15, 2022, Village Board meeting.

Project Justification:

The purpose of the renovation is to ensure that the playground is safe, up to ADA standards, and continues to provide play value to the community. The tennis courts and basketball courts are showing signs of significant wear with cracking and fading.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$1,239,294				
Grant/Donation		\$400,000				
Net Cost to Village		\$839,234				

Discussion of Costs and Implementation:

Flowers Park has the oldest playground and is in need of replacement to meet National Playground Safety standards and comply with ADA. The tennis and basketball courts need to be resurfaced to create a safer playing surface.

Impact on Operating Costs:

There is no revenue generated for this park. Flowers Park is a community amenity that contributes to a greater quality of life for residents and park users.



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: Replace Diving Board & Fulcrum on (2)
1-M and 3-M Board
Project Location: Aquatic Center**



Department: Parks and Recreation	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The three diving boards and fulcrums at the Proesel Park Aquatic Center need to be replaced.

Project Justification:

All three diving boards and fulcrums are failing. These need to be replaced to provide a safe diving experience for users.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$22,500				
Grant/Donation						
Net Cost to Village		\$22,500				

Discussion of Costs and Implementation:

The diving boards and fulcrum are showing signs of wear. The typical expected life of an outdoor diving board is approximately 7-10 years. The diving boards are used on a daily basis for recreational swim and dive team practice seven days per week from Memorial Day to Labor Day. Replacing the boards and fulcrums will result in a safer experience for users.

Impact on Operating Costs:

Revenue is generated through pool memberships, daily passes, and diving program registration. The diving program brought in revenues of \$11,628 in 2022.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Picnic Tables

Project Location: Proesel Park

Department: Parks and Recreation	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Comparable Costs

Project Description:

Purchase 25 picnic tables to replace broken/damaged tables located in the Proesel Park Shelter and in the park.

Project Justification:

The wooden picnic tables in the Proesel Park Shelter need to be replaced to provide an improved and safer place for park visitors to sit.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$25,000				
Grant/Donation						
Net Cost to Village		\$25,000				

Discussion of Costs and Implementation:

The picnic tables are showing signs of significant wear and need to be replaced. These picnic tables are past their useful life and are splintering and have broken boards. Replacing the picnic tables will result in a safer seating surface and a more aesthetically appealing facility for renters and park visitors

Impact on Operating Costs:

Revenue is generated through facility rentals and summer camp fees.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Accessible Play Structures– Design and Construction

Project Location: Parks

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

This project will include the design and installation of accessible playground equipment in as many parks as possible.

Project Justification:

The purpose of the inclusion of accessible playground equipment is to provide opportunities for the youth of all abilities to play together.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village				\$20,000	\$200,000	
Grant/Donation				\$20,000	\$200,000	
Net Cost to Village				\$0	\$0	

Discussion of Costs and Implementation:

The intent of the project is to install an accessible piece of equipment in as many parks as possible with funding from the Barry and Taffy Berger donation.

Impact on Operating Costs:

The playgrounds are a drop-in program in the park and no revenue is generated.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Accessible Splash Pad Design

Project Location: Aquatic Center

Department: Parks and Recreation	Type of Project: Planning/Design
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

This project will include the design of an accessible splash pad in a park TBD.

Project Justification:

The purpose of the inclusion of an accessible splash pad is to provide a water experience activity that those with mobility issues, sensory issues, or those that are unable to swim.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village						\$15,000
Grant/Donation						
Net Cost to Village						\$15,000

Discussion of Costs and Implementation:

The intent of the project is to install an accessible splash pad in one of the parks with funding from the Barry and Taffy Berger donation.

Impact on Operating Costs:

The playgrounds are a drop-in program in the park and no revenue is generated.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Door and Office Reconfiguration
Project Location: Community Center**

Department: Parks and Recreation	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The Community Center’s main office only has one entrance/exit. A second door will be added, and the office will be reconfigured to provide more suitable space for the two employees that occupy the space.

Project Justification:

The project is intended to improve the workspace and increase employee safety.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$25,000				
Grant/Donation						
Net Cost to Village		\$25,000				

Discussion of Costs and Implementation:

This project will be paid for through the General Fund.

Impact on Operating Costs:

Ongoing maintenance.



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: Police Public Safety Cameras
Project Location: N/A**

Department: Police	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 10 Years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Public Safety automated license plate reader (ALPR) cameras and a surveillance camera for the planned installation of the pedestrian bridge at Pratt Avenue and McCormick when completed.

Project Justification:

With auto theft in the Chicagoland area at an all-time high and the vast majority of crime being committed with stolen cars or stolen registrations, ALPR technology gives alerts to officers in the field when a vehicle that is stolen, or even flagged for committing previous crimes, drives past an ALPR device. This will alert officers to the trigger and police can deploy resources to prevent and interrupt a crime in progress within the Village. ALPR technology is currently being used in Chicago, Evanston, Skokie, Niles, Morton Grove and Wilmette.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$7,600	\$15,200	\$60,000	\$25,000	\$25,000
Grant/Donation						
Net Cost to Village		\$7,600	\$15,200	\$60,000	\$25,000	\$25,000

Discussion of Costs and Implementation:

Costs are estimated at \$3,500 per camera and installation costs of \$300. The cameras are powered by solar technology and strategically placed to capture vehicles entering the municipality. Initial program implementation of two cameras each fiscal year over a three-year period of time is planned. A surveillance camera for placement at the pedestrian bridge has an estimated cost of \$25,000 plus maintenance costs.

Impact on Operating Costs:

Operating costs will be budgeted with increments each year to expand the program. A consideration for utilizing asset forfeiture funds to supplement the program should be considered.



**Capital Improvement Program
SY 2023 through CY 2027**

Project Title: ADA Chair Lifts

Project Location: Proesel Park Aquatic Center

Department: Parks and Recreation	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	

Project Description:

Purchase two ADA lifts at the Proesel Park Aquatic Center.

Project Justification:

The ADA lifts are no longer operational and parts are not available for them. The lifts are required per the Americans with Disabilities Act.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		22,000				
Net Cost to Village		22,000				

Discussion of Costs and Implementation:

The lifts are no longer working and need to be replaced. The lifts are required for pool with general public access to meet the Americans with Disabilities Act and provide those with disabilities entrance into the pool.

Impact on Operating Costs:

Revenue is generated through pool pass sales, aquatic program registration, and pool rentals.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Police In-Car Cameras
Project Location: N/A

Department: Police	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 5 Years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The police in-car camera program was approved under contract with Axon Enterprises in conjunction with the police body camera project which is operational in January 2023. Expected delivery of the in-car camera system will be in May-June 2023 due to supply.

