

Village of Lincolnwood



Calendar Year 2024 Budget

January 1, 2024 - December 31, 2024





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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Village of Lincolnwood, Illinois, for its Annual Budget for the fiscal year beginning May 01, 2023. 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.

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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Lincolnwood
Illinois**

For the Fiscal Year Beginning

May 01, 2023

Christopher P. Morill

Executive Director

Lincolnwood Officials

Board of Trustees



Jesal Patel
Mayor



Grace Diaz Herrera
Trustee



Jean Ikezoe-Halevi
Trustee



Atour Sargon
Trustee



Chris Martel
Trustee



Mohammed Saleem
Trustee



Craig Klatzco
Trustee



Beryl Herman
Village Clerk



Management Team

VILLAGE MANAGER

Anne Marie Gaura

ASSISTANT VILLAGE MANAGER

Chuck Meyer

COMMUNITY DEVELOPMENT DIRECTOR

Scott Mangum

FINANCE DIRECTOR

John Risko

FIRE CHIEF

Barry Liss

PARKS AND RECREATION DIRECTOR

Karen Hawk

POLICE CHIEF

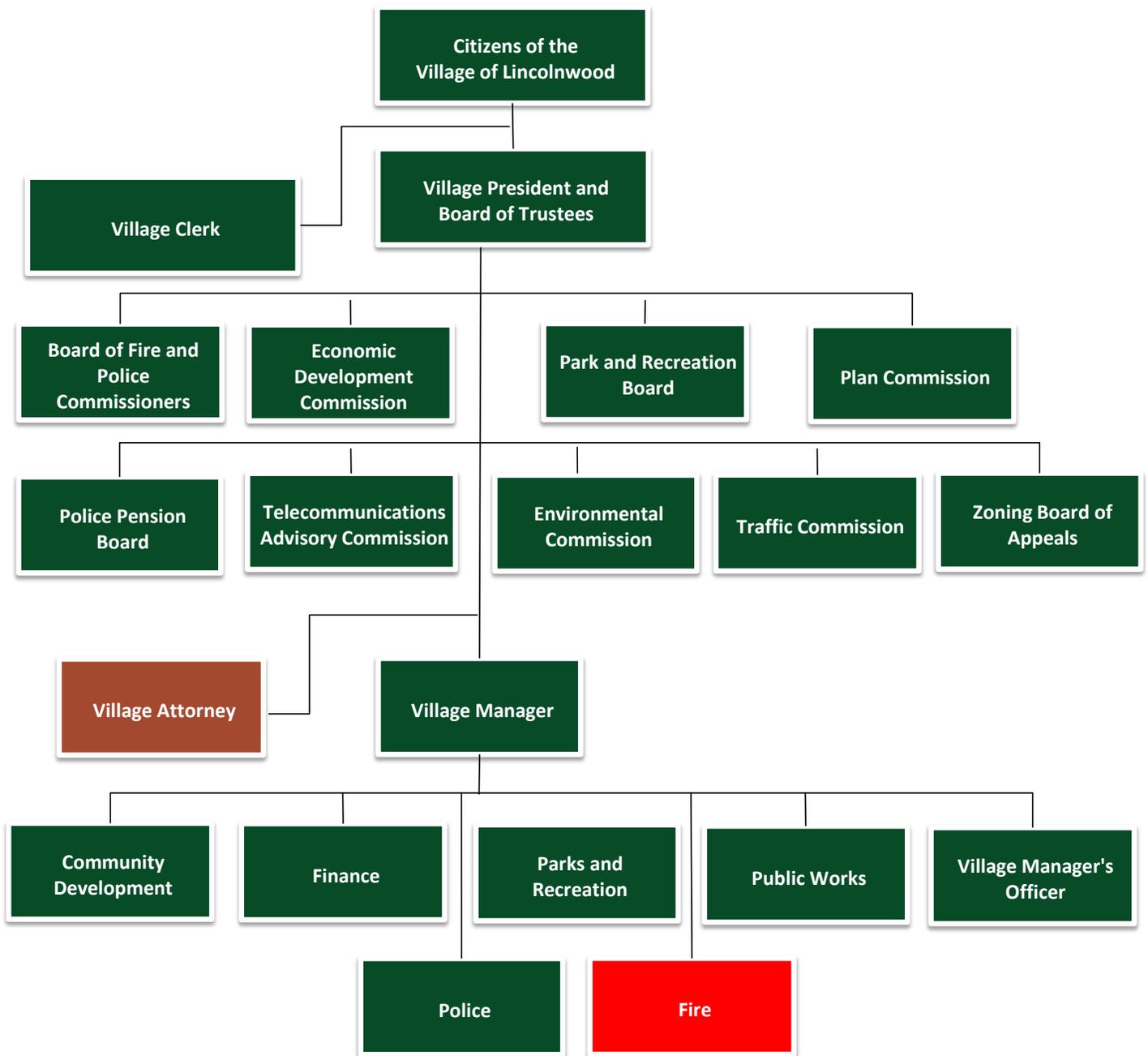
Jay Parrott

PUBLIC WORKS DIRECTOR

John Welch

Village of Lincolnwood

Calendar Year 2024 Organizational Chart



Contracted
 1.75 FTE and 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

January 1, 2024

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 Calendar Year 2024 Annual Budget for the Village of Lincolnwood. This is the Village's first year using a calendar year budget period. 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 Calendar Year 2024 Annual Budget across all Funds totals **\$50,684,965 in revenue** and **\$50,076,676 in expenditures**. The General Fund, the Village's main operating fund for the Village, includes **\$31,194,965 in revenues** and **\$31,568,059 in expenditures**, including capital.

Looking back on Stub Year 2023, the Village was able to continue providing excellent customer service. The concern about receipt of second installment property taxes was alleviated with the issuance of property tax bills on November 1, 2024 with a due date of December 1, 2023.

As we look forward to the remainder of 2023 and beyond, there remains an elevated level of positivity. Staff have 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.



TREE CITY USA

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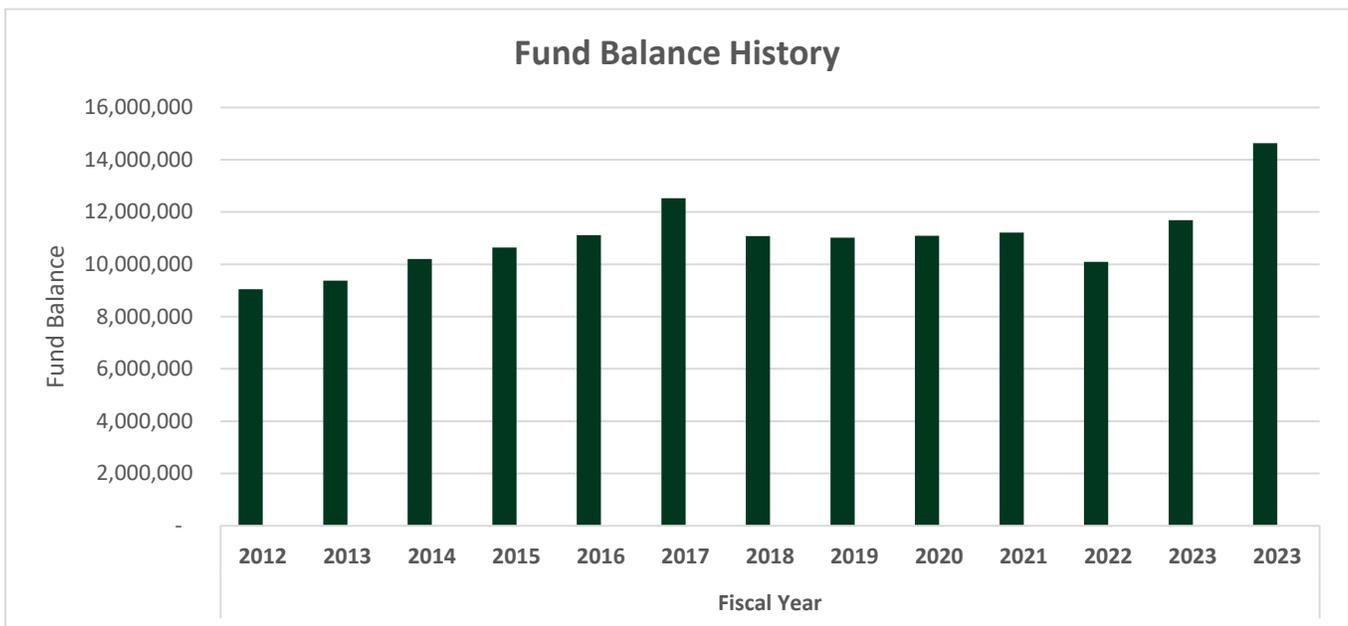


The Village currently has 93 full-time employees and six part-time employees who work in the seven departments that combine to form the Village government. Each of these departments is managed by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

The Village’s financial position is very strong with a bond rating of Aa2. The 2023 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 and SY 2023 are unaudited fund balance figures

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 second Committee of the Whole meeting in November. 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 October 2023. Stub Year 2023 expenditures in the General Fund are projected to exceed revenues by \$1,542,344. The unaudited Fund Balance in the General Fund at the end of Fiscal Year 2023 is projected to be \$16,174,982. This reflects 46.0% over the Village’s Fund Balance level excess policy.

For Calendar Year 2024, local businesses are expected to see continued positive performance. With the addition of District 1860 and its new restaurants and retail options, the Village will have another destination for residents and non-residents. Revenues continue to be budgeted conservatively but we expect to see increased revenue related to cannabis taxes, red light camera revenues and food and beverage taxes related to three new restaurants in District 1860.

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 Calendar Year 2024 budget includes the following highlights:

- Revenue of \$140,000 has been budgeted for the Red Light Camera as the Village to get approval to reactivate the camera from the Illinois Department of Transportation (IDOT) in 2024. In addition, Cannabis tax is budgeted at \$100,000 as staff anticipates the Adult-Use Cannabis Dispensary to be in operation by the end of 2023.
- The use of excess Fund Balance in the General Fund to support \$5,970,480 million in capital equipment and projects.
- The use of Intergovernmental Risk Management Agency (IRMA) Excess Surplus for:
 - Lincolnwood Emergency Operations Center (EOC): \$100,000
 - Picnic Tables: \$50,000
- The Police Department Budget includes the addition of one Police Officer to support the new District 1860 Development. The Parks and Recreation Department budget includes the upgrade of a Marketing Coordinator position from part-time to full-time and the addition of a full-time Recreation Supervisor. The Public Works Department budget includes an upgrade of the Clerk/Receptionist from part-time to full-time and the addition of a full-time Water Foreman position whose salary would be partially offset by increased water revenue.
- 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 Calendar Year 2024 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 Calendar Year 2024 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.
- Community Survey: \$15,000. The purpose of this survey is for the Village to get feedback from residents regarding satisfaction levels with Village services.
- Financial Forecast: \$13,500. A preliminary financial forecast analysis will be drafted to include historical data and current economic conditions to create a tool for future fiscal planning.

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 \$14,757,203, 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. A successor agreement is currently being negotiated for International Brotherhood of Teamsters Local 700 (Public Works) in CY 2024 and a 3.0% COLA for the Fraternal Order of Police (Police) has been budgeted. Also included is a modification of the merit cap from 2% to 4%.

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 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 Calendar Year 2024 Budget includes a contribution in the amount of \$2,635,704 which is actuarially determined.

Fees and Fines

As part of the Calendar Year 2024 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 November 8, 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 like private business enterprises. The intent is that costs of providing goods or services to the 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 Calendar Year 2024. 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. The January 1, 2024 water rate increase is the last of three increases approved at the March 1, 2022 meeting.

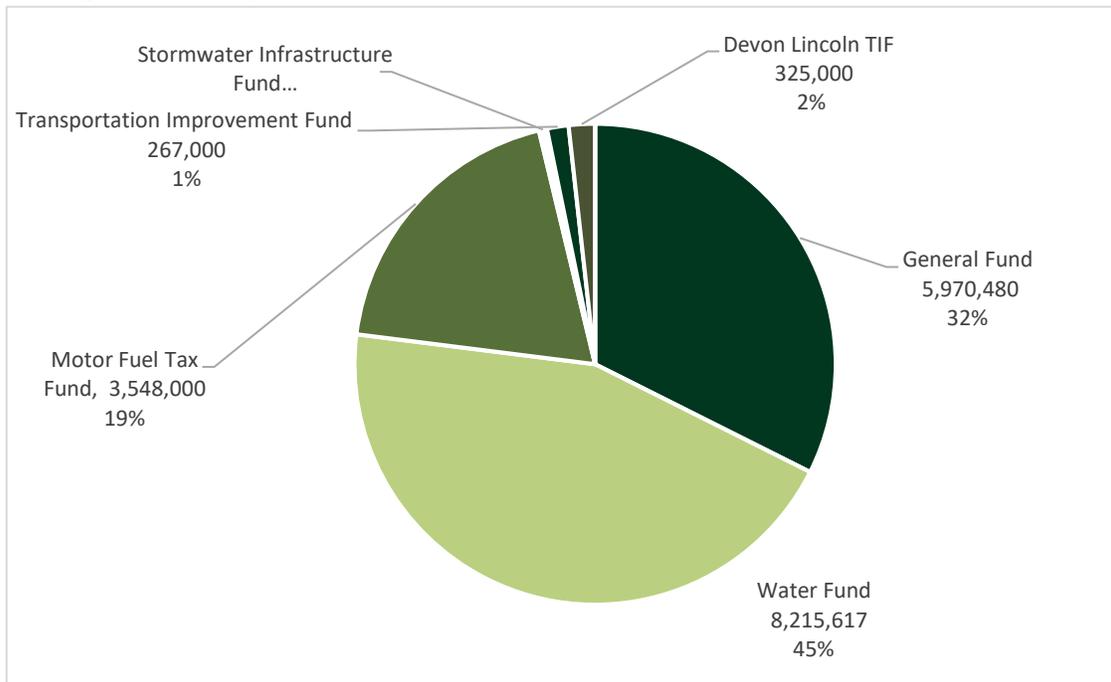
Rates were amended as follows:

- Basic water user charge (per 1,000 gallons) is calculated quarterly based on consumption - \$6.34
- 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 - \$3.70 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 - \$212.28
- Capital improvement charge per month – all other accounts - \$3.42
- Water meter fee (per quarter). These fees are assessed for the use of the Village’s water meters. 50 residential units or less - \$4.89 per month
- Water meter fee (per quarter), 50 or more residential units - \$101.12 per month
- Water meter fee (non-residential) - \$9.78 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 - \$1.09 per unit
- Modification of False Alarm Fees – An increase in false alarm fees will go into effect for any false alarms exceeding four visits. Any false alarm visits up to three will continue not be charged. For four to six visits, fees will increase from \$50 to \$100 per visits. For seven to nine visits, fees will jump from \$75 to \$200 and for each visit over ten in a calendar year, fees will jump from \$250 to \$300.
- CPR and First Aid Classes – New fees will be instituted for all CPR and First Aid classes offered by the Fire Department. From one to seven participants, a course fee of \$300 and an instructor (one) fee of \$200 will be instituted. For 8-14 participants, the course fee will be \$500, and the instructor (two) fee will be \$350. For 15-21 participants, the course fee will be \$650, and the instructor (two) fee will be \$350. For 22-28 participants, the course fee will be \$750, and the instructor (three) fee will be \$500.
- Public Education Fees – New fees for Public Education Presentations will be instituted. For Building Evacuation Programs, the Fire Department will start charging \$150. For Fire Extinguisher Training, fee will be \$100 plus \$50 per hour for instructor. For Fire Drills, the fee will be \$100 and for Severe Weather Preparedness, fees will be \$150.

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 \$18,426,097 in anticipated expenditures for Calendar Year 2024 across all funds. All of the proposed Capital expenditures are included in the 2024-2028 CIP which was reviewed at the October 16, 2023 CIP Budget Workshop.



The Water and Sewer Fund represents the largest anticipated expenditures at \$8,215,617 followed by the General Fund. The Calendar Year 2024 Budget includes \$6,251,000 for the next phase of the Water Main/Lead Service Line Replacement Program. This project will escalate after the 2023 pilot program and will be ongoing as the Village meets the state mandate to replace all lead service lines. The project may be funded through the issuance of General Obligation Bonds.

The General Fund represents the second largest fund and includes \$5,970,480 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 Calendar Year 2024 in the General Fund:

- Flowers Park Renovation - \$500,000. Partially Grant Funded by Open Space Lands Acquisition and Development (OSLAD)
- Facility Improvements - \$1,024,000. Funded through General Fund Reserves
- Fire Department Fire Engine and Ambulance - \$1,300,804. Funded by the American Rescue Plan Act (ARPA) Funds and General 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. 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. Due to delay in delivery of the vehicles', related expenditures are included in Calendar Year 2024 Budget.

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, 2023. This is Lincolnwood's 15th 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. 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.

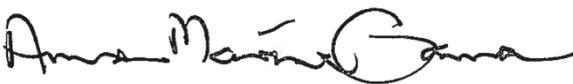
While there has been economic recovery at the national, state and local levels from the impact of the pandemic, the Village has a long-standing history of maintaining conservative financial practices. This positions the Village to improve the infrastructure, maintain high level service delivery to residents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

The budget document reflects 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 John Risko 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 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 letters of each name being capitalized and 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 Village President, more commonly referred to as 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 99 full-time equivalents 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: 99 FTE
 Police: 34 FTE Sworn Officers
 Fire: 30 FTE, 11 vehicles
 Public Works: 25.25 FTE

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)¹⁵



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 Mayor 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 Mayor 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 Mayor, 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.

Park and Recreation Board

The Park and Recreation Board assesses community needs and development policy recommendations for the Village Board's consideration.

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.

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.

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.



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

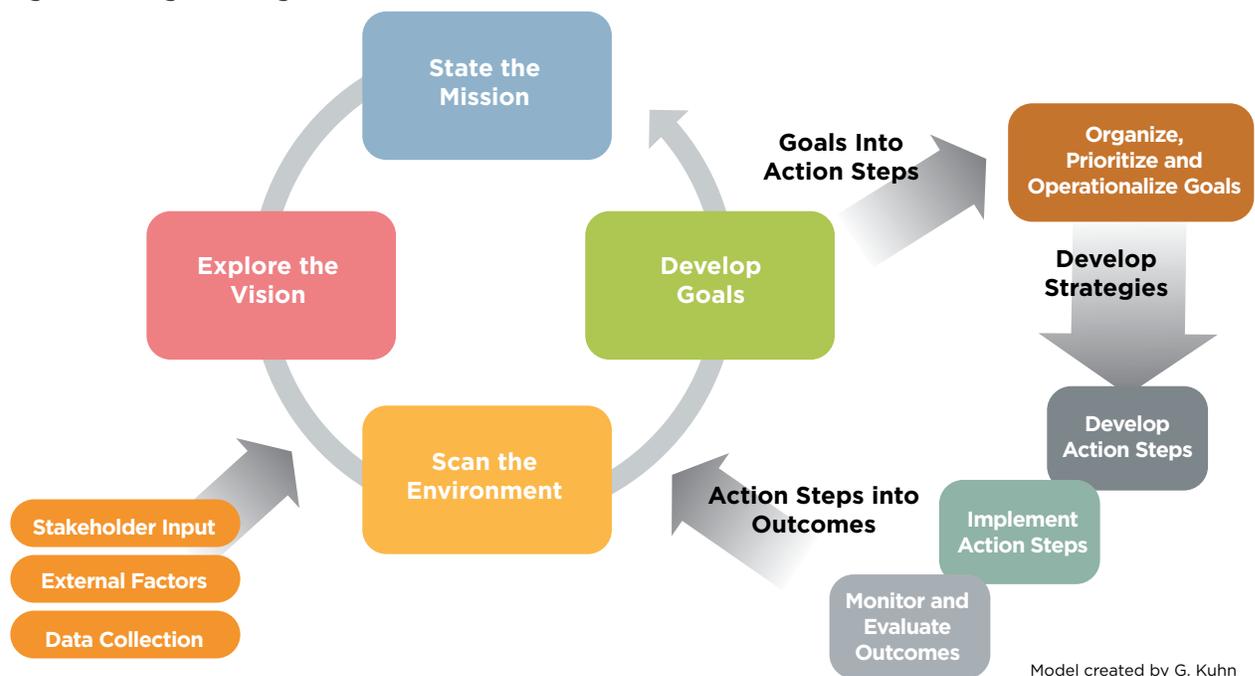


Introduction

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 created by G. Kuhn

**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

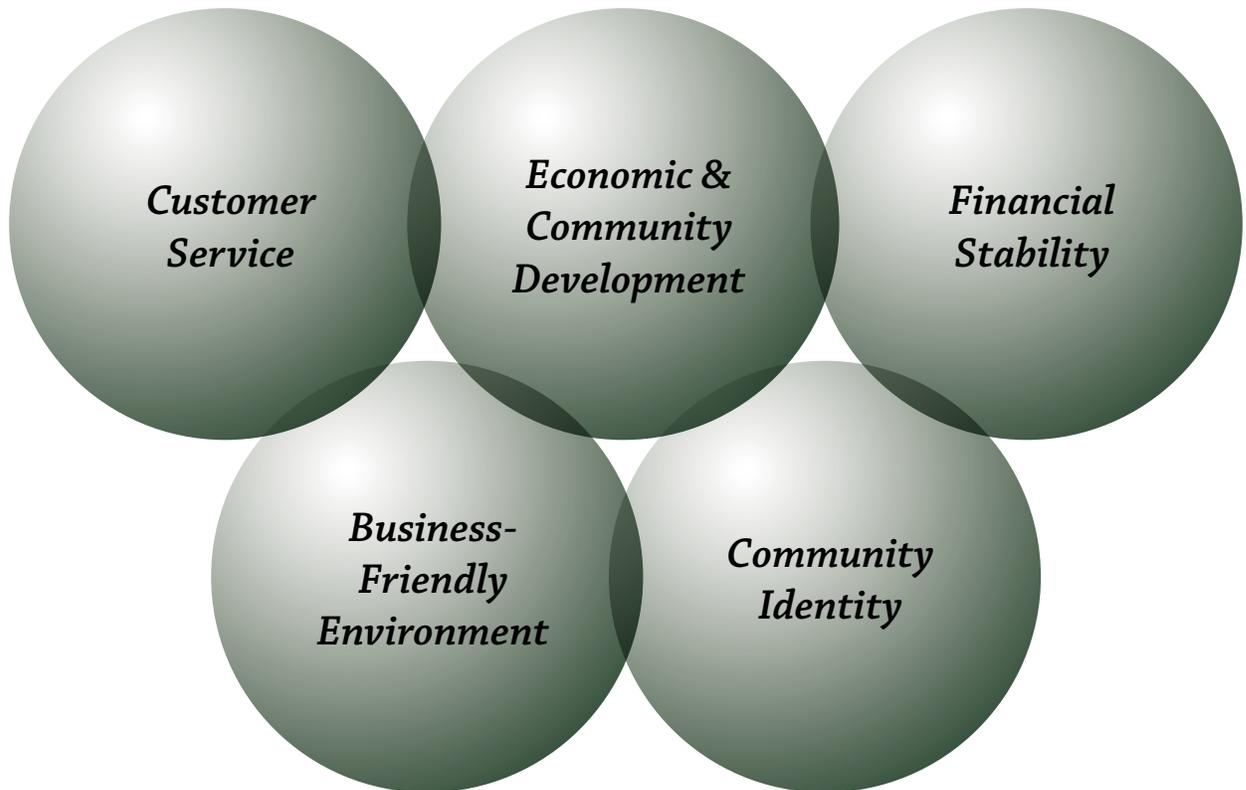
Long-term Routine Goals	Priority Level
Implement the financial forecast plan for Village revenue and expenses.	High
Transform the Village’s organizational culture to one of Service First through development and implementation of a “Service First” training program and onboarding protocols for new staff 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 for Greg Kuhn, featuring a large, stylized 'G' and 'K'. The second signature is for Jeanna Ballard, written in a cursive script.

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



CALENDAR YEAR 2024 BUDGET DEVELOPMENT CALENDAR

Due Date		Action Item	Responsible
<input type="checkbox"/>	April 17, 2023	Develop Calendar Year (CY) 2023 Budget Calendar	Village Manager & Finance Director
<input type="checkbox"/>	April 19, 2023	Review CY 2023 Budget Calendar with Department Directors	Finance Director
<input type="checkbox"/>	June 28, 2023	Kick-off Meeting with Department Directors to present Guidelines and Assumptions, including Strategic Plan Budget	Village Manager, Finance Director & Department Directors
<input type="checkbox"/>	July 3, 2023	CY 2024 Budget entry available for Departments, including projections for SY 2023 (expenditures and revenues)	Finance Department
<input type="checkbox"/>	August 14, 2023	SY 2023 Budget projections due to Finance	All Departments
<input type="checkbox"/>	August 14, 2023	Fee Survey Recommendations Due to Finance	All Departments
<input type="checkbox"/>	August 14, 2023	CY 2023 Budget entry due <ul style="list-style-type: none"> - Includes Personnel Request - Includes Capital Projects 	All Department Directors
<input type="checkbox"/>	August 18, 2023	CY 2024 Revenue estimate finalized	Finance Department
<input type="checkbox"/>	Week of August 21, 2023	Discussion with individual Departments on CY 2024 Budget Requests, including CIP and Personnel recommendations	Village Manager, Asst. Village Manager, Finance Director and Department Directors
<input type="checkbox"/>	September 14, 2023	Calendar Year 2024 Budget Line-item review	Finance Committee and Department Directors
<input type="checkbox"/>	October 13, 2023	Department Narratives, Goals & Performance Measurers Due to Finance Department	All Department Directors
<input type="checkbox"/>	October 16, 2023	Calendar Year 2024 Budget Workshop <ul style="list-style-type: none"> - Review Draft CIP 	Village Board and All Departments
<input type="checkbox"/>	October 30, 2023	Calendar Year 2024 Budget Workshop <ul style="list-style-type: none"> - Draft Budget Presentation - Review Draft CIP, if needed - Review Fee Recommendations - Review Personnel Budget 	All Departments
<input type="checkbox"/>	November 28, 2023	CY 2023 Budget Presentation	Finance Director
<input type="checkbox"/>	December 5, 2023	Hearing and Consideration of 2023 Property Tax Levy Ordinance Consideration of Calendar Year 2024 Budget Consideration of Salary Ordinance Consideration of Fee and Fine Resolution	Village Board
<input type="checkbox"/>	January 2, 2024	Hearing and Consideration of CY 2024 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 **Water and Sewer 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

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

GENERAL FUND BUDGET SUMMARY

CY 2024 Budget Request

General Fund	FY 2022 Actual	FY 2023 Unaudited	SY 2023 Projected	CY 2024 Budget
Revenues				
Taxes	20,944,604	23,588,192	15,123,299	24,541,303
Licenses & Permits	957,175	1,338,607	1,124,674	1,132,762
Charges for Services	940,471	1,001,227	566,445	1,012,759
Fines and Forfeits	329,710	224,435	99,501	319,417
Intergovernmental	131,564	-	-	131,664
Grants	77,571	246,757	475,000	1,755,000
Investment Income	(4,202)	237,012	108,120	160,000
Other Revenues	158,105	348,512	244,497	241,000
Special Recreation	845,945	1,788,052	1,536,412	1,641,060
Transfers In	250,000	260,000	260,000	260,000
Total Revenue	\$ 24,630,943	\$ 29,032,794	\$ 19,537,948	\$ 31,194,965
Expenditures				
Village President & Board	105,966	109,261	80,567	117,282
Village Clerk	21,175	17,531	10,348	19,212
Community Development	1,347,829	1,503,648	1,078,332	1,250,386
Engineering	187,263	91,128	138,000	149,500
Finance Department	1,099,002	840,089	551,637	947,953
Fire Department	3,414,736	3,985,356	2,865,908	6,096,940
Information Technology	564,469	728,757	1,128,460	1,079,398
Legal	472,995	360,480	281,800	419,948
Parks and Recreation	2,454,153	2,754,797	3,494,447	4,691,155
Police Department	9,061,040	8,746,287	7,584,168	9,698,831
Public Works Department	4,492,910	4,377,312	3,004,798	6,209,606
Village Manager's Office	800,868	988,328	658,826	1,017,848
Total Expenditures	\$ 24,022,406	\$ 24,502,974	\$ 20,877,291	\$ 31,698,059
Total Fund Performance	\$ 608,537	\$ 4,529,820	\$ (1,339,343)	\$ (503,094)

General Fund Expenditures Overview

CY 2024 Budget Request

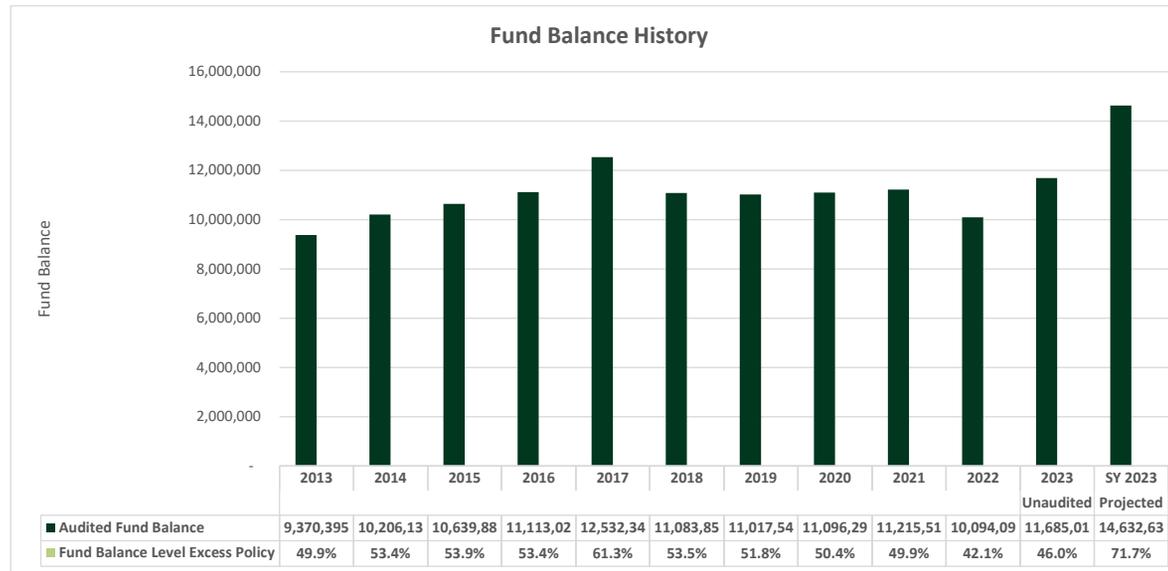
Department	Personnel	Services	Commodities	Other	Total Operating	Capital	Total Budget Includes CIP
100: President and Village Board	62,977	6,500	47,805	-	117,282	-	117,282
110: Village Clerk	8,612	10,100	500	-	19,212	-	19,212
200: Village Manager's Office	861,093	68,000	88,755	-	1,017,848	-	1,017,848
210: Finance Department	657,514	192,404	98,035	-	947,953	-	947,953
230: Legal Division	-	419,948	-	-	419,948	-	419,948
240: Community Development Department	1,041,851	94,000	79,535	-	1,215,386	35,000	1,250,386
250: Information Technology	-	757,838	114,740	-	872,578	206,820	1,079,398
290: Engineering Division	-	149,500	-	-	149,500	-	149,500
300: Police Department	7,955,951	871,420	428,965	-	9,256,336	442,495	9,698,831
350: Fire Department	234,356	3,566,035	557,866	-	4,358,257	1,738,683	6,096,940
400: Public Works Department - Administrative Division	469,146	25,150	30,000	-	524,296	-	524,296
410: Public Works Department - Vehicle Maintenance Division	217,201	-	28,800	-	246,001	97,333	343,334
420: Public Works Department - Building Maintenance Division	205,407	105,400	210,340	-	521,147	1,690,000	2,211,147
440: Public Works Department - Street Maintenance Division	949,713	66,300	1,625,667	-	2,641,680	489,149	3,130,829
430: Parks and Recreation Department - Park Maintenance Division	481,346	96,914	216,750	-	795,010	869,000	1,664,010
500: Parks and Recreation Department - Administration	589,976	42,610	26,350	-	658,936	-	658,936
504: Parks and Recreation Department - Special Events Division	-	46,200	89,030	-	135,230	-	135,230
508: Parks and Recreation Department - Permits Division	86,120	-	1,450	-	87,570	-	87,570
530: Parks and Recreation Department - Day Camp Division	402,493	40,000	77,995	-	520,488	-	520,488
560: Parks and Recreation Department - Aquatic Center	522,858	19,100	340,000	-	881,958	177,000	1,058,958
571: Parks and Recreation Department - Community Center Division	49,845	112,460	44,850	-	207,155	225,000	432,155
580: Parks and Recreation Department - Special Education	-	133,808	-	-	133,808	-	133,808
TOTAL:	\$ 14,796,459	\$ 6,823,687	\$ 4,107,433	\$ -	\$ 25,727,579	\$ 5,970,480	\$ 31,698,059

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%

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Unaudited 2023	Projected SY 2023
Audited Fund Balance	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	11,685,010	14,632,638
Fund Balance Level Excess Policy	49.9%	53.4%	53.9%	53.4%	61.3%	53.5%	51.8%	50.4%	49.9%	42.1%	46.0%	71.7%
Budgeted Revenue	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	25,180,711	20,417,823



Notes: Unassigned Fund Balance
Source: FY 2022 Audit

OTHER FUNDS BUDGET SUMMARY

CY 2024 Budget Request

Revenues	FY 2022 Actual	FY 2023	FY 2023	SY 2023	SY 2023	CY 2024
		Adopted	Projected	Adopted	Projected	Budget
Water and Sewer Fund	7,826,690	4,905,734	4,483,939	3,555,638	3,542,750	5,013,900
Motor Fuel Tax Fund	3,614,878	1,535,085	886,369	535,000	582,000	750,000
Storm Water Management	3,214,181	625,000	682,109	401,500	425,000	700,000
Private Water Line Assistance	25,000	43,673	40,000	40,000	40,000	40,000
Transportation Improvement	583,254	430,250	542,820	267,800	281,800	680,000
Devon/Lincoln TIF	1,576,680	1,177,750	1,020,028	827,750	600,000	1,825,000
North Lincoln TIF	22,399,706	150,100	196,427	151,100	151,100	225,000
NEID TIF	17,053	-	-	70,000	-	-
Debt Service	-	-	-	4,000,000	-	-
Police Pension	2,314,602	3,121,660	2,911,366	3,102,800	2,385,000	3,510,000
Total Revenue	\$ 41,572,044	\$ 11,989,252	\$ 10,763,058	\$ 12,951,588	\$ 8,007,650	\$ 12,743,900

