



# Village of Lincolnwood, Illinois

## **OPERATING BUDGET**

For the Fiscal Year  
May 1, 2017 - April 30, 2018



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# Village of Lincolnwood 2017-2018 Budget

## **Village Board of Trustees**

Gerald C. Turry, President

Barry Bass

Ronald S. Cope

Lawrence A. Elster

Craig L. Klatzco

Jesal B. Patel, Sr.

Jennifer G. Spino

Timothy C. Wiberg, Village Manager

Robert J. Merkel, Finance Director



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Lincolnwood  
Illinois**

For the Fiscal Year Beginning

**May 1, 2016**

*Jeffrey R. Emer*

Executive Director

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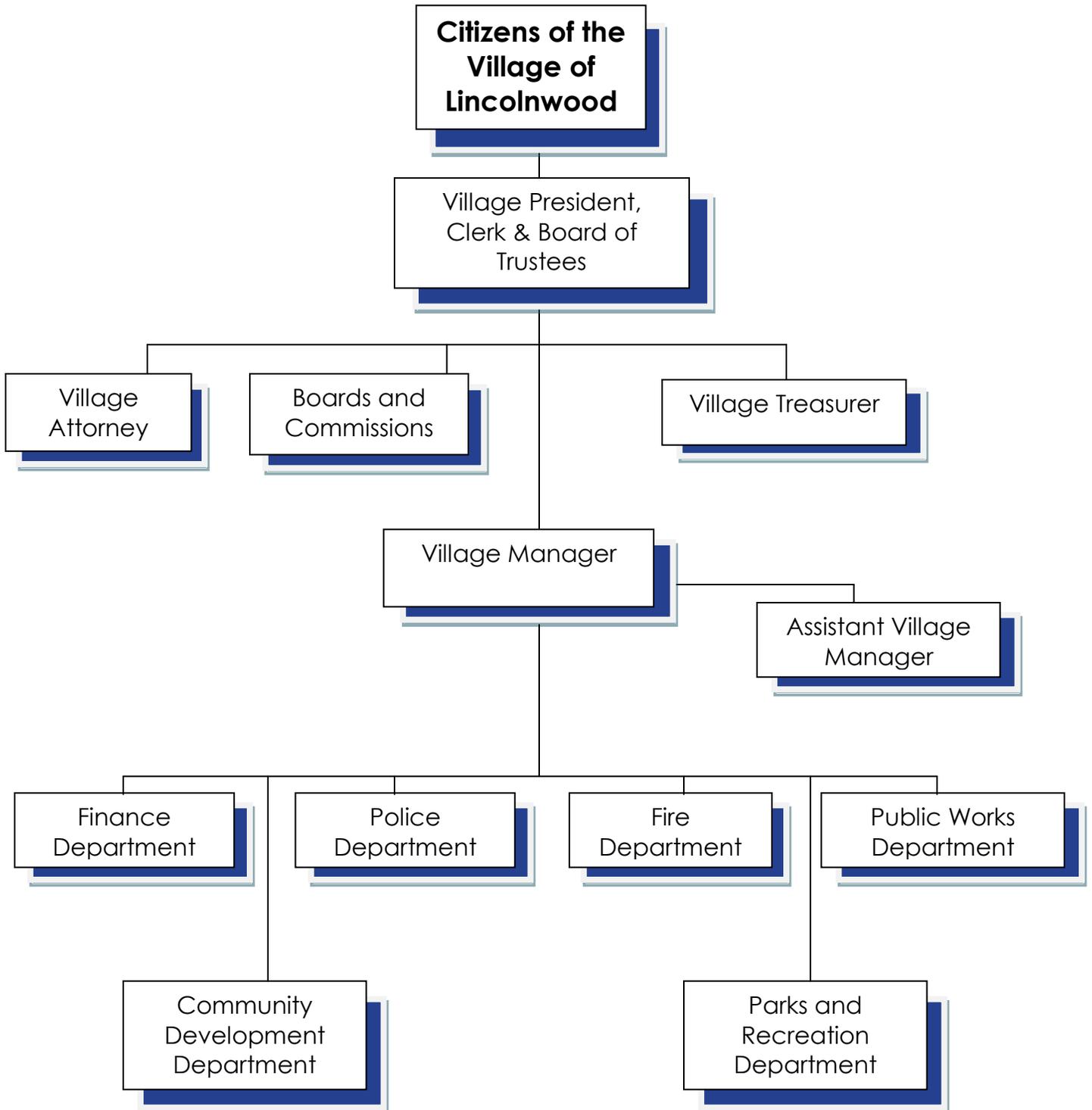
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# Organizational Chart

Elected & Appointed Officers



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## **BUDGET OVERVIEW**

The Fiscal 2018 Village budget strives to be a policy document which includes organizational financial policies and goals that address long-term concerns and issues; a financial plan that includes in detail all funds that are subject to appropriation; a communication device which provides summary information identifying budgetary issues; and an operations guide that describes all activities, services and functions in the organization.