Project Justification:

The Axon Car camera system operates an integrated system with the police body cameras. The existing police in-car camera systems is beyond its life expectancy and the purchased expended warranty has expired. Support for the existing system is non-existent unless updated cameras are purchased. Changing vendors to be compatible with the body worn camera system is the best solution.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$26,000	\$26,000	\$26,000	\$26,000	\$26,000
Grant/Donation		\$26,000	\$1,000			
Net Cost to Village		0	\$25,000	\$26,000	\$26,000	\$26,000

Discussion of Costs and Implementation:

The (5) combined contract for police body-worn cameras and the integrated in-car camera system will be installed with an expected delivery date between May and June 2023. Delivery will not take place until SY2023. A U.S. DOJ grant was awarded to the police department covering a matching cost of up to \$26,000.00

Impact on Operating Costs:

Costs are billed annually and are all inclusive of the maintenance, storage and equipment. This also includes redaction software for the video obtained. The grant award will be paid over the two years in SY2023 and FY2024.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Police Body-Worn Cameras

Project Location: N/A

Department: Police	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 5 Years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The police body-worn camera program was approved under a (5) year contract with Axon Enterprises. The program requires all police officers performing law enforcement-related duties to have a body camera recording the interaction with the public at all times with some exceptions. This BWC program has now become the accepted standard in law enforcement.

Project Justification:

Legal mandate and best practice in law enforcement.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$49,000	\$49,000	\$49,000	\$49,000	\$60,000
Grant/Donation		\$49,000				
Net Cost to Village		\$0	\$49,000	\$49,000	\$49,000	\$60,000

Discussion of Costs and Implementation:

The Village entered into a (5) year agreement with Axon Enterprises for a body-worn camera program and an in-car camera program listed on a separate CIP worksheet summary. Both projects received US DOJ Grant awards. The Body Worn Camera Project was awarded up to \$63,000 in matching funds and the in-car camera project was awarded up to \$26,256.00 for reimbursement of costs.

Impact on Operating Costs:

Operating costs are contractual and annual payments of the amount are paid over 5 years.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Police Vehicle Replacements

Project Location: Police Department

Department: Police	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 6 to 8 Years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Replacement of four Police Vehicles in SY 2023 (3 Marked and 1 Unmarked).

Project Justification:

Replacement of aging vehicles per best practices to ensure continued.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$235,000	\$195,000	\$195,000	\$195,000	\$195,000
Grant/Donation		\$235,000				
Net Cost to Village		\$0	\$195,000	\$195,000	\$195,000	\$195,000

Discussion of Costs and Implementation:

SY 2023

- Squad 21 - \$58,750 – ARPA Funds
- Squad 33 - \$58,750 – ARPA Funds
- Squad 210 - \$58,750 – ARPA Funds
- Squad 213 - \$58,750 – ARPA Funds

CY 2024

- Squad 22 - \$65,000 – General Funds
- Squad 217 - \$65,000 – General Funds
- Squad 218 - \$65,000 – General Funds

CY 2025

- Squad 9 - \$65,000 – General Fund
- Squad 31 - \$65,000 – General Fund
- Squad 211 - \$65,000 – General Fund

CY 2026

- Squad 7 - \$65,000 – General Fund
- Squad 215 - \$65,000 – General Fund
- Squad 212 - \$65,000 – General Fund

CY 2027

- Squad 1 - \$65,000 – General Fund
- Squad 214 - \$65,000 – General Fund
- Squad 215 - \$65,000 – General Fund

Impact on Operating Costs:

SY 23 Police vehicles will be paid for by ARPA funds. Future years will be covered through the General Fund.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Emergency Operations Center
Upgrades
Project Location: Fire Department**

Department: Village Manager's Office	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Other

Project Description:

Improvements to the Fire and Police Department’s existing EOC/training room to accommodate a modern Emergency Operations Center (EOC). An EOC would be activated in the event of an emergency scenario to provide a centralized emergency response management location.

Project Justification:

The Village has identified a need to conduct improvements to the Fire and Police Department’s EOC/Training Room. The improvements would be conducted to improve the needs of the space to adequately fit an updated EOC in the event of an emergency incident. This would improve the management of resources and communications during an emergency incident.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$80,000				
Grant/Donation		\$80,000				
Net Cost to Village		\$0				

Discussion of Costs and Implementation:

Funding for this project will be through the IRMA Excess Surplus Fund.

Impact on Operating Costs:

N/A.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Replacement of 20 Computers

Project Location: N/A

Department: Village Manager's Office	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 4-5 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Routine replacement of desktop computers for staff. Includes the addition of three new workstations created by the Fire Department and a new additional computer for Community Development front counter.

Project Justification:

The existing computers have reached their useful end of life and need to be replaced to continue to provide for the needs of staff.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village	\$10,723			\$1,650,000		
Grant/Donation						
Net Cost to Village	\$10,723			\$1,650,000		

Discussion of Costs and Implementation:

Expenses related to this project are to be paid from the General Fund.

Impact on Operating Costs:

The project is anticipated to be completed within Budget, however, if quotes for the desktops are higher than expected then the Village will evaluate the equipment to determine if a lesser number needs to be purchased or a change is needed to the specifications for the devices to be within the allotted amount. Additionally, the Village is budgeting for routine replacement of devices to ensure equipment is replaced when it reaches the end of life.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: GPS/Camera Software for PW Fleet

Project Location: Public Works

Department: Public Works	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Program would provide the Village with GPS and camera equipment along with related software for use in Public Works Vehicles.

Project Justification:

The Public Works’ fleet is the Village’s largest and is responsible for a wide variety of tasks and services for the community. This program would allow the Village to more accurately track and maintain equipment while providing customer service enhancements in real-time, allowing staff to know where plow equipment and street sweeping equipment is located. The program would also allow for enhancements in instances where an accident occurs to determine what happened and help to create training regimens to mitigate the problems going forward.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$50,000	\$15,000	\$15,000	\$15,000	\$15,000
Grant/Donation						
Net Cost to Village		\$50,000	\$15,000	\$15,000	\$15,000	\$15,000

Discussion of Costs and Implementation:

This is anticipated to be paid for by the Village from the General Fund. Quotes were based on staff’s research on similar programs in other communities.

Impact on Operating Costs:

It is anticipated that the first year of implementation will cost \$50,000 with recurring costs of \$15,000 to be pulled from the General Fund.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Improvements for AV System Equipment for
Gerald C. Turry Village Board Room
Project Location: Village Hall**

Department: Village Manager's Office	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Community Identity	Fund Source: General Fund
Est. Useful Life: 15 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The Village is looking to replace existing equipment in the Gerald C. Turry Village Board Room to enhance the audio / visual quality of meetings and presentations for public meetings.