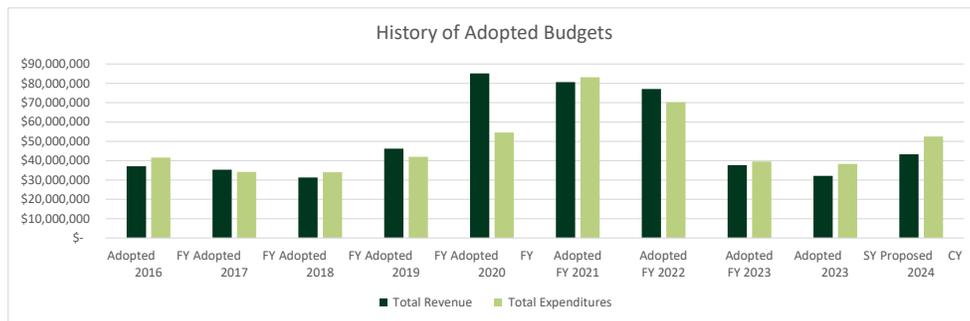
Expenditures	FY 2022 Actual	FY 2023	FY 2023	SY 2023	SY 2023	CY 2024
		Adopted	Projected	Adopted	Projected	Budget
Water and Sewer Fund	5,354,087	3,810,597	2,643,969	4,925,680	4,840,408	10,829,546
Motor Fuel Tax Fund	2,510,310	3,756,000	1,794,426	878,000	654,539	3,678,000
Storm Water Management	2,252,817	175,000	350,450	3,560,000	1,600,000	100,000
Private Water Line Assistance	24,263	40,000	22,000	40,000	35,000	40,000
Transportation Improvement	265,103	375,000	290,068	307,000	302,817	217,000
Devon/Lincoln TIF	64,913	861,000	31,889	846,000	846,000	325,000
North Lincoln TIF	961,451	694,000	412,193	30,460	278,020	500
NEID TIF	2,012,861	-	-	-	-	-
Debt Service	358,973	402,713	954,984	1,945,585	2,441,302	2,443,397
Police Pension	3,224,103	3,373,605	3,216,853	3,526,600	2,921,704	3,429,700
Total Expenditures	\$ 17,028,881	\$ 13,487,915	\$ 9,716,832	\$ 16,059,325	\$ 13,919,790	\$ 21,063,143

History of Adopted Budgets

All Funds

Revenues	Adopted 2016	FY 2017	Adopted 2017	Adopted 2018	FY 2019	Adopted 2019	FY 2020	Adopted 2020	FY 2021	Adopted 2021	FY 2022	Adopted 2022	FY 2023	Adopted 2023	SY Proposed 2024	Proposed 2024
General	20,793,675	20,422,803	20,688,569	21,243,223	22,008,390	22,473,758	23,952,616	25,254,511	19,146,983	31,194,965						
Motor Fuel Tax Fund	301,100	301,100	306,000	350,000	360,000	7,644,000	3,848,576	1,535,085	535,000	750,000						
Transportation Improvement	301,000	302,000	300,000	530,500	667,000	562,000	430,000	430,250	267,800	680,000						
NEID TIF	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	1,176,250						
North Lincoln TIF						35,000,000	35,000,000	35,085,000	150,300	151,100	225,000					
Debt Service	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	25,000	25,000	25,000	25,000	25,000	25,000	25,000	40,000	40,000	40,000						
Storm Water Management					3,900,000	1,300,000	3,000,000	625,000	401,500	700,000						
Water and Sewer Fund	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	5,013,900						
Police Pension	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	3,510,000						
Total Revenue	\$ 37,081,203	\$ 35,341,984	\$ 31,288,900	\$ 46,225,104	\$ 85,113,890	\$ 80,587,292	\$ 77,044,942	\$ 37,643,003	\$ 32,098,571	\$ 43,290,115						

Expenditures	Adopted 2016	FY 2017	Adopted 2017	Adopted 2018	FY 2019	Adopted 2019	FY 2020	Adopted 2020	FY 2021	Adopted 2021	FY 2022	Adopted 2022	FY 2023	Adopted 2023	SY Proposed 2024	Proposed 2024
General	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	31,698,059						
Motor Fuel Tax Fund	130,500	840,100	495,500	984,370	2,492,500	3,719,000	3,395,500	3,756,000	878,000	3,678,000						
Transportation Improvement	1,156,716	1,037,881	229,881	496,381	566,500	760,560	551,000	375,000	307,000	217,000						
NEID TIF	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	81,000						
North Lincoln TIF					1,450,000	32,730,000	27,150,000	694,000	30,460	500						
Debt Service	1,142,428	686,631	689,931	210,381	2,102,500	3,912,234	403,973	402,713	1,945,585	2,443,397						
Private Water Line Assistance	25,000	25,000	25,000	25,000	25,000	25,000	40,000	40,000	40,000	40,000						
Storm Water Management					3,530,000	2,378,734	3,000,000	175,000	3,560,000	100,000						
Water and Sewer Fund	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	10,829,546						
Police Pension	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	3,429,700						
Total Expenditures	\$ 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	\$ 52,517,202						





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 January 1. The Calendar Year 2024 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 4%.
- 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 - distinguished performance, shall receive a merit adjustment of 4.0%
- 3) An employee that receives a score between 3.0 to 3.4 – strongly exceeds standards, shall receive a merit adjustment of 3.0%
- 4) An employee that receives a score between 2.5 to 2.9 – exceeds standards, shall receive a merit adjustment of 2.0%
- 5) An employee that receives a score between 2.0 to 2.4 - meets standards, shall receive a merit adjustment of 1.0%
- 6) 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 – 4.0%. 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 – 4.0% 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 – 4.0% 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	CY 2024 MINIMUM	CY 2024 Mid-Point	CY 2024 MAXIMUM
1		\$50,923.20	\$59,834.76	\$68,746.32
2	Account Clerk Clerk/Receptionist Records Clerk	\$56,015.52	\$65,818.24	\$75,620.95
3	Community Service Officer Code Enforcement Officer Community Development Coordinator Public Works Coordinator Marketing Coordinator Finance Coordinator	\$61,617.07	\$72,400.06	\$83,183.05
4	Executive Secretary	\$66,836.70	\$78,533.12	\$90,229.55
5	Management Analyst Building Inspector I Information Technology Specialist	\$73,520.37	\$86,386.43	\$99,252.50
6	Police Social Worker Building Inspector II Recreation Supervisor	\$80,872.41	\$95,025.34	\$109,178.28
7	Staff Engineer Public Works Foreman Chief Mechanic	\$88,959.65	\$104,527.82	\$120,096.00
8	Building Official Planning and Economic Development Manager Police Sergeant Assistant to the Village Manager Assistant to the Public Works Director Superintendent of Parks and Recreation	\$97,855.29	\$114,980.34	\$132,105.39
9	Public Works Superintendent Assistant Finance Director Police Lieutenant	\$112,455.40	\$134,946.48	\$157,437.56
10	Deputy Chief of Police Finance Director Director of Community Development Director of Parks and Recreation	\$123,700.94	\$148,441.13	\$173,181.32
11	Director of Public Works Fire Chief Police Chief Assistant Village Manager	\$136,071.03	\$163,285.24	\$190,499.45

Effective January 1, 2024

Staffing Schedule

CY 2024 Budget Request

Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY 2021	FY 2022	FY 2023	SY 2023	CY 2024
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 2021	FY 2022	FY 2023	SY 2023	CY 2024
Director	1.00	1.00	1.00	1.00	1.00
Assistant to the Finance Director	-	-	1.00	-	-
Assistant Finance Director	-	-	-	1.00	1.00
Accountant	1.00	1.00	-	-	1.00
Coordinator	1.00	1.00	1.00	-	0.00
Management Analyst	-	-	1.00	1.00	-
Finance Intern	0.50	0.50	0.50	0.50	0.50
Account Clerk	2.00	2.00	1.00	2.00	2.00
Total - Finance Department	5.50	5.50	5.50	5.50	5.50

Community Development Department	FY 2021	FY 2022	FY 2023	SY 2023	CY 2024
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	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	2.00	2.50	2.25
Intern	0.50	0.50	-	0.50	0.50
Combination Building Inspector	0.00	0.00	0.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Total - Community Development Department	5.50	5.50	7.00	9.00	8.75

Police Department	FY 2021	FY 2022	FY 2023	SY 2023	CY 2024
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	4.00	4.00	4.00
Sergeant	4.00	4.00	3.00	3.00	3.00
Patrol Officer	24.00	24.00	24.00	25.00	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	2.00	2.00	2.50	2.50	2.50
Community Service Officer	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	1.00	1.00	1.00
Total - Police Department	39.00	39.00	40.00	41.00	41.00

Staffing Schedule

CY 2024 Budget Request

Full Time Equivalents - Departmental Breakdown

Fire Department	FY 2021	FY 2022	FY 2023	SY 2023	CY 2024
Fire Chief	-	-	1.00	1.00	1.00
Coordinator	-	-	-	-	-
Account Clerk	-	-	-	0.50	0.75
Management Analyst	1.00	1.00	1.00	-	-
Total - Fire Department	1.00	1.00	2.00	1.50	1.75

Public Works Department	FY 2021	FY 2022	FY 2023	SY 2023	CY 2024
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	1.00
Superintendent	1.00	1.00	1.00	1.00	1.00
Staff Engineer	-	-	1.00	1.00	1.00
Management Analyst	-	-	-	1.00	1.00
Coordinator	1.00	1.00	1.00	0.00	0.00

Vehicle Maintenance Division:

Chief Mechanic	1.00	1.00	1.00	1.00	1.00
Laborer	1.50	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	1.50
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	22.75	22.75	23.75	23.75	25.25
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Staffing Schedule

CY 2024 Budget Request

Full Time Equivalents - Departmental Breakdown

Parks And Recreation Department	FY 2021	FY 2022	FY 2023	SY 2023	CY 2024
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	3.00
Youth Program Coordinator	-	-	-	-	-
Community Outreach Coordinator	0.50	0.50	0.50	0.50	1.00
Recreation Coordinator	-	-	-	-	-
Clerk/Receptionist	1.00	1.00	1.00	1.00	1.00
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
* Department hires 250 seasonal positions including 150 pool staff, 80 camp staff, 10 park patrol and 10 office and special event staff members					
Total - Parks and Recreation Department	10.25	10.25	10.25	10.25	11.75
Total - All Departments	89.00	89.00	93.50	96.00	99.00

Summary of Personnel Costs - Across All Funds

CY 2024 Budget Request

Account Number	Fund / Department	CY 2024 Budgeted Personnel Total ⁽¹⁾
101	General Fund Departments	
100	Village President and Board of Trustees	62,977
110	Village Clerk	8,612
200	Village Manager	861,093
210	Finance Department	657,514
240	Community Development Department	1,041,851
250	Information Technology	-
290	Engineering	-
300	Police Department	7,955,951
350	Fire Department	234,356
400	Public Works Department	469,146
410	Vehicle Maintenance Division	249,534
420	Building Maintenance Division	205,407
440	Street Maintenance Division	949,713
	Total General Fund Departments	\$ 12,696,154
205	Parks and Recreation Department	
430	Park Maintenance Division	481,346
500	Parks and Recreation Administration	589,976
504	Special Events	-
508	Permits Division	86,120
530	Day Camp Program	402,493
560	Aquatic Center	522,858
571	Community Center	49,845
	Total Parks and Recreation Department	\$ 2,132,638
660	Water and Sewer Fund	860,998
	Total Water and Sewer Fund	\$ 860,998
	Total - All Funds	\$ 15,689,790

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 Fiscal Year 2024 Budget includes \$117,282 in expenditures.

Major Expenditure Highlights

- The Village President and Board of Trustees Calendar Year 2024 budget includes \$63,000 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.
- The Budget includes \$3,000 for recognition of members of the community and honorary gifts.

**President and Village Board
CY 2024 Budget Request**

Account Number	Description	FY 2022	FY 2023	FY 2022	FY 2023	SY 2023	SY 2023	SY 2023	CY 2024
		Adopted	Actual	Adopted	Unaudited	Adopted	As of 7/28/23	Projected	Budget
101-100-511-5010	Salary - elected/appointed	42,000	38,699	42,000	38,000	25,333	9,885	25,333	38,000
101-100-511-5025	Wages - full time hourly	16,928	17,170	16,928	17,674	11,967	4,913	12,000	17,692
101-100-511-5056	HSA Savings Account	2,160	-	-	-	-	-	-	-
101-100-511-5110	Employer FICA	3,654	3,388	3,700	3,404	2,300	905	2,300	3,486
101-100-511-5120	Employer Medicare	854	792	900	797	540	212	540	815
101-100-511-5130	Employer IMRF	3,347	3,055	3,400	2,072	1,135	413	1,135	784
101-100-511-5150	Insurance - group life & AD&D	51	-	-	-	-	-	-	273
101-100-511-5160	Insurance - group medical	20,795	3,443	4,000	2,832	1,211	454	1,211	1,816
101-100-511-5170	Insurance - group dental	124	220	400	114	73	28	73	110
101-100-511-5180	Insurance - workers compensation	508	-	521	-	354	-	-	-
	Personnel Total:	90,421	66,767	71,849	64,893	42,913	16,810	42,592	62,977
101-100-511-5270	Purchased program services	2,800	180	4,300	1,860	290	1,200	3,500	3,500
101-100-511-5320	Consulting	-	-	-	-	-	-	-	-
101-100-511-5399	Other professional services	10,500	507	5,000	1,750	3,000	-	3,000	3,000
	Services Total:	13,300	687	9,300	3,610	3,290	1,200	6,500	6,500
101-100-511-5540	Intergovernmental fees & dues	10,000	9,188	10,150	9,197	10,125	6,866	10,125	10,125
101-100-511-5560	Printing & copying services	1,000	550	1,000	120	680	-	500	680
101-100-511-5565	Village Newsletter	16,000	13,838	16,000	16,183	11,200	2,881	12,000	24,000
101-100-511-5599	Other contractual	1,000	-	1,000	-	700	-	700	700
101-100-511-5620	Books & publications	50	200	50	210	50	-	50	50
101-100-511-5700	Office supplies	500	981	1,000	299	700	34	700	1,700
101-100-511-5799	Other materials & supplies	3,000	6,649	3,000	3,014	2,750	698	1,900	3,050
101-100-511-5810	Conference & meeting registration	600	115	-	425	500	175	500	500
101-100-511-5820	Local mileage, parking & tolls	400	147	-	-	-	-	-	-
101-100-511-5830	Lodging	800	-	-	-	-	-	-	-
101-100-511-5840	Meals	2,500	6,843	8,000	11,310	5,500	1,179	5,000	8,000
101-100-511-5850	Purchased Transportation	200	-	-	-	-	-	-	-
	Commodities Total:	36,050	38,512	40,200	40,758	32,205	11,833	31,475	48,805
	Village President & Board Total:	\$ 139,771	\$ 105,966	\$ 121,349	\$ 109,261	\$ 78,408	\$ 29,843	\$ 80,567	118,282

President and Village Board CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-100-511-5270	Purchased Program Services	3,500	
		1,800	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	3,000	
		3,000	Various Consulting
101-100-511-5540	Intergovernmental Fees and Dues	10,125	
		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	680	
		540	Forms, Business Cards, Letterhead, etc.
		140	Professional Printing/Copying Expenses
101-100-511-5565	Village Newsletter	24,000	
		13,500	Printing Costs
		10,500	Postage
101-100-511-5599	Other Contractual	700	
		700	Cost Sharing, Financial Participation, etc. (i.e. Northwest Municipal Conference)
101-100-511-5620	Books and Publications	50	
		50	Books and Publications
101-100-511-5700	Office Supplies	1,700	
		700	Miscellaneous Office Supplies
		1,000	Clothing for Elected Officials
101-100-511-5799	Other Materials and Supplies	3,050	
		2,000	Plaques, Commendations, Flowers, Photos, Decorations
		250	Flags for Memorial Day

Account Number	Account Name	Amount	Comments
		800	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>8,000</u> 1,000 7,000	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 Calendar Year 2024 Budget includes \$19,212 in expenditures.

Major Expenditure Highlights

- The Village Clerk Calendar Year 2024 budget includes \$10,000 for the codification services that the Village uses for maintaining of the Village Code.

Village Clerk

CY 2024 Budget Request

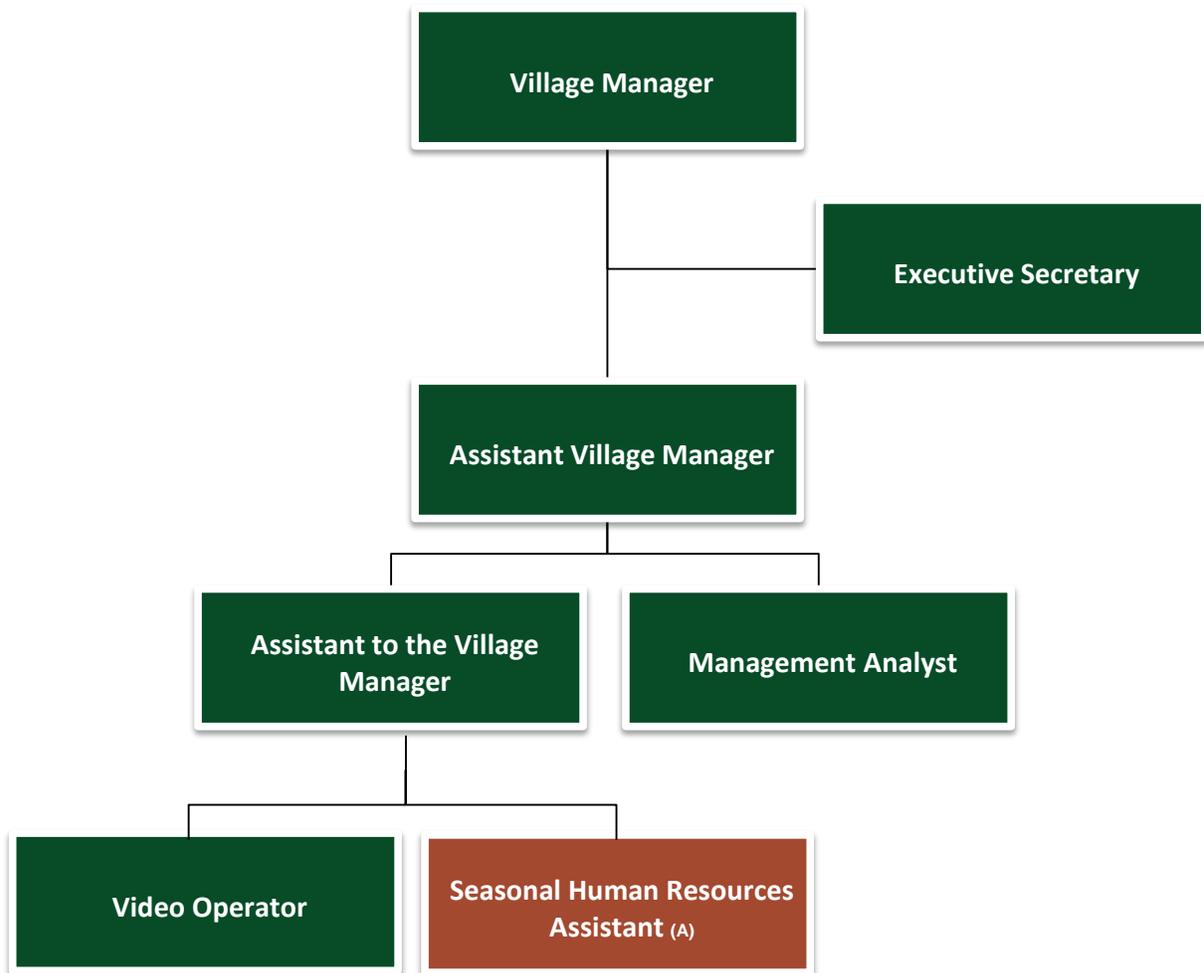
Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Budget	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-110-511-5010	Salary - elected/appointed	8,000	8,000	8,000	8,000	5,333	2,154	5,333	8,000
101-110-511-5110	Employer FICA	496	496	500	496	335	134	335	496
101-110-511-5120	Employer Medicare	116	116	116	116	80	31	80	116
101-110-511-5180	Insurance - workers compensation	240	-	250	-	173	-	-	-
	Personnel Total:	8,852	8,612	8,866	8,612	5,921	2,319	5,748	8,612
101-110-511-5550	Ordinance codification	11,603	12,443	10,000	8,919	6,700	1,614	4,000	10,000
101-110-511-5570	Professional associations	100	-	100	-	100	-	100	100
101-110-511-5590	Training	120	120	-	-	-	-	-	-
	Services Total:	11,823	12,563	10,100	8,919	6,800	1,614	4,100	10,100
101-110-511-5810	Conference & Meeting Registration	300	-	300	-	300	-	300	300
101-110-511-5820	Local mileage, parking & tolls	100	-	100	-	100	-	100	100
101-110-511-5840	Meals	100	-	100	-	100	-	100	100
	Commodities Total:	500	-	500	-	500	-	500	500
	Village Clerk Total:	\$ 21,175	\$ 21,175	\$ 19,466	\$ 17,531	\$ 13,221	\$ 3,933	\$ 10,348	19,212

Village Clerk CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-110-511-5550	Ordinance Codification	<u>10,000</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

Calendar Year 2024 Organizational Chart



(A) The Calendar Year 2024 Budget includes the addition of one seasonal Human Resources Assistant position. The position helps to support the hiring of Parks and Recreation Department seasonal staff.

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 Calendar Year 2024 Budget includes \$1,017,348 in expenditures.

Major Expenditure Highlights

- The Calendar Year 2024 budget includes \$25,600 in services related to pre-employment and hiring of new staff members that supports all Departments.
- Included in the Village Manager's Budget is \$15,900 in training programs for staff, including the Village Board's Service First initiative.
- Also included is \$48,000 for Lobbying Services
- \$24,000 for Community Survey in line with the Village's Strategic Plan to gauge the residents' feedback on a variety of services.
- Inclusion of \$2,200 for succession training for staff members to participate in within the Village Manager's Office.
- Utilization of \$20,000 of funds for the purpose of diversity, equity, and inclusion training for all staff members.

Village Manager's Office



Proposed Goals

Goal: The Village Manager's Office will oversee the adding a cloud-based backup function to ensure that if disaster were to strike the Village there would be mechanisms available to ensure that data is recovered and saved. This project will also help with the Village's long-term plan to move servers to a cloud-based system which will allow for employees to access files remotely to improve functionality and the ability to work remotely.

Goal: In FY 2022, the Village developed a two-year training program that emphasized the Village Board's Service First initiative. During FY 2024, the Village Manager's Office will continue to provide monthly training while leveraging the Village's customer service team to identify and recognize employees who go above and beyond. The training plan will also incorporate risk management training on a quarterly basis. The Service First model will also be folded into new hire processes and onboarding.

Goal: The Village Manager's Office will coordinate and implement the community survey. The community survey will then be used to help guide policy direction for the formulation of the Fiscal Year 2025 Budget in alignment with the Village's Strategic Plan.

Goal: The Village Manager's Office will oversee the information technology components of a vulnerability assessment, disaster recovery planning, and security assessment. The purpose of these projects will be to identify areas of vulnerability and improvement for the Village to ensure that if a crisis or emergency were to occur the Village could ensure that operations continue and that the technology-based assets can continue to function.

Goal: The Village Manager's Office will continue to coordinate the lobbying process on behalf of the Village. This includes identifying and prioritizing projects for consideration to be funded through lobbying and / or grant efforts. As part of this process the Village Manager's Office will maintain consistent communication with the Village's lobbyist to address the needs and concerns of the Village.

Goal: The Village Manager's Office will implement new training opportunities during the Fiscal Year, which include the first Village-wide Diversity, Equity, and Inclusion (DEI) program for all employees to ensure a positive and welcoming environment for the Village and succession planning through Charmm'd to target supervisors and potential leaders within the organization to have the skillsets to take the next steps in their career.

Key Performance Measures/Service Indicators	Actual FY 2022	Actual FY 2023	Projected SY 2023	Target CY 2024
Social media weekly posting frequency	3	4	5	6
Total meetings broadcast	71	79	55	80
Full-Time Positions Hired	20	16	14	6
Full-Time Position Replacement	22%	17%	15%	6%
IT Requests in PublicStuff	351	286	170	350
IT Requests Completed on Time	90%	85%	85%	95%
Total Cases Adjudicated	611	922	400	670

Village Manager's Office
CY 2024 Budget Request

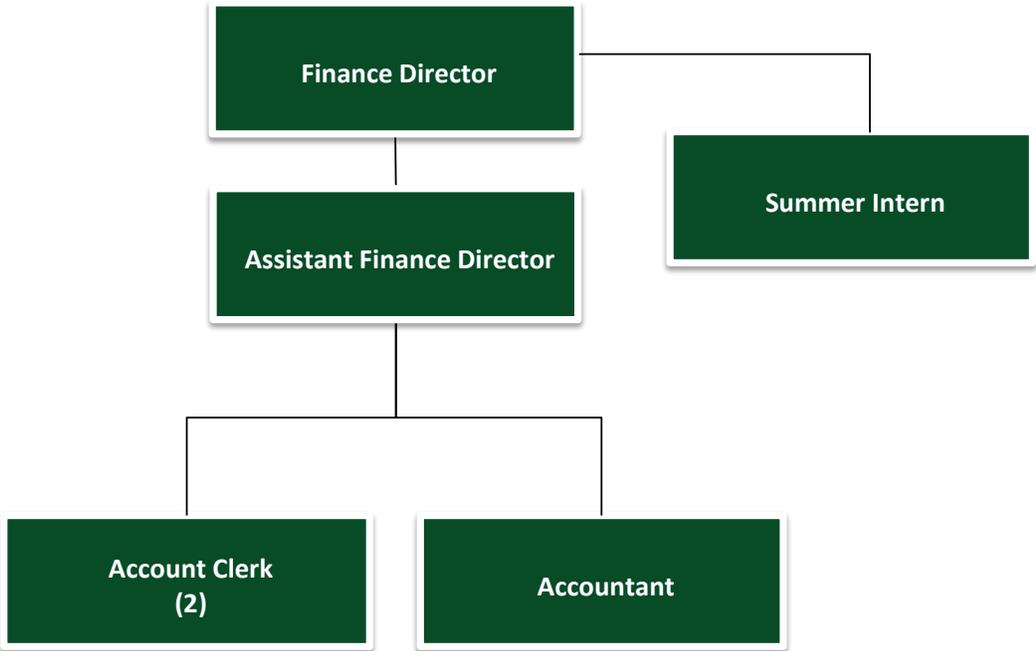
Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-200-511-5020	Wages - full time salaried	464,740	461,815	527,345	535,764	372,200	150,627	372,200	570,878
101-200-511-5025	Wages - full time hourly	67,710	68,680	83,800	70,693	45,806	19,652	45,806	70,770
101-200-511-5030	Wages - part time hourly	2,500	4,712	4,800	4,595	3,379	1,250	3,379	5,550
101-200-511-5055	Deferred compensation	12,067	13,261	15,762	14,288	10,513	3,679	10,513	16,148
101-200-511-5060	Educational stipend	4,647	4,497	4,550	5,123	4,505	1,517	4,505	4,273
101-200-511-5061	Opt Out Insurance	2,400	2,000	2,400	-	-	-	-	-
101-200-511-5062	Phone Stipend	720	585	570	555	520	180	520	360
101-200-511-5063	Auto Allowance	9,000	9,000	9,000	-	6,000	-	6,000	9,000
101-200-511-5110	Employer FICA	30,684	29,530	38,120	32,429	15,890	10,730	15,890	41,022
101-200-511-5120	Employer Medicare	7,999	7,976	9,400	8,943	3,720	2,492	3,720	9,594
101-200-511-5130	Employer IMRF	50,339	42,884	54,500	32,713	11,540	6,724	11,540	28,451
101-200-511-5150	Insurance - group life & AD&D	1,647	1,379	1,520	1,448	1,045	657	1,045	9,925
101-200-511-5160	Insurance - group medical	61,315	69,221	63,685	131,881	60,195	22,572	60,195	90,289
101-200-511-5170	Insurance - group dental	4,676	3,831	4,175	4,943	3,220	1,208	3,220	4,832
101-200-511-5180	Insurance - workers compensation	16,595	-	17,010	-	11,516	-	-	-
	Personnel Total:	737,039	719,370	836,637	843,375	550,049	221,288	538,533	861,093
101-200-511-5320	Consulting	45,000	24,241	63,000	74,386	34,000	8,000	34,000	51,000
101-200-511-5340	Engineering	-	-	-	43	-	2	2	-
101-200-511-5399	Other professional services	17,000	6,148	17,000	15,058	-	1,075	19,228	17,000
	Services Total:	62,000	30,389	80,000	89,487	34,000	9,077	53,230	68,000
101-200-511-5510	Advertising	5,500	1,986	5,500	2,388	6,400	3,856	6,293	5,500
101-200-511-5560	Printing & copying services	1,500	218	1,500	-	1,000	-	1,000	1,500
101-200-511-5570	Professional associations	5,320	4,010	5,370	5,318	5,420	728	4,500	5,880
101-200-511-5590	Training	7,000	25	14,500	549	14,500	-	14,500	15,900
101-200-511-5599	Other contractual	14,975	35,318	19,375	19,224	29,100	4,228	11,837	31,975
101-200-511-5620	Books & publications	2,340	1,725	2,340	2,174	2,340	40	2,340	2,340
101-200-511-5670	Fuel	-	94	-	-	-	252	546	-
101-200-511-5700	Office supplies	3,000	3,145	3,000	2,243	2,000	26	1,000	3,000
101-200-511-5799	Other materials & supplies	7,500	2,039	8,000	6,485	7,800	1,978	5,436	10,000
101-200-511-5810	Conference & meeting registration	3,530	735	3,530	3,918	5,200	460	5,200	4,170
101-200-511-5820	Local mileage, parking & tolls	3,500	245	3,500	9,311	300	2,250	9,311	500
101-200-511-5830	Lodging	4,280	460	4,280	2,673	3,500	-	3,500	4,880
101-200-511-5840	Meals	2,000	1,108	2,000	1,183	1,600	65	1,600	2,060
101-200-511-5850	Purchased transportation	550	-	550	-	550	-	-	1,050
	Commodities Total:	60,995	51,109	73,445	55,466	79,710	13,883	67,063	88,755
Village Manager's Office Total:		\$ 860,034	\$ 800,868	\$ 990,082	\$ 988,328	\$ 663,759	244,248	658,826	\$ 1,017,848

Village Manager's Office
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-200-511-5320	Consulting	75,000	
		3,000	Misc. Consulting
		48,000	Lobbyist
		24,000	Community Survey
101-200-511-5399	Other Professional Services	17,000	
		17,000	Restaurant Inspections (Two per establishment per year)
101-200-511-5510	Advertising	5,500	
			Magnets
		5,500	Legal Notices, Bid Openings, Employment Advertisements, LTC Ads
101-200-511-5560	Printing, Copying, Scanning Services	1,500	
		1,500	Letterhead, Business Cards, and Copy Services
101-200-511-5570	Professional Associations	5,880	
		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)
		570	Notary Association (3)
		250	International Council of Shopping Centers (ICSC, 2)
101-200-511-5590	Training	38,100	
		6,000	Employee Training Program
		1,000	Leadership Training
		7,500	Service First Training
		800	PHR Certification
		2,200	Charmm'd Training
		600	NPELRA Training
		20,000	DEI Training
101-200-511-5599	Other Contractual	39,975	
			Village-wide Pre-employment Drug Screen and Physical Exams for Full-Time and IMRF Part-Time Positions (Assumes 15 PT/FT employees and 100 Lifeguard Physicals in line with IRMA guidance)
		12,000	
		3,500	Village-wide Background Checks
		4,000	Village-wide Psychological Assessments
		14,100	Recruitment
		3,000	Commercial Drivers License Substance Testing- PW Employees
		2,750	Family Medical Leave Tracking
		250	First Aid Cabinet Maintenance - Village Hall
		75	American Express Annual Membership
		300	Public Salary Annual Membership
101-200-511-5620	Books and Publications	2,340	
		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	3,000	
		3,000	Various Expendable Supplies (Toner, Letterhead)
101-200-511-5799	Other Materials and Supplies	12,000	
		5,000	Employee Recognition Dinner and Gifts
		2,500	Employee Appreciation Event
		500	Clothing for Staff
		2,000	LEAPS Employee Appreciation Gifts
		2,000	Support for Multicultural Commission Programming
101-200-511-5810	Conference and Meeting Registration	4,990	
		600	Illinois City/County Management Association (ILCMA) - Summer Conference (2) International City/County Management Association (ICMA) - Annual Conference
		1,640	Pittsburgh Pennsylvania (2)
		850	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (2)
		550	International Council of Shopping Centers (ICSC-2)
		600	IPELRA - Employment Law Seminar (3)
		450	ILCMA - Winter Conference (2)
			Illinois Association of Municipal Management Assistants (IAMMA) - Annual Conference (2)
		150	

Account Number	Account Name	Amount	Comments
		150	ILCMA - Financial Forecast
101-200-511-5820	Local Mileage, Parking and Tolls	<u>500</u>	
		500	Mileage Reimbursement - Other Administration Staff
101-200-511-5830	Lodging	<u>6,680</u>	
		900	Illinois City/County Management Association (ILCMA) - Summer Conference (2)
		780	ILCMA - Winter Conference (2)
		1,200	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (2)
			International City/County Management Association (ICMA) - Annual Conference (2)
		3,600	
		200	Northwest Municipal Conference (NWMC) Legislative Drive Down (1)
101-200-511-5840	Meals	<u>2,260</u>	
		1,300	Business Meetings, Luncheons
			International City/County Management Association (ICMA) - Annual Conference (2)
		400	
		120	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (2)
		200	Northwest Municipal Conference (NWMC) - Meetings
		240	Intergovernmental Luncheons
101-200-511-5850	Purchased Transportation	<u>1,050</u>	
		1,000	ICMA - Annual Conference (2)
		50	International Council of Shopping Centers (ICSC)

Finance Department
Calendar Year 2024 Organizational Chart



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 Calendar Year 2024 Budget includes \$946,353 in expenditures.

Major Expenditure Highlights

- The Finance Department Calendar Year 2024 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 Calendar Year 2024, \$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



Proposed Goals

Goal: Staff will issue an RFP for banking services to Village banks to consolidate bank accounts and create efficiencies and reduce costs.

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 FY 2024. 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: 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: As part of the Village’s Strategic Plan, staff will develop a Financial Forecast Plan using a third party. This will include the development of the Village’s comprehensive 10-year Capital Improvement Program (CIP) and corresponding long-term debt financing plan. The forecast will set the stage for upcoming budget processes and will be utilized as a tool to establish priorities and allocate resources appropriately.

