

VILLAGE OF  
**LINCOLNWOOD**  
ILLINOIS

DISTRICT  
**1860**

**2023 ANNUAL REPORT**





# STEWARTS CONDO

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# VILLAGE BOARD OF TRUSTEES

Lincolnwood is governed as a Home Rule community under Illinois Law. It is operated under, by Ordinance, the Council-Manager form of government with a full-time Village Manager appointed by the Village President and Board of Trustees. Under Home Rule powers, the Village is permitted to carry its own governing procedures where it is strictly prohibited by the State legislature.

The Village of Lincolnwood is served by an elected Village President, Board of six Trustees and Village Clerk. The President, Clerk, and six member Board of Trustees are elected at large for four-year terms. The Board of Trustees meet semi-monthly, generally on the first and third Tuesday of the month.

The President and Board of Trustees pass legislation and set policy in furtherance of the Village's mission and goals. The President and Village Board are supported by an elected Village Clerk who is responsible for keeping of the full record of Village meeting minutes and attesting to all licenses, permits and other documents as required.



Left to right standing: Trustee Chris Martel, President Jesal Patel and Trustee Jean Ikezoe-Halevi.  
Left to right sitting: Trustees Grace Diaz Herrera, Craig Klatzco, Atour Sargon and Mohammed Saleem.



Clerk Beryl Herman

Whereas the Village President, Board of Trustees and Village Clerk are elected, the Village Manager is appointed. 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 employees and six part-time employees who work in the seven departments that combine to form the Village government. Each department is coordinated by a Department Director who reports to the Village Manager.

# Purpose

This is the Village’s inaugural Annual Report, and it is for calendar year 2023. The purpose of this Annual Report is to outline some of the key achievements with the residents and businesses of the community. The goal is to share service enhancements provided that are designed to improve the quality of life in Lincolnwood and explain the positive changes taking place.

This 2023 Annual Report also highlights the proud accomplishments of the Village’s seven operating departments, which include: Community Development, Finance, Fire, Parks and Recreation, Police, Public Works and the Village Manager’s Office. Hopefully, this document sheds light on the Village’s operations and projects.



**Anne Marie Gaura**  
Village Manager

# Lincolnwood’s Strategic Priorities

As part of the Village’s adopted Strategic Plan process in 2021-2022, the Village Board identified five key strategic priorities. These priorities highlight projects and initiatives the Village is focusing on in both the short term (1-3 years) and the long term (3-8 years).

 Promote a culture of "Service First" to enhance the **customer service** experience

 Ensure **Financial Stability** through thoughtful and sustainable budgeting and planning

 Facilitate vibrant and inclusive growth through **Economic and Community Development**

 Develop a shared sense of **Community Identity** by featuring what makes the Village unique

 Maintain a **Business Friendly Environment** to enhance and retain the Village's 500+ established businesses



# COMMUNITY DEVELOPMENT

## District 1860

The District 1860 Development is the most significant commercial project in the last 30 years, a transformation of a prime commercial site at the intersection of Touhy Avenue and Lincoln Avenue. Occupancy of the 299 residential unit mixed-use development, including Fat Rosie's, Taco and Tequila Bar, Davanti Enoteca, and LensCrafters, occurred in 2023. The completion of the first phase of District 1860 and new businesses will add to the village's tax base and bring vibrant development to a once-vacant site.



A Building Permit was also issued, and construction began on a dual-branded Marriott Hotel with Residence Inn / Springhill Suites for 150 rooms at the District 1860 site, which will be the first open hotel in the Village in over 15 years. The hotel will complete the three buildings approved as part of the District 1860 development agreement and add to the Village's tax base and serve as a destination for the region.



## Policy Implementation

Community Development staff this year processed several Zoning Text Amendments, updated Building Code Amendments and adopted updated Health Codes. Amendments to the Zoning Ordinance will improve the development review process for applicants, and updated building and health code Amendments help protect residents' health and safety through building and food-related health regulations.

## Customer Service

One of the Village's Strategic Priorities is promoting a culture of Service First. Community Development staff have focused on enhancing the customer service experience through providing a higher level of assistance and making the process user-friendly.