Project Justification:

The last major review and improvement for the Gerald C. Turry Village Board Room was completed in 2016 and the equipment has had several failures during the last year requiring improvement.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village	\$8,000	\$28,000				
Grant/Donation						
Net Cost to Village	\$8,000	\$28,000				

Discussion of Costs and Implementation:

The cost for this project would be budgeted out of the General Fund. The cost was based on an estimate from the Village’s vendor for these services.

Impact on Operating Costs:

N/A



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: PD Server Maintenance
Project Location: Police Department

Department: Police	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Replacement of servers for the Police Department that support the Village’s Computer Aided Dispatch (CAD) and records management systems through Tyler Technologies.

Project Justification:

Tyler Technologies notified the Village that the current servers will no longer be supported by the fall of 2023 and the Village will need to replace the servers in advance of that transition.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$130,000				
Grant/Donation						
Net Cost to Village		\$130,000				

Discussion of Costs and Implementation:

The cost for this project will be budgeted from the General Fund. The cost for this replacement is derived from staff working with Tyler Technologies to determine needs.

Impact on Operating Costs:

It is possible that the existing servers may be re-utilized in other capacities for the Village once removed from their connection with Tyler Technologies.



**Capital Improvement Program
SY 2023 through CY 2027**

Project Title: Network Switches

Project Location: Village Hall

Department: Village Manager's Office	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Financial Stability	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The purpose of this project is to replace existing network switches that have reached their end of life.

Project Justification:

Network switches are devices that connect users together and to the internet and other systems on the network. The replacement of these devices will allow the Village's normal IT infrastructure to continue to operate.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$20,000				
Grant/Donation						
Net Cost to Village		\$20,000				

Discussion of Costs and Implementation:

It is anticipated that this will be paid from the General Fund. The estimate was provided by the Village's IT Consultant.

Impact on Operating Costs:

This equipment would be supporting for recurring costs already captured in the IT Budget for monitoring the Village's network health.



Capital Improvement Program SY 2023 through CY 2027



Project Title: Facility Improvements

Project Location: Varies

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: Varies	Basis of Project Costs: Other

Project Description:

The Village has a Five-Year Facility Plan as it owns and operates six facilities that require ongoing maintenance. Facilities include the Village Hall, Police/Fire Station, Public Works Facility, Community Center, Aquatic Center, and the Pump House. The Aquatic Center is covered under a separate plan. The five facilities covered under this plan were constructed in 1990 or earlier and many of the items are either nearing, have reached, or are beyond the end of their useful life.

Project Justification:

The purpose of this plan is to provide for a strategic approach to the orderly replacement of aging equipment, which allows for proper budgeting and minimizes the need for emergency purchases.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$139,502	\$212,989	\$239,700	\$139,451	\$37,000
Grant/Donation						
Net Cost to Village		\$139,502	\$212,989	\$239,700	\$139,451	\$37,000

Discussion of Costs and Implementation:

Staff has worked with existing vendors to develop cost estimates for each project. Pricing for future years will be refined as the plan is updated. Funding for all projects at the Village Hall, Community Center, and Police/Fire Departments will come from the General Fund, while funding for projects at Public Works will be evenly divided between the General Fund and the Water Fund. Provided below are the items that meet the capital item threshold of \$25,000 in each year or the greatest cost item in each fund.

SY 2023

- Village Hall – Gerald C. Turry Village Board Room and Village Manager’s Office Flooring - \$42,027

CY 2024

- Fire Department – HVAC Control System - \$57,200
- Village Hall – Exterior Windows Replacement - \$62,400

CY 2025

- Police Department – Replacement of Exterior Windows - \$65,000
- Police Department – Men’s Locker Room Repairs - \$75,000
- Police Department – Female’s Locker Room Repairs - \$25,000
-

CY 2026

- Fire Department – Men’s and Women’s Locker Room Repairs - \$58,000

CY 2027

- Public Works – Garage Lighting Improvements - \$20,000

Impact on Operating Costs:

Following the strategic approach outlined in the facility plan will lower the amount of emergency repairs that would be substantially more than a scheduled repair. As facility improvements are made it will also lower maintenance costs as items are outdated and difficult to repair.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Roof Replacements
Project Location: Various Village Facilities

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Financial Stability	Fund Source: General Fund
Est. Useful Life: 20 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Lincolnwood Village Hall was constructed in 1989. The roof at Village Hall has only received minor repairs and has shown signs of deterioration. The roofs were evaluated in 2017 and received a recommendation for replacement.

Project Justification:

Periodic replacement of roofing systems extends the longevity of facilities by preventing water from leaking into the building and ensuring their structural stability.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$246,000			
Grant/Donation						
Net Cost to Village			\$246,000			

Discussion of Costs and Implementation:

Cost estimate provided by both contractor and engineer. The project design will occur in SY 23 and the replacement is planned to occur in CY 24.

Impact on Operating Costs:

The Village will be responsible for ongoing maintenance.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Village Hall Campus Generator Replacement
Project Location: Village Hall Campus

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Financial Stability	Fund Source: General Fund
Est. Useful Life: 30 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

The Village Hall Campus generator is original to the facilities, having been installed in 1990. In recent years, it has experienced several issues including a failed fuel tank, a failing radiator, and overall wear and tear. The generator is critical during emergency situations to ensure that the Police, Fire, and Village Hall facilities have a reliable source of power.

Project Justification:

A replacement generator will provide a reliable backup power supply in the event of a power failure during an emergency.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$25,000	\$365,000			
Grant/Donation						
Net Cost to Village		\$25,000	\$365,000			

Discussion of Costs and Implementation:

Funds will be utilized from the General Fund. Phase II design is planned for SY 23 and construction is planned for CY 24.

Impact on Operating Costs:

Replacement of the existing generator will reduce annual maintenance costs as parts will be newer and less likely to fail.



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: Tree Planting
Project Location: Various Locations**



Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Community Identity	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Other

Project Description:

As part of the Village’s commitment to being a Tree City, the Village plants new trees and replacement trees in the Village parkways.

Project Justification:

Improved environment and aesthetics for the Village.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Grant/Donation						
Net Cost to Village		\$45,000	\$45,000	\$45,000	\$45,000	\$45,000

Discussion of Costs and Implementation:

Costs are determined by joint purchasing through the Suburban Tree Consortium. Tree planting is done on an annual basis.