A statement of financial policies approved by the Village Board was used as a guide to prepare the annual Village budget. The Fiscal 2018 budget meets all the operating budget procedures. The General Fund meets the unreserved fund balance policy which is to maintain a balance of 25% of current revenues. Capital budget policies have also been met, as funding for infrastructure equals annual funding requirements.

The Village's budget parameters are reviewed annually, prior to the initiation of the budget process. The ongoing economic recovery has seen slow revenue growth and this trend is expected to be maintained over the next few years. Village staff was again challenged to present departmental budgets with no increase in non-personnel expenditures and successfully met the challenge.

## **ABOUT THE BUDGET DOCUMENT**

The budget document is organized into several sections with the goal of presenting information in an easily understandable format and consists of the following:

### **BUDGET SUMMARY**

The Budget Summary consists of the Fiscal 2018 budget message which provides an overview of Fiscal 2017 year-end results and an overview of the proposed Fiscal 2018 budget. Key issues for the General Fund and other operating funds are also discussed.

This section also explains the budget structure and budget process of the Village and lists details of budgeted revenue, expense, transfers and estimated change in fund balance for all funds for the proposed Fiscal 2018 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

### **PERSONNEL SUMMARY**

This section of the budget document consists of a comprehensive schedule which lists all costs for personnel by department, and in the aggregate. A six year staffing schedule which details employee headcount by department is also included.

## **REVENUE SUMMARY**

This section includes a detailed explanation of the various revenue items in all Village Funds. Revenues for the proposed budget year are estimated with an objective of obtaining collections of 100% of the budget.

## **FUND EXPENDITURES SECTION**

This section provides an overview of each of the major expenditure classifications along with detailed accounts of each of the Village's budget program areas. The funds are organized by fund type and provide information that includes the purpose of each fund, prior year's goals status, current year goals and relevant funding sources.

## **APPENDIX**

This section of the budget is the Appendix, which includes various detailed information including statistics about the Village, debt administration, property tax data and a glossary of budgetary terms.

## **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**

This section serves as a management tool to promote advance planning and to provide adequate lead times for the design of each capital project. Each plan is to be policy driven and mindful of its impact on the operating budget.

# Budget Message

**Lincolnwood** | 2017-2018



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VILLAGE PRESIDENT  
Gerald C. Turry

VILLAGE CLERK  
Beryl Herman

VILLAGE MANAGER  
Timothy C. Wiberg



TRUSTEES  
Barry Bass  
Ronald S. Cope  
Lawrence A. Elster  
Craig L. Klatzco  
Jesal B. Patel, Sr.  
Jennifer G. Spino

May 1, 2017

**TO:** President Turry and Members of the Village Board

**SUBJECT:** Adopted Budget for Fiscal Year 2017/18 (Fiscal 2018)

On behalf of the Village staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2018 budget. The adopted budget maintains the quality of services our residents have come to expect and reflects the general priorities and policy direction provided by the Village Board at the February 23, 2017 Budget Workshop. On January 17, 2017 the Village Board adopted the 2017– 2019 Strategic Planning Report. The approved initiatives were used as a guide in developing the Fiscal 2018 budget. The Village Board's Finance Committee met on March 9, 2017 to review the budget document in detail and a public meeting presenting the final draft budget document to the Village Board will be held on April 5, 2017.

The total budget adopted for Fiscal 2018 is \$34,688,373. This represents an increase of less than 1% from last year's budget. The General Fund operating budget is \$21,408,991, which amounts to an increase of 6.9% over last year's adopted budget. It is balanced through the use of excess fund balance reserves, which will be utilized for specific, one-time capital improvements. Many of the significant planned expenses include: a State of Illinois unfunded mandate to upgrade the Police Department's radio system, the Lincoln Avenue median landscape project and construction of the Touhy Avenue bicycle/pedestrian overpass. The budget continues the Village's conservative approach to fiscal management and its emphasis on limiting negative impacts to taxpayers. Important points to consider:

- Property tax increase is limited to 0.7%
- There are no proposed adjustments to any Village fees
- There is no increase to the water/sewer rates

The February 2017 Moody's Report noted that the financial position of the Village remains very healthy. It references factors such as the Village's fund balance of 54.4% of annual expenditures and the Village's overall debt burden is small and in line with the assigned rating of Aa1 (just below the highest rating of Aaa).