Key Performance Measures/Service Indicators	Actual FY 2022	Actual FY 2023	Projected SY 2023	Target CY 2024
Food and Beverage Tax payments processed	525	512	352	525
Packaged Liquor Tax payments processed	66	79	47	80
Vehicle Stickers issued	6898	6900	6800	7000
Pet License Issued	89	89	260	275
Accounts Payable checks issued	3,392	3,092	2,000	3,200

**Finance Department
CY 2024 Budget Request**

Account Number	Description	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023	SY 2023	SY 2023	CY 2024
		Adopted	Actual	Adopted	Unaudited	Budget	As of 7/28/23	Projected	Budget
101-210-511-5020	Wages - full time salaried	230,750	217,188	240,500	303,392	239,135	94,172	229,091	347,106
101-210-511-5025	Wages - full time hourly	168,100	155,408	182,702	145,845	92,327	17,286	44,503	131,840
101-210-511-5035	Wages - seasonal hourly	4,500	10,338	8,000	6,090	8,000	-	-	19,800
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	3,040	2,974	3,140	3,341	3,614	686	1,501	4,216
101-210-511-5061	Opt Out Insurance	-	-	-	3,100	3,200	1,000	-	-
101-210-511-5062	Phone Stipend	720	75	-	135	260	60	-	-
101-210-511-5110	Employer FICA	25,224	22,081	25,600	27,038	21,628	6,881	16,819	31,184
101-210-511-5120	Employer Medicare	5,899	5,164	5,500	6,362	5,058	1,609	3,931	7,293
101-210-511-5130	Employer IMRF	36,854	27,581	35,000	24,656	15,698	4,518	11,067	20,776
101-210-511-5150	Insurance - group life & AD&D	1,181	1,032	1,200	1,452	800	549	1,083	7,247
101-210-511-5160	Insurance - group medical	86,625	59,121	62,268	73,751	42,280	17,472	18,000	27,169
101-210-511-5170	Insurance - group dental	6,580	3,488	4,200	3,032	2,475	625	1,754	2,683
101-210-511-5180	Insurance - workers compensation	11,214	-	11,494	-	7,819	-	-	-
101-210-511-5195	Employee Benefit Expenses	68,200	51,248	58,200	31,833	58,200	717	1,000	58,200
	Personnel Total:	650,057	555,698	638,974	630,027	500,495	145,575	328,747	657,514
101-210-511-5260	Liability insurance	140,000	414,197	140,000	57,436	140,000	25,048	30,000	140,000
101-210-511-5310	Audit	29,600	31,400	34,800	25,950	34,240	-	34,240	36,004
101-210-511-5320	Consulting	2,000	5,038	-	-	-	-	-	13,500
101-210-511-5399	Other professional services	4,500	4,500	1,300	28,998	1,300	41,810	110,000	2,900
	Services Total:	176,100	455,135	176,100	112,384	175,540	66,858	174,240	192,404
101-210-511-5440	R&M - office equipment	25,000	9,110	15,000	15,398	10,000	4,633	8,356	10,000
101-210-511-5510	Advertising	850	526	850	1,051	850	-	1,497	850
101-210-511-5560	Printing & copying services	6,300	1,016	1,500	62	1,500	-	-	1,500
101-210-511-5570	Professional associations	1,300	2,490	2,395	2,645	2,820	-	-	2,435
101-210-511-5580	Telephone	19,000	31,636	25,000	31,578	25,000	4,573	16,762	25,000
101-210-511-5590	Training	1,200	510	5,100	2,454	7,600	-	1,000	7,000
101-210-511-5700	Office supplies	21,000	15,864	21,500	21,079	17,500	3,419	7,200	17,500
101-210-511-5720	Postage	15,200	9,400	12,000	11,585	14,800	1,819	8,675	14,800
101-210-511-5725	Bank & Credit Card Fees	18,000	5,022	18,000	2,868	15,000	90	1,000	10,000
101-210-511-5730	Program supplies	5,100	4,313	4,200	5,891	4,200	23	200	4,200
101-210-511-5731	Covid 19 Expenses	30,000	7,190	20,000	-	1,000	-	-	-
101-210-511-5810	Conference & meeting registration	400	158	1,700	1,826	1,460	-	800	1,250
101-210-511-5820	Local mileage, parking & tolls	500	325	500	618	500	-	200	500
101-210-511-5830	Lodging	-	302	-	-	1,760	-	1,760	2,000
101-210-511-5840	Meals	700	310	700	208	700	-	700	500
101-210-511-5850	Purchased transportation	300	-	450	415	500	-	500	500
	Commodities Total:	144,850	88,170	128,895	97,678	105,190	14,557	48,650	98,035
Finance Department Total:		\$ 971,007	\$ 1,099,002	\$ 943,969	\$ 840,089	\$ 781,225	226,990	551,637	947,953

Finance Department
CY 2024 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	36,004	
		25,954	Audit FY 2023 (split between General and Water)
		4,040	Single Audit
		810	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	13,500	
		13,500	Financial Consulting Services for strategic plan (PMA)
101-210-511-5399	Other Professional Services	2,900	
		2,900	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	2,435	
		490	GFOA - Director, Assistant to Director, Accountant
		400	IGFOA - Director, Assistant to Director, Accountant
		400	ILCMA Membership - Director & Asst to Director
		90	IMTA Annual Treasurer's Membership - Director
		-	Notary - Finance Account Clerk
		-	Payroll Association - Assistant to Director
		1,055	GFOA Awards - Budget, Financial Report, PAFR
101-210-511-5580	Telephone	25,000	
		25,000	Village Wide Cellular Verizon
101-210-511-5590	Training	7,000	
		2,500	GFOA Staff Training
		2,500	IGFOA Staff Training
		1,500	ILCMA Training
		-	CPFO
		500	IPELRA
101-210-511-5700	Office Supplies	17,500	
		10,000	Village Wide Office Supplies
		7,000	Village Wide Copier Supplies
		500	Clothing for Staff

Account Number	Account Name	Amount	Comments
101-210-511-5720	Postage	<u>14,800</u>	
		12,000	Village Wide Postage
		2,800	Postage Machine Lease (75% allocated to GF)
101-210-511-5725	Bank and Credit Card Fees	<u>10,000</u>	
		10,000	Online and Over the Counter Fees
101-210-511-5730	Program Supplies	<u>4,200</u>	
		4,200	Vending Machine, Vehicle License Stickers
101-210-511-5731	Covid 19 Expenses	<u>-</u>	
		-	COVID-19 supplies, if needed
101-210-511-5810	Conference/meeting registration	<u>1,250</u>	
		750	IGFOA Conference (Peoria) - Registration (Director & Asst)
		500	GFOA Conference (Orlando) - Registration (Director)
		-	ILCMA Conference (Management Analyst)
101-210-511-5820	Local Mileage, parking and tolls	<u>500</u>	
		500	Miscellaneous travel
101-210-511-5830	Lodging	<u>2,000</u>	
		500	IGFOA Conference
		1,500	GFOA Conference
		-	ILCMA Conference
101-210-511-5840	Meals	<u>500</u>	
		500	Training
101-210511-5850	Purchased Transportation	<u>500</u>	
		500	GFOA Conference

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 Calendar Year 2024 Budget includes \$419,948 in expenditures.

Legal Division

CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-230-511-5350	Legal - retainer	178,547	178,260	187,474	187,101	126,640	33,102	128,000	199,458
101-230-511-5360	Legal - litigation	31,000	16,854	31,000	276	20,700	6,513	15,000	32,550
101-230-511-5370	Legal - review	100,000	215,754	100,000	75,438	68,000	25,882	70,000	100,000
101-230-511-5399	Other professional services	112,800	62,127	85,300	97,665	61,500	8,684	68,800	87,940
	Services Total:	422,347	472,995	403,774	360,480	276,840	74,181	281,800	419,948
	Legal Department Total:	\$ 422,347	\$ 472,995	\$ 403,774	\$ 360,480	\$ 276,840	\$ 74,181	\$ 281,800	\$ 419,948

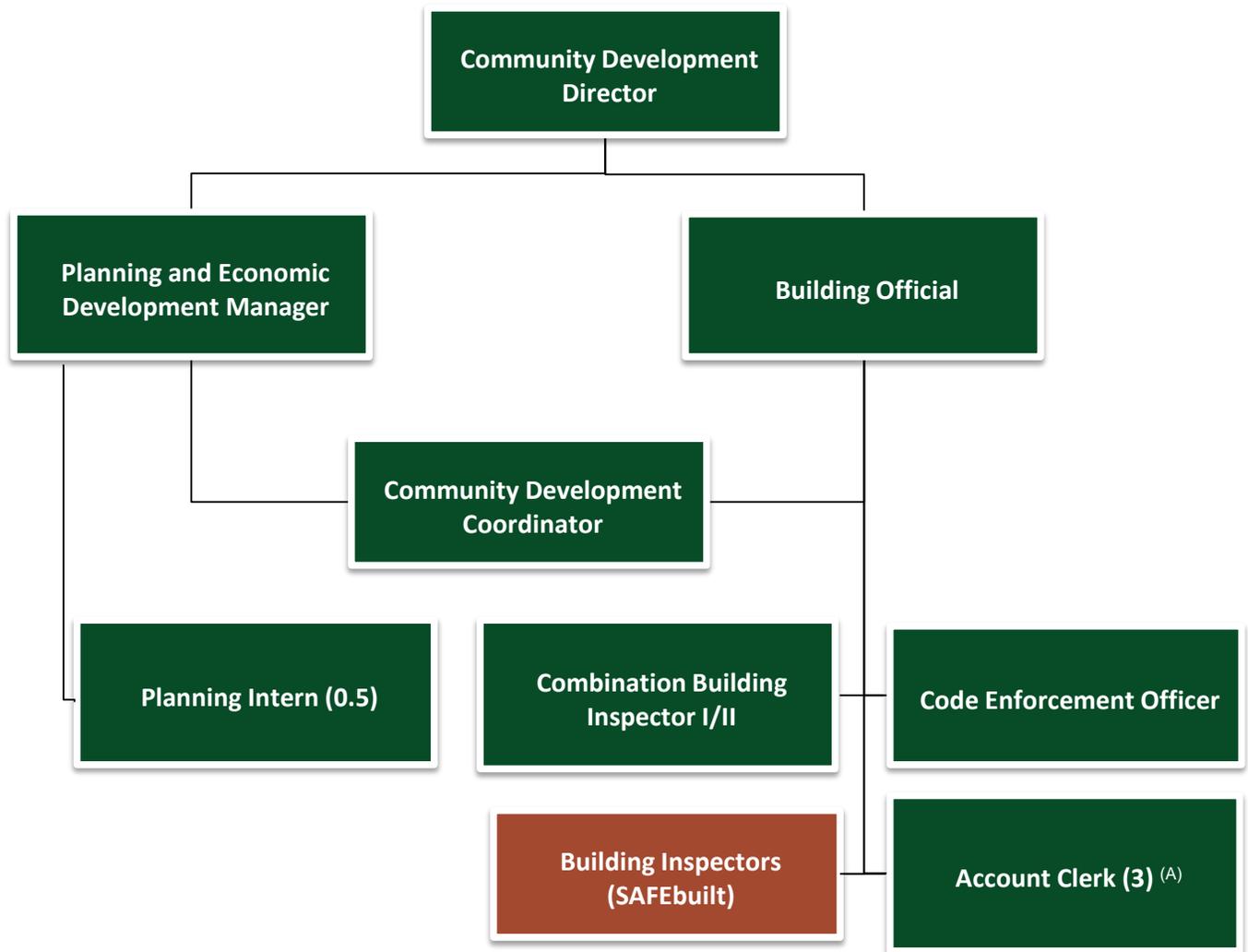
Legal Division

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-230-511-5350	Legal - Retainer	<u>199,458</u>	
		199,458	Retainer - Elrod Friedman
101-230-511-5360	Legal - Litigation	<u>32,550</u>	
		32,550	Litigation - Elrod Friedman
101-230-511-5370	Legal - Review	<u>100,000</u>	
		50,000	Non-Reimbursable Legal Projects - Elrod Friedman
		50,000	Private Development Review (Reimbursable) - Elrod Friedman
101-230-511-5399	Other Professional Services	<u>87,940</u>	
		39,690	Prosecution - Code Enforcement, Public Right of Way Regulation, Property Maintenance Issues, Lien Processing - Robbins, Salomon and Patt
		15,750	Administrative Hearing Officer - David Eterno
		25,000	Labor Negotiations, Personnel Matters - Clark Baird Smith
		7,500	Anti-Harassment Training

Community Development Department

Calendar Year 2024 Organizational Chart



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

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 Calendar Year 2024 Budget includes \$1,410,386 in expenditures.

Major Expenditure Highlights

- The Village contracts for inspection and planning services for our Community Development Department. The cost of \$39,000 is included in the Calendar Year 2024 budget for these services.
- 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 Calendar Year 2024 Budget includes \$210,000 for this assistance.
- The budget reduces the amount of time within the Community Development Department for the shared Account Clerk with the Fire Department to two hours per day.
- 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.
- A proposed update the Village's Comprehensive Plan, adopted in 2016, is in the budget for \$160,000. A Request for Proposals would be issued to select a land use consulting firm to complete the Comprehensive Plan Update.

Community Development Department



Proposed Goals

Goal: The Community Development Department will continue to promote full utilization of the new land management software (LAMA). This includes encouraging internal and external users to apply for and receive permits entirely online and to continue to develop Standard Operating Procedures (SOPs) for staff.

Goal: Staff will continue to work with the contract purchaser of the Lincolnwood Town Center property to find highest and best use for the re-development of the site.

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: Staff will work to finalize the remainder of occupancies of restaurants and retailers within District 1860 by expeditiously completing plan reviews, inspections, and phased occupancy for each of the tenant spaces. Inspections related to hotel construction are also expected to occur during this calendar year.

Goal: Staff will issue a Request for Proposals to contract with a land use consulting firm for the completion of the Comprehensive Plan, which was last updated in 2016.

Key Performance Measures/Service Indicators	Actual FY 2022	Actual FY 2023	Projected SY 2023	Target CY 2024
Building Permits Issued	734	907	752	840
Building Permit Valuation	\$120,547,662	\$35,617,774	\$22,090,856	\$30,000,000
# of inspections	1,783	2,338	1,766	2,000
Total Code Enforcement Cases	602	627	418	650

Community Development Department
CY 2024 Budget Request

Account Number	Description	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023	SY 2023	SY 2023	CY 2024
		Adopted	Actual	Adopted	Unaudited	Budget	As of 7/28/23	Projected	Budget
101-240-517-5020	Wages - full time salaried	278,884	278,884	470,612	382,553	338,220	126,392	338,220	513,113
101-240-517-5025	Wages - full time Hourly	163,100	157,751	172,974	246,629	218,451	66,654	218,451	283,941
101-240-517-5030	Wages- Part time hourly	18,000	9,315	-	480	14,527	-	14,527	75,726
101-240-517-5035	Wages - seasonal hourly	-	-	15,000	-	-	-	-	-
101-240-517-5040	Wages - Overtime 1.5x	-	-	-	-	-	-	-	-
101-240-517-5060	Educational stipend	3,365	3,365	3,248	5,481	5,630	1,690	5,630	10,356
101-240-517-5061	Opt out insurance	7,200	5,900	7,200	7,200	5,000	1,800	5,000	8,700
101-240-517-5062	Cell Phone Stipend	720	720	720	720	520	180	520	720
101-240-517-5110	Employer FICA	28,438	25,838	40,200	39,001	36,786	11,941	36,786	49,446
101-240-517-5120	Employer Medicare	6,627	6,043	9,200	9,121	8,056	2,793	8,056	11,564
101-240-517-5130	Employer IMRF	41,866	32,306	43,550	35,177	25,941	7,745	25,941	33,442
101-240-517-5150	Insurance - group life & AD&D	1,472	1,472	1,320	2,179	1,350	523	1,350	11,666
101-240-517-5160	Insurance - group medical	37,431	24,578	8,910	57,986	35,000	9,594	35,000	41,403
101-240-517-5170	Insurance - group dental	2,416	1,102	615	1,568	1,550	648	1,550	1,774
101-240-517-5180	Insurance - workers compensation	13,711	-	14,054	-	9,561	-	9,561	-
	Personnel Total:	603,230	547,273	787,603	788,095	700,592	229,960	700,592	1,041,851
101-240-517-5330	Consulting (1860 project)	115,000	-	146,710	21,840	68,476	-	24,000	-
101-240-517-5399	Other professional services	262,160	251,705	156,836	213,883	80,027	22,638	95,500	94,000
	Services Total:	377,160	251,705	303,546	235,723	148,503	22,638	119,500	94,000
101-240-517-5480	R&M - vehicles	534	534	200	-	140	-	140	35,000
101-240-517-5510	Advertising	2,635	2,635	500	1,937	350	40	950	500
101-240-517-5560	Printing & copying services	596	596	500	-	350	-	200	500
101-240-517-5570	Professional associations	2,150	1,628	2,150	1,809	1,595	-	2,200	3,005
101-240-517-5580	Telephone	-	-	-	86	-	-	-	-
101-240-517-5590	Training	500	144	1,000	766	3,900	-	2,000	4,300
101-240-517-5599	Other contractual services	-	-	-	-	-	-	-	10,000
101-240-517-5620	Books & publications	1,000	185	1,000	-	700	-	1,500	700
101-240-517-5670	Fuel	641	641	600	522	420	254	630	1,200
101-240-517-5700	Office supplies	2,000	1,526	2,000	2,995	1,400	946	1,900	2,000
101-240-517-5720	Postage	-	-	-	82	-	-	-	-
101-240-511-5725	Credit Card Fees	-	-	-	-	-	-	-	12,000
101-240-517-5799	Other materials & supplies	2,000	117	2,500	929	1,960	-	1,000	3,200
101-240-517-5810	Conference & meeting registration	2,800	1,670	3,300	2,963	2,500	131	2,500	3,000
101-240-517-5820	Local mileage, parking & tolls	100	47	100	65	70	-	70	70
101-240-517-5830	Lodging	3,000	-	3,000	-	-	-	-	2,400
101-240-517-5840	Meals	175	30	175	40	175	-	150	560
101-240-517-5850	Purchased transportation	500	-	500	-	-	-	-	1,100
	Commodities Total:	18,631	9,753	17,525	12,194	13,560	1,371	13,240	79,535
101-240-517-5911	Sales Tax Sharing Agreements	348,807	539,097	300,000	467,636	210,000	-	210,000	-
101-240-517-5912	Business Improvement Grant (PEP/GIFT)	-	-	35,000	-	35,000	-	35,000	35,000
	Economic Initiatives Total:	348,807	539,097	335,000	467,636	245,000	-	245,000	35,000
	Community Development Department Total:	\$ 1,347,829	\$ 1,347,829	\$ 1,443,674	\$ 1,503,648	\$ 1,107,655	\$ 253,969	\$ 1,078,332	\$ 1,250,386

Community Development Department CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-240-517-5330	Consulting (1860 Project)	-	
101-240-517-5399	Other Professional Services	94,000	
		39,000	Building Permit Plan Review and Inspections (SafeBuilt)
		7,000	Large Format Scanning
		8,000	Elevator Inspections
		15,000	Fire Plan Review (SafeBuilt)
		25,000	Restaurant Inspections (# based on establishment risk factor)
101-240-517-5480	R&M - Vehicles	35,000	
		35,000	New Inspection Vehicle
101-240-517-5510	Advertising	500	
		500	Legal notices for Public Hearings
101-240-517-5560	Printing and Copying Services	500	
		500	Marketing materials
101-240-517-5570	Professional Associations	3,005	
		1,800	American Planning Association/American Institute of Certified Planners (2)
		200	International Council of Shopping Centers (ICSC) (2)
		350	IL TIF Association Membership Fee
		145	ICC Government unit Membership
		135	ICC Individual Membership
		65	NWBOCA - 3 members
		100	SBOC
		90	IPIA - Plumbing Inspectors Association
		120	Electrical Inspector Association
101-240-517-5590	Training	4,300	
		2,500	Employee training (Code Enforcement, Building Official, Director, P&ED Manager)
		1,800	Certification
101-240-517-5599	Other contractual services	10,000	Chicago's North Shore Covention and Visitors Bureau - Annual Membership
101-240-517-5620	Books & Publications	1,200	
		500	Code Books and Training Materials
		700	Miscellaneous Publications
101-240-517-5670	Fuel	1,200	
		1,200	Fuel for Department Vehicles
101-240-517-5700	Office Supplies	2,000	
		2,000	Miscellaneous Supplies
101-240-517-5799	Other Materials & Supplies	3,200	
		2,500	Miscellaneous Supplies, including meeting materials
		700	Uniforms (Village Branded Clothing)
101-240-517-5810	Conference and Meeting Registration	3,000	

Community Development Department

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
		1,600	American Planning Association (APA) National Conference (2)
		900	Chicago ICSC Conferences (2)
		500	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>2,400</u>	
		2,400	Lodging Expenses
101-240-517-5840	Meals	<u>560</u>	
		560	Per Diem for Meals at Conferences
101-240-517-5850	Purchased Transportation	<u>1,100</u>	
		1,100	Travel to Conferences
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
101-240-517-5725	Credit Card Fees	<u>12,000</u>	
		12,000	Persolvent credit card fees (est \$400k x 3%)

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 Calendar Year 2024 Budget includes \$1,079,398 in expenditures.

Major Expenditure Highlights

- The Calendar Year 2024 Budget includes \$39,500 for security assessments and disaster recovery planning for the Village.
- The Information Technology Budget includes \$111,200 for replacement of software and equipment including upgrade server software, storage area network (SAN) disk expansion, replacement of computers, and replacement of mobile data terminals
- The budget includes \$71,500 for upgrading servers for the Police Department that supports the Village's computer aided dispatch and record management system, which was carried over from the Stub Year 2023 Budget.

Information Technology

CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-250-511-5320	Consulting	129,480	107,397	139,000	118,889	242,900	31,682	237,900	154,500
101-250-511-5330	Data processing	60,090	20,551	186,450	66,065	45,650	16,030	108,885	50,000
101-250-511-5340	Maintenance Agreement Expense	347,467	285,032	365,069	287,038	416,530	87,945	416,530	553,338
	Services Total:	537,037	412,979	690,519	471,992	705,080	135,657	763,315	757,838
101-250-511-5542	Equipment - Non-CIP	-	-	-	-	78,150	2,710	78,150	500
101-250-511-5580	Telecommunications	51,416	69,538	70,708	64,840	49,495	10,859	49,495	76,275
101-250-511-5590	Training	11,400	10,182	11,628	26,384	14,600	1,510	14,600	14,600
101-250-511-5599	Other contractual	20,955	12,428	21,853	15,708	14,200	928	14,200	22,365
101-250-511-5640	Computer supplies	1,000	1,447	1,000	272	1,000	166	1,000	1,000
101-250-511-5700	Office Supplies				907				
	Commodities Total:	84,771	93,595	105,188	108,111	157,445	16,173	157,445	114,740
101-250-511-6530	Equipment - data processing	85,650	57,894	142,524	148,654	207,700	19,394	207,700	206,820
	Capital Total:	85,650	57,894	142,524	148,654	207,700	19,394	207,700	206,820
	Information Technology Total:	\$ 707,458	\$ 564,469	\$ 938,231	\$ 728,757	\$ 1,070,225	\$ 171,224	\$ 1,128,460	\$ 1,079,398

Information Technology

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-250-511-5320	Consulting	154,500	90,000 20 Hours / Week for ClientFirst 10,000 8 Hours / Week for ClientFirst Admin of Police Items / New World 15,000 IT Strategic Planning Updates, Meetings, Special Projects, RFPs, Unexpected Incidents 10,000 Disaster Recovery Planning 7,500 Vulnerability Assessment 15,000 Security Assessment 7,000 Single Sign-On Assessment
101-250-511-5330	Data Processing	50,000	25,000 Log Consolidation and Management 25,000 Upgrade Server Software
101-250-511-5340	Maintenance Agreement Expense	553,338	2,730 NetMotion 48,510 New World Service Records Management System Maintenance 17,640 Adjudication Software - Tyler Technologies 47,862 Springbrook Maintenance and Cloud Services (VMO/Finance - Split with Water Fund, Building Tech Fund) 1,050 Springbrook Support Maintenance Fee for RecTrac 420 Constant Contact 37,200 Civic Rec 24,542 Quinlan Video Security System Maintenance (Split with Water Fund) 5,250 Amazon Web Services Cloud Storage 16,000 Clear Company Employment Application Tracking Subscription (VMO) 5,565 Earthchannel Online Video Streaming Subscription (VMO) 18,690 Ambulance Billing Maintenance Software (Fire) 3,675 VMWare Support (VMO) 5,435 PublicStuff Citizen Request Management Maintenance (VMO) 4,830 Website Maintenance and Hosting and Security Settings (VMO) 3,885 RescueNet ePCR Patient Reporting Software (Fire) 3,150 Laserfiche Software Maintenance (VMO - Split with Water Fund) 2,730 Storage Array Network Maintenance (VMO) 9,450 Barracuda Email Archiver Maintenance (VMO) 1,575 Online Vehicle Repair Manuals Subscription (Public) 9,450 Barracuda Spam Filter Maintenance, Web Content 1,680 GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS 662 ASA Smartnet, Exterior Router Smartnet (VMO)

Account Number	Account Name	Amount	Comments
			840 Police Department Mobile Data Computer Maintenance
		5,250	Legislative Management Software (Civic Clerk)
		4,515	ChiComm /Cameras
		3,150	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
		49,140	Microsoft Office and InTune software
		2,625	Lansweeper Software
		2,730	Pace Scheduler
		368	GoToMeeting
		4,200	Active Directory Audit
		2,520	MSP PrePlan Software (Fire)
		914	Splashtop Licenses
		7,436	Cloud Based Backup
		9,900	Multifactor Authentication
		4,000	Domain Auditing Tool
		2,500	Patching Tool
		15,750	Village Wide Copier/Printer lease/maintenance
		25,000	Third Millenium (Pet Licenses / Vehicle Stickers)
		3,500	Office 365 Shared Licenses
		5,000	Crash Reporting Software
		3,500	KnowBe4 (Refundable with IRMA)
		46,000	Cloud Based Backup - Separate from Network
		9,000	Managed Dectection and Response (Crowdstrike)
		35,910	Land and License (LAMA)
		15,000	GPS Software Annual Maintenance
			- Sophos Anti-Virus Software (Year 2 of 3 - Expires 11/2025)
101-250-511-5542	Equipment - Non-CIP	<u>500</u>	500 Scanner for Pool
101-250-511-5580	Telecommunications	<u>76,275</u>	13,230 Verizon General Fund - Wireless Cards for Mobile Worker Connectivity: 27
		29,445	Primary and Secondary Internet and Phone System - RCN
		33,600	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
		4,700	Target Solutions Software for FD and PW
101-250-511-5599	Other contractual	<u>22,365</u>	

Account Number	Account Name	Amount	Comments
		18,113	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)
		4,253	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	<u>1,000</u>	1,000 Village Hall Server Room and Miscellaneous IT
101-250-511-6530	Equipment - Data Processing	<u>206,820</u>	36,200 Replacement schedule for computers 14,120 Server migration for NewWorld 20,000 Replacement of MDT (Year 2 of 2) 25,000 Network Switch Replacement (Year 1 of 4) 71,500 Server replacement for Police Department

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 Calendar Year 2024 Budget includes \$149,500 in expenditures.

Engineering Division CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 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	54,000	50,406	54,000	31,748	54,000	3,191	53,000	54,000
101-290-511-5922	Building Engineering Costs	100,763	136,857	63,000	59,380	63,000	19,473	63,000	63,000
101-290-511-5942	PW Building Engineer Costs	32,500	-	32,500	-	22,000	-	22,000	32,500
	Services Total:	187,263	187,263	149,500	91,128	139,000	22,664	138,000	149,500
	Engineering Division Total:	\$ 187,263	\$ 187,263	\$ 177,328	\$ 91,128	\$ 139,000	\$ 22,664	\$ 138,000	\$ 149,500

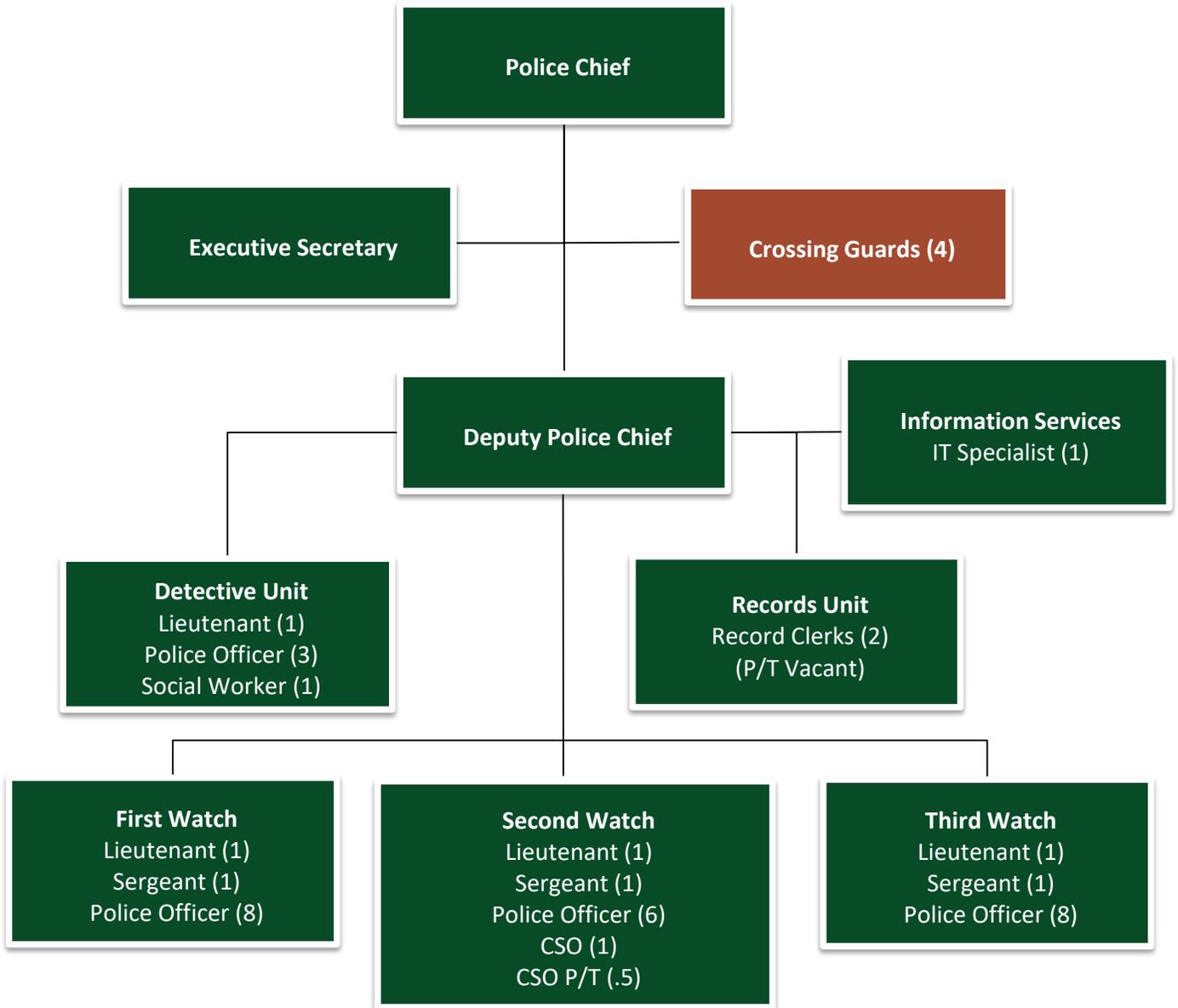
Engineering Division

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-290-511-5920	Administration Engineer Costs	<u>54,000</u> 54,000	Christopher Burke Retainer (\$108,000 Split with Water Fund)
101-290-511-5922	Building Engineering Costs	<u>63,000</u> 60,000 3,000	Private Development Review Private Development Studies and Other Plan Review Expenses
101-290-511-5942	PW Building Engineer Costs	<u>32,500</u> 30,000 2,500	Christopher Burke Project Management Services Traffic Studies for Traffic Commission

Police Department

Calendar Year 2024 Organizational Chart



Contracted

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 Calendar Year CY 2024 Budget includes \$9,698,831 in expenditures.

Major Expenditure Highlights

- The CY 2024 budget includes \$10,000 for a police drone, this valuable and necessary piece of equipment for pre-event planning and management of a public event. Additional expenses include \$2,000 for training of two officers as drone operators.
- CY 2024 budget includes \$12,790 for adding protective push bumpers to the front of existing and newly acquired police vehicles. These devices allow for equipment placement and a layer of protection to the front of the police vehicle. The budgeted funds will outfit ten police vehicles assigned to the patrol shifts within the department. This device can also assist in moving a disabled vehicle off the roadway if necessary.
- The Police Department has received grant funding in the amount of \$20,000 for recruitment and retention through the Illinois Law Enforcement Training and Standards Board (ILETSB). These funds will be used to assist primarily recruitment efforts with colleges and universities on retaining qualified candidates for the position of police officer with the Village of Lincolnwood.
- CY2024 budget includes the purchase of two (2) Police Ford vehicles. One vehicle will be an unmarked police SUV hybrid vehicle for the detective bureau and the other vehicle will be a police rated Ford F-150 pickup truck to be used for the traffic unit, truck safety enforcement and use for assisting at major scenes, events and special assignments. Total vehicle replacement costs will be \$128,000.
- The Red-Light camera system contract with Verra Mobility, the red-light camera vendor at eastbound Touhy & Lincoln Avenue has been renewed at a lease cost of \$4,400 per month. An expected annual revenue for CY2024 is estimated between \$100,000 and \$140,000 for violations.

Police Department



Proposed Goals

Goal: The Police Department maintains a goal of attempting to reduce carbon emissions by purchasing hybrid police rated vehicles. CY2024 has budgeted one police SUV for investigations and will be a hybrid model and a police rated F-150 pick-up truck that will be used for traffic enforcement, special events and drone deployment once operational.

Goal: The Police Department is currently utilizing automated license plate reader (ALPR) technology to assist in preventing crime and enhancing safety in the community. ALPR technology allows for police officers in the field to receive real-time alerts of stolen autos and vehicles wanted for committing criminal offenses to allow police personnel to quickly respond to the area of alert and prevent further criminal activity. ALPR technology and assist in identifying and assisting in criminal investigations.

Goal: Utilize the funding obtained through the Illinois Law Enforcement Training and Standards Board (ILETSB) to assist with recruitment and retention of officers.

Goal: Prioritize career development for supervisory personnel by utilizing the Northwestern University Center for Public Safety (NUCPS) School of Police Staff and Command, the Executive Management Course and the Incident Command System courses of study.

Goal: Use of in-house police personnel who are approved instructors through ILETSB to train personnel on de-escalation, use of force and high-risk traffic stops to comply with scenario-based training mandates before the July 1, 2025, deadline.

Goal: The Police Department maintains a goal of policing equitably and without bias to maintain a Service First model to residents, businesses and guests to the Village.