Impact on Operating Costs:

Ongoing tree maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Sidewalk Improvements
Project Location: Various Locations

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: General Fund
Est. Useful Life: 10-15 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The Village annually replaces sidewalks up to the budgeted amount throughout the entire Village. The sidewalks replaced are based on sidewalks identified throughout the year as hazardous or complaints.

Project Justification:

Improved safety on sidewalks and routine network maintenance.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Grant/Donation						
Net Cost to Village		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000

Discussion of Costs and Implementation:

Costs are based on past contract estimates. This is a routine, annual program.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Public Works Vehicle Replacements

Project Location: Public Works Department

Department: Public Works	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: Varies	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Vehicles to be replaced in SY 23 include Tractor #2 of the Parks Maintenance Division.

Project Justification:

Replacement of aging vehicles per best practices to ensure continued.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$100,000	\$207,100	\$135,800	\$506,900	
Grant/Donation						
Net Cost to Village		\$100,000	\$207,100	\$135,800	\$506,900	

Discussion of Costs and Implementation:

Vehicles are to be funded through the General Fund.

SY 2023

- Tractor #2 - \$100,000 – General Fund

CY 2024

- Truck #15 - \$207,000 – General Fund

CY 2025

- Truck #23 – \$81,200 – General Fund
- Tractor #5 - \$54,600 - General Fund

CY 2026

- Tractor #5 - \$115,200 – General Fund
- Sweeper #1 - \$276,500 - General Fund
- Tractor #9 – 115,200 – General Fund

CY 2027

- None.

Impact on Operating Costs:

Included in the SY 2023 Budget is \$100,000 for the replacement of Tractor #2.



**Capital Improvement Program
SY 2023 through CY 2027**

Project Title: Push Camera

Project Location: N/A



Department: Public Works	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 15-20 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Purchase of a new push camera to inspect pipes throughout the Village’s storm and combine storm sewer systems.

Project Justification:

The current camera is approximately 17 years old and past its useful life. Operational limitations reduce Water Department staff’s ability to inspect pipes in an efficient and thorough manner.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$20,000				
Grant/Donation						
Net Cost to Village		\$230,000				

Discussion of Costs and Implementation:

The cost of equipment will be split 50/50 between the Water Fund and the General fund.

Impact on Operating Costs:

More thorough inspections improve staff’s ability to identify issues and address them in a timelier manner.



Water Fund



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Water Facility Improvements

Project Location: Varies

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life: Varies	Basis of Project Costs: Other

Project Description:

The Village has a Five-Year Facility Plan as it owns and operates six facilities that require ongoing maintenance. Facilities include the Village Hall, Police/Fire Station, Public Works Facility, Community Center, Aquatic Center, and the Pump House. The Aquatic Center is covered under a separate plan. The five facilities covered under this plan were constructed in 1990 or earlier and many of the items are either nearing, have reached, or are beyond the end of their useful life.

Project Justification:

The purpose of this plan is to provide for a strategic approach to the orderly replacement of aging equipment, which allows for proper budgeting and minimizes the need for emergency purchases. These improvements are recommended to avoid potential distribution issues from the Village’s Pump House.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$65,000	\$254,000	\$50,000	\$40,000	\$80,000
Grant/Donation						
Net Cost to Village		\$65,000	\$254,000	\$50,000	\$40,000	\$80,000

Discussion of Costs and Implementation:

Staff has worked with existing vendors to develop cost estimates for each project. Pricing for future years will be refined as the plan is updated. Funding for projects at the Pump House will be utilized from the Water Fund. Provided below are the items that meet the capital item threshold of \$25,000 in each year or the greatest cost item in each fund.

SY 2023

- Basement Boiler Replacement - \$65,000

CY 2024

- Chlorine Room Improvements - \$80,000
- Standpipe Pump Control Improvements - \$28,000
- Standpipe Pump Replacement - \$110,000

CY 2025

- Facility Potable Water Line Replacement - \$50,000

CY 2026

- Water Testing Laboratory Improvements - \$40,000

CY 2027

- Pressure Relief Valve - \$80,000

Impact on Operating Costs:

Following the strategic approach as outlined in the facility plan will lower the amount of unexpected emergency repairs that would be substantially more than a scheduled repair. As facility improvements are made it will also lower maintenance costs as items are outdated and difficult to repair.



**Capital Improvement Program
SY 2023 through CY 2027**

Project Title: Tamper Resistant Hydrant Covers
Project Location: Various Locations

Department: Public Works	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Tamper resistant hydrant covers.

Project Justification:

To ensure the integrity and safety of the Village’s fire hydrants and water system.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$60,000	\$100,000			
Grant/Donation						
Net Cost to Village		\$60,000	\$100,000			

Discussion of Costs and Implementation:

The purchase of the equipment will occur over the course of two year and will be funded by the Water Fund.

Impact on Operating Costs:

Included in the SY 2023 Budget is \$60,000. The Village will be responsible for ongoing maintenance.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Automated Leak Detection System
Project Location: Various Locations**

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Financial Stability	Fund Source: Water Fund
Est. Useful Life: N/A	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Installation of an automated leak detection system to identify ongoing water leaks in the distribution system. The initial phase of the project included the completion of a pilot project to identify a system that works best with the Village's water distribution system and ensure its success prior to full implementation.

Project Justification:

The Village currently has a water loss rate of greater than 14% of the water that was purchased from its wholesale supplier. The Illinois Department of Natural Resources (IDNR) has a requirement that the Village's water loss rate be less than 10% of the water that was purchased. The ability to identify water leaks on a timely basis will allow staff to reduce the water loss rate to comply with IDNR's requirements and reduce the overall wholesale water purchase cost.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$80,000	\$783,000			
Grant/Donation						
Net Cost to Village		\$80,000	\$783,000			

Discussion of Costs and Implementation:

An existing vendor was contacted to receive an estimate for a leak detection system.

Impact on Operating Costs:

An automated leak detection system would reduce the Village's operating costs by reducing the amount of purchased water lost and by allowing staff to schedule repairs during regular business hours before they become emergencies.



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: Water Meter Upgrades
Project Location: Various Locations**



Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Financial Stability	Fund Source: General Fund
Est. Useful Life: 10-15 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The Village replaced many of its water meters in 2008. As part of that project the meters were equipped with meter transmission units (MTUs) that send water usage data to a centralized collection point. This improves the efficiency of billing by eliminating the need to have employees physically read each meter. The existing meters were installed with "pulse" registers, which is an obsolete product and is being phased out by Badger Meters. The existing MTUs are nearing their end of life and staff has seen an increase in failed units. As such, it is recommended that all of the MTUs and registers be replaced. The meter bodies will remain in good condition until 2033-2038.