#### **Fiscal 2017 Review**

During Fiscal 2017 the Village budgeted a use of \$520,007 of excess fund balance reserves to balance the General Fund. A year end budget surplus of approximately \$1,130,000 is anticipated. This is mainly due to permit revenues received as a result of the senior housing development The Carrington at Lincolnwood which began construction during Fiscal 2017.



TREE CITY USA



The Fiscal 2017 surplus will be used to balance the Fiscal 2018 budget through the use of excess fund balance reserves for one-time planned capital expenses.

## Items of Note in Fiscal 2017

### Capital Improvements

- Replaced streetlights along Touhy Avenue from Cicero Avenue to Hamlin Avenue and retrofit existing streetlights within the Touhy/Crawford business district to LED.
- Constructed two multi-use bike paths within the community. Both paths were built using Congestion Mitigation and Air Quality grants. The Valley Line Trail Path is located on the west side of the Village and the former Union Pacific Railroad Path on the east side of the Village. Both opened during the Fall of 2016.
- Pratt Avenue was resurfaced from Lincoln Avenue west to Lockwood Avenue using Surface Transportation Program grant funding.
- Began implementing the first phase of the Village's Stormwater Management Plan by installing berms and submerged sewer restrictors within a "pilot" area of the community. The pilot area is generally bounded by Pratt Avenue to the north, McCormick Boulevard to the east, Devon Avenue to the south and Lincoln Avenue to the west. The use of surface storage is designed to improve the Village's ability to handle heavy rain events.
- Began construction of a trailhead public parking lot within the Northeast Industrial Business District.
- Began construction of the Lincoln Avenue median beautification project.

### Planning & Development

- Approved a building permit for *The Carrington at Lincolnwood*, a residential independent living, assisted living and memory care senior living community spanning 13 acres.
- Welcomed Binny's Beverage Depot at the former Lincolnwood Produce site.
- Approved an Ordinance authorizing an eligibility study for the redesignation of the Lincoln-Touhy redevelopment project area.
- Updated the Comprehensive Plan which had been previously proposed in 2001.
- Created an online Business Resource Center on the Village's website for potential business owners including available space, Village resources, and zoning information.

## Fiscal Management

- Received the distinguished budget presentation and excellence in financial reporting awards from the Government Finance Officers Association.

## Services

- Consolidated E9-1-1 dispatching services for Police and Fire with the Village of Skokie.
- Implemented a mobile app for citizen service requests.

## Fiscal 2018 Key Issues

The Fiscal 2018 budget represents the Village’s plan for expected expenditures over the coming year and identifies the means by which those expenditures will be funded. The budget has been prepared, as in past years, in conjunction with the goals that were established in the Village’s Strategic Plan. On January 17, 2017 the Village Board proposed a new strategic plan for years 2017-2019. The report identifies the strengths and weaknesses of the Village and opportunities to improve Village life for residents and businesses.

Provided below are the goals stated in the strategic plan and a summary of how the Fiscal 2018 budget will help achieve these goals:

Goal	Summary of Actions
<b>Development Achievements</b>	
A. Continue Development of the “Purple Hotel” Site with Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction	<i>The Village will work with an identified developer to review financing and incentives and facilitate the permit and construction process.</i>
B. Facilitate Cicero Avenue Hotel Development	<i>Staff will work with the Developer to facilitate zoning and design review with the goal of issuing a building permit for the site during Fiscal 2018.</i>
C. Create a North Lincolnwood Development Plan	<i>Included in the Fiscal 2018 budget are funds in the amount of \$25,000 to engage a consultant to prepare a sub-area plan addressing the area bound by Touhy Avenue, Cicero Avenue, Lincoln Avenue and the northern Municipal Boundary of the Village. The plan would address land use, street configurations, traffic controls and other infrastructure considerations, with the goal of creating a plan to achieve a future state in which this area redevelops as a major commercial core for the Village.</i>