The Village hired an in-house Building Inspector to offer a higher level of customer service. The plan review time has decreased and the days of building permit inspections has increased to all five work days, where only three days per week had been available two years ago.

897 building permits issued

The Village also made significant process and technology improvements for building permit and construction coordination. Land Management (LAMA) software was implemented this past summer. For the first time in the history of the community, the public can submit, track, make payments, and receive a permit from the comfort of their own home or office.

The software gives residents and contractors a more user-friendly online experience, leaving much of the manual processes behind. The software allows the public to track the status of their permit and ask staff questions either remotely or in person, along with tracking requests outside of regular business hours. In addition, the software also lowers the threshold for the public to be aware of ongoing permits as the portal provides open data on issued permits to better understand what is going on in the community.

A total of 3,057 building inspections were performed

# Community Guide

In Coordination with the Public Works Department, staff worked with Teska Associates to develop a Flatwork Permit, pictured below, and Stormwater Management Guide. The graphic-heavy guide helps residents and contractors more intuitively understand options to improve their properties with flatwork, such as patios, sidewalks, and driveways.

Solutions are offered to mitigate stormwater impacts. This builds on the Village's ongoing customer service enhancements for the permitting and contracting processes.

# Boards and Commissions

Community Development staff serve as liaisons to the Economic Development Commission (EDC), Zoning Board of Appeals (ZBA) and Plan Commission. Property Assemblage Guidelines were developed with the EDC, and a professional training session was coordinated through the American Planning Association for the ZBA and Plan Commission.

The guidelines will act as a resource for policymakers in future development scenarios. The training will provide the ZBA and Plan Commission with the tools to run more efficient public hearings.

# Flatwork Permit



**VILLAGE OF LINCOLNWOOD**  
**FLATWORK PERMIT & STORMWATER MANAGEMENT**

Are you planning a new flatwork (patio, driveway, sidewalk) project? Please review the information and steps provided in this brochure to help plan your project, manage stormwater, and prepare your permit submittal. If you have questions, direct them to the appropriate Village Department via the contact details in the sidebar below.

### 1 GETTING STARTED

#### Impervious Square Footage of Flatwork

Start by calculating the **Additional Impervious Area** of your proposed flatwork:

- If less than 500 SF = Stormwater mitigation is **recommended** (see table below)
- If greater than 500 SF = Stormwater mitigation is **required** (see table below)
- If Total Impervious Lot Coverage remains below 50%, mitigation is **not required**

#### CONTACT

For questions on **submittal requirements and permit procedures** please contact:

Community Development  
6900 Lincoln Avenue  
Lincolnwood, IL 60712  
e: commdev@lwdc.org  
p: 847-673-7402

For questions on **stormwater techniques and mitigation calculations** please contact:

Public Works Department  
7001 N Lawndale Ave  
Lincolnwood, IL 60712  
e: publicworks@lwdc.org  
p: 847-675-0888

### 2 ESTIMATING RUNOFF

#### Stormwater Mitigation Thresholds

Next step is to identify your **Mitigation Threshold**, i.e. the volume of runoff your project is likely to add and you may be required to manage based on impervious area:

- Reference the table below to locate your project's Impervious Area in Column A
- Your Mitigation Threshold is listed to the right in Column B

### 3 SELECTING SOLUTION(S)

#### Stormwater Mitigation Methods

The table and footnotes below provide suggested methods and strategies to manage stormwater and meet mitigation thresholds based on additional impervious area. If runoff will be conveyed to the front of the property via a french drain or swale, then there is no requirement to calculate the stormwater volume (Column B).