Project Justification:

The existing MTUs are exhibiting signs of failure with batteries dying, which has caused water bills to under represent the actual usage. Replacement of the MTUs and registers will reduce the amount of time that staff will need to spend in the field replacing failing MTUs and improve the accuracy of the Village's water billing.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$40,000	\$200,000	\$240,000	\$240,000	\$240,000
Grant/Donation						
Net Cost to Village		\$40,000	\$200,000	\$240,000	\$240,000	\$240,000

Discussion of Costs and Implementation:

Vendor estimate based on the replacement of 4,262 water meter registers and transmission units.

Impact on Operating Costs:

Replacement of aging water meter registers and transmission units reduces downtime and metering inaccuracies.



**Capital Improvement Program
SY 2023 through CY 2027**

Project Title: Push Camera

Project Location: N/A



Department: Public Works	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life: 15-20 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Purchase of a new push camera to inspect pipes throughout the Village’s storm and combine storm sewer systems.

Project Justification:

The current camera is approximately 17 years old and past its useful life. Operational limitations reduce Water Department staff’s ability to inspect pipes in an efficient and thorough manner.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$20,000				
Grant/Donation						
Net Cost to Village		\$20,000				

Discussion of Costs and Implementation:

The cost of equipment will be split 50/50 between the Water Fund and the General fund.

Impact on Operating Costs:

More thorough inspections improve staff’s ability to identify issues and address them in a timelier manner.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Water Fund Vehicle Replacements

Project Location: Public Works Department

Department: Public Works	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life: Varies	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Vehicles to be replaced in SY 23 include Truck #3.

Project Justification:

Replacement of aging vehicles per best practices to ensure continued.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$200,000	\$202,700	\$81,200		\$118,100
Design						
Con. Oversight						
Construction						
Grant/Donation						
Net Cost to Village		\$200,000	\$202,700	\$81,200		\$118,100

Discussion of Costs and Implementation:

Vehicles to be funded through the Water Fund.

SY 2023

- Truck #3 - \$200,000 – Water Fund

CY 2024

- Bobcat T4 - \$76,800 – Water Fund
- Caravan #4 - \$65,000 – Water Fund

- Saturn #27 - \$60,900 – Water Fund

CY 2025

- Truck #7 - \$81,200 – Water Fund

CY 2026

- None.

CY 2027

- Tractor #7 – 118,100 – Water Fund

Impact on Operating Costs:

Included in SY 23, \$200,000 for the replacement of Water and Sewer vehicles.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Chicago Emergency Interconnect
Project Location: Crawford/Devon Avenues**

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Establishment of an emergency interconnect with the City of Chicago at the old water connection point at Crawford and Devon Avenues, and disconnection at Cicero Avenue.

Project Justification:

The additional emergency interconnect will provide a redundant water source in the event the City of Evanston is unable to supply water to the Village.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village						
<i>Construction</i>		\$230,000				
Grant/Donation						
Net Cost to Village		\$230,000				

Discussion of Costs and Implementation:

The cost is based on the engineer’s estimate. Project execution is planned for SY 2023 but dependent on Chicago’s direction.

Impact on Operating Costs:

The establishment of the interconnect would require annual maintenance and minimal water usage to test residual chlorine levels per the request of Chicago.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Jarvis Sewer Replacement
Project Location: Jarvis Avenue

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

The Village has identified multiple issues along the 3800 Block of Jarvis Avenue related to its sewer infrastructure. Upon investigation, staff has recommended repairing this section due to critical structural issues.

Project Justification:

Staff has received multiple complaints on Jarvis Avenue from Crawford to Hamlin Avenues. This sewer and roadway was scheduled for repair in CY 2027, however, staff has identified critical structural issues that need to be addressed earlier than planned.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$390,000			
Grant/Donation						
Net Cost to Village			\$390,000			

Discussion of Costs and Implementation:

Phase II Design and construction is planned for CY 2024.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Sewer Lining

Project Location: Various

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life: 50 years	Basis of Project Costs: Other

Project Description:

The Village has developed a new pilot program to assist with the maintenance of an aging stormwater and sanitary system. The Village will be conducting a pilot sewer lining program in SY 2023. Sewer lining is recommended to provide the Village with a cost-effective method to conduct repairs to sanitary and storm utilities to alleviate issues such as sewer back-ups and flooding. This work will be done in conjunction with the Annual Infrastructure Program.

Project Justification:

Sewer lining is a cost-effective alternative to repair sanitary and stormwater lines that otherwise would require a full reconstruction.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$80,000	\$120,000	\$120,000	\$120,000	\$120,000
Grant/Donation						
Net Cost to Village		\$80,000	\$120,000	\$120,000	\$120,000	\$120,000

Discussion of Costs and Implementation:

The pilot program is planned for SY 2023 and if successful will continue annually.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Lead Service Line Replacement
Project Location: Various Locations

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Replacement of public and private lead service lines throughout the Village.

Project Justification:

The Lead Service Line Notification and Replacement Act require municipalities to establish an inventory of all public and private water services in town, submit a replacement plan, and enact that plan within a designated period.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$406,000	\$663,000	\$1,238,000	\$912,000	\$1,291,000
Grant/Donation						
Net Cost to Village		\$406,000	\$663,000	\$1,238,000	\$912,000	\$1,291,000

Discussion of Costs and Implementation:

This project is being funded through water rate increases that went into effect in March 2022. Future funding may be made available through a State Revolving Fund Loan from the Illinois Environmental Protection Agency.

Impact on Operating Costs:

Ongoing maintenance and operating costs following replacement.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Water Main Improvements
Project Location: Various Locations**

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Financial Stability	Fund Source: Water Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Water main improvements in various locations. These improvements are a result of the Village's water distribution system analysis which was completed in 2020. The analysis resulted in capital improvement recommendations for repairs and upgrades to the system. The projects will occur over time and will be part of future capital projects such as street resurfacing. The costs herein also include the replacement of lead water service lines.

Project Justification:

Improves the overall quality of life for residents by ensuring that aging water mains are upgraded.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$1,241,000	\$5,251,000	\$3,817,000	\$4,111,000	\$4,504,000
Grant/Donation						
Net Cost to Village		\$1,241,000	\$5,251,000	\$3,817,000	\$4,111,000	\$4,504,000

Discussion of Costs and Implementation:

Design and construction of water main improvements based on the updated system analysis recommendations. The project also includes the replacement of lead service lines in areas where water main work or roadway resurfacing is occurring.