<p>D. Develop the Following Sites: Brickyard Bank Property, Republic Bank Drive Through Site and Touhy Avenue Corridor</p>	<p><u>Brickyard Bank Property</u> Staff will work to develop a marketing package during Fiscal 2018 for sites that are vacant and/or are in need of redevelopment. This site will be included in the marketing package.</p> <p><u>Republic Bank Drive Through</u> During the end of Fiscal 2017 the Village approved a special use permit and variation for the development of a new retail building with a drive through at the site. It is anticipated that this site will be redeveloped during Fiscal 2018.</p> <p><u>Touhy Avenue Corridor</u> This location will be included in the marketing package described previously.</p>
<p>E. Attract a Grocery Store to Lincolnwood</p>	<p>Include possible locations in the marketing package described previously.</p>
<p><b>Create a Marketing Package that will include identification of development sites and desired uses</b></p>	<p>During the first quarter of 2017 the Village will create a marketing task force utilizing marketing experts within the Village. The task force will work to develop a marketing plan and determine the resources necessary to execute the plan.</p>
<p><b>Finalize a New Water Supplier</b></p>	<p>Staff anticipates finalizing an agreement with an alternative water supplier by the end of Fiscal 2017. Funds have been included in the Fiscal 2018 Water and Sewer Fund to design the infrastructure necessary to connect to an alternative water supplier, with an anticipated connection to an alternative supplier by the end of calendar year 2018.</p>
<p><b>Complete Stormwater Pilot Project and Determine “Next Steps” Plan/Actions</b></p>	<p>The pilot project was constructed during the fall of 2017. During Fiscal 2018 staff will collect data regarding the effectiveness of the pilot area improvements and develop a plan to implement the next stages of the stormwater improvement program including financing options.</p>
<p><b>Define a Baseline for O’Hare Noise and Show Measured Progress on Noise Abatement</b></p>	<p>During the winter of 2016/2017 the Village obtained a portable noise monitor from the O’Hare Noise Compatibility Commission (“ONCC”) to monitor sound levels within the community. The monitor will be in place until April 1, 2017. After the monitoring period the Village will work with the ONCC regarding remediation methods if the Village qualifies based on the levels that were captured.</p>
<p><b>Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment</b></p>	<p>The Village’s mobile app was implemented during Fiscal 2017. The app continues to be marketed and promoted as a means of requesting services from the Village. The Village currently has over 200 registered users. During Fiscal 2018 staff will develop a plan for implementing online payments through the app in the future.</p>
<p><b>Complete Bicycle Path Connections</b></p>	<p>During the fall of 2017 the Valley Line Trail on the west side of the Village and the Former Union Pacific Railroad Trail on the east side of the Village opened for use. During Fiscal 2018 the overpass bridge for the Valley Line Trail will be built to provide safe passage for pedestrians and cyclists over Touhy Avenue.</p>

<b>Complete 9-1-1 Shared Dispatch Service Center</b>	<i>As of March 1, 2017 Police Dispatch services for the Village of Lincolnwood were transferred to the Village of Skokie. Fire dispatch services are anticipated to be reassigned as of April 24, 2017. During Fiscal 2018 the Village will update their radio system to StarCom, this update is required by the Federal Commerce Commission. Funds for the updated police radio system are included within the Fiscal 2018 budget. The fire radio system will be updated in Fiscal 2019.</i>
<b>Develop a Public Transportation Plan along Devon Avenue</b>	<i>A committee of interested stakeholders was developed during Fiscal 2018. They have participated in lobbying efforts with PACE, CTA and the RTA to extend the CTA 155 bus route from Kedzie Avenue to the Sauganash Train Station. During Fiscal 2018 they will continue to work with stakeholders to lobby for the extension of existing services.</i>

### **Fiscal 2018 Adopted Budget Overview**

At the February 23, 2017 Budget Workshop staff presented a preliminary balanced budget that will require the use of General Fund excess reserves. The resulting fund balance will remain in excess of the maximum required in the Village’s Financial Policies.