Key Performance Measures/Service Indicators	Actual FY 2023	*Actual SY 2023	Projected CY 2024	Target CY 2024
Average Minutes from Call Received to Dispatch	1:58	2:31	1:58	1:58
Average Calls for Service Per Officer/CSO	780	305	750	750
Accidents/Crashes Investigated	699	278	675	650
Total Calls for Service	15,677	6,145	15,698	16,000
Avoidable Accidents & Injuries	1	1	2	0
Average Training Hours per Officer	66.59	66.59	55.57	60.00

Police Department CY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-300-512-5020	Wages - full time salaried	198,961	305,875	299,740	170,370	116,585	170,370	267,465
101-300-512-5025	Wages - full time hourly	3,479,657	3,495,985	3,510,944	2,614,501	968,438	2,614,501	3,743,493
101-300-512-5030	Wages - part time hourly	31,661	110,000	33,238	89,706	9,160	89,706	161,574
101-300-512-5035	Wages - seasonal hourly	13,388	26,500	13,137	10,335	2,304	10,335	78,006
101-300-512-5040	Wages - overtime 1.5X	279,987	325,000	286,888	245,220	126,936	245,220	300,000
101-300-512-5043	Holiday Mobil grant	28,181	20,000	49,376	23,701	13,152	23,701	37,632
101-300-512-5045	Wages - overtime 2X	8,033	7,000	9,720	5,000	9,577	5,000	10,000
101-300-512-5050	Wages - special detail	-	2,000	-	1,000	-	1,000	-
101-300-512-5056	HSA Savings	-	720	-	-	-	-	-
101-300-512-5060	Educational stipend	26,141	26,350	27,583	23,000	7,938	23,000	36,046
101-300-512-5061	Opt Out Ins.	7,810	8,100	7,490	6,560	1,250	6,560	7,680
101-300-512-5062	Phone Stipend	-	-	128	-	96	100	-
101-300-512-5063	Evidence Technician Stipend	5,007	5,800	5,757	5,800	3,003	5,800	5,800
101-300-512-5065	Tuition reimbursement	4,507	10,440	10,287	5,040	-	5,040	5,040
101-300-512-5070	Uniform allowance	27,725	27,750	24,935	32,950	10,660	32,950	32,950
101-300-512-5080	Pension - regular	4,605	8,800	4,959	5,000	5,595	5,000	5,000
101-300-512-5110	Employer FICA	32,854	35,500	40,026	36,995	14,692	36,995	40,308
101-300-512-5120	Employer Medicare	57,527	62,800	59,809	40,650	17,883	40,650	59,826
101-300-512-5130	Employer IMRF	23,714	35,000	19,899	30,360	4,137	30,360	33,733
101-300-512-5140	Employer police pension	2,772,785	2,566,215	2,249,200	2,551,272	-	2,551,272	2,500,000
101-300-512-5150	Insurance - group life & AD&D	7,153	8,665	7,448	5,500	2,976	5,500	60,678
101-300-512-5160	Insurance - group medical	671,391	591,000	892,667	385,127	138,300	385,127	539,998
101-300-512-5170	Insurance - group dental	38,049	39,380	34,971	21,885	8,120	21,885	30,722
101-300-512-5180	Insurance - workers compensation	-	133,184	-	90,611	-	90,611	-
	Personnel Total:	7,719,136	7,852,064	7,588,202	6,400,583	1,460,802	6,400,683	7,955,951
101-300-512-5210	Animal control	372	750	151	1,000		1,000	1,500
101-300-512-5398	911 combined comm. contract	896,378	800,000	800,778	549,335	200,000	549,335	840,485
101-300-512-5399	Other professional services	15,776	22,789	6,605	25,945	13,317	24,645	29,435
	Services Total:	912,526	823,539	807,534	576,280	213,317	574,980	871,420
101-300-512-5405	R&M - buildings	119	3,580	1,029	3,075	300	1,575	3,550
101-300-512-5410	R&M - communications equipment	25,078	27,920	19,291	15,820	2,842	15,620	25,250
101-300-512-5480	R&M - vehicles	27,071	28,236	37,130	23,215	6,543	23,215	33,925
101-300-512-5540	Intergovernmental fees & dues	32,797	33,122	32,677	56,535	35,281	56,535	40,535

101-300-512-5560	Printing & copying services	320	750	449	800	-	800	1,500
101-300-512-5570	Professional associations	1,310	2,371	1,675	1,430	-	1,430	2,640
101-300-512-5580	Telephone	2,288	2,930	1,095	935	12	500	1,300
101-300-512-5590	Training	25,885	36,196	24,473	40,430	3,865	40,430	51,425
101-300-512-5599	Other contractual	68,269	67,030	26,605	39,770	900	27,770	67,815
101-300-512-5610	Ammunition & range supplies	12,489	17,290	13,479	12,865	-	12,865	14,710
101-300-512-5620	Books & publications	1,524	2,635	1,755	2,365	595	2,365	2,765
101-300-512-5640	Computer supplies	1,252	2,775	2,296	2,000	-	2,000	3,000
101-300-512-5670	Fuel	65,475	55,650	70,362	46,700	16,636	46,700	60,000
101-300-512-5700	Office supplies	2,115	3,000	1,822	2,250	337	2,250	2,500
101-300-512-5730	Program supplies	68,795	64,087	55,458	41,950	31,457	41,950	90,345
101-300-512-5810	Conference & meeting registration	4,698	7,380	4,756	6,370	245	5,270	9,525
101-300-512-5820	Local mileage, parking & tolls	70	2,240	508	1,500	-	1,200	1,500
101-300-512-5830	Lodging	1,549	4,420	2,316	4,700	-	3,600	9,200
101-300-512-5840	Meals	2,513	4,353	4,298	3,330	209	3,130	4,010
101-300-512-5850	Purchased Transportation	893	1,600	941	2,040	-	1,700	3,470
	Commodities Total:	344,508	367,565	302,415	308,080	99,222	290,905	428,965
101-300-561-6570	Equipment - Public Safety	-	-	-	82,600	-	82,600	79,495
101-300-561-6580	Equipment - Vehicles	84,870	145,500	48,136	235,000	89,960	235,000	363,000
	Capital Total:	84,870	145,500	48,136	317,600	89,960	317,600	442,495
Police Department Total:		\$ 9,061,040	\$ 9,188,668	\$ 8,746,287	\$ 7,602,543	1,863,301	7,584,168	9,698,831

Police Department
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-300-512-5065	Tuition Reimbursement	<u>5,040</u>	Tuition Reimbursement - IT C. Alcalá 4 Courses + Book Fees
101-300-512-5070	Uniform Allowance	<u>32,950</u>	Uniform Allowance
101-300-512-5210	Animal Control	<u>1,500</u>	Preiser Animal Hospital - Domestic Animal Boarding, Handling, Euthanasia, and Special Assistance
101-300-512-5398	9-1-1 Combined Communications	<u>840,485</u>	9-1-1 Combined Communications IGA - Skokie PD
101-300-512-5399	Other Professional Services	<u>29,435</u>	550 Accreditation Software - POWER DMS 1,000 Certification - Overweight Truck Scales 2,000 Criminal Investigative Software/Hardware 400 Illinois Law Enforcement Accreditation Program (ILEAP) 3,235 LEADS Online (Nationwide Investigative Database Related to Resale/Cash for Gold/Pawnshops) 9,845 Lexipol - Law Enforcement Policies and Daily Training Bulletins 1,035 Regional Peer Support Network Annual Fee (Includes Police and Civilian Personnel) 500 Social Worker Legal Support Services 140 Social Worker Malpractice Insurance Fee 1,530 Trans Union - Online Investigative Inquiry Database Subscription 1,200 TransUnion Risk and Alternative Data Solutions, Inc. / TLO - Investigative Database 3,000 Fire & Police Comm Expenditures - Promotional Examination - Police Sergeant 5,000 Fire & Police Comm Expenditures - Police Testing - I/O Solutions - Police Officer Exam
101-300-512-5405	R & M - Buildings	<u>3,550</u>	1,800 Firearms Range - Bullet Trap Maintenance 850 Holding Facility and Squad Infectious Disease Decontamination Aftermath 900 Holding Facility/Cell Decontamination - Semi-Annual Cleaning
101-300-512-5410	R & M - Communications Equipment	<u>25,250</u>	405 Annual Recertification - Radar Units (Municipal Electronics 10 @ \$35.00 ea) 450 Applied Concepts 330 Bi-directional Amplifier Maintenance 200 Bradford Systems - Maintenance Agreement 1,500 Facility Camera Repairs 545 LiveScan/Computer Aided Booking Systems (CABS) Software Maintenance Agreement (provided by SDI) 1,215 Porter Lee/Barcoded Evidence Analysis Statistical Tracking/Property Tracking Inventory Bar Coding 20,605 StarCom Annual Maintenance Costs
101-300-512-5480	R & M - Vehicles	<u>33,925</u>	- Antennas for Squad Cars 6,050 Contracted Labor for Squad Car Repairs 1,700 CopBox - Secure Storage for Rifle - Deputy Chief Squad 1,750 Laptop Dock Installation 3,025 Oil, Transmission Fluid, Antifreeze, and Washer Fluid 18,150 Tires and Batteries 3,250 Vehicle Washes (\$2,500) and Detailing (\$500)

Police Department
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-300-512-5540	Intergovernmental Fees & Dues	40,535	
		120	Illinois Law Enforcement Alarm System (I.L.E.A.S.)
		5,600	North Regional Major Crimes Task Force
		200	North Suburban Cooperative Purchasing Membership
		22,660	Northeastern Illinois Regional Crime Lab
		5,000	Northern Illinois Police Alarm System / Emergency Services Team - Cost to Outfit Replacement Officer for the EST
		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
101-300-512-5560	Printing & Copying Services	1,500	
		500	Crime Prevention
		500	Forms/Envelopes
		500	Parking Ticket Envelopes
101-300-512-5570	Professional Associations	2,640	
		145	American Professional Society on the Abuse of Children
		75	Association of Police Social Workers
		240	Federal Bureau of Investigations-National Academy Membership (2 @ \$120)
		725	Illinois Association of Chiefs of Police (5)
		70	Illinois Association of Property & Evidence Managers (3 @ \$35 each)
		100	Illinois Association of Technical Accident Investigators-2 @ \$50
		50	Illinois Division of the International Association for Identification (IDIAI) 2 @ \$25
		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	1,300	
		500	Confidential Investigative Phone Software
		600	Language Line Interpreting Services
		200	NIPAS Language Line Usage
101-300-512-5590	Training	51,425	
		880	Basic Evidence & Crime Scene Photography
		1,010	Basic Pistol & Rifle Training
		6,295	Basic Recruit Training
		600	BEAST Property Room Training
		1,500	Bicycle Unit Officer Training 3 @ \$500
		480	Blood Borne Pathogens/Hazardous Materials Training-Police Law Institute
		200	Child Maltreatment Symposium
		700	Close Quarter Handgun Training
		900	Crime Prevention
		150	Crimes Against the Elderly
		2,000	Drone Operator's Course
		1,465	Evidence Technician Training
		1,000	Firearms Specialized Training - Red Dot Training
		525	Firearms Instructor Course
		1,010	Firearms Training Courses
		1,650	Force Science Training

Police Department
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
		1,700	Investigations
		1,750	ITOA Training Course/s
		5,000	North East Multi Regional Training (Course Fees)
		3,230	North East Multi-Regional Training Membership Fees (\$95 x 34 officers)
		450	Northwest Police Academy
		150	Orders of Protection/Domestiv Violence Laws
		2,600	Police Executive Management Training
		500	Police Social Worker
		1,000	Reid Interview and Interrogation
		500	Rifle / Carbine Instructor Course
		4,400	School of Police Staff & Command (Northwestern University, Evanston)
		695	Simunition Instructor Course
		1,635	TASER Training - Instructor Re-certification
		650	Vehicle CQB Training
		6,800	Wellness Exams - 34 @ \$200
101-300-512-5599	Other Contractual	67,815	Other Contractual
		415	Critical Reach
		2,850	Death Investigations
		1,200	License Plate Renewal
		55,680	Red Light Camera System Lease
		7,670	Connect CTY Auto Phone Call System
101-300-512-5610	Ammunition & Range Supplies	14,710	Ammunition & Range Supplies
		13,230	Duty / Training Ammunition
		430	Range Supplies
		1,050	Repair Parts - Department Owned Weapons
101-300-512-5620	Publications	2,765	Publications
		280	Center for Educaiton & Employment Law
		525	Illinois Compiled Statutes
		580	Illinois Criminal Law & Motor Vehicle Book
		1,170	Law Enforcement Periodicals
		210	Tribune On-Line Subscription
101-300-512-5640	Computer Supplies	3,000	Computer Supplies
		1,500	Computer Supplies
		1,500	Toner Cartridges-Printers/Livescan
101-300-512-5670	Fuel	60,000	Fuel
		60,000	Fuel - Based on SY 2023
101-300-512-5700	Office Supplies	2,500	Office Supplies
		2,500	Miscellaneous supplies not covered thru Village Central Purchasing
101-300-512-5730	Program Supplies	90,345	Program Supplies
		6,000	Automated License Plate Readers - FLOCK
		9,900	Axon Air Drone Bundle
		2,500	Badges & Plaques
		2,000	Bicycle Unit Supplies / Uniforms for Personnel
		4,525	Body Armor (9 @ \$900 each) (Reimbursed by IDOJ Grant 50%)
		1,000	Citizen's Police Academy
		1,500	Coffee
		1,500	Crime Prevention Materials
		1,600	DUI Training Class - ARIDE Spiral Notebooks (Reimbursed by IDOT Grant)
		5,100	Duty Holsters for Department Weapons
		150	Emergency Victims Services Fund
		3,000	Evidence Technician Supplies
		800	Flags - Village campus

Police Department
CY 2024 Budget Request

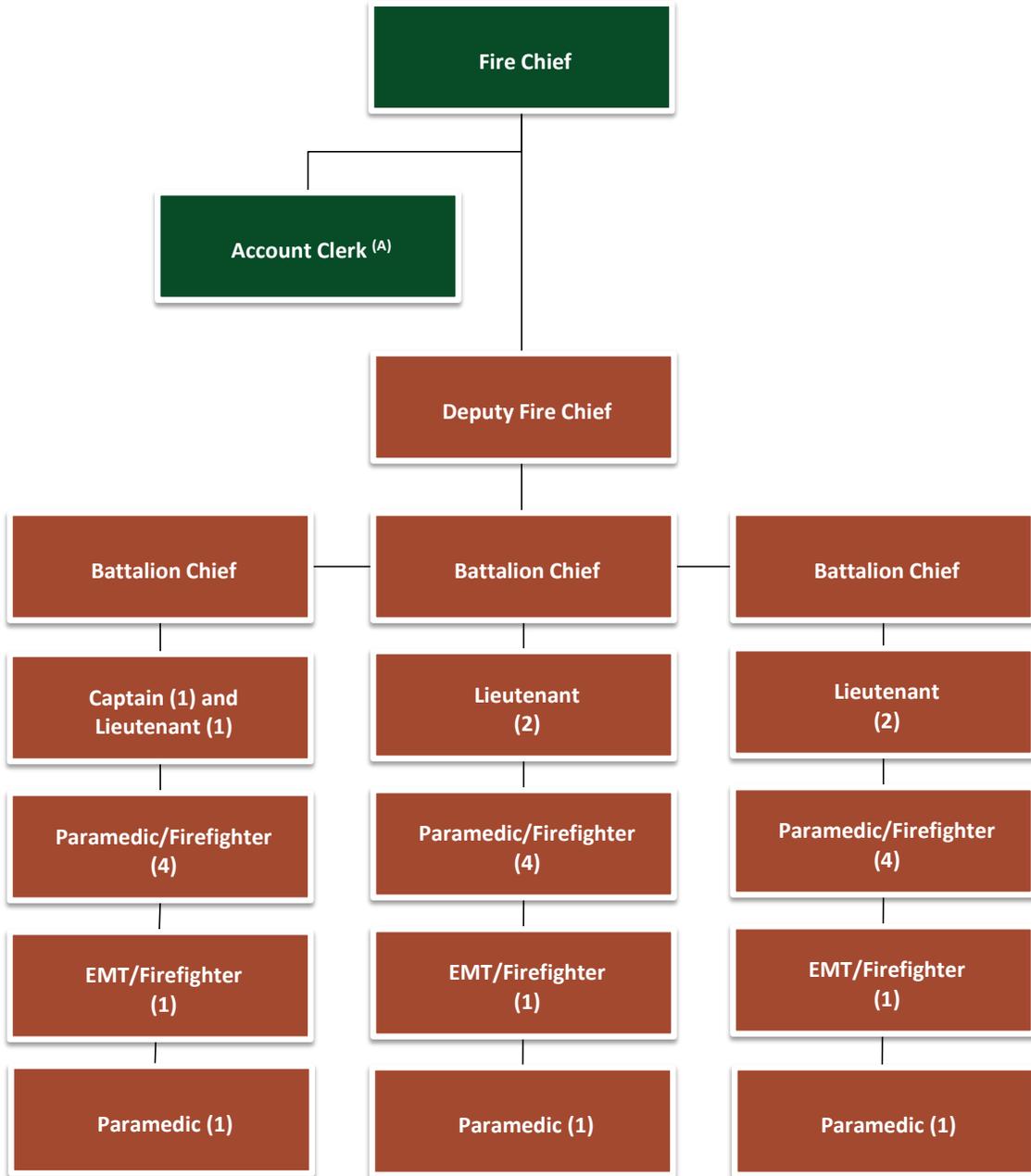
<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
		2,400	Flash Drives for ARIDE Training (Reimbursed by IDOT Grant)
		1,500	Honor Guard Uniforms and Equipment
		700	In-Car Video Camera (Supplies)
		150	Interview Soft Room - Maintenance/Upkeep
		700	July 4th Concert in the Park Supplies
		3,170	Live Cartridges for TASER Training
		1,000	National Night Out
		800	NIPAS Uniform Items (MFF and EST)
		475	Police Line Tape
		6,000	Portable Radio-1
		5,400	Portable Radio Batteries
		1,000	Property Room Supplies
		1,000	Prisoner Blankets - Disposable
		900	Prisoner Meals
		12,790	Push Bumpers for Squads
		1,500	Replacement Parts - Mobile & Portable Radios
		1,335	Sanitizer/Decontaminant for Cells and Common Areas
		-	Taser (X2) (12); Holsters (6); Replacement Batteries(33); Training Targets (2)
		5,500	New Taser and Cartridges
		1,800	Tobacco Compliance Inspections (Tobacco Compliance - 100% reimbursable)
		500	Training Materials
		950	Training Suit - TASER Training
		1,000	Youth Police Academy
		200	Fire and Police Commission
101-300-512-5810	Conferences & Meetings	9,525	Conferences & Meetings
		50	Cook County Human Trafficking Task Force
		600	Cook County Regional Organized Crime Conference (6 officers @ \$100)
		1,400	Drug Recognition Conference (Reimbursed by IDOT Grant)
		210	Federal Bureau of Investigation Meetings
		800	Illinois Association of Chiefs of Police Conference
		950	Illinois Association of Property and Evidence Management
		395	Illinois Association of Technical Accident Investigators
		450	Illinois Division of International Association for Identification
		1,650	Illinois Homicide Investigator's Training Conference
		220	Illinois Law Enforcement Alarm System Conference (2 @ \$110 each)
		700	Illinois Tactical Officers Association (2 @ \$35 each)
		1,000	International Association of Chiefs of Police Conference
		1,100	New World Conference
101-300-512-5820	Local Mileage, Parking & Tolls	1,500	Local Mileage, Parking & Tolls
		1,500	In-Service Training
		-	Parking Fee - School of Police Staff and Command
101-300-512-5830	Lodging	9,200	Lodging
		3,500	Drug Recognition Conference (Reimbursed by IDOT Grant)
		-	Illinois Association of Chiefs of Police Conference
		600	Illinois Association of Technical Accident Investigators Conference
		-	Illinois Law Enforcement Alarm System Conference
		4,000	International Association of Chiefs of Police Conf
		1,100	New World Conference
101-300-512-5840	Meals	4,010	Meals
		260	Drug Recognition Conference (Reimbursed by IDOT Grant)
		300	Illinois Association of Chiefs of Police Conference
		500	International Association of Chiefs of Police Conf
		2,000	In-Service Training

Police Department
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
		750	School of Police Staff & Command
		200	New World Conference
101-300-512-5850	Purchased Transportation	3,470	Purchased Transportation
		1,850	Drug Recognition Conference (Reimbursed by IDOT Grant)
		1,000	International Association of Chiefs of Police
		620	Tyler Technology Conference
101-300-561-6570	Equipment - Public Safety	79,495	
		48,135	Axon - Body Worn Cameras
		25,360	Axon - In Car Video Cameras
		6,000	Public Safety Cameras
101-300-561-6580	Equipment - Vehicles	363,000	Equipment - Vehicles
		128,000	Two 2024 Ford SUV's (Patrol Supervisor / Patrol Pick-up Truck) + Cost to Strip / Outfit Vehicles

Fire Department

Calendar Year 2024 Organizational Chart



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

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 Calendar Year 2024 Budget includes \$6,144,940 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 Calendar Year 2024 is \$3,508,035.
- The budget includes the Village's portion of \$120,388 toward the purchase of a new ambulance at a cost of \$442,978. The remaining balance will be funded through the American Rescue Plan Act (ARPA).
- The budget includes \$49,000 toward a 10-year leasing program intended to replace three cardiac monitor/defibrillators and 22 automatic external defibrillators.
- Additionally, the budget includes \$200,000 toward the replacement of all existing self-contained breathing apparatus, \$4,800 for the purchase of a new portable radio, \$24,500 for the purchase of five new mobile radios, and \$65,000 toward the purchase and replacement of the existing station alerting system.

Fire Department



Proposed Goals

Goal: The Fire Department will be outfitting two new vehicles that are anticipated to arrive in late 2024. The first is a fire engine, a 2024 Pierce Enforcer Pumper initially approved for purchase in FY 2022. The engine will include enhanced safety features, additional storage, and improved electronics. The second vehicle is a 2024 Horton Ford F550 Type I ambulance initially purchased in SY 2023. It will include enhanced safety features, air purification and ultra-violet lighting disinfecting systems, and improved ride comfort.

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’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 replacing existing self-contained breathing apparatus, making way for and training on new and improved devices that will provide improved comfort and fit, enhanced safety features, lightweight construction, and improved reliability.

Goal: The Fire Department will expand the number of Automatic External Defibrillators (AED’s) to include additional strategic areas of Village owned properties.

Key Performance Measures/Service Indicators	Actual FY 2022	Actual FY 2023	Projected SY 2023	Target CY 2024
Response Time in minutes	4:44	4:46	4:36	4:35
Total Calls for Service (Fire/EMS)	2,932	3,111	2,066	3,200
Total Fire Calls (Structure, vehicle and other)	1,074	1,208	785	1,248
Total EMS Calls	1,803	1,903	1,281	1,952

Fire Department CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-350-512-5020	Wages- Full-Time Salaried	52,200	76,630	215,585	110,775	108,840	-	108,840.0	169,835
101-350-512-5025	Wages - full time hourly	-	-	-	-	21,615	-	21,615.0	33,116
101-350-512-5060	Educational Stipend	522	757	656	541	1,910	-	1,910	2,061
101-350-512-5061	Opt Out Insurance	-	2,000	1,600	1,500	-	-	-	1,200
101-350-512-5062	Phone Stipend	360	360	375	353	260	-	260.00	360
101-350-512-5065	Tuition Reimbursement	-	658	-	-	-	-	-	-
101-350-512-5110	Employer FICA	3,269	4,928	13,366	6,654	6,845	-	6,845.00	12,807
101-350-512-5120	Employer Medicare	764	1,153	3,126	1,556	1,600	-	1,600.00	2,995
101-350-512-5130	Employer IMRF	4,829	6,533	14,450	3,526	4,970	-	4,970.00	8,883
101-350-512-5150	Insurance - group life & AD&D	167	286	300	-	-	65	65.00	3,099
101-350-512-5160	Insurance - group medical	6,619	1,455	-	-	2,680	-	2,680.00	-
101-350-512-5170	Insurance - group dental	47	26	-	-	184	-	184.00	-
101-350-512-5180	Insurance - Workers Comp	1,582	-	1,622	-	1,103	-	-	-
	Personnel Total:	70,359	94,785	251,080	124,905	150,007	65	148,969	234,356
101-350-512-5220	Fire protection	2,967,459	2,964,580	3,235,431	3,277,642	2,332,698	273,197	2,332,698	3,508,035
101-350-512-5221	Ambulance Billing Contract	18,000	80,771	55,000	144,738	36,666	163	36,666	55,000
101-350-512-5330	Data processing	17,000	8,830	-	-	3,000	1,950	3,000	3,000
	Services Total:	3,002,459	3,054,180	3,290,431	3,422,380	2,372,364	275,310	2,372,364	3,566,035
101-350-512-5405	R&M - buildings	-	4,477	-	985	-	-	-	-
101-350-512-5410	R&M - communications equipment	1,500	3,526	1,600	19,179	9,300	1,472	9,300	25,536
101-350-512-5411	R&M- Wireless Alarm Equipment	34,530	30,684	38,170	20,284	39,670	6,632	39,670	28,387
101-350-512-5420	R&M- Data Processing Equipment	-	-	-	387	-	-	-	-
101-350-512-5430	R&M - Fire & EMS equipment	19,650	32,319	28,250	20,392	30,831	2,342	30,831	39,287
101-350-512-5480	R&M - vehicles	25,000	61,583	40,000	60,576	90,000	14,235	90,000	90,000
101-350-512-5499	R&M - other	1,000	1,731	1,000	1,893	1,000	-	1,000	8,681
101-350-512-5540	Intergovernmental fees & dues	11,687	10,085	12,000	10,287	280	-	280	12,100
101-350-512-5560	Printing & copying services	1,800	939	1,800	4,839	800	150	800	1,500
101-350-512-5570	Professional associations	3,050	2,803	3,202	2,981	3,202	930	3,202	3,452
101-350-512-5599	Other Contractual	-	-	-	-	-	-	-	-
101-350-512-5620	Books & publications	1,975	461	2,084	126	-	131	-	1,840
101-350-512-5660	EMS supplies	13,500	25,501	16,970	17,813	26,065	11,345	26,065	26,065
101-350-512-5665	Firefighting supplies	13,000	5,252	13,000	13,407	21,127	340	21,127	29,128
101-350-512-5670	Fuel	16,000	32,119	17,000	41,559	24,000	8,589	24,000	30,000
101-350-512-5675	Lubricants & fluids	500	-	750	625	750	-	750	750
101-350-512-5700	Office supplies	2,100	2,835	3,300	3,979	3,000	687	3,000	3,000
101-350-512-5720	Postage	-	-	-	65	-	-	-	-
101-350-512-5730	Program supplies	14,800	23,247	20,188	18,830	23,690	603	23,690	31,540

101-350-512-5735	TLEP Grant Expenses	-	-	-	121	-	-	-	-
101-350-512-5740	Repair parts	9,000	1,734	9,000	3,411	9,000	2,031	9,000	9,000
101-350-512-5745	Tools	1,000	199	1,000	699	800	-	800	800
101-350-512-5770	Training supplies	7,670	449	4,650	3,935	4,350	19	4,350	4,350
101-350-512-5799	Other materials & supplies	8,000	6,300	7,000	11,379	7,000	1,233	7,000	7,000
101-350-512-5810	Conference & Meeting Registration	100	-	100	-	100	-	100	100
101-350-512-5820	Local mileage, parking & tolls	-	34	-	250	250	-	250	250
101-350-512-5830	Lodging	-	-	-	-	2,100	-	2,100	2,100
101-350-512-5840	Meals	-	-	-	(150)	-	-	-	-
	Transfer Out - Foreign Fire							203,000	203,000
	Commodities Total:	185,862	246,278	221,064	257,852	297,315	50,739	500,315	557,866
101-350-512-6510	Equipment - communications	-	-	-	-	-	-	-	89,500
101-350-512-6570	Equipment - public safety	-	194	161,265	54,997	46,750	-	46,750	1,649,183
101-350-561-6510	Equipment - communications	-	-	-	-	-	-	-	-
101-350-561-6570	Equipment - public safety	55,590	19,299	-	125,222	-	510	510	-
	Capital Total:	55,590	19,493	161,265	180,219	46,750	510	47,260	1,738,683
	Fire Department Total:	\$3,314,270	\$3,414,736	\$3,923,840	3,985,356	2,866,436	326,624	3,068,908	6,096,940

Fire Department

CY 2024 Budget Request

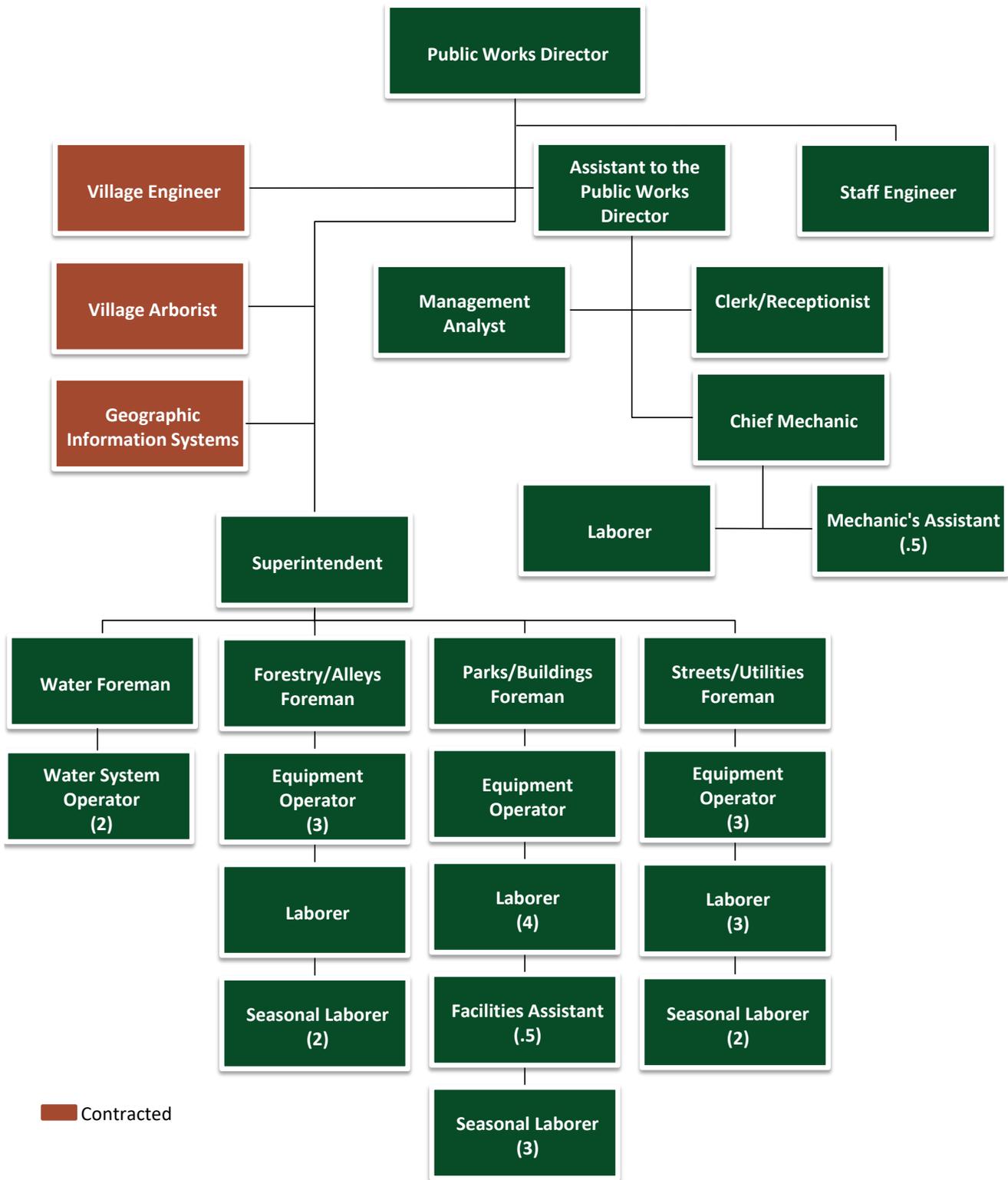
Account Number	Account Name	Amount	Comments
101-350-512-5220	Fire Protection	<u>3,508,035</u>	
		3,506,035	Paramedic Services of IL Contract
		2,000	Call Back
101-350-512-5221	Ambulance Billing	<u>55,000</u>	
		20,000	Paramedic Services of IL Contract for Ambulance Billing
		35,000	GEMT expenses
101-350-512-5330	Data Processing	<u>3,000</u>	
		3,000	Contract IT Databases Support Services
101-350-512-5410	R&M - Communications Equipment	<u>25,536</u>	
		3,000	Portable Radio Repair
		1,500	Mobile Radio Repair
		16,236	Starcom Monthly Maintenance
		4,800	Apex 8000 Portable Radio
101-350-512-5411	R&M- Wireless Alarm Equipment	<u>28,387</u>	
		12,987	Monthly Maintenance Cost
		1,440	WAVE Mobile App (8)
		10,320	10 Wireless Radios
		240	Active 9-1-1 App
		600	Yearly Zetron Station Agreement
		2,800	Flow MSP Annual
101-350-512-5430	R&M - Fire & EMS equipment	<u>39,287</u>	
		3,165	Fire Extinguishers
		945	Hydrotesting SCBA & Cascade
		1,418	Annual Air Compressor Service
		1,500	Extrication Equipment Repairs
		7,425	Defibrillator Service Agreement
		3,900	Stryker Service Agreement 3 Cots
		5,100	Stryker Service Agreement 3 Lifts
		4,000	Stryker Service Agreement 4 Stair Chairs
		1,064	Quarterly Breathing Air Quality Testing
		2,500	Annual Personnel FIT Testing
		195	Annual SCBA Flow Test (15)
		1,000	4-Gas Meter Calibration Gases
		1,000	4-Gas Meter Maintenance
		3,000	Lucas Service Agreement
		75	KNOX Box Rapid Entry
		2,500	SCBA Repairs
		500	Thermal Imaging Camera Servicing
101-350-512-5480	R&M - Vehicles	<u>90,000</u>	
		60,000	All Vehicle Maintenance
		3,000	Aerial Ladder Testing
		1,000	Ground Ladder Testing
		6,000	Pump Testing
		15,000	Reserve Battalion Vehicle Rewiring
		5,000	Reserve Battalion Vehicle Graphics
101-350-512-5499	R&M - Other	<u>8,681</u>	
		-	Village Traffic Preemption Systems (Budgeted in MFT)
		200	Extractor
		200	Dryer
		200	Refrigerators (3)
		100	Washer
		200	Stove/Oven
		100	Dishwasher
		400	First Aid Station
		5,000	Building Incidental Maintenance
		2,281	Building Sprinkler Repairs
101-350-512-5540	Intergovernmental Fees & Dues	<u>12,100</u>	
		5,000	Mutual Aid Box Alarm System (MABAS) Division 3 Dues
		380	State MABAS Dues
		6,720	Northern Illinois Public Safety Training Academy Dues (\$240 X28)
101-350-512-5560	Printing & Copying Services	<u>1,500</u>	
		400	Vital EMS Scratch Pads

Account Number	Account Name	Amount	Comments
		400	Business Cards
		700	Annual Report
101-350-512-5570	Professional Associations	<u>3,452</u>	
		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
		460	CPR Instructors
		105	Northern Ill. Fire Inspectors Association
		205	Nat'l Assoc. of EMS Executives
		190	National EMS Instructors
101-350-512-5599	Other Contractual	-	
101-350-512-5620	Books & Publications	<u>1,840</u>	
		1,725	National Fire Codes, International Fire Service Training Association
		35	Fire Engineering
		40	Firehouse
		40	JEMS
101-350-512-5660	EMS Supplies	<u>26,065</u>	
		1,295	Personal Protection Masks
		4,900	Personal Protection Exam Gloves
		900	EKG & ALS Supplies
		3,735	Intubation Tubes & Blades
		1,100	Disinfecting Supplies
		1,100	Lucas CPR Suction Cups
		500	Glucometer Test Strips
		6,000	Oxygen
		4,000	AED Pads
		2,260	AED Case Review Subscription
		275	Med Supplies for Fest
101-350-512-5665	Firefighting Supplies	<u>29,128</u>	
		125	Passports
		500	Safety Glasses
		250	Hearing Protection
		1,125	Digital Fire Simulator
		5,300	Smoke Machine
		800	Chief's Clothing
		7,740	Hand Line Fire Hose
		9,288	Large Diameter Supply Hose
		3,000	Nozzles, Adapters & Fittings
		1,000	Foam
101-350-512-5670	Fuel	<u>30,000</u>	
		30,000	Fuel for Vehicles & Emergency Generators (4)
101-350-512-5675	Lubricants & Fluids	<u>750</u>	
		150	Oils
		150	Antifreeze
		150	Washer Fluid
		150	DEF
		150	Gas Tool Mixture
101-350-512-5700	Office Supplies	<u>3,000</u>	
		3,000	Copier, Stationary & Computer Supplies
101-350-512-5730	Program Supplies	<u>31,540</u>	
		2,500	Training/Radio Programming Laptop
		2,000	Hazardous Materials
		500	Disaster Preparedness
		8,420	Technical Rescue
		2,120	CPR, AED & Choking Prevention Classes
		1,500	Employee Appreciation & Recognition
		2,500	Public Education
		5,000	Physical Fitness
		7,000	Drill Tower Training
101-350-512-5740	Repair Parts	<u>9,000</u>	
		8,550	In-House Repair Parts
		450	Batteries

Account Number	Account Name	Amount	Comments
101-350-512-5745	Tools	<u>800</u>	
		800	Tools Needed to Make In-House Repairs/Replacements
101-350-512-5770	Training Supplies	<u>4,350</u>	
		150	Investigation Consumables
		2,100	Fire Training Consumables
		2,100	EMS Training Consumables
101-350-512-5799	Other Materials & Supplies	<u>7,000</u>	
		4,250	Station Cleaning
		2,250	Apparatus Cleaning
		500	Kitchen Cleaning
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>500</u>	
		500	Incidental Food
101-350-512-6510	Capital Equipment - Communications	<u>89,500</u>	
		65,000	Station Alerting Replacement
		24,500	New Vehicle Radios
101-350-512-6570	Capital Equipment - Public Safety	<u>1,649,183</u>	
		48,379	Zoll One
		200,000	Air Packs
		100,000	EOC Center Upgrades
		442,978	New Ambulance (\$442,978 - Vehicle ordered in SY23, received in CY24)
		857,826	New Engine (\$857,826.35 - Vehicle ordered in SY23, received in CY24)

Public Works Department

Calendar Year 2024 Organizational Chart



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 29 full-time employees and two part-time employees.