- 3.1 Ensure volume of selected stormwater technique(s) meets threshold volume
- 3.2 Use pervious pavers for the entire flatwork / new impervious area (satisfies threshold)
- 3.3 Install a french drain, swale or other approved method that flows to a positive outlet
- 3.4 Show diagrams and calculations for rain gardens, sewer systems & multiple techniques

COLUMN A	COLUMN B	Stormwater Mitigation Techniques					
ADDITIONAL IMPERVIOUS AREA Square Foot of Flatwork	MITIGATION THRESHOLD Stormwater Volume	RAIN GARDEN See 3.1 & 3.4	RAIN BARREL See 3.1	DRY WELL See 3.1	PERVIOUS PAVERS See 3.2	FRENCH DRAIN / SWALE See 3.3	SEWER SYSTEM See 3.1 & 3.4
< 499 SF*	250 Gallons	✓	✓	✓	✓		
500 - 749 SF**	400 Gallons			✓	✓	✓	✓
750 - 1,000 SF**	500 Gallons			✓	✓	✓	✓

\* Stormwater mitigation is recommended \*\* Stormwater mitigation is required

## 4 PREPARING YOUR SUBMITTAL

### BUILDING PERMIT CHECKLIST

After you've determined the stormwater mitigation technique(s) you plan to use, you're ready to prepare your submittal! Permit submittals may be hand drawn on a site plan or plat of survey with property improvements noted in red or blue pen. Applicants must note how they meet their mitigation threshold.

#### SUBMITTAL CHECKLIST - DETAILS TO INCLUDE

- Dimensions, Size and Location of Flatwork
- New Impervious Area in Square Feet
- Mitigation Threshold (see table in Step 3)
- Location of Stormwater Management Technique(s)
- Rain Barrel: Number of gallons
- Rain Garden: Length, width, depth
- Dry Well: Number of gallons
- Pavers: Length, width of pavers, depth of stone
- Non-vehicular (patios): Min of 4-inches of stone req.
- Vehicular (driveways): Min of 6-inches of stone req.
- French Drain: Linear feet of system, outlet location
- Swale: See detail below
- Downspout & Sump Pump Locations
- Disposition of Discharge
- Drainage Flow Patterns
- Regrading Improvements
- Existing and Proposed Contours
- Spot Elevations Relevant to Runoff

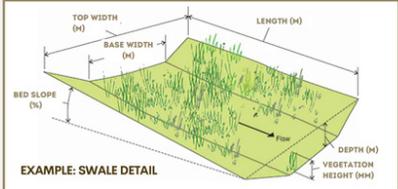
#### REGULATIONS & REQUIREMENTS

Projects that negatively impact adjacent properties or block the natural flow of water between properties are prohibited and will not be approved. If impacts are found post-construction, mitigation will be required and may be subject to fines.

Discharge points must be directed away from neighboring properties and located no closer than 5 ft from property lines.

Pop-up drains and dry wells must be a minimum of 5 ft from property lines.

Residential discharge may not be connected to public sewer system.



EXAMPLE: SWALE DETAIL

## 5 SUBMIT APPLICATION

### PERMIT PROCESS OVERVIEW

Submit permit to Community Development Department

→

Staff sends submittal to appropriate reviewers

→

Plan reviews performed within 10 business days

→

If Denied: Letter sent to applicant; staff will follow-up after 2 weeks

→

If Approved: Staff performs completeness review and contacts applicant



^ Rain Gardens, soils with high drainage capabilities, and plants, shrubs, and trees that favor large amounts of water can effectively absorb light rainfall.



^ Rain Barrels are a common and affordable way to harvest rainwater for use or discharge. They can be installed on most homes and hold ~50 gallons.



^ Pervious Pavers are gapped and constructed atop a porous bed to allow for infiltration. They are often designed to hold the first inch of rainfall over their surface.



^ Dry Wells capture water like catch basins but are perforated and surrounded in stone to allow water to infiltrate. They can be installed as part of a system.



^ French Drains move water from one location to another via a perforated pipe surrounded by stone bedding. They typically discharge via a pop-up and can be installed as part of a system.



^ Swales move water to an appropriate location by use of gravity and land contouring. These systems greatly reduce the risk of flooding and require the least amount of maintenance.