Major General Fund capital expenditures discussed at the Budget Workshop include:

<b>Item</b>	<b>Budgeted Amount</b>
Replacement of one Police Squad Car	\$37,000
Replacement of Playground Equipment	\$100,000
Replacement of Street Sweeper (Shared with Water Fund)	\$220,000
Replacement of one Ambulance	\$232,000
StarCom Police Radio Replacement	\$230,000
<b>Total</b>	<b>\$819,000</b>

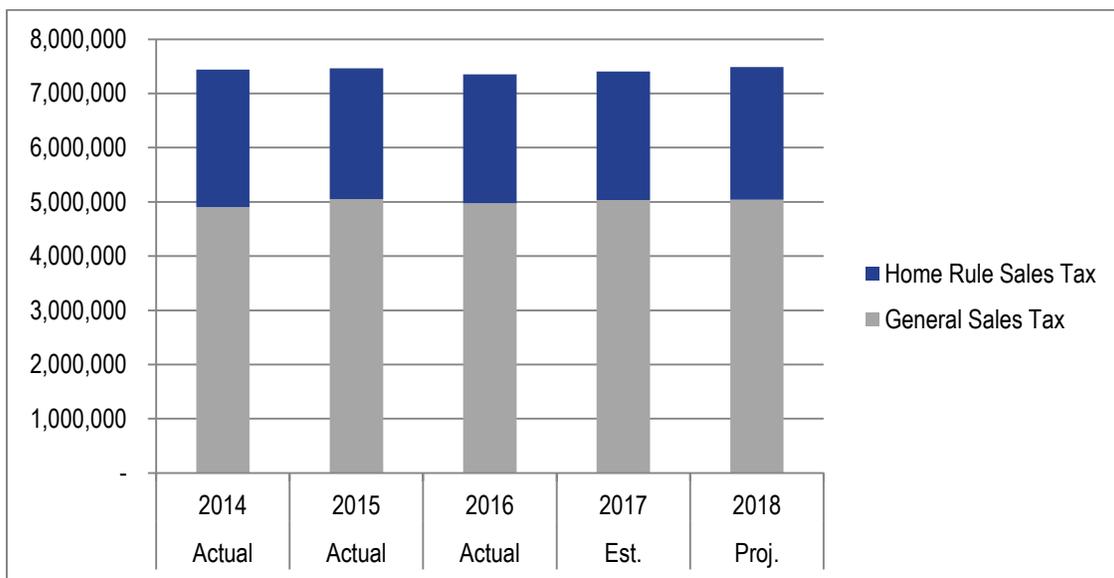
The adopted total budget is summarized below. Per accepted governmental financial standards, the Village’s finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources in one fund cannot be allocated to cover shortfalls in another fund. The General Fund is the largest fund and includes the expenditures necessary to support the general operations of the Village including Police and Fire protection, snow removal, refuse collection, etc. This fund supports virtually all personnel expenses.

	<b>FY16/17</b>	<b>FY17/18</b>	<b>% Change</b>
All Funds	\$34,459,588	\$34,688,373	0.66%
General Fund	\$20,035,310	\$21,408,991	6.9%

The total budget has an increase of less than 1%. The budget for the General Fund increased by 6.9% from the previous year this is largely the result of the one-time capital expenditures for the StarCom police radio system, increased Police pension costs and planned vehicle replacements. Fiscal 2018 highlights include:

- Sales Tax – Total sales tax revenue, including State and Home Rule sales taxes is budgeted for \$7,486,850. Sales tax receipts have remained generally flat. The chart on the next page describes the trend in total sales tax revenue over the past five years.

Total Sales Tax Revenue



	Actual 4/30/2014	Actual 4/30/2015	Actual 4/30/2016	Estimated 4/30/2017	Projected 4/30/2018
<b>Home Rule Sales Tax</b>	2,537,703	2,408,004	2,374,826	2,368,817	2,446,850
<b>General Sales Tax</b>	4,905,594	5,054,179	4,976,541	5,035,683	5,040,000
<b>Total</b>	<b>7,443,297</b>	<b>7,462,183</b>	<b>7,351,367</b>	<b>7,404,500</b>	<b>7,486,850</b>

- Refuse – The Village expenditures relating to the solid waste, recycling, and yard waste collections are accounted for in the General Fund. The total budget for this expense is \$1,107,250. Funding for refuse collection is paid through the use of property tax revenues. Of the total amount, \$887,250 is paid to Groot Industries, Inc. for refuse collection and \$220,000 is paid to the Solid Waste Agency of Northern Cook County (SWANCC) for landfill deposits.
- Personnel Costs – Personnel costs in Fiscal 2018 are budgeted to be \$11,723,322. There is a 2% cost of living wage increase for non-union employees and a

contractually-obligated wage increase of 1.75% for the Public Works Teamsters Union. The wage increase for the Fraternal Order of Police Patrol Union will be determined by contract negotiations that will be completed in Fiscal 2018.

- Police Pension Funding – The Police Pension Fund is currently 41% funded. Funding for the Village’s Pension fund obligations is derived from two sources: the General Fund provides the annual actuarially required pension obligation; and approximately \$280,000 of additional funding is deposited into the Police Pension Fund from a \$0.02 per gallon Gasoline Tax.