Impact on Operating Costs:

Replacement of aging water mains reduces the likelihood of water main breaks.



Stormwater Fund



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Green Alley Pilot Project

Project Location: Alley Connecting Keating and Kilpatrick Avenues, South of Touhy Avenue

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: Stormwater Infrastructure Fund
Est. Useful Life: 15-20 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Construction of Green Alley Pilot Program. Green alleys consist of a paver ribbon with a porous subbase that stores stormwater under the surface and allows water to slowly percolate into the ground below.

Project Justification:

Improved stormwater management.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$230,000				
Donation/Funding		\$95,000				
Net Cost to Village		\$135,000				

Discussion of Costs and Implementation:

The project is grant funded with assistance from the Metropolitan Water Reclamation District.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Street Storage Program
Project Location: Various Locations**

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: Stormwater Infrastructure Fund
Est. Useful Life: 30 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Installation of underground restrictors and on-street berms to control the rate at which stormwater enters the combined sewer system.

Project Justification:

Improves the overall quality of life for Village residents by increasing the Village's stormwater protection during heavy rain events. The project also takes the Village closer to meeting the stated goal of reaching a 10-year level of protection.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village	\$175,000					
<i>Construction</i>		\$3,030,000				
<i>Construction Oversight</i>		\$300,000				
Grant/Donation						
Net Cost to Village	\$175,000	\$3,330,000				

Discussion of Costs and Implementation:

Project is being funded from the stormwater infrastructure fund through a 0.25% home rule sales tax.

Impact on Operating Costs:

Submerged restrictors require less maintenance during rain events since they are less likely to clog; thereby reducing the possibility of overtime during rain events.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Stormwater Master Plan Update
Project Location: N/A

Department: Public Works	Type of Project: Planning/Design
Strategic Priority: Financial Stability	Fund Source: Stormwater Infrastructure Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

The Stormwater Master Plan was accepted by the Village Board in 2012 and seeks to bring the Village's sewer system to a 10-year level of protection. Since the completion of the plan, there have been changes that may impact the scope or feasibility of some of the projects. As such, an update of the plan is appropriate and will ensure that the goals will continue to be met.

Project Justification:

Re-evaluation of the Stormwater Master Plan is necessary to ensure that the proposed projects remain viable, continue to provide the level of protection desired, and have an adequate funding source.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$100,000			
Grant/Donation						
Net Cost to Village			\$100,000			

Discussion of Costs and Implementation:

The update will be funded by the Stormwater Infrastructure Fund through a 0.25% home rule sales tax.

Impact on Operating Costs:

N/A



Motor Fuel Tax Fund



Capital Improvement Program SY 2023 through CY 2027



Project Title: McCormick Sidewalk Installation
Project Location: McCormick Avenue

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: Motor Fuel Tax Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

This path will fill a gap in the Village’s sidewalk network as it will provide the only pedestrian facility dedicated to McCormick Boulevard between the project limits. These improvements will enhance the pedestrian connectivity within the Village with its nearby connection to the City of Chicago and increase safety for those using the facility. Grant funding will be pursued as available.

Project Justification:

There is an existing dirt path that has been established in the area by pedestrians utilizing the sidewalk south of Albion Avenue, walking toward Pratt Avenue.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$90,000	\$530,000		
Grant/Donation						
Net Cost to Village			\$90,000	\$530,000		

Discussion of Costs and Implementation:

Phase II is planned for CY 2024 and construction in CY 2025.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



**Project Title: Street Light Replacement Program
Project Location: Hamlin/Touhy**

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: Motor Fuel Tax Fund
Est. Useful Life: 30 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Installation of street lighting on Touhy Avenue between Hamlin Avenue and McCormick Boulevard. This project requires coordination with the Village of Skokie as the north side of the street is within its corporate limits.

Project Justification:

The project will provide light for pedestrians and motorists along streets that are not currently lit.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$64,000	\$922,000			
Grant/Donation						
Net Cost to Village		\$64,000	\$922,000			

Discussion of Costs and Implementation:

Estimated project costs are based on engineer estimates following several years of completed lighting projects. Project design is planned for SY 23 and construction is planned for CY 24.

Impact on Operating Costs:

Installation of new streetlights will require staff to perform periodic maintenance, however, LED fixtures are long-lasting so the required maintenance will be minimal.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Street Light Relocation

Project Location: Near Devon Avenue Bridge over I-94

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: Motor Fuel Tax Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

As part of the Illinois Department of Transportation's (IDOT) Devon Bridge reconstruction, the state has informed the Village that adjacent streetlights will need to be relocated.

Project Justification:

Completion of this project will allow IDOT to reconstruct the Devon bridge.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village			\$50,000			
Grant/Donation						
Net Cost to Village			\$50,000			

Discussion of Costs and Implementation:

Costs are based on contractor and engineer estimates. Project execution is planned for CY 2024.

Impact on Operating Costs:

The Village will be responsible for ongoing maintenance.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Pratt Avenue Bike Lane (with Resurfacing)

Project Location: Pratt Avenue, between Cicero Avenue the Union Pacific Path

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: Motor Fuel Tax Fund
Est. Useful Life: 15-20 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Installation of a separate bike lane on Pratt Avenue between Cicero Avenue and McCormick Boulevard.

Project Justification:

The project will provide regional continuity to a bikeway system between the City of Chicago and the Village of Skokie while improving the safety of cyclists riding on Pratt Avenue.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village	\$60,000	\$130,000		\$2,506,000		
<i>Design</i>						
<i>Construction</i>						
Grant/Donation	\$42,000					
Net Cost to Village	\$18,000	130,000		2,506,000		

Discussion of Costs and Implementation:

Construction cost is the result of Phase I study and the inclusion of street resurfacing. The project may be eligible for grant funds through the Congestion Mitigation and Air Quality Improvement Program (CMAQ), Illinois Transportation Enhancement Program (ITEP), or Surface Transportation Program (STP). Phase II design is planned for SY 2023 and construction is planned for CY 25.

Impact on Operating Costs:

Thermoplastic markings will require touch-up or replacement in 5-7 years.



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: Roadway Resurfacing
Project Location: Various Locations**



Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: Motor Fuel Tax Fund
Est. Useful Life: 15-20 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Resurfacing of asphalt roadways throughout the community to prolong their useful life. Roadways are selected for resurfacing by the Village Engineer, based on their condition.