**FLATWORK PERMIT & STORMWATER MANAGEMENT BROCHURE**

VILLAGE OF LINCOLNWOOD COMMUNITY DEVELOPMENT DEPARTMENT • (847) 673-7402  
6900 LINCOLN AVENUE • LINCOLNWOOD, IL 60712 • WWW.LINCOLNWOOD.IL.GOV

# New Businesses Highlights

**GREEN ROSE**  
ISPENSAR

**LENSCRAFTERS**

Annual Report 2023

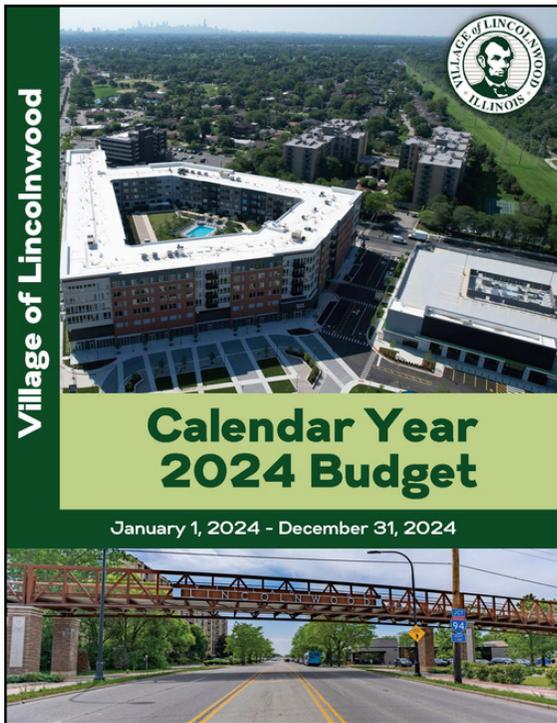
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# FINANCE

## Fiscal Year Transition

To ensure financial stability through thoughtful and sustainable budgeting, the Village's fiscal year was changed. The fiscal year end was changed from April 30 to December 31. In this transition, a "stub year" was created to account for the May 1 through December 31, 2023 activity. In this shortened stub year, an audit for the fiscal year ending April 30, 2023, and the 2024 Budget was worked on in tandem.

On January 1, 2024, the Village moved to a fiscal year that is the same as the calendar year. The modification to the calendar year allows for more efficient bidding for public improvements and infrastructure programs to allow the Village to better align with contractors' schedules.



## LAMA Software

LAMA (Land Management) software gives residents and contractors a user-friendly online experience and removes manual processes. The related processes have also created an efficient manner of reconciling and posting related financial transactions to the Village's general ledger software.

## Utility Billing Software

A new vehicle sticker and pet license software was implemented. The Village contracted with Third Millennium to mail utility bills, vehicle stickers and pet licenses to Village residents. Contracting these services has provided residents the convenience of purchasing their vehicle and pet licenses online and receiving their utility bills in a timely manner.



## Civic Rec Software

The Finance Department worked with Parks and Recreation to implement the Civic Rec software at the end of the summer of 2023. Civic Rec is the user-facing software that residents will use to register for all Park District programs and activities.

It brings a new and user-friendly experience to Village residents and integrates with the Village's existing general ledger software.



# FIRE DEPARTMENT

## Station Alerting System

Enhancements to the Fire Department's alerting system were implemented by moving digital timers to the apparatus bay. LED lights were strategically placed throughout the Fire Station.

The enhancements provide situational awareness of the timeliness of responding personnel's push-out time, ensuring Fire personnel arrive at emergency calls in time. These enhancements allow the Village to visually benchmark and improve responsiveness to emergencies.

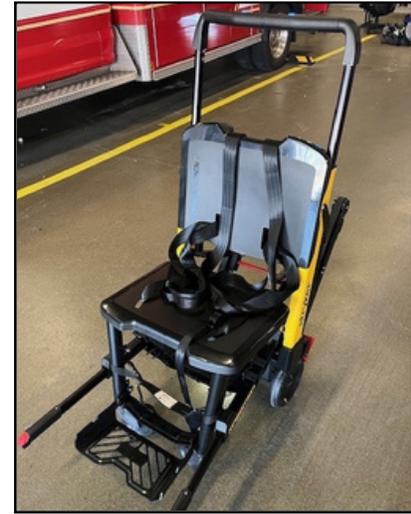
## Knox Box Secure Devices

Knox Key Security Systems were installed on Fire Department vehicles. Knox boxes secure building keys for Firefighters and Paramedics to access buildings in emergencies. The security system incorporates comprehensive accountability through unique PIN codes and support capabilities to ensure a high level of security.