Department Expenditure

The Public Works Administration Division Calendar Year 2024 Budget includes \$48,850 in expenditures.

Major Expenditure Highlights

- The major highlights in the Calendar Year 2024 budget include \$19,000 for the Village Arborist's contract and \$4,400 for the Villages annual weather software.
- The Public Works Budget also includes the addition of a Water Foreman to provide oversight over this public utility and the modification of the part-time Clerk / Receptionist to a full-time position.

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 CY 2024 year, it will be critical for the Village to follow through with a leak detection program with the goal of bringing water loss below the 10% threshold set by the IDNR.

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 CY 2024, the Village will be conducting its first large-scale for lead service replacements in conjunction with the 2024 Infrastructure Program. The goal of the large-scale basis is to use knowledge gained from the Pilot Program in SY 2023 to assist with a clean transition to a large project.

Goal: Since 2016, the Village has been constructing an engineered street storage system to help mitigate basement backups throughout the community. This project has been completed throughout the entire village which 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 goal of CY 2024 is to conduct a review of the Village’s Stormwater Management Plan and revisit the effectiveness of the program plans to move forward.

Key Performance Measures/Service Indicators	Actual FY 2022	Actual FY 2023	Actual SY 2023	Target CY 2024
Avoidable Accidents & Injuries	12	16	11	0
% of Water Loss	13.8	14.50%	14.50%*	10%
Road Salt Used (Tons)	875	960	960	960
Asphalt Used (Tons) for Street Maintenance	109	90	12	50
# of Sanitary Sewer Complaints	68	110	33	25

*As of 2022 report.

Public Works Department - Administrative Division
FY 2024 Budget Request

Account Number	Description	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-400-511-5020	Wages - full time salaried	319,584	219,165	70,917	219,165	360,097
101-400-511-5025	Wages - full time hourly	21,213	-	12,987	-	-
101-400-511-5030	Wages - Part time hourly	44,198	16,129	22,002	16,129	25,406
101-400-511-5040	Wages - overtime 1.5X	-	-	-	-	-
101-400-511-5045	Wages - overtime 2x	-	-	-	-	-
101-400-511-5060	Educational stipend	2,966	2,305	763	2,305	4,375
101-400-511-5061	Opt Out Ins	1,500	1,200	1,100	1,200	1,800
101-400-511-5062	Phone Stipend	15	-	-	-	-
101-400-511-5110	Employer FICA	23,798	14,805	6,627	14,805	24,284
101-400-511-5120	Employer Medicare	5,566	3,465	1,550	3,465	5,679
101-400-511-5130	Employer IMRF	20,877	10,750	4,383	10,750	16,842
101-400-511-5150	Insurance - group life & AD&D	850	635	174	635	5,875
101-400-511-5160	Insurance - group medical	45,433	15,620	5,478	15,620	23,424
101-400-511-5170	Insurance - group dental	1,757	1,000	317	1,000	1,362
101-400-511-5180	Insurance - workers compensati	-	6,875	-	-	-
	Personnel Total:	487,757	291,950	126,298	285,074	469,146
101-400-511-5039	Other contract labor	13,445	13,000	-	12,000	19,000
101-400-511-5210	Animal control	4,247	3,440	1,050	3,000	6,150
	Services Total:	17,692	16,440	1,050	15,000	25,150
101-400-511-5410	R&M - communications equipment	-	150	-	-	150
101-400-511-5440	R&M - office equipment	657	800	-	800	4,300
101-400-511-5510	Advertising	3,416	500	20	400	500
101-400-511-5540	Intergovernmental Fees and Due	-	-	-	-	-
101-400-511-5570	Professional associations	625	1,350	-	1,350	1,450
101-400-511-5590	Training	3,049	2,000	50	1,000	3,000
101-400-511-5670	Fuel	1,163	900	93	400	900
101-400-511-5700	Office supplies	3,076	6,900	5,330	6,900	2,900
101-400-511-5730	Program supplies	11,160	8,600	1,196	7,000	9,600
101-400-511-5740	Repair Parts	670	400	-	200	400
101-400-511-5741	Green Initiatives	225	15,700	-	15,700	700
101-400-511-5810	Conference and Meeting Registration	650	1,150	-	800	2,500
101-400-511-5820	Local mileage, parking & tolls	346	200	-	100	200
101-400-511-5830	Lodging	819	1,250	-	600	2,400
101-400-511-5840	Meals	150	300	44	100	500
101-400-511-5850	Purchased Transportation	304	500	-	200	500
	Commodities Total:	26,310	40,700	6,733	35,550	30,000
PW Administration Total:		\$ 531,759	\$ 349,090	134,081	335,624	524,296

Public Works Department - Administrative Division
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-400-511-5039	Other Contract Labor	<u>19,000</u>	
		19,000	Contract for Arborist
101-400-511-5210	Animal Control	<u>6,150</u>	
		3,000	Animal Control Contract - Skunks, Possums, Racoons (split 50/50 with resident up to \$200)
		3,150	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>4,300</u>	
		3,500	Furniture
		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>2,250</u>	
		2,250	Annual Dues for Northeastern Illinois Public Safety Training Academy (NIPSTA) (Billed Annually in January)
101-400-511-5570	Professional Associations	<u>1,450</u>	
		500	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>3,000</u>	
		3,000	Seminars and Training Materials
101-400-511-5670	Fuel	<u>900</u>	
		900	Fuel
101-400-511-5700	Office Supplies	<u>2,900</u>	
		2,900	Office Supplies, Coffee, File Folders, Shelving
101-400-511-5730	Program Supplies	<u>9,600</u>	
		4,400	Weather Forecasting Software Contract
		2,500	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)
101-400-511-5740	Repair Parts	<u>400</u>	

Account Number	Account Name	Amount	Comments
		400	Vehicle Repairs
101-400-511-5741	Green Initiatives	<u>700</u>	
		200	Annual Holiday Lighting Recycling Deposit
		500	Oaktoberfest
101-400-511-5810	Conference and Meeting Registration	<u>2,500</u>	
		1,500	American Public Works Association Conference
		1,000	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>2,400</u>	
		2,400	Hotel for APWA Conference and ILCMA Conferences
101-400-511-5840	Meals	<u>500</u>	
		500	Meals for Trainings and Conferences
101-400-511-5850	Purchased Transportation	<u>500</u>	
		500	Transportation to APWA Conference

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 Calendar Year 2024 Budget includes \$340,334 in expenditures.

Major Expenditure Highlights

- The major highlights in the Calendar Year 2024 budget are \$65,000 for replacement of Truck #9 and \$3,000 for a new vehicle diagnostics laptop.

Public Works Department - Vehicle Maintenance Division

CY 2024 Budget Request

Account Number	Description	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-410-511-5025	Wages - full time hourly	134,556	141,594	99,785	40,456	99,785	154,985
101-410-511-5030	Part Time Employee	27,700	26,309	24,821	7,053	24,821	38,730
101-410-511-5040	Wages - overtime 1.5X	500	1,117	350	347	350	1,000
101-410-511-5045	Wages - overtime 2X	500	988	350	119	350	1,000
101-410-511-5061	Opt Out Insurance	-	-	-	-	-	-
101-410-511-5070	Uniform allowance	1,600	1,756	1,255	908	1,255	1,800
101-410-511-5110	Employer FICA	9,890	10,177	7,725	2,918.00	7,725	12,010
101-410-511-5120	Employer Medicare	2,320	2,380	1,807	682.00	1,807	2,809
101-410-511-5130	Employer IMRF	15,500	9,276	5,607	1,920	5,607	8,330
101-410-511-5150	Insurance - group life & AD&D	425	364	240	140	240	2,906
101-410-511-5160	Insurance - group medical	19,230	52,985	16,194	8,811.00	16,194	24,292
101-410-511-5170	Insurance - group dental	1,300	1,651	1,115	411.00	1,115	1,673
101-410-511-5180	Insurance - workers compensation	5,201	-	3,538	-	-	-
Personnel Total:		218,722	248,597	162,788	63,765	159,249	249,534
101-410-511-5460	R&M - public works equipment	1,500	1,260	1,500	-	1,500	1,500
101-410-511-5480	R&M - vehicles	500	2,493	500	-	350	500
101-410-511-5570	Professional Associations	100	50	50	-	50	100
101-410-511-5590	Training	3,000	875	2,000	50.00	2,000	4,500
101-410-511-5620	Books and Publications	100	39	100	-	-	100
101-410-511-5670	Fuel	900	2,635	2,000	275.00	1,000	2,000
101-410-511-5675	Lubricants and Fluids	1,100	1,128	800	-	500	1,100
101-410-511-5730	Program supplies	29,200	25,328	20,100	6,141.00	19,000	19,000
101-410-511-5745	Small tools	-	385	-	-	-	-
101-410-511-6580	Equipment - Vehicles						65,000
Commodities Total:		36,400	34,193	27,050	6,466	24,400	93,800
PW Vehicle Maintenance Total:		\$ 255,122	\$ 282,790	\$ 189,838	\$ 70,231	183,649	343,334

Public Works Department - Vehicle Maintenance Division

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-410-511-5460	R&M - Public Works Equipment	1,500	
		500	Annual Inspection of Garage Lift
		500	Annual Inspection of Garage Hoist
		500	Unexpected Garage Repairs
101-410-511-5480	R&M - Vehicles	500	
		200	Oil Filter Recycling
		300	Repair Parts
101-410-511-5570	Professional Associations	100	
		100	Municipal Fleet Manager's Association Membership
101-410-511-5590	Training	4,500	
		4,500	Annual Mechanic Training
101-410-511-5620	Books and Publications	100	
		100	Specifications for Vehicle Repairs
101-410-511-5670	Fuel	2,000	
		2,000	Fuel for Vehicle Maintenance Vehicles
101-410-511-5675	Lubricants and Fluids	1,100	
		1,100	Antifreeze and Fluids for Vehicles
101-410-511-5730	Program Supplies	19,000	
		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
		3,500	Annual Scanner Upgrades/Subscriptions (Snap-On, Navistar, Cummins, Allison, Ford)
		1,000	Fuel System Annual Tech Support Fee
		3,000	New Diagnostics Laptop

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 Calendar Year 2024 Budget includes \$2,155,647 in expenditures.

Major Expenditure Highlights

- The major highlights in the Building Maintenance Division Calendar Year 2024 Budget include \$50,400 for the janitorial contract and \$2,500 for a new commercial carpet cleaner.
- The budget also includes \$1,680,989 budgeted for various building projects. Projects include:
 - \$365,000 for the Village Hall Campus Generator
 - \$62,400 for Village Hall Windows
 - \$246,000 for the Village Hall Roof Replacement
 - \$8,000 for the Village Hall IT Room Window Security Installation
 - \$4,500 for a Roof Hatch Safety Railings (VH/PW)
 - \$15,000 for PW Vehicle Door Safety Improvements
 - \$10,000 for PW Vehicle Bay Garage IR Heater Blowers
 - \$178,000 for Village Hall Facility Plan Urgent Repairs/Improvements Per Facility Plan - Assessment recommendations
 - \$114,000 for Fire Facility Plan Urgent Repairs/Improvements Per Facility Plan - assessment recommendations
 - \$439,000 for Police Facility Plan Urgent Repairs/Improvements Per Facility Plan - assessment recommendations
 - \$96,500 for Public Works Facility Plan Urgent Repairs/Improvements Per Facility Plan - assessment recommendations

Public Works Department - Building Maintenance Division
CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2022 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
101-420-511-5025	Wages - full time hourly	102,460	145,301	149,150	94,959	92,952	27,873	92,952	144,546
101-420-511-5030	Part Time Employee	23,400	12,995	15,790	380	-	-	-	-
101-420-511-5040	Wages - overtime 1.5X	5,635	8,397	5,640	4,641	3,760	963	3,760	5,000
101-420-511-5045	Wages - overtime 2X	4,550	389	500	1,549	350	93	350	500
101-420-511-5056	HSA	-	-	-	-	-	-	-	-
101-420-511-5070	Uniform allowance	1,013	800	2,400	689	-	1,407	-	2,000
101-420-511-5110	Employer FICA	8,304	9,785	9,550	5,752	5,763	1,652	5,763	8,962
101-420-511-5120	Employer Medicare	1,942	2,288	2,165	1,345	1,348	386	1,348	2,096
101-420-511-5130	Employer IMRF	12,555	11,987	12,600	5,222	4,183	1,101	4,183	6,215
101-420-511-5150	Insurance - group life & AD&D	402	-	-	-	-	-	-	2,168
101-420-511-5160	Insurance - group medical	31,164	49,576	42,500	49,102	21,380	7,402	21,380	32,070
101-420-511-5170	Insurance - group dental	2,235	2,902	3,100	1,895	1,235	427	1,235	1,849
101-420-511-5180	Insurance - workers compensation	4,018	-	4,118	-	2,800	-	-	-
	Personnel Total:	197,678	244,420	247,513	165,534	133,771	41,304	130,971	205,407
101-420-511-5240	Janitorial	34,400	34,385	34,400	33,760	35,000	7,694	35,000	50,400
101-420-511-5320	Consulting	81,000	42,439	175,000	138,788	-	7,488	10,000	55,000
	Services Total:	115,400	76,824	209,400	172,548	35,000	15,182	45,000	105,400
101-420-511-5405	R&M - buildings	145,200	134,748	136,800	123,856	101,250	4,718	101,250	116,355
101-420-511-5480	R&M - vehicles	500	60	500	992	500	214	500	500
101-420-511-5530	Equipment Rental	300	264	300	-	300	-	300	300
101-420-511-5542	Equipment - Non-CIP	-	-	-	-	9,500	-	9,500	2,500
101-420-511-5590	Training	1,300	-	1,300	675	1,000	-	1,000	2,000
101-420-511-5670	Fuel	1,700	1,827	1,750	1,061	2,185	-	2,185	2,185
101-420-511-5680	Landscaping supplies	5,000	416	5,000	409	4,000	-	4,000	5,000
101-420-511-5730	Program supplies	23,000	28,628	24,500	28,519	21,500	2,100	21,500	25,500
101-420-511-5745	Small Tools	1,400	1,490	2,400	2,727	6,500	(63)	6,500	1,000
101-420-511-5780	Utilities - government building	20,000	38,973	26,000	55,056	20,010	21,460.00	20,010	55,000
	Commodities Total:	198,400	206,406	198,550	213,295	166,745	28,429	166,745	210,340
101-420-511-6530	Building Improvements	1,229,400	230,512	315,971	271,850	244,502	56,538	244,502	1,690,000
101-420-511-6599	Equipment - other	28,500	-	62,844	60,349	-	-	-	-
	Capital Total:	1,257,900	230,512	378,815	332,199	244,502	56,538	244,502	1,690,000
PW Building Maintenance Total:		\$ 1,769,378	\$ 758,162	\$ 1,034,278	\$ 883,576	\$ 580,018	\$ 141,453	\$ 587,218	2,211,147

Public Works Department - Building Maintenance Division
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-420-511-5240	Janitorial	<u>50,400</u>	
		50,400	Janitorial Contract
101-420-511-5320	Consulting	<u>55,000.00</u>	
		30,000	Village Roof Replacement Oversight
		25,000	Village Generator Replacement Design
101-420-511-5405	R&M - Buildings	<u>116,355</u>	
		12,000	HVAC Maintenance Contract
		50,000	HVAC Parts and Repairs
		2,000	Pneumatic HVAC Controller Repairs
		8,000	Overhead Door Maintenance
		20,000	Unexpected Building Repairs
		3,500	Annual Fire Sprinkler Test
		3,000	Annual Backflow Testing
		1,800	Police Elevator Maintenance
		350	Annual Elevator Testing
		4,000	Pest Control Contract
		6,000	Generator Maintenance
		5,705	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>2,500</u>	
		2,500	Commercial Carpet Cleaner
101-420-511-5590	Training	<u>2,000</u>	
		2,000	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>5,000</u>	
		5,000	Sod, Shrubs, Fertilizer, Annuals
101-420-511-5730	Program Supplies	<u>25,500</u>	
		15,000	Janitorial Supplies
		2,000	Light Bulbs
		2,000	Paint
		4,000	Sidewalk Salt
		2,000	Building Maintenance Supplies
		500	Pressure Washer Solvents
101-420-511-5745	Small Tools	<u>1,000</u>	
		400	Hand Tools
		600	Power Tool Replacements
101-420-511-5780	Utilities - Government Building	<u>55,000</u>	
		55,000	Nicor Gas
101-420-511-6530	Building Improvements	<u>1,690,000</u>	
		420,000	Village Hall Campus Generator
		246,000	Village Hall Roof
		196,500	Community Center Short Term Urgent Items Per Facility Plan
		178,000	Village Hall Facility Plan Urgent Repairs/Improvements Per Facility Plan - /

Account Number	Account Name	Amount	Comments
		114,000	Fire Facility Plan Urgent Repairs/Improvements Per Facility Plan - Assessr
		439,000	Police Facility Plan Urgent Repairs/Improvements Per Facility Plan - assess
		96,500	Public Works Facility Plan Urgent Repairs/Improvements Per Facility Plan
101-420-511-6599	Equipment - Other	-	

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 Calendar Year 2024 Budget includes \$2,720,680 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 Calendar Year 2024 is \$900,000.
- \$24,000 is included for the purchase of a new message board.
- \$85,000 is included for a new salt dome conveyer.
- \$60,000 is included for the Village's Sidewalk Replacement Program.

Public Works Department - Street Maintenance Division
CY 2024 Budget Request

Account Number	Description	FY 2022	FY 2022	FY 2023	FY 2023	SY 2023	SY 2023	SY 2023	CY 2024
		Adopted	Actual	Adopted	Unaudited	Budget	As of 7/28/23	Projected	Budget
101-440-513-5025	Wages - full time hourly	536,452	528,918	564,950	559,638	442,280	182,033	442,280	626,806
101-440-513-5035	Wages - seasonal hourly	26,000	2,288	26,000	14,560	9,290	5,600	9,290	30,900
101-440-513-5040	Wages - overtime 1.5X	27,606	30,011	27,000	19,690	7,705	1,178	7,705	20,000
101-440-513-5045	Wages - overtime 2X	8,772	10,980	8,700	16,633	11,094	771	514	10,000
101-440-513-5061	Opt Out Ins	1,200	1,200	1,200	1,200	800	700	800	1,200
101-440-513-5070	Uniform allowance	5,063	6,835	8,400	7,600	3,600	3,772	3,600	8,000
101-440-513-5110	Employer FICA	37,441	32,917	37,500	35,479	27,470	11,433	27,470	44,684
101-440-513-5120	Employer Medicare	8,756	7,698	9,010	8,297	6,425	2,674	6,425	10,450
101-440-513-5130	Employer IMRF	53,513	43,000	50,000	31,074	19,940	6,993	19,940	30,990
101-440-513-5150	Insurance - group life & AD&D	1,734	765	985	794	370	580	370	10,811
101-440-513-5160	Insurance - group medical	132,788	136,277	129,960	159,008	97,818	24,890	97,818	146,728
101-440-513-5170	Insurance - group dental	9,270	8,538	8,875	7,909	6,095	1,507	6,095	9,144
101-440-513-5180	Insurance - workers compensation	18,117	-	18,570	-	12,635	-	-	-
	Personnel Total:	866,712	809,428	891,150	861,882	645,522	242,131	622,307	949,713
101-440-513-5250	Landscaping services	69,500	54,145	109,500	89,171	81,300	2,329	86,300	81,300
101-440-513-5290	Street lights & traffic signal	30,000	2,500	30,000	10,546	30,000	49,009	55,000	30,000
	Services Total:	99,500	56,645	139,500	99,717	111,300	51,338	141,300	111,300
101-440-513-5460	R&M - Public Works Equipment	1,500	1,721	1,500	5,355	1,500	-	1,000	1,500
101-440-513-5480	R&M - vehicles	50,000	55,408	50,000	68,867	40,000	3,582	15,000	50,000
101-440-513-5590	Training	4,000	1,920	4,000	2,319	3,000	1,172	3,000	4,200
101-440-513-5599	Other Contractual	12,000	12,305	12,500	20,697	12,500	980	12,500	15,000
101-440-513-5670	Fuel	29,000	27,714	30,200	27,171	27,180	5,723	20,000	30,200
101-440-513-5675	Lubricants & fluids	2,000	3,211	2,200	1,944	1,200	-	1,200	2,200
101-440-513-5680	Landscaping supplies	10,000	10,905	6,000	9,593	4,000	980	1,500	6,000
101-440-513-5730	Program supplies	27,000	14,500	40,730	44,737	24,800	6,445	24,800	14,500
101-440-513-5745	Tools	13,500	13,680	13,500	15,104	10,000	2,768	9,500	22,200
101-440-513-5760	Street materials - aggregate	16,000	1,821	15,000	12,091	12,000	-	5,500	15,000
101-440-513-5766	Street materials - salt & sand	70,000	95,499	90,000	58,810	41,000	-	41,000	90,000
101-440-513-5768	Street materials - signs & bar	7,500	16,531	10,000	3,657	7,000	12,694	18,000	18,000
101-440-513-5769	Street Materials - Other	2,500	2,638	2,500	4,288	2,500	538	1,500	2,500
101-440-513-5785	Utilities - public way	145,000	201,339	200,000	176,830	133,400	37,195	133,400	185,000
101-440-513-5840	Meals	-	61	-	-	-	-	-	-
101-440-514-5230	Garbage & recycling	1,130,000	1,099,459	1,135,000	1,109,618	757,800	238,119	757,800	1,146,867
101-440-514-5542	Equipment - Non CIP	-	-	-	-	9,000	-	9,000	22,500
	Commodities Total:	1,520,000	1,558,713	1,613,130	1,561,081	1,086,880	310,196	1,054,700	1,625,667
101-440-514-6300	Street system construction/imp.	35,000	4,200	95,000	114,999	60,000	-	60,000	60,000
101-440-514-6599	Equipment - other	65,000	644,958	315,843	41,508	384,149	120,563	20,000	384,149
	Capital Total:	100,000	649,158	410,843	156,507	444,149	120,563	80,000	444,149
PW Street Maintenance Total:		\$ 2,586,212	\$ 3,073,944	\$ 3,054,623	\$ 2,679,187	\$ 2,287,851	\$ 724,228	\$ 1,898,307	3,130,829

Public Works Department - Street Maintenance Division
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
101-440-513-5250	Landscaping Services	<u>81,300</u>	- Replacement of Removed Parkway Trees 45,000 Annual Tree Planting 16,300 Landscape Median Maintenance (Split with Parks Maintenance (66%), Streets (20%), Buildings (7%), Aquatic Center (7%)) 20,000 Tree Trimming Next to Power Lines
101-440-513-5290	Street Lights	<u>30,000</u>	30,000 Repairs to Street Lights
101-440-513-5460	R&M - Public Works Equipment	<u>1,500</u>	500 Aerial Bucket Repairs 1,000 Annual Aerial Bucket Truck Inspections
101-440-513-5480	R&M - Vehicles	<u>50,000</u>	50,000 Repairs to Division Trucks
101-440-513-5590	Training	<u>4,200</u>	2,700 NIPSTA, IRMA, and International Society of Arboricultural (ISA) Training 1,500 ISA Conference
101-440-513-5599	Other Contractual	<u>15,000</u>	15,000 Bulk Disposal of Construction Refuse and Woodchips from Tree Trimming/Removals
101-440-513-5670	Fuel	<u>30,200</u>	30,200 Fuel for Division Vehicles and Equipment
101-440-513-5675	Lubricants and Fluids	<u>2,200</u>	2,200 Oil and Grease for Vehicles and Equipment
101-440-513-5680	Landscaping Supplies	<u>6,000</u>	6,000 Annuals, Perennials, Sod for Medians and Planting Beds
101-440-513-5730	Program Supplies	<u>14,500</u>	1,500 Personal Protective Equipment 10,000 Paint for Curbs, Streets, Parking Lots 3,000 Specialty Fuel for Chainsaws
101-440-513-5745	Tools	<u>22,200</u>	3,000 Hand Tools 1,500 Black Top Tools 2,000 Blades for Concrete Saws 500 Compressor Parts 1,000 Leaf Blowers 1,500 Hedge Trimmers 1,500 Ropes for Tree Trimming 1,000 Pole Saw Replacement/Repairs 1,500 Chainsaw Replacement/Repairs 8,700 Pilot Electric Equipment (2 Back Pack Blowers & 2 String Trimmers)
101-440-513-5760	Street Materials - Aggregate	<u>15,000</u>	15,000 Alley Grading Stone, Fill for Patching, Limestone
101-440-513-5766	Street Materials - Salt and Sand	<u>90,000</u>	80,000 Salt for Roads/alleys 10,000 Anti-Ice and Pre-wet Solution
101-440-513-5768	Street Materials - Signs and Barricades	<u>18,000</u>	6,000 Street Name and Regulatory Signs 6,000 Barricades and Cones 6,000 Replacement Parking Safety Barriers

Account Number	Account Name	Amount	Comments
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>185,000</u>	185,000 Utilities Maintenance
101-440-514-5230	Garbage and Recycling	<u>1,146,867</u>	901,867 Groot Contract 245,000 Solid Waste Agency of Northern Cook County Fees
101-440-514-5542	Equipment - Non CIP	<u>22,500</u>	6,000 Replacement Arrow Board 3,500 Ductile Iron Pipe Chainsaw for Water Main Breaks 8,000 Hydraulic Pistons for Trench Shoring 5,000 Safety Pylon Cones
101-440-514-6300	Street System Construction/ Improvements	<u>60,000</u>	60,000 Sidewalk Replacement Program
101-440-514-6599	Equipment - Other	<u>384,149</u>	275,149 Aerial Truck #1 Replacement (Expected delivery in CY24)

Public Works Department



Park Maintenance Division Description

The Park Maintenance Division provides year-round maintenance of the following facilities: the Village's 13 parks and playgrounds, Centennial Park, Proesel Park Family 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 ball 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 Calendar Year 2024 Budget includes \$1,686,010 in expenditures.

Major Expenditure Highlights

- The Calendar Year 2024 budget includes \$300,000 for the Flowers Park Renovation not fully expended in Stub Year 2023.
- \$99,000 for the design and engineering of Proesel Park Improvements pending the outcome of an OSLAD Grant application.
- \$75,000 is included for a Landscape Architect to design three parks.
- \$51,000 is included for design and engineering of a Village owned Dog Park.
- \$85,000 is included for the replacement of Truck #23.
- \$53,790 is included for a Parks and Trails Landscape Maintenance Contract.

Parks and Recreation Department - Park Maintenance Division

CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2022 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
205-430-515-5025	Wages - full time hourly	256,100	232,902	261,720	188,115	180,960	49,012	180,960	181,472
205-430-515-5035	Wages - seasonal hourly	40,500	33,269	43,600	71,497	66,420	13,120	66,420	158,695
205-430-515-5040	Wages - overtime 1.5X	9,610	10,470	9,610	22,078	15,400	1,153	15,400	10,000
205-430-515-5045	Wages - overtime 2X	7,198	14,905	7,200	13,479	10,300	3,881	10,300	10,000
205-430-515-5061	Opt Out Ins	2,400	360	-	-	-	-	-	-
205-430-515-5070	Uniform allowance	2,900	4,158	4,000	4,113	2,670	1,563	2,670	4,000
205-430-515-5110	Employer FICA	19,609	17,139	21,633	17,262	15,338	3,920	15,338	21,090
205-430-515-5120	Employer Medicare	4,586	4,008	5,059	4,037	3,580	917	3,580	4,932
205-430-515-5130	Employer IMRF	25,507	20,202	25,510	13,500	11,135	2,578	11,135	14,627
205-430-515-5150	Insurance - group life & AD&D	827	1,163	1,217	998	666	357	800	5,103
205-430-515-5160	Insurance - group medical	63,080	92,048	116,970	115,444	46,030	17,941	46,030	69,042
205-430-515-5170	Insurance - group dental	6,562	4,770	6,750	2,768	1,590	640	1,590	2,384
205-430-515-5180	Insurance - workers compensation	9,488	-	9,725	-	6,650	-	-	-
	Personnel Total:	448,367	435,394	512,994	453,291	360,738	95,082	354,223	481,346
205-430-515-5250	Contract Maintenance	25,000	19,991	25,000	17,575	135,524	11,632	98,000	96,914
	Services Total:	25,000	19,991	25,000	17,575	135,524	11,632	98,000	96,914
205-430-515-5405	R&M - buildings	3,200	3,617	4,900	521	14,900	-	4,900	16,900
205-430-515-5470	R&M - Recreation equipment	11,500	4,014	11,500	1,189	11,500	7,536	11,500	21,000
205-430-515-5480	R&M - vehicles	20,000	30,652	20,000	27,256	15,000	2,156	15,000	46,000
205-430-515-5499	R&M - Other equipment	500	-	500	-	9,000	4,010	5,000	5,500
205-430-515-5530	Equipment rental	500	500	500	-	500	-	380	500
205-430-515-5555	Park Enhancement - Non-CIP	-	-	-	-	72,275	33,752	86,828	41,500
205-430-515-5590	Training	1,600	475	1,600	-	1,200	-	1,200	1,600
205-430-515-5670	Fuel	16,350	15,517	16,700	16,635	16,600	3,502	16,000	16,700
205-430-515-5675	Lubricants & fluids	1,300	1,831	1,450	1,949	1,200	-	1,200	1,450
205-430-515-5680	Landscaping supplies	8,000	6,699	8,000	3,315	6,000	4,853	5,000	8,000
205-430-515-5730	Program supplies	41,300	37,914	48,310	41,822	40,310	8,511	40,000	60,200
205-430-515-5745	Small tools	8,000	7,283	7,300	7,240	2,900	87	2,500	16,600
205-430-515-5780	Utilities - government building	4,000	4,689	4,200	4,400	2,800	3,344	5,000	2,800
205-430-515-5840	Meals	-	30	-	-	-	-	-	-
	Commodities Total:	116,250	113,221	124,960	104,327	194,185	67,751	194,508	238,750
205-430-515-6350	Park Construction & Improvement	34,000	25,522	88,100	70,281	1,344,294	28,000	600,000	784,000
205-430-561-6599	Equipment - other	22,000	14,815	114,216	155,989	105,500	-	105,500	85,000
	Capital Total:	56,000	40,337	202,316	226,270	1,449,794	28,000	705,500	869,000
Park Maintenance Division Total:		\$ 645,617	\$ 608,943	\$ 865,270	\$ 801,463	\$ 2,140,241	\$ 202,465	\$ 1,352,231	1,686,010