Project Justification:

Resurfacing roadways is a maintenance process that prolongs the useful life of the street. Best engineering practices recommend resurfacing asphalt roadways every 15 to 20 years in northern climates. Degradation of the roadway's surface can allow for water infiltration which can eventually damage the base of the roadway, requiring complete reconstruction.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$494,000	\$2,692,000	\$3,573,000	\$4,073,000	\$3,573,000
Grant/Donation						
Net Cost to Village		\$494,000	\$2,692,000	\$3,573,000	\$4,073,000	\$3,573,000

Discussion of Costs and Implementation:

Phase II design is planned for SY 2023 and construction is planned for CY 25.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Traffic Signal Maintenance

Project Location: Various Locations

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: Motor Fuel Tax Fund
Est. Useful Life: N/A	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Annual traffic signal maintenance prolongs their useful life and assists with identifying signals that either need repair or need to be replaced.

Project Justification:

Properly working signals assist with keeping traffic safe on roads and streets throughout the Village.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$40,000	\$35,000	\$30,000	\$30,000	\$30,000
Grant/Donation						
Net Cost to Village		\$40,000	\$35,000	\$30,000	\$30,000	\$30,000

Discussion of Costs and Implementation:

This is an annual maintenance program.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Pratt Avenue Pedestrian Overpass Bridge
Project Location: McCormick Boulevard at Pratt Avenue

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Community Identity	Fund Source: Motor Fuel Tax Fund
Est. Useful Life: 30 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

This project involves the construction of a pedestrian overpass over the North Shore Channel at Pratt Avenue.

Project Justification:

Installation of the pedestrian overpass would bring regional benefits for non-vehicular transportation.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village	\$147,000	150,000	60,000	1,555,000		
<i>Design</i>						
<i>Construction</i>						
Grant/Donation	\$70,000					
Net Cost to Village	\$74,000	150,000	60,000	1,555,000		

Discussion of Costs and Implementation:

Phase I of this project was funded in part through an Invest in Cook Grant. The project may be eligible for grant funds through the Congestion Mitigation and Air Quality Improvement Program (CMAQ), Illinois Transportation Enhancement Program (ITEP), or Surface Transportation Program (STP).

Impact on Operating Costs:

The Village will be responsible for ongoing maintenance and ongoing lease fees.



Transportation Improvement Fund



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: ADA Transition Plan
Project Location: N/A**



Department: Public Works	Type of Project: Planning/Design
Strategic Priority: Customer Service	Fund Source: Transportation Improvement Fund
Est. Useful Life: N/A	Basis of Project Costs: Comparable Costs

Project Description:

Development of an ADA Transition Plan. The plan will be developed with assistance from a consultant and utilized to identify existing programs, services, facilities, policies, and procedures that require changes, and outlines the steps necessary to ensure compliance with the Americans with Disabilities Act.

Project Justification:

This will help increase accessibility for residents and visitors with disabilities. The development of this plan is also federally required.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$25,000				
Grant/Donation						
Net Cost to Village		\$25,000				

Discussion of Costs and Implementation:

Funding will come from the Transportation Improvement Fund.

Impact on Operating Costs:

Costs may be incurred for operational changes and facility improvements to ensure ADA compliance.



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Devon Avenue Bridge Enhancements
Project Location: Devon Avenue Bridge over I-94

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Community Identity	Fund Source: Transportation Improvement Fund
Est. Useful Life: 30-50 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Installation of architectural enhancements to the Devon Avenue bridge over I-94 in conjunction with a planned Illinois Department of Transportation (IDOT) bridge replacement project.

Project Justification:

Installation of architectural enhancements will serve to beautify the Devon Avenue bridge and bring recognition to the Village through increased visibility.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village						
<i>Design</i>			\$10,000			
<i>Construction</i>				\$110,000		
Grant/Donation						
Net Cost to Village			\$10,000	\$110,000		

Discussion of Costs and Implementation:

Engineer's estimate. Project costs will be further developed during the Phase I study. This project will be funded through existing revenue in the Transportation Improvement Fund.

Impact on Operating Costs:

The Village will be responsible for ongoing maintenance.



**Capital Improvement Program
SY 2023 through CY 2027**

**Project Title: Touhy/Cicero Intersection
Improvements**

**Project Location: Intersection of Touhy and Cicero
Avenues**



Department:	Public Works	Type of Project:	Facility Construction
Strategic Priority:	Economic & Community Development	Fund Source:	Transportation Improvement Fund
Est. Useful Life:	20 years	Basis of Project Costs:	Engineer, Architect, Etc.

Project Description:

Reconfiguration of the Touhy/Cicero intersection to create a dedicated right turn lane for traffic wishing to turn eastbound on Touhy Avenue from northbound Cicero Avenue. The Touhy/Cicero intersection is controlled by the Illinois Department of Transportation (IDOT) and cost-sharing will be explored with the State of Illinois to minimize local costs.

Project Justification:

Improvements to the Touhy/Cicero intersection will reduce traffic congestion at this intersection caused by vehicles seeking to head eastbound on Touhy Avenue following exiting from the I-94 Edens Expressway.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village	\$40,000					
<i>Design</i>		\$180,000				
<i>Site Acquisition</i>						
<i>Construction</i>			\$2,630,000			
<i>Construction Oversight</i>						
Grant/Donation	\$40,000	\$180,000	\$2,630,000			
Net Cost to Village	\$0	\$0	\$0			

Discussion of Costs and Implementation:

The project cost includes the addition of a dedicated right turn lane and the potential widening of the off-ramp. Transportation Improvement Fund, grant funds, and cost-sharing from the State have been sought to defray local costs. Federal CMAQ funds have been awarded for this project and will cover 80% of the total cost.

Impact on Operating Costs:

None - maintenance of this intersection is the responsibility of IDOT.



Devon-Lincoln TIF Fund



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Devon/Lincoln TIF Street Lighting

Project Location: Hamlin Avenue, Arthur Avenue, Ridgeway Avenue

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: Devon Lincoln TIF
Est. Useful Life: 15-20 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Installation of street lighting on the streets within the MB Zoning District between Lincoln Avenue, Devon Avenue, and the UP Path (Ridgeway, Arthur, Hamlin).

Project Justification:

The installation of new street lighting enhances the aesthetic and safety of the manufacturing district.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$420,000				
Grants/Donations						
Net Cost to Village		\$420,000				

Discussion of Costs and Implementation:

The estimated project cost is based on the engineer’s estimate.

Impact on Operating Costs:

Ongoing Public Works maintenance and operating costs



**Capital Improvement Program
SY 2023 through CY 2027**



Project Title: Devon Avenue Streetscape

Project Location: Devon Avenue, between McCormick Boulevard and Lincoln Avenue

Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: Devon Lincoln TIF
Est. Useful Life: 15-20 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

The project will consist of landscaped medians, possible lane reductions, enlarged parkways, ornamental lighting, and decorative refuse containers.