## Stair Chairs

Two motorized patient stair chairs were purchased. The stair chairs are a first of their kind, providing battery-powered mobility and improved illumination.

This allows paramedics to safely move a seated patient either up or down any configuration of stairs while ensuring patient comfort. This also decreases the risks of fatigue and fire personnel injuries.



## Door Safety Systems

New overhead door safety systems were installed in the Fire Department garage. The safety systems provide visual and audio warning devices alerting those nearby of impending overhead door movement, thus reducing the risk of damaging equipment, vehicles and personnel injuries.





## Command Vehicles

The Village purchased and placed into service a Battalion Chief's Incident Command Vehicle and the Fire Chief's vehicle. These vehicles incorporate state-of-the-art audio and visual warning systems, two-way radio communications, onboard computer technology and enhanced safety features.

This ensures a high level of emergency coordination and incident response in the community.



## Foreign Fire Insurance

A Foreign Fire Insurance Board ("Board") was established. The purpose of 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 collected are exclusively intended for the maintenance, use and operational benefit of the Fire Department to serve the community better. The use of these funds enhances the operational effectiveness of the Fire Department.

Responded to  
1,224 Fire related  
calls

Responded to  
2,019 EMS calls

# PARKS AND RECREATION



## Master Plan

A Comprehensive Master Plan was completed using valuable input provided by the public. The Master Plan serves as a living document and useable “blueprint” for the future direction, growth and maintenance of the Village’s parks, facilities and programs. This ensure a high level of Parks and Recreation services for residents.

A feasibility study for adding a dog park to the park’s system was also completed. The feasibility study showed residents’ interest in a place where their dogs can run unleashed. A park system assessment was completed. The parks assessment identified park needs outside of the scope of the Master Plan. Identifying maintenance needs in the parks will help with future planning and prioritizing of park renovations and long-term budget strategies.

## Park Improvements

Parks and Recreation staff worked collaboratively with the Public Works Department to repair cracks and repaint the Proesel Park tennis courts and the basketball courts at Goebelt, Drake and O’Brien Parks. Improving the visual appearance of the courts throughout the park system and increasing player safety was a major priority for the department this year.

## Flowers Park

Renovations at Flowers Park began in the Fall, with completion anticipated in 2024. The Flowers Park renovation project was partly funded by an Open Space Land Acquisition and Development (OSLAD) Grant (\$300,000) through the Illinois Department of Natural Resources (IDNR). The newly renovated and updated park will include a new playground, resurfacing of the tennis and basketball courts, the addition of a restroom facility, renovation of the asphalt path, the addition of game tables, a gaga ball pit and a pollinator garden.

## Pickleball Courts

The Parks and Recreation staff, in collaboration with the Public Works Department, painted six pickleball courts and repaired the underlying tennis courts at Proesel Park. Residents now have a place where they can enjoy both tennis and pickleball.

The repairs provide a safer playing surface, while the paint provides a fresh look for the courts. The growing number of pickleball players in the community now have a location where they can play outdoor pickleball without traveling to other communities.



## Berger Donation

Barry and Taffy Berger committed to donating \$100,000 each year on Giving Tuesday for nine years beginning in 2022, which continued in 2023, for a total donation of \$1 million. The donations will be used for park improvements, including an accessible playground in Proesel Park and summer camp improvements.

The Village held its first Giving Tuesday campaign inspired by the generous donation of the Berger family. Funds raised will go towards adding inclusive playground pieces to parks, sending children in need to summer camp, providing swim lessons for eligible families, and providing funds for other designated projects.