Parks and Recreation Department - Park Maintenance Division

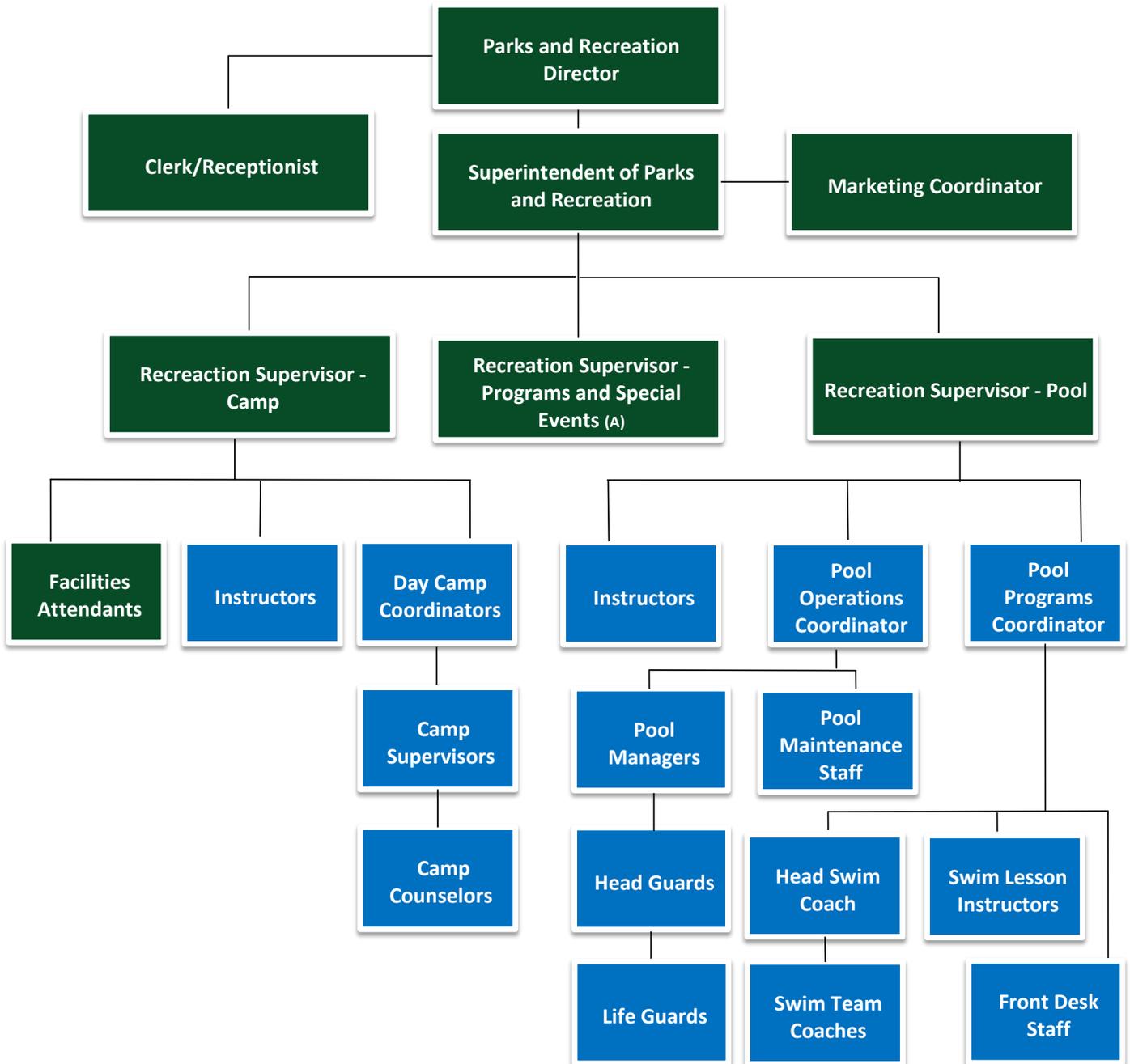
CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
205-430-515-5250	Contract Maintenance	96,914	
		33,124	Centennial Park Maintenance Contract
		10,000	Centennial Park Contractual Clean-up
		53,790	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	16,900	
		300	Annual Backflow Inspection
		500	Annual Fire Alarm Test
		300	Unexpected Repairs
		5,000	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	21,000	
		12,000	Baseball Field Maintenance
		4,000	Bleachers
		5,000	Playground Equipment Repairs
205-430-515-5480	R&M - Vehicles	46,000	
		18,000	Repairs to Trucks & Tractors, Replacement Parts
		22,000	Replacement of Gator
		6,000	Back Racks for Six Vehicles
205-430-515-5499	R&M - Other Equipment	5,500	
		500	Repairs & Parts for small equipment (tires & blades)
		5,000	EDIC Touchless Restroom Cleaner - Flowers
205-430-515-5530	Equipment Rental	500	
		500	Special Equipment Rental
205-430-515-5555	Park Enhancement - Non-CIP	41,500	
		5,000	Sidewalk replacement
		-	Mandatory Overpass Bi-Annual Inspection CY25
		1,500	Touhy Overpass Bridge Lighting Remote Access
		10,000	Contractual Court Surface Painting
		10,000	Replace 40 x 40 Tent
		7,000	Replace 30 x 30 Tent
		8,000	Repair and Level PIP Surfacing at Drake, O'Brien, Kenneth, Goebelt, and Columbia Park
205-430-515-5590	Training	1,600	
		1,600	Safety Training with NIPSTA & Intergovernmental Risk Management Association, Pesticide & Herbicide Licensing & Pool Chemicals, CPO
205-430-515-5670	Fuel	16,700	
		16,700	Fuel for Division Vehicles
205-430-515-5675	Lubricants and Fluids	1,450	
		1,450	Lubricants for trucks and tractors

Account Number	Account Name	Amount	Comments
205-430-515-5680	Landscaping Supplies	<u>8,000</u>	8,000 Top soil, peat moss, annuals, sod and bushes
205-430-515-5730	Program Supplies	<u>60,200</u>	10,000 Lumber (fence posts), Hardware, Paint Supplies 6,000 Baseball Mix/supplies 6,000 Janitorial Supplies 11,000 Sand for Volleyball Courts 2,000 Basketball/Tennis Court Paint 6,000 Tennis Court Wind Screen Replacement 800 Park Signs 1,500 Replace Bike Racks in parks 10,000 Engineered Wood Fiber (playground) 1,500 Municipal Campus Holiday Lights 900 Apparel 2,500 Replace Grills at Proesel 2,000 Picnic Bench Board Repairs
205-430-515-5745	Tools	<u>16,600</u>	500 Edgers 800 Weed Trimmers 800 Motors for mowers, leaf blowers and snow blowers 800 Hand tools, drills, saws 5,000 Gas Post Driver 8,700 Pilot Electric Equipment (2 Back Pack Blowers & 2 String Trim)
205-430-515-5780	Utilities - Government Building	<u>2,800</u>	2,800 Utilities
205-430-515-6350	Park Construction and Improvement	<u>784,000</u>	500,000 OSLAD - Flowers Park 99,000 Proesel Park Design and Engineering for Accessible Playground, Tennis/Basketball Courts, Looped Pedestrian Path, and Sand Volleyball Courts 50,000 Picnic Table Replacement 40,000 Replace Fence at Goebelt 20,000 Sculpture Repairs/Maintenance 75,000 Landscape Architect Retainer
205-430-561-6599	Equipment - Other	<u>85,000</u>	85,000 Replacement Truck #23 (Ford F-550)

Parks and Recreation Department

Calendar Year 2024 Organizational Chart



■ Seasonal. ^(A) The Fiscal Year 2024 Budget includes the addition of one Recreation Supervisor

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 community 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 seven full-time employees and approximately 200 part-time and seasonal employees.

Department Expenditure

The Parks and Recreation Administration Division Calendar Year 2024 Budget includes \$658,936 in expenditures.

Major Expenditure Highlights

- The budget includes administrative staff and training and travel expenditures.
- This budget includes \$16,000 for printing of the seasonal brochure.
- The budget includes the addition of a new full-time Recreation Supervisor to assist with programming and the changing of a part-time Marketing Coordinator to a full-time position.

Parks and Recreation Department



Proposed Goals

Goal: The Parks and Recreation Department completed a Comprehensive Master Plan in 2023. The Village also completed a Facility Analysis to assess building conditions. Both plans concur that the Community Center is not a long-term viable option for housing Parks and Recreation programs and staff due to deteriorating conditions. Parks and Recreation will work with a consultant to conduct a feasibility study for the Community Center to evaluate program needs, square footage requirements, potential sites, preliminary concept designs, probable budgets, and Pro Forma including operational budgets and cost recovery models.

Goal: The Parks and Recreation Department completed a Comprehensive Master Plan in 2023. As part of the Master Plan, the architect providing building assessment of the aquatic center, identified a long-term recommendation of remodeling/renovating the aquatic center. Parks and Recreation will work with a consultant to evaluate program needs and requirements, preliminary alternative concept designs, probable budgets, and Pro Forma including operational budgets, and cost recovery models.

Goal: The Parks and Recreation Department applied for an Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development Grant (OSLAD). The grant application seeks funding for improvements to Proesel Park to include a universally accessible playground, renovation of the tennis and basketball courts, renovation of the inline hockey court and sand volleyball courts, and resurfacing of the looped pedestrian path. If the grant is awarded, the Village will design and engineer the project in CY 2024 and construct in CY 2025.

Goal: Parks and Recreation will work with the Multi-Cultural Task Force to develop and implement culturally diverse programs and events relevant to the Lincolnwood Community to include a Hannukah program, a Lunar New Year program, and a Holi program in CY 2024.

Goal: In SY 2023, Parks and Recreation worked with a consultant for a dog park feasibility study that included public engagement, a community-wide survey, and conceptual designs. Parks and Recreation will work with a consultant for the design and engineering of a Village owned dog park.

Goal: The Parks and Recreation Department will develop and implement an online donation portal for a Giving Tuesday Campaign where individuals can make donations to a variety of Parks and Recreation equipment, park improvements, or programs and scholarship funds.

Goal: In SY 2023, Parks and Recreation launched a new recreation registration software Civic Rec to provide a better and more intuitive online registration experience. In CY 2024, the department will be rolling out a new feature of the software to include document management for our summer camp information forms. Parents/Guardians will no longer have to complete the camper information through

a 3rd party. All forms will be provided to be completed at the time of registration. This will provide easier access to the documents for both the families and staff with everything located in one place.

Key Performance Measures/Service Indicators	Actual FY 2022	Actual FY 2023	Projected SY 2023	Target CY 2024
Average age of playgrounds	12.5	12.5	10.25	11.25
Number of Parks	13	13	13	13
Number of program sessions offered	283	276	195	275
Number of Resident Pool Passes Sold	1,636	2,026	2,093	2,050
Number of Summer Camps Offered	14	27	25	27
Number of Facility Rentals	38	35	60	60

Parks and Recreation Department - Administration

FY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projections	CY 2024 Budget
205-500-515-5020	Wages - full time salaried	334,300	362,027	414,968	378,715	268,350	115,250	268,350	390,000
205-500-515-5025	Wages - full time hourly	45,000	48,976	47,500	64,135	39,445	19,011	39,445	65,000
205-500-515-5030	Wages - part time hourly	40,200	47,711	48,250	7,253	32,183	8,432	32,183	10,000
205-500-515-5060	Educational stipend	3,706	2,660	3,700	3,559	2,720	1,085	2,720	4,000
205-500-515-5061	Opt Out Ins	2,400	2,000	1,200	-	-	-	-	-
205-500-515-5062	Phone Stipend	1,000	585	450	781	1,040	91	1,040	800
205-500-515-5110	Employer FICA	26,252	22,545	32,250	25,670	19,925	8,692	19,925	28,830
205-500-515-5120	Employer Medicare	6,140	5,273	5,400	6,003	4,660	2,033	4,660	6,743
205-500-515-5130	Employer IMRF	38,392	29,526	45,500	23,025	14,460	5,746	14,460	22,050
205-500-515-5150	Insurance - group life & AD&D	1,222	945	1,200	1,585	1,057	504	1,034	7,692
205-500-515-5160	Insurance - group medical	63,080	51,515	45,948	67,409	30,271	12,621	30,271	51,536
205-500-515-5170	Insurance - group dental	4,220	2,865	3,030	2,503	1,835	733	1,835	3,325
205-500-515-5180	Insurance - workers compensati	12,703	-	13,021	-	8,860	-	-	-
Personnel Total:		578,615	576,627	662,417	580,638	424,806	174,198	415,923	589,976
205-500-515-5440	R&M - office equipment	6,000	3,966	6,000	6,147	6,000	1,198	4,000	6,000
205-500-515-5510	Advertising	2,000	1,207	2,200	884	2,800	-	2,400	3,500
205-500-515-5560	Printing & copying services	12,000	15,872	12,000	15,843	11,000	4,471	11,000	16,800
205-500-515-5570	Professional associations	2,500	3,342	2,500	2,745	2,500	-	2,500	2,550
205-500-515-5580	Telephone	-	-	-	28	-	-	-	-
205-500-515-5590	Training	500	1,925	500	805	500	625	700	500
205-500-515-5599	Other contractual	9,375	6,563	110,100	30,241	9,000	8,541	65,000	13,260
Services Total:		32,375	32,874	133,300	56,693	31,800	14,835	85,600	42,610
205-500-515-5640	Computer supplies	-	-	-	162	-	-	-	-
205-500-515-5700	Office supplies	5,000	2,652	5,000	3,629	3,400	650	3,000	5,100
205-500-515-5720	Postage	5,000	4,801	5,000	2,907	3,500	1,184	3,500	5,250
205-500-515-5725	Credit card charges	5,000	1,300	5,000	1,327	5,000	-	5,000	5,000
205-500-515-5730	Program supplies	500	640	1,000	1,204	600	556	800	1,300
205-500-515-5810	Conference & meeting registration	3,050	1,406	3,050	2,588	3,100	808	3,100	4,500
205-500-515-5820	Local mileage, parking & tolls	1,150	62	1,150	500	1,150	-	900	2,300
205-500-515-5830	Lodging	900	-	900	347	900	-	700	1,800
205-500-515-5840	Meals	900	91	900	234	200	-	200	1,100
Commodities Total:		21,500	10,951	22,000	12,898	17,850	3,198	17,200	26,350
P & R Administration		\$ 632,490	\$ 620,453	\$ 817,717	\$ 650,229	\$ 474,456	192,231	518,723	658,936

Parks and Recreation Department - Administration

CY 2024 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>3,500</u> 1,000 1,000 1,500	Promotional Parks and Recreation Items Signage for Park Signs Social Media Boosts
205-500-515-5560	Printing & copying services	<u>16,800</u> 16,800	Printed Seasonal Brochures (3)
205-500-515-5570	Professional associations	<u>2,550</u> 1,800 750	Illinois Parks and Recreation Association 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>13,260</u> 7,000 2,700 200 900 900 600 600 360	Graphic Design-Brochures / Flyers Constant Contact Annual Fee Free Pik Licensing Fee MPLC Licensing Fee ASCAP Licensing Fee SEASAC Licensing Issuu Grammarly.com
205-500-515-5700	Office supplies	<u>5,100</u> 5,100	Clipboards, pens, note/paper pads, tape, laminating supplies, paper/binder clips, etc.
205-500-515-5720	Postage	<u>5,250</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>1,300</u> 800 500	Staff Uniforms Video Camera for Social Media posts
205-500-515-5810	Conference & meeting registration	<u>4,500</u>	

Account Number	Account Name	Amount	Comments
		2,000	Illinois Parks and Recreation Association Conference Registration - 5 staff
		1,300	National Recreation and Park Association Conference Registration - Director and Superintendent
		900	Professional Development School - Rec Supervisor
		300	Meeting Registration (IPRA, NRPA, WILS, ACA, etc.)
205-500-515-5820	Local mileage, parking & tolls	<u>2,300</u>	
		700	Mileage, parking, and tolls for meeting travel
		1,600	NRPA Flight & Airport Transportation - Director and Superintendent
205-500-515-5830	Lodging	<u>1,800</u>	
		1,800	National Recreation and Park Association Conference - Director and Superintendent
205-500-515-5840	Meals	<u>1,100</u>	
		700	Illinois Park and Recreation Conference
		400	National Recreation and Park Association Conference

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, Cultural Events, Lincolnwood Lights, Make-A-Flake, and Breakfast with Santa.

Division Expenditure

The Special Events Division Calendar Year 2024 Budget includes \$135,230 in expenditures.

Division Revenue

The Special Events Division Calendar Year 2024 Budget includes \$158,500 in revenue. The net difference is a surplus of \$23,270.

Major Expenditure Highlights

- The budget includes expenses for the Lincolnwood Fest 2024, which includes \$20,000 for a contractual management company.
- This budget includes expenses for Turkey Trot totaling \$71,480.

Parks and Recreation Department - Special Events Division
CY 2024 Budget Request

Account	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 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	28,825	27,250	89,700	74,687	179,050	11,120	60,000	46,200
	Services Total:	28,825	27,250	89,700	74,687	179,050	11,120	60,000	46,200
205-504-515-5510	Advertising	2,900	3,005	3,000	1,251	3,000	-	3,000	3,000
205-504-515-5530	Equipment rental	7,500	7,689	9,000	7,468	12,750	-	12,750	12,750
205-504-515-5560	Printing & copying services	2,600	2,000	2,850	3,452	2,850	-	2,850	3,350
205-504-515-5615	Awards	5,250	9,549	9,250	-	9,950	-	9,950	11,250
205-504-515-5645	Concessions & food	6,230	6,000	7,400	5,393	7,700	-	7,700	8,100
205-504-515-5720	Postage	1,100	450	1,000	502	1,100	-	1,100	1,100
205-504-515-5730	Program supplies	31,505	29,300	43,630	6,108	45,880	4,117	45,880	48,480
205-504-515-5799	Other materials & supplies	1,500	1,000	1,500	-	1,000	-	1,000	1,000
	Commodities Total:	58,585	58,993	77,630	24,174	84,230	4,117	84,230	89,030
	Special Events Total:	\$ 87,650	\$ 86,243	\$ 167,330	\$ 98,861	\$ 263,280	\$ 15,237	\$ 144,230	\$ 135,230

Parks and Recreation Department - Special Events Division

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
205-504-515-5270	Purchased Program Services	46,200	
		1,800	Daughter Dance DJ and Photo Booth
		7,500	Summer Concert Series Musical Entertainment
		400	Breakfast with Santa Entertainer
		1,200	Movie in the Park Movies
		900	Concert Series Balloon Artist
		900	Noon Years Eve DJ
		2,500	Fest Family Tent Entertainers
		20,000	Lincolnwood Fest 2024 - Contractual Management
		350	Chicago Area Runners Association (CARA) Certification
		850	CARA Circuit (Turkey Trot)
		1,800	DJ Services, Start/Finish Line Speakers (Turkey Trot)
		8,000	Timing & Start/Finish Management (Turkey Trot)
		205-504-515-5510	Advertising
500	Social Media		
1,000	Banners & Signage		
500	Concert Series Supplies		
550	Running Websites / Active (Turkey Trot)		
200	Social Media (Turkey Trot)		
250	Yard Signs (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	3,350	
		750	Marketing and mailing fees
		250	Signs for Park
		850	Printing of Save-the-Date Postcards (Turkey Trot)
		1,500	Race Course & Village Signage (Turkey Trot)
205-504-515-5615	Awards	11,250	
		9,000	Finisher, Dash, and Category Medals
		250	Plaques for Overall Winners
205-504-515-5645	Concessions and Food	8,100	
		3,500	Daddy Daughter Meal
		350	Buddy Bingo
		100	Summer Concert Series Water
		1,500	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)
		500	Bananas (Turkey Trot)
		900	Post-Race Pizza (Turkey Trot)

Account Number	Account Name	Amount	Comments
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	48,480	
		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)
		2,600	Purchase 150 white folding chairs for events
		500	Miscellaneous Public Works (Turkey Trot)
		6,000	Fences (Events)
205-504-515-5799	Other Materials and Supplies	1,000	
		1,000	Supplies for Special Events

Parks and Recreation Department - Special Events Division Revenue CY 2024 Budget

Account Number	Account Name	Amount	Comments
205-504-410-4700	Special Event Registration	126,500	
		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
		30,000	Lincolnwood Fest
		83,000	Online Registration-Turkey Trot
		4,000	RecTrac Revenue
205-504-410-4941	Sponsorship	32,000	
		1,000	Concerts/Movies in the Park
		1,000	Misc Events
		15,000	Monetary Sponsors for Turkey Trot

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 employees 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, prepares ball fields, and assists with special events. In Stub Year 2023, Park Patrol assisted with Trunk or Treat, Summer Concerts, Lincolnwood Fest, Code Enforcement, and numerous smaller events throughout the park system.

Division Expenditure

The Park Permit Division Calendar Year 2024 Budget includes \$87,570 in expenditures.

Division Revenue

The Park Permit Division Calendar Year 2024 Budget includes \$21,000 in revenue. The net difference is a deficit of \$66,570.

Major Expenditure Highlights

- The budget includes program supplies and seasonal Park Patrol personnel.

Parks and Recreation Department - Permits Division

CY 2024 Budget Request

Account	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projections	CY 2024 Budget
205-508-515-5035	Wages - seasonal hourly	55,000	58,000	61,500	69,886	82,000	33,907	79,000	80,000
205-508-515-5110	Employer FICA	3,410	3,600	3,815	4,333	5,084	2,102	4,800	4,960
205-508-515-5120	Employer Medicare	798	850	891	1,013	1,189	492	1,000	1,160
205-508-515-5180	Insurance - workers compensation	1,650	1,650	1,691	-	1,725	-	300.00	-
	Personnel Total:	60,858	64,100	67,897	75,232	89,998	36,501	85,100	86,120
205-508-515-5270	Purchased Program Services	-	-	-	586	-	803	1,000	-
205-508-515-5580	Telephone	350	570	350	350	350	187	350	350
205-508-515-5730	Program supplies	700	500	770	1,232	800	874	1,000	1,100
	Commodities Total:	1,050	1,070	1,120	2,168	1,150	1,864	2,350	1,450
	Totals:	\$ 61,908	\$ 65,170	\$ 69,017	\$ 77,400	\$ 91,148	\$ 38,365	\$ 87,450	87,570

Parks and Recreation Department - Permits Division

CY 2024 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>1,100</u>	
		300	Bike Tune-Up, Repairs, Parts
		700	Staff Uniforms
		100	Keys, Bug Spray, Sunblock

Parks and Recreation Department - Permits Division Revenue

CY 2024 Budget Revenue

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

Parks and Recreation Department



Summer Day Camp Division Description

The Lincolnwood Summer Day Camp program is comprised of 26 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 division also includes a traditional afterschool program that is intended to start back up in January at School District 74 schools. The afterschool program will run Monday through Friday from 2:45-6pm on days when D74 schools are in session.

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

Division Expenditure

The Summer Day Camp Division Calendar Year 2024 Budget includes \$520,488 in expenditures.

Division Revenue

The Summer Day Camp Division Calendar Year 2024 Budget includes \$593,030 in revenue. The net difference is \$72,542.

Major Expenditure Highlights

- The budget includes staffing for camp and the afterschool program.
- \$40,000 is budgeted for weekly summer camp field tips.

Parks and Recreation Department - Day Camp Division

CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
205-530-515-5030	Wages - Part Time Hourly	-	-	-	-	-	0.00		
205-530-515-5035	Wages - seasonal hourly	60,050	105,573	309,499	158,696	309,499	153,263.00	260,000	367,842
205-530-515-5110	Employer FICA	5,450	6,420	29,693	9,573	29,693	9,502.00	25,000	28,392
205-530-515-5120	Employer Medicare	1,275	1,645	6,945	2,239	6,945	2,222.00	4,500	5,382
205-530-515-5180	Insurance - workers compensation	1,801	835	856	-	-	0.00	-	877
	Personnel Total:	68,576	114,473	346,993	170,508	346,137	164,987	289,500	402,493
205-530-515-5270	Purchased program services	5,100	7,500	31,500	20,706	50,000	0.00	45,000	40,000
	Services Total:	5,100	7,500	31,500	20,706	50,000	-	45,000	40,000
205-530-515-5580	Telephone	1,800	620	1,800	380	1,800	151.00	1,800	1,800
205-530-515-5590	Training	500	500	2,000	1,250	2,000	0.00	1,500	2,300
205-530-515-5599	Other contractual	-	957	-	50	-	0.00		
205-530-515-5645	Concessions & food	3,300	3,473	7,600	2,154	7,600	0.00	5,500	7,600
205-530-515-5720	Postage	75	-	75	3,105	75	200.00	200	75
205-530-515-5721	Transportation	-	13,157	30,000	23,548	30,000	0.00	30,000	30,000
205-530-515-5725	Credit Card Charges	750	750	1,500	6	1,500	0.00	1,500	1,500
205-530-515-5730	Program supplies	7,320	5,700	18,020	12,820	27,520	17,000.00	27,520	24,220
205-530-515-5799	Other Materials and Supplies	500	200	500	-	500	0.00	-	500
205-530-515-5800	Scholarship Fund	-	-	-	-	20,000	0.00		10,000
	Commodities Total:	14,245	25,357	61,495	43,313	90,995	17,351	68,020	77,995
	Day Camp Total	\$ 87,921	\$ 147,330	\$ 439,988	\$ 234,527	\$ 487,132	\$ 182,338	402,520	520,488

Parks and Recreation Department - Day Camp Division

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
205-530-515-5270	Purchased Program Services	<u>40,000</u>	40,000 Field Trip Admissions and Entertainers
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>2,300</u>	1,000 Food and Supplies for Staff Training and In-Services (12+ Sessions) 1,300 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>24,220</u>	3,500 Camper T-Shirts 6,500 Staff Uniforms, Fanny Packs, Lanyards 600 Camp Swimming/Field Trip Wristbands 1,000 Safety Supplies for First Aid Fanny Packs (Gloves, Ice Packs, CPR Sheilds, Spill Kits) 3,000 Arts & Craft Supplies 3,500 Athletic and Recreational Game Equipment 2,000 Miscellaneous Supplies (Storage, Shelving, Carts, Etc.) 500 Office Supplies (Clip Boards, Binders, Dividers, Folders, Storage) 600 New Signage (Printed Banners & Yard Signs) 900 TimeForce 120 Google Account (Charged Monthly \$10)

Account Number	Account Name	Amount	Comments
		-	Camp Doc Electronic Camper Data Forms (\$4 per unique child yearly) Cost incorporated into registration fee
		1,000	Club Kid Supplies
		1,000	Camp and Breaks
205-530-515-5799	Other Materials and Supplies	<u>500</u>	
		200	Organizing
		300	Cleaning

Parks and Recreation Department - Day Camp Division Revenue

CY 2024 Budget Revenue

Account Number	Account Name	Amount	Comments
205-530-410-4210	Donation	-	Berger Donation - Field Trips Berger Donation - Scholarships Berger Donation - camp supplies
205-530-410-4700	Program Revenue	593,030	
		30,000	Tree Tikes
		-	13-15 Camp Leaders
		8,000	Post-Season Camp Last Hurrah (1 Week)
		167,000	Little Lincolns 80 kids
		165,000	Proesel Pals 80 kids
		25,000	1 week Summer Camps LL
		20,000	1 week Summer Camps PP
		25,000	1 week Summer Camps TT
		40,000	1/2 Day Camps 50 each 1/2 day
		10,000	Early Risers registration fee
		15,000	Sun Setter registration fee
		-	Early bird financing fee
		100	Late Parent, Lunches, Etc.
		80,000	Club Kid Tuition - 5 days
		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 Calendar Year 2024 Budget includes \$936,958 in expenditures.

Division Revenue

The Aquatic Center Division Calendar Year 2024 Budget includes \$669,500 in revenue. The net difference is a deficit of \$267,458.

Major Expenditure Highlights

- The Calendar Year 2024 budget includes \$45,000 to replace three filter pumps.
- The budget also includes \$27,000 to replace the chlorinators and acid feeders.
- The budget also includes \$60,000 to repair the surge tank.
- The budget includes \$59,000 for Tier 1a items per the Facility Plan.

Parks and Recreation Department - Aquatic Center

CY 2024 Budget Request

Account	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projections	CY 2024 Budget
205-560-515-5020	Wages- full time salaried	5,807	5,807	-	-	-			-
205-560-515-5030	Wages- part time hourly				84				-
205-560-515-5035	Wages - seasonal hourly ⁽¹⁾	235,322	284,810	362,843	374,724	467,531	320,318	467,531	478,331
205-560-515-5110	Employer FICA	14,600	17,635	23,000	23,238	35,766	19,709	35,766	36,592
205-560-515-5120	Employer Medicare	3,450	4,124	5,430	5,435	6,779	4,609	6,779	6,935
205-560-511-5040	Wages - Overtime 1.5x	-	-	-	130	500	2,372	500	1,000
205-560-511-5045	Wages-OT x2						755	1,500	
205-560-511-5110	ER FICA				8		186	186	
205-560-511-5120	ER Medicare				2		44	44	
205-560-511-5130	IMRF				8		124	124	
205-560-511-5160	Insurance-group medical						443	443	
205-560-511-5170	Insurance-group dental						25	25	
205-560-515-5180	Insurance - workers compensation	7,060	-	7,887	-	8,500	-		
	Personnel Total:	266,239	312,376	399,160	403,629	519,076	348,585	512,898	522,858
205-560-515-5270	Purchased program services	10,300	9,462	11,200	13,110	20,300	5,245	10,500	19,100
	Services Total:	10,300	9,462	11,200	13,110	20,300	5,245	10,500	19,100
205-560-515-5405	Repairs and Maint. Building ⁽²⁾	40,500	49,504	54,500	44,811	77,650	28,717	77,000	202,050
205-560-515-5542	Equipment - Non-CIP ⁽³⁾	-	-	-	-	12,300	11,087	11,087	9,500
205-560-515-5560	Printing & copying services	850	413	850	-	850	-		350
205-560-515-5580	Telephone	350	346	350	544	350	558	600	350
205-560-515-5590	Training	2,000	2,541	2,500	2,080	3,500	2,708	3,000	3,800
205-560-515-5630	Chemicals - swimming pool	30,000	41,728	30,000	26,443	33,000	9,705	33,000	36,000
205-560-515-5640	Computer supplies	3,550	2,750	3,550	6,667	3,550	-	500	1,550
205-560-515-5645	Concessions & food	500	606	800	2,511	3,800	-	600	4,150
205-560-515-5690	Merchandise for resale	500	82	500	-	500	-	-	-
205-560-515-5700	Office supplies	400	1,693	600	651	600	339	600	8,100
205-560-515-5720	Postage						624	624	-
205-560-515-5725	Credit Card Charges	6,500	-	7,000	105	7,000	-	7,000	7,000
205-560-515-5730	Program supplies	10,500	9,129	14,626	24,106	21,700	16,682	24,000	25,250
205-560-515-5770	Training supplies	1,000	306	2,000	349	2,000	-	800	3,700
205-560-515-5780	Utilities - government building	13,500	7,601	15,000	32,635	15,000	7,636	15,000	15,000

205-560-515-5810	Conference & meeting registrat	-	-	-	-	-	-	-	-
205-560-515-5830	Lodging	-	-	-	-	-	-	-	-
205-560-515-5840	Meals	-	-	150	-	150	-	-	-
205-560-515-5850	Purchased transportation	-	-	-	-	-	-	-	1,200
Commodities Total:		110,150	116,699	132,426	140,902	181,950	78,056	173,811	318,000
205-560-515-6599	Equipment-Pool	257,569	257,569	113,666	140,531	44,500	3,800	71,359	177,000
Capital Total:		257,569	257,569	113,666	140,531	44,500	3,800	71,359	177,000
Aquatic Center Totals		\$ 644,258	\$ 696,106	\$ 656,452	\$ 698,172	\$ 765,826	\$ 435,686	\$ 768,568	\$ 1,036,958

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

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
205-560-515-5270	Purchased Program Services	19,100	
		9,100	Contracted flower bed maintenance (Split with Parks Maintenance (66%), Streets (20%), Buildings (7%), Aquatic Center (7%))
		10,000	Aquatic Center Preventative
205-560-515-5405	R&M - Buildings	202,050	
		2,000	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
		500	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
		5,000	Filter room system repair and replacement
		4,000	Plumbing repairs and replacement
		1,000	Chlorine and Acid Pump
		500	replace flap on kiddie pool feature
		1,000	Paint for Diving Board Stands
		4,000	Concession Repairs
		8,000	Lights (outside)
		500	Appliance Repairs
		2,300	Lease for Ice Machine
		3,500	Building Repairs
		18,000	Underwater Pool Lights
		4,000	Replace Carpet in Training Room with Tiles
		10,000	ADA Chair Installation
		800	Replace Lifeguard Chairs on stands
		5,000	Install 3 Diving Boards and fulcrums
		2,500	Exhaust fan replacement in pump room
		45,000	Aquatic Center Feasibility Study
		59,000	Urgent Items to Repair per Facilities Study

Account Number	Account Name	Amount	Comments
205-560-515-5542	Equipment - Non-CIP	<u>9,500</u>	
		4,500	Robot vacuum
		5,000	Lane Line Carts
205-560-515-5560	Printing and Copying Services	<u>350</u>	
		350	Social Media Ads
205-560-515-5580	Telephone	<u>350</u>	
		350	Telephone
205-560-515-5590	Training	<u>3,800</u>	
		2,500	All Staff will need recertification
		1,300	Anti Harassment Training
205-560-515-5630	Chemicals - Swimming Pool	<u>36,000</u>	
		27,000	Chlorine
		6,000	PH Minus
		2,000	Filter Medium
		500	Reagents
		500	Miscellaneous Chemicals (water clarifier, algaeicide)
205-560-515-5640	Computer Supplies	<u>1,550</u>	
		-	Online Non-Resident Pool Pass
		1,400	Timeforce/Time Pro
		150	Google Drive Account
205-560-515-5645	Concessions and Food	<u>4,150</u>	
		650	Staff Orientation
		3,000	Lincolnwood Lightning Banquet
		500	Coaches for Meets
205-560-515-5690	Merchandise for Resale	<u>-</u>	
		-	
205-560-515-5700	Office Supplies	<u>8,100</u>	
		200	Paper & Toner
		200	Laminating Supplies
		200	Binders, folders, pens, etc.
		6,000	New Cards for Pool Passes
		500	Scanner/Copier
		1,000	card scanners

Account Number	Account Name	Amount	Comments
205-560-515-5725	Credit Card Processing Fees	<u>7,000</u>	7,000 Registration Charges
205-560-515-5730	Program Supplies	<u>25,250</u>	8,500 Uniforms 2,000 First Aid Supplies 6,000 Pool Cleaning 500 Event Supplies 500 Toys, noodles, etc. 400 Swim Caps 400 Ribbons 800 Team Unify 800 replace backboard 3,000 Swim Team Supplies 600 Program Equipment (fins, kickboards, etc.) 500 Replace Walkies 250 Replace broken Mic 500 Meet Fees 500 Umbrellas for Guard Stands
205-560-515-5770	Training Supplies	<u>3,700</u>	2,000 Lifeguard Supplies 1,700 CPR Instructor kit for adults/infants
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>-</u>	
205-560-515-5850	Purchased Transportation	<u>1,200</u>	1,200 Bus for Waterpark Trip
205-560-515-6599	Equipment - Pool	<u>177,000</u>	27,000 Replace Chlorinators & Acid Feeders 45,000 Pool Filter Pump Replacement 60,000 Pool Surge Tank Repairs 45,000 Aquatic Center Feasibility Study

Parks and Recreation Department - Aquatic Center Revenue

CY 2024 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	9,000	
		3,000	Total Contract Fee
		6,000	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, facility rentals, and community events. Costs for all recreation programs, not including special events, day camp, aquatic center fees, or park permit fees are now accounted for in this budget. These programs include senior programs, general recreation programs, adult fitness, youth/tot, adult athletics, and youth athletics.

Division Expenditure

The Community Center Division Calendar Year 2024 Budget includes \$565,155 in expenditures.

Division Revenue

The Community Center Division Calendar Year 2024 Budget includes \$199,030 in revenue. The net difference is a deficit of \$366,125.

Major Expenditure Highlights

- The Calendar Year 2024 budget includes \$140,000 for the replacement of the air conditioner, condensing unit and large room floor refinish.
- \$25,000 is budgeted for office improvements.
- \$196,500 is budgeted for Tier 1a repairs per the facility plan.