Project Justification:

The project is intended to improve pedestrian and motorist safety, calm traffic, and install streetscape beautification to revitalize the area.

Expenditures

	Prior	SY 2023	CY 2024	CY 2025	CY 2026	CY 2027
Cost to Village		\$325,000	\$4,125,000			
Grant/Donation		\$276,250	\$3,506,250			
Net Cost to Village		\$48,750	\$618,750			

Discussion of Costs and Implementation:

As the lead agency, the Village will be responsible for much of the upfront costs. Construction will be reimbursed at a 70% rate from STP funding and the local match will be split between the Village and the City of Chicago. The Village paid upfront for Phase I engineering, and Chicago has agreed to reimburse the Village in later phases of the project. Phase II design is planned for completion in SY 2023 and construction is planned to begin in CY 2024.

Impact on Operating Costs:

The landscaping maintenance contract will need to be expanded to include the new landscape medians.



Glossary of Terms

Glossary of Terms



ACCOUNT – A term used to identify an individual asset, liability, expenditure, revenue, or fund balance.

ACCOUNTING SYSTEM – The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operation of a government or any of its funds, fund types, balanced account groups or organization components.

ACCRUAL BASIS OF ACCOUNTING – A basis of accounting where revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the periods incurred, if measurable.

ACTIVITY – The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the government is responsible.

APPROPRIATION – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in an amount and as to the time when it may be expended.

APPROPRIATIONS ORDINANCE – The official enactment by the governing board to legally authorize the government administration to obligate and expend resources.

ADOPTED – Abbreviation for “Approved/Adopted by Board of Trustees” found throughout the Budget book. Column of numbers represent the final funding levels adopted by the Board of Trustees at the conclusion of all budget deliberations. Those amounts filed with the County clerk in the annual appropriation/budget ordinance.

ASSESSED VALUATION – A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSETS – Property owned by a government which has a monetary value.

AVAILABLE FUND BALANCE – In a governmental fund, the balance of the net financial resources that are proposed or approved for appropriation in the upcoming fiscal year.

BOND – A written promise, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable semi-annually.

BONDED DEBT – That portion of indebtedness represented by outstanding bonds.

BUDGET – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET MESSAGE – A general discussion on the proposed budget as presented in writing by the Village Administrator to the legislative body.

BUDGET REVIEW PROCESS – A description of the review process of the entire budget (including the Expanded Budget and five year capital Improvement Budget) by the Board of Trustees. Through a series of budget workshops, the Board of Trustees reviews the budget with the Village Administrator and appropriate Department Directors. Changes and adjustments made by the Board to line item accounts during the budget review process are entered in the “approved” column.

BUDGETARY CONTROL – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAPITAL ASSETS – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPTIAL IMPROVEMENTS – Refers to any major project requiring the expenditure of public funds (over and above operating funds) for the construction, reconstruction or replacement of physical assets in the community. For purposes of financial reporting, the Village utilizes a capitalization threshold of \$10,000 for infrastructure and \$5,000 for other assets.

CAPITAL IMPROVEMENT PROGRAM (CIP) – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

FISCAL PERIOD – Any period at the end of which a government determines its financial position and the results of its operations.

FISCAL YEAR (FY) – A twelve (12) month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operations.

FIXED ASSET – Assets of a long term nature which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FUND – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations (e.g. Motor Fuel Tax Fund, Water/Sewer Fund, etc.).

FUND BALANCE – The difference between fund assets and fund liability in a governmental or trust fund.

FUND EQUITY – An equity account reflecting the unreserved accumulated earnings of the Enterprise Funds.

GENERAL FUND – The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATIONS BONDS – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERAL REVENUE – The revenues of a government other than those derived from the retained earnings in an Enterprise Fund. If a portion of the net income in an Enterprise Fund is contributed to another non-Enterprise Fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA) - State regulatory agency that provides for the protection of the environment.

INTERFUND TRANSFERS – Amounts transferred from one fund to another.

INTERGOVERNMENTAL REVENUE – Revenue received for another government, such as the State of Illinois or other political subdivisions, for a specified purpose.

INVESTMENTS – Cash held in interest bearing accounts, securities, and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA) - A consortium of seventy six (76) municipalities and special taxing districts in the Chicago metropolitan area organized pursuant to an intergovernmental agreement to provide risk management services and self-insurance for general liability, workers compensation, property and casualty, theft, etc. to its members.

LEVY – (verb) To impose taxes, special assessments, or special charges for the support of governmental activities. **(noun)** The total amount of taxes, special assessments, or service charges imposed by a government.

LONG TERM DEBT – Debt with a maturity of more than one year after the date of issuance.

MOTOR FUEL TAX (MFT) – Revenue allocated by the state to municipalities for funding street improvements.

MODIFIED BASIS of ACCOUNTING – A basis of accounting where revenues are recognized in the accounting period they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

NET INCOME – Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers – in over operating expenses, non-operating expenses, and operating transfers – out.

OBJECT – As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, commodities, capital outlay and other expenditure classifications.

OBJECTIVE – Specific tasks to be accomplished in order to meet goals.

OPERATING BUDGET – The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, services, etc.

OPERATING EXPENSES – Proprietary fund expenses which are directly related to the fund’s primary service activities.

OPERATING INCOME – The excess of proprietary fund operating revenues over operating expenses.

PENSION TRUST FUND – A trust fund used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

PERSONNEL SERVICES – Items of expenditures in the operating budget for salaries and wages paid for services performed by Village employees.

RESERVED FUND BALANCE OR EQUITY – An account used to indicate that a portion of fund balance or equity is legally restricted and not available for appropriation.

RESOURCES – Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

REVENUES – Increases in governmental fund type, net current assets and residual equity transfers.

SOURCE OF REVENUE – Revenues classified according to their source or point of origin.

SPECIAL REVENUE FUND – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

TAX LEVY – The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.

TAX LEVY ORDINANCE – An ordinance by means of which taxes are levied.

TAX RATE LIMIT – The maximum rate at which a government may levy a tax. Overall tax rate limits usually restrict levies for all purposes of all governments, state and local having jurisdiction in a given area.

TAXES – Compulsory charges levied by a government for the purpose of financing services performed for the common public benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

TAX INCREMENT FINANCING (TIF) - The act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real estate located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

TRUST FUNDS – Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

USER CHARGES OR FEES – The payment of a fee for direct receipt of a public service by the party benefiting from the service.