## Special Events

The Parks and Recreation Department successfully planned and facilitated the annual Lincolnwood Fest and Turkey Trot. Both special events bring many people to the Village and provide an opportunity for safe and enjoyable events contributing to the quality of life of our residents. Over 25,000 visitors attended the four-day Lincolnwood Fest event held the last full weekend of July. Lincolnwood Fest features a carnival, live entertainment, bingo, a Business Expo, a car show, a family activity tent with cultural activities, and a beer/wine garden.



## Turkey Trot

Turkey Trot, the Village's signature event, is held annually on the Sunday before Thanksgiving. The year's event had over 2,000 runners participate, approximately 100 volunteers and hundreds of spectators. The course starts at Proesel Park, routes through Lincolnwood neighborhoods and finishes at Proesel Park. This annual tradition has been in place for 47 years, and the tradition continues.



# POLICE DEPARTMENT

## Body-Worn Cameras

The Police Department acquired body-worn cameras through grant funds in the amount of \$63,000 from the U.S. Department of Justice. Body-worn cameras enhance Police Officer accountability and assist in ascertaining accurate information from victims, witnesses and potential suspects. Anyone coming into contact with a uniformed Police Officer should expect that the Officer is recording the interaction.



## License Plate Readers

The Village Board approved the purchase and use of ALPRs in 2023. One ALPR is in use, and another is awaiting Illinois Department of Transportation approval. ALPR is an important technology for vehicles used in the commission of criminal offenses, identifying stolen vehicles and locating missing persons.

This technology is being used by most jurisdictions in the Chicagoland area, and data retention is limited to 30 days unless the vehicle is suspected to be involved in a criminal offense. The use of this technology also helps address crimes that occur outside the Village and helps capture offenders for stolen property from other jurisdictions.

## Leadership Training

Proactive continuing education ensures the Police Department utilizes best practices. Deputy Chief of Police Travis Raypole attended the 286th session of the F.B.I. National Academy in 2023. The 10-week training program is directly related to the professional development and leadership of the Lincolnwood Police Department.

Sergeant Emily Erwin graduated from the 10-week school of Police Staff and Command in 2023, which is presented by Northwestern University's Center for Public Safety. This program focuses on leadership, human resources, employee relations, organizational behavior, planning and policy development, budgeting and resource allocation.



## Retail Theft Grant

Grant funding in the amount of \$28,000 was awarded to the Police Department from the State of Illinois Attorney General’s Office to assist in thwarting retail theft through the use of enforcement, technology and preventative measures. Funding will allow for overtime by Police personnel and the expanded acquisition of automated license plate readers (ALPR).

Directed enforcement is planned through a cooperative effort with the Lincolnwood Town Center security staff and other retail establishments. The overall goal is to reduce retail theft and fraud, which in turn helps keep consumer costs lower for products that are offered for sale.



Police Officers responded to 17,837 calls of service

Each Police Officer trained an average of 76 hours

## “COPS” Grant Award

The U.S. Department of Justice awarded the Police Department with COPS Grant funding. The grant award is for \$125,000 over three years. The funding will assist in the cost associated with increasing staffing to maintain a high level of service in the growing community.



## Vehicle Rebranding

After conducting a survey among all Police Department personnel, a new design was overwhelmingly chosen to rebrand Police vehicles.

Currently, one vehicle has been transitioned to the new design, and there are three other marked Police vehicles awaiting equipment outfitting. Eight of the nine newly marked police units should be in service in 2024.

# PUBLIC WORKS DEPARTMENT

## Lead Service Lines

A total of 18 lead service lines were replaced in 2023 in conjunction with water main installation. This program is part of the Illinois Environmental Protection Agency's mandate to remove lead from water systems by 2042. Road resurfacing took place on Ramona and Lockwood Avenues from Pratt Avenue to Sauganash Avenue.

1,250 feet of roadway resurfaced

1,280 feet of watermain replaced



## Street Stormwater Storage

The Street Stormwater Storage Program began in 2016 and the final phase was completed in 2023. The program helps alleviate flooding of the combined sewer system by slowing stormwater inflow via restrictors in the inlet structures. The restrictors allow for temporary water storage on the pavement and reduce the frequency of basement backups.