Parks and Recreation Department - Community Center Division

CY 2024 Budget Request

Account Number	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projected	CY 2024 Budget
205-571-515-5030	Wages - part time hourly	17,500	13,500	27,000	6,655	22,500	5,110	20,000	35,000
205-571-515-5035	Wages - seasonal hourly	3,000	2,256	13,000	288	10,000	55	7,000	10,000
205-571-515-5110	Employer FICA	1,271	993	2,000	428	1,860	320	1,500	3,442
205-571-515-5120	Employer Medicare	298	240	480	100	435	75	350	653
205-571-515-5180	Insurance - workers compensation	705	750	723	-	740	-	-	750
	Personnel Total:	22,774	17,739	43,203	7,471	35,535	5,560	28,850	49,845
205-571-515-5240	Janitorial	5,000	4,600	5,000	5,016	3,500	242	3,500	3,500
205-571-515-5405	R&M Building				935				
205-571-515-5645	Concessions and Food	100	100	100	34	100	-	100	100
205-571-515-5270	Purchased Program Services	63,950	83,536	95,440	59,719	87,040	5,995	83,000	108,860
	Services Total:	69,050	88,236	100,540	65,704	90,640	6,237	86,600	112,460
205-571-515-5510	Advertising	250	50	200	45	200	-	200	200
205-571-515-5535	Facility Improvement	5,000	10,000	10,000	2,020	10,000	160	4,000	13,500
205-571-515-5730	Program supplies	6,600	10,353	7,450	2,316	8,750	144	7,500	31,150
	Commodities Total:	11,850	20,403	17,650	4,381	18,950	304	11,700	44,850
205-571-561-6350	Construction/Improvement ⁽¹⁾	-	-	76,600	-	155,000	-	-	225,000
	Capital Total:	-	-	76,600	-	155,000	-	-	225,000
	Total:	\$ 103,674	\$ 126,378	\$ 237,993	\$ 77,556	\$ 300,125	\$ 12,101	\$ 115,450	\$ 432,155

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
CY 2024 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>108,860</u>	
		49,500	Contractual Youth Programs
		6,600	Contractual Tot Programs
		1,200	Contractual Non Athletic Programs
		1,600	Program Events
		30,000	Contracted Specialty Camp
		3,060	Yoga
		2,000	New Program
		6,300	Soccer Contractual Services
		6,000	Summer Umpire Fees & Flag Football Fees
		2,600	Senior 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>13,500</u>	
		3,500	Furniture
		10,000	Misc. Repairs
205-571-515-5645	Concessions and Food	<u>100</u>	
		100	Staff Meals
205-571-515-5730	Program Supplies	<u>31,150</u>	
		1,000	Paper Goods
		2,000	Cleaning Supplies
		200	First Aid
		600	Pest Control
		1,500	Equipment for In-house Programs
		1,500	Supplies for contractual (mats, balls, etc.)
		350	Program Equipment
		250	Supplies for field and program
		1,500	Summer Awards
		200	Trophies
		2,000	Softballs
		300	Tennis Balls
		250	Ball Hopper
		1,500	Pickleball supplies
		9,000	Replace Community Center Tables
		8,000	Replace Community Center Chairs
		500	Apparel
		500	Fitness Equipment
205-571-561-6350	Construction/ Improvements	<u>225,000</u>	
		140,000	Community Center HVAC Replacement
		25,000	Office Improvements
		60,000	Community Center Feasibility Study
		382,310	

Parks and Recreation Department - Community Center Division

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
205-571-410-4700	Recreation Program Revenue	199,030	
		35,000	Large Room Rentals Only
		1,200	Rental Add ons
		55,000	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
		4,500	Yoga
		2,000	New Program
		4,000	Summer Soccer Fees
		2,000	Fall Soccer Fees
		7,000	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

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 Calendar Year 2024 Budget includes \$133,808 in expenditures.

Major Expenditure Highlights

- This division has no major expenditure highlights.

Parks and Recreation Department - Special Recreation
CY 2024 Budget Request

Account	Description	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Unaudited	SY 2023 Budget	SY 2023 As of 7/28/23	SY 2023 Projections	CY 2024 Budget
205-580-515-5270	Purchased program services	130,000	103,530	130,000	116,589	105,275	-	105,275	133,808
	Services Total:	130,000	103,530	130,000	116,589	105,275	-	105,275	133,808
205-580-515-5730	Program supplies	-	-	-	-	-	-	-	-
	Commodities Total:	-	-	-	-	-	-	-	-
Total:		\$ 130,000	\$ 103,530	\$ 130,000	\$ 116,589	\$ 105,275	\$ -	\$ 105,275	\$ 133,808

Parks and Recreation Department - Special Recreation

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
205-580-515-5270	Purchased program services	132,000	
		112,000	Calendar Year 2024 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 Calendar Year 2024 Budget includes \$5,013,900 in revenues.

Fund Expenditure

The Water and Sewer Fund Calendar Year 2024 Budget includes \$10,829,546 in expenditures.

Major Expenditure Highlights

- The Calendar Year 2024 budget includes \$6,251,000 budgeted for Water Main Replacements/Private Lead Service Line Replacements as part of the Infrastructure Plan.
- The Village has also budgeted \$390,000 for Jarvis Avenue Sewer Replacement.
- Lastly, the Village has budgeted \$230,000 for the Chicago Emergency Interconnect.

Water and Sewer Fund

CY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
660-000-110-1471	Inventory Clearing	-	-	-	-	-	-
660-000-573-7380	Loan Principal Payments	313,579	235,000	235,000	275,000	275,000	275,000
660-000-574-7580	Loan Interest Payments	66,577	122,501	122,501	84,750	84,750	125,000
660-000-574-7581	2021A GO Bonds Principal	-	60,000	60,000	80,000	80,000	80,000
660-000-574-7582	2021A GO Bonds Interest	-	92,844	92,844	70,138	70,138	70,138
660-000-575-7780	Bond Payments	-	-	-	-	-	-
660-000-920-8047	Operating transfer out	-	-	-	-	-	-
	Debt Service Payments	380,156	510,345	510,345	509,888	509,888	550,138
660-610-519-5260	Liability Insurance	-	40,000	40,000	50,000	50,000	50,000
660-610-519-5320	Consulting	-	-	-	-	-	-
660-610-519-5330	Data processing	48,201	47,000	46,765	31,350	31,000	48,000
660-610-519-5340	Maintenance Agreement Expense	56,365	65,100	65,000	58,200	58,200	60,820
660-610-519-5570	Professional associations	610	200	300	400	400	400
660-610-519-5580	Telephone	10,623	13,707	13,500	11,220	11,220	11,970
660-610-519-5590	Training	-	650	650	1,650	1,500	2,000
660-610-519-5620	Books & publications	-	100	100	100	100	100
660-610-519-5700	Office supplies	1,341	1,500	2,300	1,500	1,000	1,500
660-610-519-5720	Postage	25,046	18,000	22,550	16,280	16,280	17,000
660-610-519-5785	Utilities - Public Way	1,213	-	-	-	-	-
	Water Administration	143,398	186,257	191,165	170,700	169,700	191,790
660-620-519-5025	Wages - full time hourly ⁽¹⁾	476,767	549,078	423,075	299,535	300,000	550,000
660-620-519-5035	Wages - season hourly	-	26,000	14,200	27,850	10,000	25,000
660-620-519-5040	Wages - overtime 1.5X	18,812	25,500	15,000	15,000	10,000	20,000
660-620-519-5045	Wages - overtime 2X	8,523	10,000	8,145	8,000	8,000	10,000
660-620-519-5056	HSA Savings Acct	-	-	-	-	-	-
660-620-519-5060	Educational Stipend	918	960	1,100	1,180	1,000	1,200
660-620-519-5061	Opt Out Ins.	2,500	2,500	2,400	1,800	1,800	2,500
660-620-519-5062	Phone Stipend	-	-	-	-	-	-
660-620-519-5070	Uniform allowance	3,463	1,000	2,000	1,000	2,000	2,000
660-620-519-5075	Longevity stipend	-	-	-	-	-	-
660-620-519-5110	Employer FICA	30,360	34,500	27,580	20,972	203,360	37,510
660-620-519-5120	Employer Medicare	7,100	7,980	20,045	4,905	4,756	8,773
660-620-519-5130	Employer IMRF	40,096	49,030	26,780	15,550	14,104	26,015
660-620-519-5150	Insurance - group life & AD&D	1,199	1,725	1,100	1,000	1,000	2,000
660-620-519-5160	Insurance - group medical	102,947	125,980	134,890	47,790	45,000	150,000
660-620-519-5170	Insurance - group dental	6,259	8,345	5,090	2,680.00	2,500	8,000
660-620-519-5180	Insurance - workers compensati	-	18,047	18,047	12,280	12,000	18,000
	Personnel Total:	698,944	860,645	699,452	459,542	615,520	860,998
660-620-519-5320	Consulting	193,264	375,000	185,000	509,000	509,000	886,400
660-620-519-5340	Engineering	-	-	-	-	-	-
660-620-519-5399	Other professional services	60,289	65,200	65,200	65,200	65,200	65,200
660-620-519-5405	R&M - buildings	13,971	31,500	150,000	84,000	84,000	22,000
660-620-519-5480	R&M - vehicles	19,767	25,000	18,000	20,000	18,000	25,000
660-620-519-5490	R&M - water system equipment	12,763	215,700	216,000	346,700	346,700	251,000
660-620-519-5590	Training	1,482	3,600	3,000	3,200	3,200	3,700
660-620-519-5599	Other contractual	61,075	121,400	121,400	156,500	150,000	72,620
	Services Total:	362,611	837,400	758,600	1,184,600	1,176,100	1,325,920
660-620-519-5635	Chemicals - water system	4,872	3,000	5,500	3,000	3,000	3,000
660-620-519-5670	Fuel	26,240	21,850	22,000	25,300	18,000	25,300
660-620-519-5675	Lubricants & fluids	1,694	2,200	2,200	1,800	2,200	2,200
660-620-519-5680	Landscaping supplies	315	1,000	500	1,000	500	1,000
660-620-519-5720	Postage	1,308	1,000	500	1,000	-	-
660-620-519-5730	Program supplies	16,195	10,500	10,500	18,800	10,500	10,500
660-620-519-5745	Small tools	15,295	23,100	22,000	17,350	15,000	13,100
660-620-519-5760	Street materials - Aggregate	17,642	16,000	15,000	13,000	10,000	16,000

660-620-519-5769	Street materials - Other	3,976	5,000	4,000	4,000	3,000	5,000
660-620-519-5780	Utilities - government buildin	3,544	4,400	3,000	3,500	3,500	4,200
660-620-519-5785	Utilities - public way	8,766	5,500	3,000	4,500	4,500	4,600
660-620-519-5790	Water purchases	650,076	900,000	850,000	640,000	640,000	900,000
660-620-519-5793	Water system supplies	-	7,000	5,000	6,500	3,000	7,000
660-620-519-5796	Water system repair parts	80,613	72,000	70,000	65,000	65,000	227,000
	Commodities Total:	830,536	1,072,550	1,013,200	804,750	778,200	1,218,900
660-620-519-9001	To General Fund	200,000	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	200,000
660-620-562-6401	Water Transmission Improvement	2,444,891	116,000	116,000	1,391,000	1,391,000	6,275,000
660-620-562-6580	Equipment - vehicles	293,551	27,400	27,400	205,200	-	206,800
	Capital Total:	2,738,442	143,400	143,400	1,596,200	1,391,000	6,481,800
660-630-519-6900	Depreciation Expense	-	-	-	-	-	-
	Depreciation Total:	-	-	-	-	-	-
	Water & Sewer Fund Total:	\$ 5,354,087	\$ 3,810,597	\$ 3,516,162	\$ 4,925,680	\$ 4,840,408	\$ 10,829,546

⁽¹⁾ Includes 30% of the Engineer's Salary

Water and Sewer Fund

CY 2024 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>48,000</u>	
		48,000	Credit Card Processing Fees For Water Billing
660-610-519-5340	Maintenance Agreement Expense	<u>60,820</u>	
		11,550	Springbrook Maintenance (Split with IT Budget)
		26,000	Aclara One Maintenance Agreement - Automated Water Meter System
		8,400	Quinlan Video Security System Maintenance (Split with IT Budget)
		3,570	Portion of Copier Lease for Public Works and Finance
		1,600	GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS Desktop Standard, ArcGIS Online Subscription (Administration - Split with General Fund, Water Fund, Building Tech Fund)
		1,900	Laserfiche Software License (Split with IT Budget)
		1,100	Online Vehicle Repair Manual (Split with IT Budget)
		5,500	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>11,970</u>	
		3,500	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
		850	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>2,000</u>	
		2,000	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>	
		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>17,000</u>	
		16,000	Utility Billing Costs

Account Number	Account Name	Amount	Comments
		1,000	Postage Machine Lease (25% allocated to WF)
660-620-519-5320	Consulting	886,400	
		6,000	Illinois Environmental Protection Agency Water Testing Fees
		6,400	IT Support & IT Management (Split with General Fund)
		15,000	Sewer Lining Design/Oversight
		360,000	Phase II Design - Water Main Replacements (Private Lead Services Included)
		449,000	Phase III Engineering - Water Main Replacements (Private Lead Services Included)
		30,000	Emergency Chicago Interconnect - Design & Oversight
		20,000	IEPA Lead Service Funding Plan/Application
660-620-519-5399	Other Professional Services	65,200	
		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	22,000	
		10,000	Unexpected Pump House Repairs
		5,000	Fence Repairs
		5,000	Pump House Breakroom Reconfiguration
		2,000	Pump House Lab Improvements
660-620-519-5480	R&M - Vehicles	25,000	
		25,000	Repairs to Department Vehicles
660-620-519-5490	R&M - Water System Equipment	251,000	
		5,000	Pumping Station Pump Repairs
		5,000	SCADA System Repairs
		4,000	Annual Generator Test (Standpipe)
		2,000	Annual Electrical Control Panel Maintenance
		-	Water Pump #1 Motor Upgrade
		-	Water Pump #2 Replacement
		10,000	Chlorine Room Repairs
		225,000	Water Pumps 1/2 improvements
660-620-519-5590	Training	3,700	
		1,500	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	72,620	
		18,270	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
		16,000	Construction material refuse (for water main break repairs)
		30,000	Unexpected Lead Line Repairs (Separate from infrastructure program)

Account Number	Account Name	Amount	Comments
		3,500	Joint Utility Locating Information for Excavators (JULIE) notification fees
		1,050	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	<u>3,000</u>	
		3,000	Chlorine
660-620-519-5670	Fuel	<u>25,300</u>	
		25,300	Fuel for Division Vehicles
660-620-519-5675	Lubricants and Fluids	<u>2,200</u>	
		2,200	Oil and Grease for Trucks and Equipment
660-620-519-5680	Landscaping Supplies	<u>1,000</u>	
		1,000	Parkway Restoration
660-620-519-5730	Program Supplies	<u>10,500</u>	
		5,000	Personal Protective Equipment
		2,000	Joint Utility Locating Information for Excavators (JULIE) Paint
		1,000	Batteries
		1,000	Plumbing Supplies
		1,500	Hydrant Materials
660-620-519-5745	Small Tools	<u>13,100</u>	
		3,000	Sewer Pipe Cleaning Nozzles
		2,000	Sewer Pipe Cleaning Nozzles for Small Jet Rodder
		3,000	Vactor and Sweeper Hoses
		1,500	Jackhammer Chisels
		1,200	Shovels, Picks, Sledge Hammers
		1,200	Root Cutter Blades
		1,200	Root Cutter Motors
660-620-519-5760	Street Materials - Aggregate	<u>16,000</u>	
		16,000	Trench Filling
660-620-519-5769	Street Materials - Other	<u>5,000</u>	
		5,000	Concrete
660-620-519-5780	Utilities - Government Building	<u>4,200</u>	
		4,200	Gas and Electric
660-620-519-5785	Utilities - Public Way	<u>4,600</u>	
		4,600	Electricity for Pumps and Standpipe
660-620-519-5790	Water Purchases	<u>900,000</u>	
		900,000	City of Evanston Water purchases
660-620-519-5793	Water System Supplies	<u>7,000</u>	
		3,000	Precast Vaults
		2,000	Sewer Pipes
		2,000	Alley French Drains
660-620-519-5796	Water System Repair Parts	<u>227,000</u>	
		200,000	Meters, Meter Transmission Units, Meter Covers
		2,000	Valves
		3,000	Piping

Account Number	Account Name	Amount	Comments
		15,000	Sleeves
		7,000	Connections
660-620-562-6580	Vehicles/Equipment	<u>206,800</u>	
		-	Replacement Truck #3 (Dump Truck) Expected to be received in CY2025/2026
		65,000	Replacement Caravan #4 to Ford F-250
		76,800	Replacement Bobcat 55
		65,000	Replacement Saturn #27 to Ford F-250
660-000-573-7380	Loan Principal Payments	<u>275,000</u>	
		275,000	Illinois Environmental Protection Agency (IEPA) principal payments
660-000-574-7580	Loan Interest Payments	<u>84,750</u>	
		84,750	Illinois Environmental Protection Agency (IEPA) Interest Payment
660-620-562-6401	Water Transmission Improvements	<u>6,275,000</u>	
		5,251,000	Water Main Replacements (Infrastructure Plan)
		663,000	Private Lead Service Line Replacements
		120,000	Sewer Lining
		11,000	MWRD/CTA Annual Easement Agreements
		230,000	Chicago Emergency Interconnect (disconnection and auto flusher)

Water and Sewer Fund Revenue

CY 2024 Budget

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
660-000-410-4390	Water sales	4,288,501	2,593,411	2,254,122	1,777,927	1,800,000	2,700,000
660-000-410-4391	Water meter sales	-	-	-	-	-	-
660-000-410-4392	Water service charge	-	-	-	-	-	-
660-000-410-4394	Turn on fees	6,300	4,000	3,550	4,000	5,000	4,000
660-000-410-4395	Final Water Bill Fee	4,800	4,000	2,980	4,000	2,000	4,000
660-000-410-4397	Water Meter Charge	107,960	111,127	119,172	85,976	85,000	120,000
660-000-410-4398	Debt Service Charge	187,525	1,512,823	1,390,183	1,037,364	1,000,000	1,400,000
660-000-410-4399	Capital Improvements Charge	161,379	180,198	184,837	122,652	120,000	190,000
660-000-410-4400	Sewer Use Charge	491,606	449,525	394,379	458,169	450,000	475,000
660-000-410-4510	Late payment penalty	49,661	40,000	67,789	40,000	40,000	60,000
660-000-410-4520	NSF check charge	550	200	300	200	400	400
660-000-410-4660	State Grants	-	-	-	-	-	-
660-000-410-4710	Interest income- deposits	514	450	135	350	350	500
660-000-410-4720	Investment Income	8,391	-	56,547	15,000	30,000	50,000
660-000-410-4816	Reimbursement	5,425	-	-	-	-	-
660-000-410-4925	Miscellaneous Income	10,000	10,000	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:		\$ 7,826,690	\$ 4,905,734	\$ 4,483,994	\$ 3,555,638	\$ 3,542,750	\$ 5,013,900



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.

Fund Expenditure

The Motor Fuel Tax Fund Calendar Year 2024 Budget includes \$3,678,000 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 Calendar Year 2024, the Village estimates receiving approximately \$750,000 in revenue.
- The budget includes \$3,228,000 for Year Six of the Roadway Program and \$410,000 for consulting services related to the following programs:
 - Pratt Avenue Pedestrian Bridge Phase II Engineering
 - Infrastructure Program – Year Seven, Phase II Design. Expenditures for this program are split with the Water Fund.
 - Infrastructure Program – Year Six, Phase III Oversight. Expenditures for this program are split with the Water Fund.
 - Pratt Avenue Bike Lane, Phase II Design. Expenditures for this program are 70% Grant Funded.

Motor Vehicle Fuel Tax
FY 2024 Budget Request

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	FY 2024 Budget
212-000-511-5320	Consulting	445,000	543,500	398,213	593,000	490,000	410,000	59,797	410,000
	Services Total:	445,000	543,500	398,213	593,000	490,000	410,000	59,797.00	410,000
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	9,777.00	40,000
	Commodities Total:	24,000	28,000	24,442	28,000	28,000	40,000	9,777.00	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	3,228,000	584,965	3,228,000
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	3,228,000	584,965.00	3,228,000
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	\$ 3,678,000	654,539.00	\$ 3,678,000

Motor Vehicle Fuel Tax

FY 2024 Budget Request

Account Number	Account Name	Amount	Comments
212-000-511-5320	Consulting	<u>410,000</u>	
		130,000	Infrastructure Program - Year 7 Phase II Design (split with Water Fund)
		130,000	Infrastructure Program - Year 6 Phase III Oversight (split with Water Fund)
		150,000	Pratt Avenue Pedestrian Bridge Phase II Engineering (and remainder of phase I carryover from FY23)
212-000-511-5725	Banking Fees	<u>-</u>	
		-	
212-000-513-5290	Street Lights and Traffic Signal	<u>40,000</u>	
		40,000	Annual Traffic Signal Maintenance (includes repairs to EVP warning lights)
212-000-561-6300	Street System Construction/Improvements	<u>3,228,000</u>	
		3,228,000	Roadway Program Year 6 Construction

Motor Vehicle Fuel Tax Revenue

FY 2024 Budget

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	FY 2024 Budget
212-000-410-4170	Motor fuel tax	501,125	450,000	570,834	520,000	450,000	580,000
212-000-410-4171	Restore Illinois Funds	277,484	417,585	138,288	-	-	-
212-000-410-4172	Bond Proceeds	2,830,000	-	-	-	-	-
212-000-410-4660	Grants	-	666,000	42,000	-	-	-
212-000-410-4710	Interest from deposits	3,925	1,500	58,433	10,000	52,000	70,000
212-000-410-4720	Interest from investments	2,345	-	76,814	5,000	80,000	100,000
MFT Total:		\$ 3,614,878	\$ 1,535,085	\$ 886,369	\$ 535,000	\$ 582,000	\$ 750,000

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 Calendar Year 2024, the Village estimates \$680,000 in revenue.

Fund Expenditure

The Transportation Improvement Fund Calendar Year 2024 Budget includes \$217,000 in expenditures.

Major Expenditure Highlights

- The Calendar Year 2024 includes \$37,000 in road repairs for the following projects:
 - Cold and hot patching for street repairs
 - Thermoplastic Pavement Marking Program – Year 4 of 4

Transportation Improvement Fund

CY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
213-000-511-5320	Consulting	-	-	-	-	-	-
213-000-511-5725	Bank Fees	-	-	-	-	-	-
213-000-561-5340	Engineering	34,274	213,000	213,000	205,000	200,000	180,000
Services Total:		34,274	213,000	213,000	205,000	200,000	180,000
213-000-561-5490	R&M Road Repairs	28,699	112,000	217,000	102,000	102,000	25,000
213-000-561-6100	Land acquisition & improvement	-	-	-	-	-	-
213-000-561-6300	Street system const/improvements	202,130	50,000	2,500	-	817	12,000
213-000-561-6310	Street lights' improvements	-	-	-	-	-	-
Capital Total:		230,830	162,000	219,500	102,000	102,817	37,000
213-000-920-8000	Transfers Out	-	-	-	-	-	-
213-000-920-9001	To General Fund	-	-	-	-	-	-
Other Total:		-	-	-	-	-	-
Transportation Improvement Fund:		\$ 265,103	\$ 375,000	\$ 432,500	\$ 307,000	\$ 302,817	\$ 217,000

Transportation Improvement Fund CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
213-000-561-5340	Engineering	<u>180,000</u>	
		180,000	Phase III Engineering - Touhy/Cicero Intersection improvements (Grant, local match reimbursed by IDOT)
213-000-561-5490	R&M Road Repairs	<u>25,000</u>	
		25,000	ADA Transition Plan
213-000-561-6300	Street System Construction/Improvements	<u>12,000</u>	
		12,000	Devon Avenue Bridge Signage

Transportation Improvement Fund Revenue CY 2024 Budget

Account Number	Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	FY 2023 Budget	SY 2023 Projected	CY 2024 Budget
213-000-410-4170	LWD gasoline tax ⁽¹⁾	581,938	250,000	426,540	266,800	266,800	450,000
213-000-410-4660	Grants	-	180,000	-	-	-	180,000
213-000-410-4710	Interest from deposits	1,316	250	4,500	1,000	15,000	25,000
213-000-410-4815	State reimbursement	-	-	-	-	-	25,000
213-000-910-8001	Transfers In	-	-	-	-	-	
213-000-910-8030	Transfer In	-	-	-	-	-	
	Transportation Improvement Fund:	\$ 583,254	\$ 430,250	\$ 431,040	\$ 267,800	\$ 281,800	\$ 680,000

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

Private Water Line 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 Calendar Year 2024 Budget includes \$40,000 in expenditures.

Private Water Line Assistance Fund
CY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 @8/24/23	SY 2023 Projected	CY 2024 Budget
460-000-561-6350	Sewer Fund	24,263	40,000	30,000	40,000	12,371	35,000	40,000
Private Water Line Assistance:		\$ 24,263	\$ 40,000	\$ 30,000	\$ 40,000	\$ 12,371	\$ 35,000	\$ 40,000

Private Water Line Assistance Fund

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
460-000-561-6350	Assistance Fund	40,000	
		28,000	Private Sewer Line Assistance/Private Drainage/Flood Control
		12,000	Lead Service Line Incentive Program (\$3,000/home)

Private Water Line Assistance Fund Revenue
CY 2024 Budget

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
460-000-910-8001	Transfer In	25,000	43,673	43,673	40,000	40,000	40,000
	Transportation Improvement Fund:	\$ 25,000	\$ 43,673	\$ 43,673	\$ 40,000	\$ 40,000	\$ 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.

Department Expenditure

The Storm Water Management Fund Calendar Year 2024 Budget includes \$100,000 in expenditures.

Major Expenditure Highlights

- The Calendar Year 2024 budget includes \$100,000 budgeted for the Stormwater Master Plan Update.

Stormwater Management Fund
CY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
461-000-511-5320	Consulting	-	-	-	-	-	-
461-000-511-5340	Engineering	2,252,817	-	-	330,000	100,000	100,000
461-000-561-6300	Facility Improvements	-	175,000	350,450	3,230,000	1,500,000	-
461-000-575-7779	Interest Payments 2019 Bonds	-	-	-	-	-	-
461-000-575-7780	Bond Payments	-	-	-	-	-	-
461-000-920-8001	Transfer Out	-	-	-	-	-	-
461-000-920-8047	Transfer out to General Fund	-	-	-	-	-	-
Stormwater Management Fund:		\$ 2,252,817	\$ 175,000	\$ 350,450	\$ 3,560,000	\$ 1,600,000	\$ 100,000

Stormwater Management Fund

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
461-000-511-5340	Engineering	<u>100,000</u>	
		100,000	Stormwater Master Plan Update
461-000-561-6300	Facility Improvements	<u>0</u>	

Stormwater Management Fund Revenue CY 2024 Budget

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
461-000-410-4035	Home Rule Sales Tax ⁽¹⁾	851,836	625,000	640,659	400,000	400,000	650,000
461-000-410-4660	Grants	-	-	-	-	-	-
461-000-410-4720	Interest Income	2,345	-	41,450	1,500	25,000	50,000
461-000-410-8120	Bond Proceeds	2,360,000	-	-	-	-	-
461-000-410-8121	Bond Premium	-	-	-	-	-	-
461-000-910-8001	Transfers from General Fund	-	-	-	-	-	-
Stormwater Management Fund Total:		\$ 3,214,181	\$ 625,000	\$ 682,109	\$ 401,500	\$ 425,000	\$ 700,000

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

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 Calendar Year 2024, the Village estimates to receive \$225,000 in revenue for this TIF district.

Fund Expenditure

The North Lincoln Fund Calendar Year 2024 Budget includes \$500 for related audit expenditures.

North Lincoln TIF Fund

CY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
221-000-529-7100	Fiscal Charges	-	-	-	-	-	-
221-000-561-5310	Audit	460	-	-	460	460	500
221-000-561-5320	Consulting	-	-	-	-	-	-
221-000-561-5340	Engineering	-	144,000	105,000	-	25,000	-
221-000-561-6200	Construction	-	550,000	656,000	-	252,560	-
221-000-561-6300	Notes Payout	-	-	-	-	-	-
221-000-561-7100	Bond costs	809,197	-	-	-	-	-
221-000-573-7580	Notes-Principle	-	-	-	-	-	-
221-000-574-7580	Notes-Interest	151,794	-	-	-	-	-
221-000-920-8047	Transfers Out	-	-	-	-	-	-
North Lincoln TIF:		\$ 961,451	\$ 694,000	\$ 761,000	\$ 460	\$ 278,020	\$ 500

North Lincoln TIF Fund

CY 2024 Budget Request

Account Number	Account Name	Amount	Comments
221-000-561-5340	Engineering/Other Contractual	- ----- -	Engineering Fees Associated with District 1860
221-000-561-6200	Construction	- ----- -	Sidewalk Improvements

North Lincoln TIF Fund Revenue CY 2024 Budget

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
221-000-410-4120	TIF Increment	169,415	150,000	54,300	150,000	150,000	200,000
221-000-410-4710	Interest Income	82	100	70	100	100	-
221-000-410-4720	Interest from Investments	209	-	23,000	1,000	1,000	25,000
221-000-410-4999	Other Income	-	-	-	-	-	-
221-000-410-8120	Bond Proceeds	22,230,000	-	-	-	-	-
221-000-910-8010	Transfers In	-	-	-	-	-	-
North Lincoln TIF Total:		\$ 22,399,706	\$ 150,100	\$ 77,370	\$ 151,100	\$ 151,100	\$ 225,000

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 Calendar Year 2024, the Village estimates to receive \$1,176,250 in revenue for this TIF district.

Fund Expenditure

The Devon/Lincoln TIF Fund Calendar Year 2024 Budget includes \$81,000 in expenditures.

Major Expenditure Highlights

- \$30,000 is included in the budget for the parkway tree planting and sidewalk installation within the Devon/Lincoln TIF.

Devon Lincoln TIF District CY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	SY 2023 Budget	SY 2023 Projection	CY 2024 Budget
220-000-511-5310	Audit Fee	460	1,000	-	1,000	1,000	1,000
220-000-511-5340	Engineering	1,685	345,000	95,000	345,000	345,000	-
220-000-517-5520	PEP/Gift Grants	-	50,000	-	50,000	50,000	50,000
220-000-561-6310	Land Acq and Improvment	62,769	465,000	470,000	450,000	450,000	30,000
Devon/ Lincoln TIF:		\$ 64,913	\$ 861,000	\$ 565,000	\$ 846,000	846,000	\$ 81,000

Devon Lincoln TIF District
CY 2024 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>-</u>	
220-000-561-6310	Land Acq and Improvment	<u>30,000</u>	
		30,000	Parkway Tree Planting and Sidewalk Installation

Devon Lincoln TIF District Revenue
CY 2024 Budget

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	CY 2024 Budget
220-000-410-4020	Property Taxes	1,573,943	900,000	343,657	550,000	550,000	825,000
220-000-410-4120	TIF Increment	-	-	801	-	-	-
220-000-410-4660	Grant Revenue	-	276,250	-	276,250	-	276,250
220-000-410-4710	Interest	2,737	1,500	20,000	1,500	50,000	75,000
Devon/ Lincoln TIF:		\$ 1,576,680	\$ 1,177,750	\$ 364,458	\$ 827,750	\$ 600,000	\$ 1,176,250



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
- 2023 Series - \$4,075,000 original issuance

The Village Board has discussed a bond issuance to fund the 2024 Infrastructure Program. The Village will pursue an expansion of the lead service line replacements and the last phase of the Street Storage project.

Fund Expenditure

The Debt Service Fund Calendar Year 2024 Budget includes \$2,443,397 in expenditures.

Major Expenditure Highlights

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

Debt Service Fund

FY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Adopted	SY 2023 Projected	FY 2024 Budget
330-000-571-7100	Fiscal charges		45,000	954	960	960	1,000
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	50,000	55,000	55,000	365,000	385,000	405,000
330-000-574-7579	Interest- 2019 GO Bonds	82,000	79,500	79,500	533,000	514,750	495,500
330-000-574-7580	Interest-2020 GO Bonds	49,473	35,713	35,713	35,713	33,228	30,672
330-000-574-7581	Principal-2020 GO Bonds	165,000	175,000	175,000	175,000	180,000	185,000
330-000-574-7582	Principal-2021A GO Bonds	-	-	355,000	415,000	525,000	555,000
330-000-574-7583	Interest - 2021A GO Bonds	-	-	241,317	408,412	300,975	274,725
330-000-574-758X	Principal-2023 GO Bonds	-	-	-	-	400,000	340,000
330-000-574-758X	Interest - 2023 GO Bonds	-	-	-	-	88,889	144,000
Debt Service Fund:		\$ 358,973	\$ 402,713	\$ 954,984	\$ 1,945,585	\$ 2,441,302	\$ 2,443,397



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 Calendar Year 2024 Budget includes \$3,510,000 in revenues. This includes \$270,000 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 Calendar Year 2024 Budget includes \$3,429,700 in expenditures.

Major Expenditure Highlights

- The Budget includes \$3,300,000 for pension payments to retired and/or disabled police personnel.
- The budget also includes \$129,700 for administrative expenses, which includes investment consulting fees and other operating expenses.

Police Pension Fund
FY 2024 Budget Request

Account Number	Description	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	FY 2024 Budget
801-810-519-5320	Consulting	100,924	72,000	13,922	-	13,921	100,000
801-810-519-5300	Other Compensation	-	19,000	-	-	-	-
801-810-519-5399	Other Professional Services	21,418	20,000	2,500	20,000	1,940	20,000
801-810-519-5560	Printing & copying services	-	-	-	-	-	-
801-810-519-5570	Professional associations	-	500	-	500	-	-
801-810-519-5580	Insurance	-	2,500	5,384	2,500	5,384	5,000
801-810-519-5590	Training	-	3,000	1,500	2,000	-	3,000
801-810-519-5700	Office supplies	-	100	-	50	-	100
801-810-519-5720	Postage	-	100	-	50	-	100
801-810-519-5730	Bank Fees	1,671	1,500	1,000	1,500	459	1,500
	Police Pension Administration	124,014	118,700	24,306	26,600	21,704	129,700
801-820-519-5080	Pension - regular	3,100,089	2,824,000	3,192,547	3,250,000	2,900,000	3,300,000
801-820-519-5085	Pension - spouse/dependent	-	286,450	-	150,000	-	-
801-820-519-5090	Pension - disability	-	144,455	-	100,000	-	-
	Personnel Total:	3,100,089	3,254,905	3,192,547	3,500,000	2,900,000	3,300,000
Police Pension Fund		\$ 3,224,103	\$ 3,373,605	\$ 3,216,853	\$ 3,526,600	2,921,704	3,429,700

Police Pension Fund

FY 2024 Budget Request

Account Number	Account Name	Amount	Comments
801-810-519-5320	Investment Consulting	<u>100,000.00</u> 100,000.00	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>-</u> -	Illinois Public Pension Fund Association (IPPPFA), Illinois Public Pension Advisory Committee (IPPAC)
801-810-519-5590	Training	<u>3,000</u> 3,000	(5) Continuing Education
801-810-519-5700	Office supplies	<u>100</u> 100	Computer Printer Scanner Supplies and Equipment
801-810-519-5720	Postage	<u>100</u> 100	Pension Mailings
801-810-519-5730	Bank Fees	<u>1,500</u>	

Police Pension Fund Revenue
FY 2024 Budget

Account Number	Description	FY 2021 Actual	FY 2022 Adopted	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	SY 2023 Budget	SY 2023 Projected	FY 2024 Budget
801-000-410-4710	Interest from deposits	4,950	-	1,660	1,660	1,000	1,100	10,000	30,000
801-000-410-4720	Interest from investments	49,864	-	34,484	20,000	27,500	20,000	30,000	40,000
801-000-410-4860	Employer contributions	2,265,476	2,640,000	2,000,000	2,640,000	2,200,000	1,760,088	1,800,000	2,700,000
801-000-410-4870	Active member contributions	310,853	-	302,703	200,000	313,820	200,000	300,000	470,000
801-000-410-4880	Gas Tax Revenue	-	-	-	260,000	260,000	175,000	175,000	270,000
801-000-410-4900	Realized/Unrealized gain/loss	5,536,816	1,200,000	(24,245)	-	109,046	66,700	70,000	-
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	\$ 2,385,000	\$ 3,510,000



**Village of Lincolnwood
Capital Improvement Program
CY 2024 - CY 2028**



General Fund



**Capital Improvement Program
SY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$442,978				
Grant/Donation		\$322,590				
Net Cost to Village		\$120,388				

Discussion of Costs and Implementation:

Ambulance 15R is scheduled for replacement in CY2024 in the amount of \$442,978. As a result of extended production and estimated delivery of 24-months, pre-ordering is necessary in CY 2024. Ambulance 15R will be funded through the remaining ARPA Funds in the amount of \$322,590 and the remaining \$120,388 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 CY 2024 through CY 2028

Project Title: Fire Engine 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 Engine 15R.