## Tree Planting Program

As part of the annual tree planting program, a total of 139 trees were planted. This program helps maintain a diverse, healthy urban forest within the public rights-of-way, parks, paths and public property.





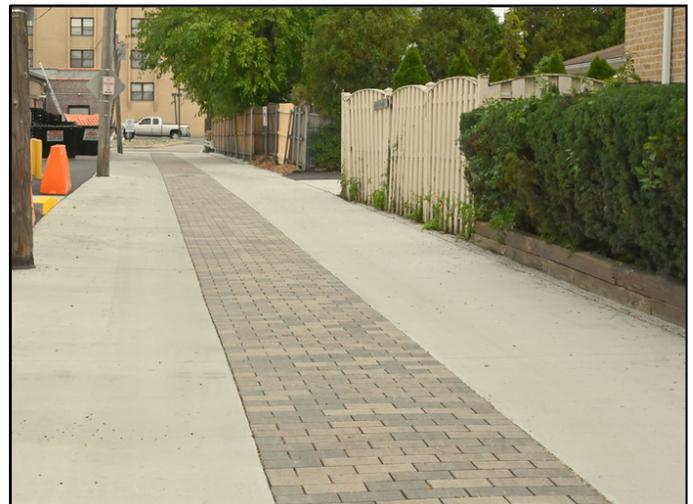
## Green Alley

The Village partnered with the Metropolitan Water Reclamation District of Greater Chicago, which provided a \$95,000 grant. This grant funding helped finance a “Green Alley” along the south side of Touhy Avenue between Keating and Kilpatrick Avenues. The permeable bricks and stone base allow stormwater to infiltrate and disperse into the ground before entering the sewer.



## Facilities Assessment

Village staff worked with FGM Architects to conduct a Facilities Assessment of all buildings. Facility documents, walkthroughs, data, interviews and other relevant information were provided. This was necessary to conduct a thorough analysis of the Police and Fire Stations, Community Center, Aquatic Center, Public Works, Pump House and the Village Hall. The assessment identifies building maintenance issues and challenges, and this information assists with long-term fiscal planning.



# VILLAGE MANAGER'S OFFICE

## Agreements

The Village negotiated and approved an Intergovernmental Agreement (IGA) with School District 74, for the first time in over a decade. The IGA was the continuation of a decades-long relationship between the partner governments.

Highlights in the IGA include a reaffirmation of the sharing of resources between the governments in terms of shared services like refuse services and broadcasting meetings along with the sharing of space.



## Lobbying

Since 2022, the Village has utilized lobbying services to provide the community with a needed voice with the State of Illinois. These efforts continued in 2023 on behalf of the Village, with the securing of \$250,000 to be used for Parks and Recreation operational expenses. This covers budgeted costs and allows the Village to free up resources to be used for capital projects within the parks for the benefit of stakeholders who visit one of the Village's 13 parks and participate in various recreation programs.

## LAMA Implementation

Land Management (LAMA) software was implemented by the Village in 2023. This is the first time that the community can submit, track, make payments, and receive a permit from the comfort of their own home or office. The software gives residents and contractors a more user-friendly online experience. The software allows the public to track the status of their permit and ask staff questions either remotely or in person, along with tracking requests outside of normal business hours. The software also lowers the threshold for the public to be aware of ongoing permits as the portal provides open data on issued permits in the community. The department spearheaded the process for the organization to ensure it met the needs of internal and external stakeholders.

## Collective Bargaining

The Village negotiated and implemented a successor agreement with the Fraternal Order of Police. The FOP represents 25 sworn Police Officers who serve the community. The new Contract will help retain the high-quality workforce within the Police Department and assist the Village in attracting new staff members to serve and protect this community.

## Employee Engagement

One of the most important resources for the Village is the staff that serves Lincolnwood residents, businesses and visitors. The Village created the Lincolnwood Employee Appreciation Squad (LEAPS) to engage employees and provide opportunities to recognize employees while encouraging high-quality customer service and services for Lincolnwood.