Project Justification:

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

Expenditures

	Prior	CY2024	CY2025	CY2026	CY2027	CY2028
Cost to Village		\$857,826				
Grant/Donation		\$857,826				
Net Cost to Village		\$0				

Discussion of Costs and Implementation:

Engine 15R is scheduled for replacement in CY 2024 in the amount of \$857,826.35. New Engine 15 will be funded through ARPA funds.

Impact on Operating Costs:

This replacement fire engine will reduce the maintenance cost and potential future downtime of the oldest engine as it has exceeded the end of its useful life.



**Capital Improvement Program
CY 2024 through CY 2028**



**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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$100,000				
Grant/Donation						
Net Cost to Village		\$100,000				

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
CY 2024 through CY 2028**



Project Title: Self-Contained Breathing Apparatus Replacement

Project Location: Fire Station #15

Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Choose an item.	Fund Source: General Fund
Est. Useful Life: 15-years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Self-Contained Breathing Apparatus (SCBA)

Project Justification:

Replacement of 25 aging and antiquated self-contained breathing apparatus.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$200,000				
Choose an item.						
Choose an item.						
Choose an item.						
Grant/Donation						
Net Cost to Village		\$200,000				

Discussion of Costs and Implementation:

In the interest of safety, health, and wellness, we are required to be equipped with self-contained breathing apparatus for every individual on the department. The current 25 units have gone beyond their useful life and our internal long-range strategic plan was for their entire replacement in CY2024. Additionally, the packs are not up to today’s industry standards and technology.

Impact on Operating Costs:

Replacement of all existing self-contained breathing apparatus was a strategically planned event for CY 2024 and will reduce the maintenance cost and potential future failures as all units

have exceeded their useful life and have not kept up with current technology and specifications.



**Capital Improvement Program
CY 2024 through CY 2028**



Project Title: Fire Station Alerting System

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 existing fire station alerting system.

Project Justification:

Replacement of aging system required per Skokie dispatch upgrades.

Expenditures

	Prior	CY2024	CY2025	CY2026	CY2027	CY2028
Cost to Village		65,000				
Grant/Donation						
Net Cost to Village		65,000				

Discussion of Costs and Implementation:

The existing station alerting system (Zetron) has outlived its useful life and is scheduled for replacement per Skokie dispatch. The new product, compatible with the existing CAD system and neighboring communities is scheduled for replacement in CY 2024 in the amount of \$65,000 and will be funded through the General Fund.

Impact on Operating Costs:

Replacement of the fire station alerting system was a planned event by Skokie dispatch and will reduce the maintenance cost and potential future downtime of the system as it has exceeded its useful life.



Capital Improvement Program CY 2024 through CY 2028

Project Title: Vehicular Mobile Radios
Project Location: Fire Department

Department: Fire	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 12 years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Addition of five vehicular mobile radios necessary for new Incident Command Vehicle and Fire Chief's vehicle.

Project Justification:

New Incident Command Vehicle and Fire Chief's vehicle were purchased and delivered in SY2023, and now require the addition of appropriate vehicular mobile radios to complete their operational outfitting.

Expenditures

	Prior	CY2024	CY2025	CY2026	CY2027	CY2028
Cost to Village		24,500				
Grant/Donation						
Net Cost to Village		24,500				

Discussion of Costs and Implementation:

Five (5) new vehicular mobile radios are needed to complete the outfitting of the recently received Incident Command Vehicle and Fire Chief's vehicle. These five new radios will provide necessary two-way mobile radio communications on all appropriate frequencies needed to effectively operate at any scene. Radios are scheduled for purchase in CY 2024 in the amount of \$24,500 and will be funded through the General Fund.

Impact on Operating Costs:

The addition of the five vehicular mobile radios will require a monthly radio airtime fee, as do all the other department radios. Currently, our airtime is calculated at \$41.00 per month, per radio. New annual fees for the five radios will be approximately \$2,500.



**Capital Improvement Program
CY 2024 through CY 2028**



**Project Title: Medical 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: 5-years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Zoll One Cardiac Monitor / Automatic External Defibrillator 10-Year Lease Program

Project Justification:

Replacement of aging cardiac defibrillators and automatic external defibrillators

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$48,378.99	\$48,378.99	\$48,378.99	\$48,378.99	\$48,378.99
Choose an item.						
Choose an item.						
Choose an item.						
Grant/Donation						
Net Cost to Village		\$48,378.99	\$48,378.99	\$48,378.99	\$48,378.99	\$48,378.99

Discussion of Costs and Implementation:

10-year lease agreement with a fixed annual cost funded out of the General Fund, inclusive of a complete secondary replacement of all initial equipment at year 5.

Impact on Operating Costs:

The lease program is all inclusive of routine preventative maintenance, service, damage, replacement, accessories and annual batteries.



Capital Improvement Program SY 2024 through CY 2028

Project Title: Proesel Park Renovations – Phase I

Project Location: Proesel Park

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Choose an item.

Project Description:

The project will include a universally accessible playground, total renovation of the tennis courts, basketball courts, sand volleyball courts, inline hockey court and resurfacing of the looped pedestrian path and is part of an OSLAD funded project.

Project Justification:

Proesel Park is the most heavily utilized park in Lincolnwood. The park has not had any upkeep or renovations in more than 20 years, with the exception of a new playground (which will remain) in 2018 and some shelter repairs in 2016. The courts are showing signs of significant wear, cracks in the courts and drainage issues in the sand volleyball court. The addition of a universally accessible playground will create a safe space where youth of all abilities can play together.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		99,000	1,221,440			
Grant/Donation			740,000			
Net Cost to Village		99,000	481,440			

Discussion of Costs and Implementation:

Renovations on all courts need to be completed to create safer playing surfaces and the inclusion of a universally accessible playground will be partially funded by a donation from the Berger family.

Impact on Operating Costs:

Proesel Park is the community hub for Parks and Recreation and contributes heavily to the quality of life of all residents and park users. There is small amounts of revenue generated on court reservations and tennis/pickleball programs.



**Capital Improvement Program
SY 2024 through CY 2028**

Project Title: Sculpture Repair and Maintenance

Project Location: Village Wide

Department: Parks and Recreation	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Comparable Costs

Project Description:

This project will include the cost of a consultant to determine repairs and maintenance necessary to provide updated maintenance and repairs to village wide public art.

Project Justification:

Many sculptures throughout Centennial Park and the Village are in need of maintenance and repair. These sculptures have not been adequately maintained over the years and are deteriorating.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		20,000				
Grant/Donation						
Net Cost to Village		20,000				

Discussion of Costs and Implementation:

The sculptures are deteriorating and need repair. Funding will come from the general fund.

Impact on Operating Costs:

Public art is a community amenity and no revenue is generated.



**Capital Improvement Program
SY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village	\$939,294	\$300,000				
Grant/Donation	\$200,000	\$200,000				
Net Cost to Village	\$739,294	\$100,000				

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. This has been updated for unexpended funds for SY 2023.



**Capital Improvement Program
SY 2024 through CY 2028**

Project Title: Aquatic Center Feasibility Study

Project Location: Aquatic Center

Department: Parks and Recreation	Type of Project: Planning/Design
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Other

Project Description:

This project will include a feasibility study to remodel or renovate the aquatic center.

Project Justification

The pool mechanical systems have reached the end of their useful life and require constant maintenance to keep the pool operational. The feasibility study will evaluate program needs and requirements, preliminary alternative concept designs, probably budgets, and pro forma including operational budgets and cost recovery models.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		45,000				
Grant/Donation						
Net Cost to Village		45,000				

Discussion of Costs and Implementation:

The cost will be budgeted from the general fund and was obtained by estimates given by the architect on the master plan.

Impact on Operating Costs:

The pool will generate revenue from pool passes, daily admissions, programs and rental fees.



Capital Improvement Program SY 2024 through CY 2028

Project Title: Community Center Feasibility Study

Project Location: Community Center

Department: Parks and Recreation	Type of Project: Planning/Design
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Other

Project Description:

This project will include a feasibility study to evaluate a potential new Recreation Center.

Project Justification

As noted in both the Village wide Facility Analysis and the Parks and Recreation Master Plan, the Community Center is in disrepair. A new facility needs to be built to house recreation staff and indoor recreation programming. The feasibility study will evaluate program needs, square footage requirements, potential sites, preliminary concept design, probable budget, and pro forma including operational budget and cost recovery models.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		60,000				
Grant/Donation						
Net Cost to Village		60,000				

Discussion of Costs and Implementation:

The cost will be budgeted in the general fund and was obtained by estimates given by the architect on the master plan.

Impact on Operating Costs:

A new recreation center will produce revenue from program fees and facility rentals.



**Capital Improvement Program
SY 2024 through CY 2028**

Project Title: Chlorinator and Acid Feeder Replacement

Project Location: Proesel Park Family Aquatic Center

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Other

Project Description:

This project will include the replacement of the chlorinators and acid feeders at the pool.

Project Justification:

The chlorinators and acid feeders at the pool are over 20 years old and have reached the end of their useful life. To keep the pool operating until a long term solution is identified, without consistent breakdowns, this equipment needs to be replaced.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		27,000				
Grant/Donation						
Net Cost to Village		27,000				

Discussion of Costs and Implementation:

The pool is the gem of Lincolnwood and is heavily utilized by the public. In order to efficiently operate the pool without consistent breakdowns, we need to replace the equipment.

Impact on Operating Costs:

The pool generates revenue by selling pool passes, daily entrance fees, pool and birthday pod rentals, classes and swim team.



**Capital Improvement Program
SY 2024 through CY 2028**

Project Title: Goebelt Park Fence Replacement

Project Location: Goebelt Park

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Comparable Costs

Project Description:

This project will include replacement of the fence at Goebelt Park.

Project Justification:

The fence has signs of rot and is broken in many places. Sections of the fence have been taken down due to safety concerns and there are now gaps in the fence line.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		40,000				
Grant/Donation						
Net Cost to Village		40,000				

Discussion of Costs and Implementation:

The fence needs to be replaced due to the proximity of the playground to the street. Replacing the fence will provide a safer playground space for those that utilize the playground.

Impact on Operating Costs:

The park is a community amenity and drop in facility. No revenue is generated.



Capital Improvement Program CY 2024 through CY 2028

Project Title: Landscape Architect Retainer

Project Location: Parks and Recreation

Department: Parks and Recreation	Type of Project: Planning/Design
Strategic Priority: Customer Service	Fund Source: Choose an item.
Est. Useful Life:	Basis of Project Costs: Other

Project Description:

To put a landscape architect on retainer for upcoming design and construction projects, and to complete a playground design master plan.

Project Justification:

The department will have a number of design and construction projects coming up over the next 8-10 years. The retainer would only cover hours worked. This will create consistency across projects and prevent the Department from going out for each individual project and will allow us to better plan for future and coordinated projects.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		75,000	50,000	30,000	50,000	30,000
Grant/Donation						
Net Cost to Village		75,000	50,000	30,000	50,000	30,000

Discussion of Costs and Implementation:

The cost will be budgeted from the General Fund.

Impact on Operating Costs:

The landscape architect retainer will support parks and recreation design and construction projects in our parks over the next 8-10 years.



Capital Improvement Program SY 2024 through CY 2028

Project Title: Filter Pumps Replacement

Project Location: Proesel Park Family Aquatic Center

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Other

Project Description:

This project will include the replacement of the wading filter pump, play feature pump, activity pool filter pump, open body flume pump, and the enclosed body flume pump at the pool.

Project Justification

Due to the age of the pool infrastructure and the consistent issues with the pump room, the pumps all need to be replaced. They are all past their useful life and have consistent breakdowns. This contributes to issues with DE ending up in the pool, and concerns balancing the PH and Chlorine.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		45,000				
Grant/Donation						
Net Cost to Village		45,000				

Discussion of Costs and Implementation:

The pool is the gem of Lincolnwood and is heavily utilized by the public. In order to efficiently operate the pool without consistent breakdowns, we need to replace the ineffective and outdated equipment.

Impact on Operating Costs:

The pool generates revenue by selling pool passes, daily entrance fees, pool and birthday pod rentals, classes and swim team.



Capital Improvement Program SY 2024 through CY 2028

Project Title: Surge Tank Repair

Project Location: Aquatic Center

Department: Parks and Recreation	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Other

Project Description:

This project will include repairs to the surge tank.

Project Justification

The Village is losing approximately 10,000-15,000 gallons of water per day due to leaks within the surge tank. The loss of water results in manual fill operations to maintain water levels and the need to constantly feed chemicals manually to keep up with the freshwater fill.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		60,000				
Grant/Donation						
Net Cost to Village		60,000				

Discussion of Costs and Implementation:

Due to excessive water loss and chemical waste due to manual chemical feeds, the surge tank needs to be repaired. The cost will be budgeted in the general fund.

Impact on Operating Costs:

A new recreation center will produce revenue from program fees and facility rentals.



**Capital Improvement Program
SY 2024 through CY 2028**



Project Title: Picnic Tables

Project Location: Proesel Park/All Parks

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

Project Description:

Purchase remaining picnic tables to replace broken/damaged tables located in the Proesel Park Shelter, park and all other parks.

Project Justification:

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

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		50,000				
Grant/Donation						
Net Cost to Village		50,000				

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 for Proesel Park. No revenue is generated through other parks as they are drop in facilities.



Capital Improvement Program CY 2024 through CY 2028

Project Title: Office Door and Office Reconfiguration

Project Location: Community Center

Department: Parks and Recreation	Type of Project: Facility Construction
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life:	Basis of Project Costs: Choose an item.

Project Description:

Reconfigure the front office at the Community Center to provide a more useful space and accommodate the two staff that share the office and add an additional door for staff to exit in the event of an emergency.

Project Justification:

Office space is very limited at the Community Center and it is necessary to provide more efficient and useful space to the staff sharing the office to better serve the community. A second door provides a safer space for staff to exit in the event of an emergency.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		25,000				
Grant/Donation						
Net Cost to Village		25,000				

Discussion of Costs and Implementation:

Parks and Recreation is fully staffed and that requires a second staff member to be located in the front office due to the limited office space within the Community Center. The office is not configured in a way that staff are able to easily navigate between desks and the front counter to assist patrons.

Impact on Operating Costs:

This is an office space, so no revenue is generated.



**Capital Improvement Program
FY 2024 through FY 2028**

Project Title: Police Public Safety Cameras (ALPR)

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

	Previous	FY2024	FY2025	FY2026	FY2027	FY2028
Cost to Village	\$6,700	\$6,000	\$15,200	\$60,000	\$25,000	\$25,000
Grant/Donation		Pending				
Net Cost to Village	\$6,700	\$6,000	\$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 \$400. 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 and is anticipated in FY2026.

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 CY 2024 through FY 2028



Project Title: Police Vehicle Replacements
Project Location: Police Department

REAPPROPRIATED TO FY2024 DUE TO NON-DELIVERY OF VEHICLES IN SY23

Department: Police	Type of Project: Vehicle/Equipment Purchase
Strategic Priority: Customer Service	Fund Source: General Fund
Est. Useful Life: 4 to 6 Years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Replacement of 4 Police Vehicles in SY 2023 (2 Marked and 2 Unmarked) delivery will be during calendar year 2024 and this is being placed in the CY2024 budget due to the estimated timeline. Model Year is 2024 and the FY2024 vehicles will be 2025 from Ford Motors.

Project Justification:

Replacement of aging vehicles for police operations and critical response for public safety.

Expenditures

	Prior	FY2024	FY2025	FY2026	FY2027	FY2028
Cost to Village	\$235,000	\$235,000	\$130,000	\$130,000	\$130,000	\$195,000
Grant/Donation	\$235,000	\$235,000	\$0	\$0	\$0	\$0
Net Cost to Village	\$0	\$0	\$130,000	\$130,000	\$130,000	\$195,000

Discussion of Costs and Implementation:

FY 2024 (Formerly SY2023)

- Squad 21 - \$58,750 – General Fund (ARPA)
- Squad 33 - \$58,750 – General Fund (ARPA)
- Squad 213 - \$58,750 – General Fund (ARPA)
- Squad 217 - \$58,750 – General Fund (ARPA)

Impact on Operating Costs:

FY2024 Police vehicles will be paid for through the General Fund.



**Capital Improvement Program
CY 2024 through FY 2028**



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: 4 to 6 Years	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

Replacement of two police vehicles (1 Marked and 1 Unmarked).

Project Justification:

Replacement of aging vehicles per best practices to ensure continued.

Expenditures

	Prior	FY2024	FY2025	FY2026	FY2027	FY2028
Cost to Village	\$235,000	\$128,000	\$130,000	\$130,000	\$130,000	\$195,000
Grant/Donation	\$235,000	\$0	\$0	\$0	\$0	\$0
Net Cost to Village	\$0	\$128,000	\$130,000	\$130,000	\$130,000	\$195,000

Discussion of Costs and Implementation:

FY 2024

- Squad 32 - \$68,000 – General Fund
- Squad 218 - \$60,000 – General Fund

FY 2025

- Squad 1 - \$65,000 – General Fund
- Squad 211 - \$65,000 – General Fund

FY 2026

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

FY 2027

- Squad 214 - \$65,000 – General Fund
- Squad 216 - \$65,000 – General Fund

FY 2028

- Squad 213 - \$65,000 – General Fund
- Squad 217 - \$65,000 – General Fund
- Squad 210 - \$65,000 – General Fund

Impact on Operating Costs:

FY2024 Police vehicles will be paid for through the General Fund.



Capital Improvement Program CY 2024 through CY 2028

Project Title: Community Development Vehicle Replacements
Project Location: Community Development

Department: Community Development	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: Other

Project Description:

Replacement of one of two Community Development Inspection Vehicles in CY 2024 with EV administrative vehicle (Chevy Bolt or equivalent).

Project Justification:

Replacement of aging vehicles per best practices to ensure continued customer service.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$35,000				\$35,000
Grant/Donation						
Net Cost to Village		\$35,000				\$35,000

Discussion of Costs and Implementation:

CY 2024

- Inspection Vehicle 1 - \$35,000 – General Fund

CY 2028

- Inspection Vehicle 2 - \$35,000 – General Fund

Impact on Operating Costs:

Vehicle purchases will be covered through the General Fund.



**Capital Improvement Program
CY 2024 through CY 2028**

**Project Title: Network Switch Replacement
Project Location: Village Hall / Police Department**

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

Project Description:

Multi-year program to replace the Village’s network switches, which are the conduits that connect Village devices to the internet and servers.

Project Justification:

The typical life cycle for a network switch is 10 years and the Village has nine switches that are going to be in excess of 10 years. Switches are needed to ensure any device that is connected to the Village’s Internet and servers.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	
Grant/Donation						
Net Cost to Village	\$20,000	\$25,000	\$25,000	\$25,000	\$25,000	

Discussion of Costs and Implementation:

The cost for this replacement is derived from a quote from ClientFirst.

Impact on Operating Costs:

The replacement of the network switches will allow for staff to continue to operate normally.



**Capital Improvement Program
CY 2024 through CY 2028**



Project Title: Replacement of Computers
Project Location: Multiple Departments

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 laptop and desktop computers that have reached the end of life.

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. The project will include 17 computers to be purchased including 11 desktop computers, one tablet, and five laptops. This year’s project also includes new computers to improve functionality for users such as Parks and Recreation seasonal staff and the IT Specialist.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village	\$38,200	\$36,200	\$32,200	\$32,200	\$32,200	\$32,200
Grant/Donation						
Net Cost to Village	\$38,200	\$36,200	\$32,200	\$32,200	\$32,200	\$32,200

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 costs are high or priorities are adjusted then monies can be saved in terms of reducing the number of computers purchased.



**Capital Improvement Program
SY 2024 through CY 2028**



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:	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. This project was authorized for SY 2023 but deferred by Tyler Technologies to CY 2024.

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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$71,500				
Grant/Donation						
Net Cost to Village		\$71,500				

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
CY 2024 through CY 2028**



Project Title: Replacement of Mobile Data Terminals
Project Location: Police Department

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

Project Description:

Routine replacement of mobile data terminals (MDTs) that have reached the end of their useful life.

Project Justification:

The MDTs are placed in each Police vehicle and allow for staff in the field to connect to each other and law enforcement databases.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$20,000				
Grant/Donation						
Net Cost to Village		\$20,000				

Discussion of Costs and Implementation:

The cost for this project will be budgeted from the General Fund. Projected costs for this program was developed by staff and based on historical trends for the costs for these services.

Impact on Operating Costs:

The purchase of these computers will allow for staff to continue to operate in the field effectively and ensure that staff have timely access to law enforcement databases.



**Capital Improvement Program
CY 2024 through CY 2028**



Project Title: Computer Equipment Replacement SAN
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:	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The purpose of this project is to replace existing computers that support the SAN for Village Hall and Police Department servers.

Project Justification:

The SAN computers have reached the end of life and the Village will be providing support for the servers and replacement of equipment in CY 2026.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$10,000	\$10,000	\$100,000	\$10,000	\$10,000
Grant/Donation						
Net Cost to Village		\$10,000	\$10,000	\$100,000	\$10,000	\$10,000

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 help the Village's network to continue to provide network connectivity and access to servers for users.



**Capital Improvement Program
CY 2024 through CY 2028**



Project Title: SAN Disk Expansion

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:	Basis of Project Costs: Contractor/Vendor Estimate

Project Description:

The purpose of this project is to expand the storage area network (SAN) disk space to allow for more space on drives. The SAN allows for connecting shared devices and servers.

Project Justification:

As the Village continues to accumulate data and take on additional electronic programs it builds a strain on the network and as such the Village needs to provide additional disk space for usage.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$30,000				
Grant/Donation						
Net Cost to Village		\$30,000				

Discussion of Costs and Implementation:

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

Impact on Operating Costs:

This equipment would help the Village's network to continue to provide network connectivity and access to servers for users.



**Capital Improvement Program
CY 2024 through CY 2028**



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 Staff recommends all the projects identified as Priority A in the Facilities and Space Needs Analysis for inclusion in CY 2024.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Village Hall Exit Path Signage		\$15,000				
Village Hall Reception Areas		\$125,000				
Village Hall Fire Detection		\$30,000				
Village Hall Fire Alarms		\$5,500				
Village Hall Exit Signs/Lighting		\$2,500				
Police Department Exit Path Signage		\$15,000				

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Police Department Fire-Rated Active Alarm Door Hardware		\$25,000				
Police Department Fire-Rated Non- Compliant Passive Door Hardware		\$40,000				
Police Department Reception Areas		\$125,000				
Police Department Fire Detection		\$30,000				
Police Department Fire Alarms		\$2,500				
Police Department Exit Signs/Lighting		\$1,500				
Police Department Basement Water Damage		\$100,000				
Police Department Detention Doors		\$100,000				
Fire Department Exit Path Signage		\$15,000				
Fire Department Fire-Rated Active Alarm Door Hardware		\$25,000				
Fire Department Fire-Rated Non- Compliant Passive Door Hardware		\$40,000				
Fire Department Smoke & Fire Detection		\$30,000				
Fire Department Exit Signs/Lighting		\$1,500				
Fire Department Fire Alarms		\$2,500				
Community Center Exit Path Signage		\$15,000				
Community Center Smoke & Fire Detection		\$30,000				
Community Center Exit Signs/Lighting		\$1,500				

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Community Center 2 nd Floor Fire Rating Deficiencies		\$50,000				
Community Center Basement Water Damage		\$100,000				
Public Works Exit Path Signage		\$15,000				
Public Works Smoke & Fire Detection		\$30,000				
Public Works Exit Signs/Lighting		\$1,500				
Public Works Mezzanine Fire Rating Deficiencies		\$50,000				
Village Hall Priority B & Priority C Items			\$186,000	\$186,000	\$186,000	\$186,000
Police Department Priority B & Priority C Items			\$654,875	\$654,875	\$654,875	\$654,875
Fire Department Priority B & Priority C Items			\$176,125	\$176,125	\$176,125	\$176,125
Community Center Priority B & Priority C Items			\$579,875	\$579,875	\$579,875	\$579,875
Public Works Priority B & Priority C Items			\$556,125	\$556,125	\$556,125	\$556,125
Village Hall Generator			\$420,000			
Village Hall Roof				\$246,000		
Grant/Donation						
Net Cost to Village		\$1,024,000	\$2,573,000	\$2,339,000	\$2,153,000	\$2,153,000

Discussion of Costs and Implementation:

Staff has used estimates provided in the Facilities Master Plan 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.

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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village						
<i>Design</i>						
<i>Construction</i>		\$350,000				
<i>Construction Oversight</i>		\$15,000				
Grant/Donation						
Net Cost to Village		\$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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
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
CY 2024 through CY 2028**

**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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$147,000	\$317,100	\$455,700	\$246,400	\$320,800
Grant/Donation						
Net Cost to Village		\$147,000	\$317,100	\$455,700	\$246,400	\$320,800

Discussion of Costs and Implementation:

Vehicles are to be funded through the General Fund.

CY 2024

- Truck #23 – \$82,000 – General Fund
- Truck #9 – \$65,000 – General Fund

CY 2025

- Dump Truck #15 – \$207,100 – General Fund
- Chipper #1 - \$110,000 - General Fund

CY 2026

- Sweeper #1 - \$276,500 - General Fund
- Tractor #9 – 115,200 – General Fund

CY 2027

- Tractor #5 – \$179,200 – General Fund
- Truck #16 - \$67,200 – General Fund

CY 2028

- Truck #5 - \$228,600 – General Fund
- Mower #3 - \$25,000 – General Fund
- Truck #17 - \$67,200 – General Fund

Impact on Operating Costs:

Included in the CY 2024 Budget is \$147,000.



**Capital Improvement Program
CY 2024 through CY 2028**



Project Title: Salt Dome Conveyor
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:

The Streets and Utilities Division is requesting the purchase of a PTO Prime Mover-powered salt conveyor. The purchase of a conveyor optimizes salt-holding capacity due to consistent center-of-dome dispensing. It also has the capacity to load 300 tons per hour, which is four times faster than what staff can do in one day with current equipment and operations. It is anticipated to save \$1,000 per loading event in manhours and \$3,000 per year in equipment maintenance costs.

Project Justification:

The addition of a new salt dome conveyor will reduce staff time during emergency snow events taking salt, reduction in potential safety accidents, and an increased salt capacity.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$85,000				
Grant/Donation						
Net Cost to Village		\$85,000				

Discussion of Costs and Implementation:

Vehicles are to be funded through the General Fund.

Impact on Operating Costs:

\$85,000 in CY 2024.



**Capital Improvement Program
CY 2024 through CY 2028**



Project Title: Message Board

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:

The Streets and Utilities Division currently has an arrow board that is used for traffic and safety control. A message board is recommended to be purchased is similar to the Police Department’s message board. This item is being requested to be used during the Lead Service Line Replacement Program to inform residents of upcoming work along with use outside of that for safety of teams working on roadways or areas.

Project Justification:

The message board will be utilized heavily during construction projects including lead service replacement and improve communications with residents passing by.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$24,000				
Grant/Donation						
Net Cost to Village		\$24,000				

Discussion of Costs and Implementation:

Equipment is to be funded through the General Fund.

Impact on Operating Costs:

\$24,000 in CY 2024.



Water Fund



**Capital Improvement Program
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$440,000	\$380,000	\$170,000	\$80,000	\$0
Grant/Donation						
Net Cost to Village		\$440,000	\$380,000	\$170,000	\$80,000	\$0

Discussion of Costs and Implementation:

Staff works 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 utilize monies 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.

CY 2024

- Water Testing Laboratory Improvements - \$40,000
- Pump #1 Valve Replacements - \$100,000
- Pump #1 Replacement - \$300,000

CY 2025

- Chlorine Room Improvements - \$100,000
- Facility Water Line Replacement - \$70,000
- Pump #5 Improvements - \$300,000

CY 2026

- Standpipe Pump Control Improvements - \$40,000
- Standpipe Pump Replacement - \$130,000

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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$783,000				
Grant/Donation						
Net Cost to Village		\$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 CY 2024 through CY 2028

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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$200,000	\$240,000	\$240,000	\$240,000	\$240,000
Grant/Donation						
Net Cost to Village		\$200,000	\$240,000	\$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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Grant/Donation						
Net Cost to Village		\$120,000	\$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
CY 2024 through CY 2028**



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:

Provided below are the vehicles to be replaced.

Project Justification:

Replacement of aging vehicles per best practices to ensure continued.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$206,800	\$81,200		\$183,700	\$184,000
Design						
Con. Oversight						
Construction						
Grant/Donation						
Net Cost to Village		\$206,800	\$81,200		\$183,700	\$184,000

Discussion of Costs and Implementation:

Vehicles to be funded through the Water Fund.

CY 2024

- Bobcat 55 - \$76,800 – Water Fund
- Caravan #4 - \$65,000 – Water Fund
- Saturn #27 - \$65,000 – Water Fund

CY 2025

- Truck #7 - \$81,200 – Water Fund

CY 2026

- None.

CY 2027

- Tractor #7 – \$183,700 – Water Fund

CY 2028

- Tractor #17 – \$184,000 – Water Fund

Impact on Operating Costs:

Included in SY 23, \$200,000 for the replacement of Water and Sewer vehicles.



**Capital Improvement Program
CY 2024 through CY 2028**



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:	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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
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
CY 2024 through CY 2028**



**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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
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 CY 2024 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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$663,000	\$1,238,000	\$912,000	\$1,291,000	\$2,187,000
Grant/Donation						
Net Cost to Village		\$663,000	\$1,238,000	\$912,000	\$1,291,000	\$2,187,000

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
CY 2023 through CY 2028**



Project Title: Tamper Resistant Hydrant Covers
Project Location: Various Locations

Department: Public Works	Type of Project: Facility Repair
Strategic Priority: Customer Service	Fund Source: Water Fund
Est. Useful Life:	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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$100,000				
Grant/Donation						
Net Cost to Village		\$100,000				

Discussion of Costs and Implementation:

Pilot program to take place in SY 2023 and additional equipment purchased later.

Impact on Operating Costs:

On going.



Stormwater Fund



**Capital Improvement Program
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
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 CY 2024 through CY 2028



Project Title: McCormick Sidewalk Installation

Project Location: McCormick Avenue from Pratt to Albion

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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$130,000	\$530,000			
Grant/Donation						
Net Cost to Village		\$130,000	\$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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village						
<i>Design</i>	\$25,500	\$130,000	\$12,700			
<i>Construction</i>			\$2,506,000			
Grant/Donation	\$25,500	\$130,000	\$2,518,700			
Net Cost to Village	\$0	\$0	\$0			

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 to begin in SY 2023, continue through CY 2024, with construction planned for CY 2025.

Impact on Operating Costs:

Thermoplastic markings will require touch-up or replacement in 5-7 years.



**Capital Improvement Program
CY 2024 through CY 2028**

**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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$2,692,000	\$3,573,000	\$4,073,000	\$3,573,000	\$6,666,000
Grant/Donation						
Net Cost to Village		\$2,692,000	\$3,573,000	\$4,073,000	\$3,573,000	\$6,666,000

Discussion of Costs and Implementation:

On going.

Impact on Operating Costs:

Ongoing maintenance is required.



**Capital Improvement Program
CY 2024 through CY 2028**



Project Title: Annual 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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village						
<i>Design</i>		\$60,000				
<i>Construction</i>			\$1,555,000			
Grant/Donation						
Net Cost to Village						

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
CY 2024 through CY 2028**

**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	CY 2024	CY 2025	CY 2026	CY 2027	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	\$220,000		\$2,630,000			
Net Cost to Village	\$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.



**Capital Improvement Program
CY 2024 through CY 2028**

Project Title: ADA Transition Plan

Project Location: Various



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 is taking place in SY 2023 and planned to be completed in CY 2024. 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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		25,000	\$657,500	\$657,500	\$657,500	\$657,500
Grant/Donation		25,000				
Net Cost to Village		25,000	\$657,500	\$657,500	\$657,500	\$657,500

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
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village						
<i>Design</i>		\$12,000				
<i>Construction</i>			\$116,000			
Grant/Donation						
Net Cost to Village		\$12,000	\$116,000			

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.



Devon-Lincoln TIF Fund



**Capital Improvement Program
CY 2024 through CY 2028**



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	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028
Cost to Village		\$325,000	\$4,125,000			
Grant/Donation			\$3,506,250			
Net Cost to Village			\$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 paid 70% from STP funding and the remaining 30% 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 2025.

Impact on Operating Costs:

The landscaping maintenance contract will need to be expanded to include the new landscape medians.



North Lincoln TIF Fund



**Capital Improvement Program
CY 2024 through CY 2028**

**Project Title: Touhy/Kostner Intersection
Improvements**

**Project Location: Intersection of Touhy and Kostner
Avenues**



Department: Public Works	Type of Project: Facility Construction
Strategic Priority: Economic & Community Development	Fund Source: North Lincoln TIF
Est. Useful Life: 20 years	Basis of Project Costs: Engineer, Architect, Etc.

Project Description:

Upgrades to pedestrian and traffic signals as well as installation of ADA compliant curbs and ramps at each corner of the intersection. The Touhy/Kostner intersection is controlled by the Illinois Department of Transportation (IDOT), however the Village is responsible for the Emergency Vehicle Pre-emption (EVP) improvements and the relocation of a fire hydrant to accommodate the improvements.

Project Justification:

Improvements to the Touhy/Kostner intersection will improve pedestrian safety and increase pedestrian mobility with crosswalks and pedestrian signals on all four legs of the intersection.

Expenditures

	Prior	CY 2024	CY 2025	CY 2026	CY 2027	CY 2027
Cost to Village						
<i>Design</i>						
<i>Site Acquisition</i>						
<i>Construction</i>		\$44,200				
<i>Construction Oversight</i>		\$5,800				
Grant/Donation						
Net Cost to Village		\$50,000				

Discussion of Costs and Implementation:

The project cost includes upgrades to pedestrian and traffic signals and improvements to sidewalks at all four corners. The traffic signal improvements are 90% Federal funded, with the remaining 10% split between IDOT and the Village. The Village is responsible for 100% of the EVP replacement and the relocation of the fire hydrant.

Impact on Operating Costs:

No new costs. The Village currently pays maintenance for two legs of this intersection to IDOT.