### **Capital Improvements and Equipment Replacement**

The Fiscal 2018 budget includes the following capital improvement projects:

#### **Lincoln Avenue Median Landscape Project**

- \$546,000 to install landscaped medians along Lincoln Avenue. Installing landscaping in the medians is one of the recommendations of the Lincoln Avenue taskforce plan. This project was originally budgeted during Fiscal 2017 but due to initially high bids that were received the project was re-bid and will be paid for during the FY 2018 budget. This expense is divided among the General Fund (\$440,000) and Devon/Lincoln Tax Increment Financing Fund (\$146,000).

#### **Pedestrian/Bicycle Overpass**

- \$562,000 to construct a pedestrian/bicycle overpass at Touhy Avenue for the Valley Line Trail. This project is 80% grant funded through a Congestion Mitigation Air Quality grant.

#### **Water and Sewer Fund Projects**

- \$400,000 to complete the design of a relief sewer outlet to the North Shore Channel. The relief sewer was originally recommended by the Ad Hoc Sewer Committee as the second highest priority project, behind street storage within the Village’s Stormwater Management Plan. This project is Phase II of the pilot surface storage project that was completed during Fiscal 2017. A grant application will be submitted to the Metropolitan Water Reclamation District to obtain funding for construction of the outfall. \$350,000 is included in the budget to design a potable water transmission main to connect the Village to an alternative potable water supplier. Funds are also included to replace the Village’s street sweeper which is 21 years old. The street sweeper is used eight months out of the year to keep the streets clean and reduce the flow of debris into the Village’s combined sewer system. The purchase of the street sweeper is divided among the Water and Sewer Fund and the General Fund. The Village’s water pumping station has original pumps that have reached their end of life. The Fiscal 2018 budget includes \$77,500 to replace two of the five pumps.

### Parking Lot

- \$600,000 has been budgeted for construction of a parking lot to provide additional parking for the businesses in the NEID TIF District. The parking lot will be available for users of the bike path in the district.

### Devon Avenue Streetscape Project

- \$304,000 has been budgeted for Phase II engineering to provide streetscape improvements along Devon Avenue in the Devon-Lincoln TIF District. These improvements are intended to provide a more attractive corridor that will entice business and development to a corridor with retail vacancies and declining property values.

### LED Street Light Retrofit

- \$55,000 is budgeted to retrofit the existing street lights in the NEID TIF from metal halide bulbs to LED bulbs. This will reduce energy and maintenance costs.

### Public Works Yard Expansion

- \$1,000,000 is allocated to expand the yard at the Public Works Department to provide permanent material storage bins, increase the area for equipment and vehicle storage and install an ornamental fence around the Village's water tower to improve aesthetics and safety.

### Street Light Installation

- \$300,000 to install street lights on Devon Avenue (Longmeadow Avenue to Lincoln Avenue).

### **Adherence to Financial Policies**

The budget complies with the Village's Financial Policies. Please find below a summary of the significant policies governing the preparation of the annual budget:

- The Fiscal 2018 total budget is balanced. The General Fund operating budget is balanced with the use of excess fund reserves in accordance with Village Financial Policies.
- The General Fund (GF) unreserved fund balance is maintained between 25% and 35% of annual GF revenue, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 0.7% property tax levy increase included in the Fiscal 2018 budget. This is in accordance with the Village's financial policy to limit the property tax levy increase to the annual Cook County consumer price index (the same limit for Non-Home Rule communities).

- The General Fund's support of the Parks and Recreation Department is limited to \$1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses. The Village has not issued any new bond debt since Fiscal 2003 when the Village issued General Obligation bonds to fund the construction of the new aquatic facility and the Northeast Parkway.

### **Financial Condition of the Village**

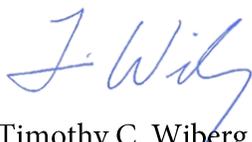
The Village's financial position is very strong with a continued bond rating of Aa1. During Fiscal 2018 the Village's General Fund will be nearly debt free. The only remaining debt is an interest-free debt owed to the State of Illinois for the replacement of the Village's Fire Truck which was replaced six years ago. The recent Moody's Report notes that the Village's ability to generate balanced financial operations exhibits sound financial management despite the fact that several tax base values generally fell. The Village ensures that its annual required pension contributions are met, and Village facilities and equipment are appropriately maintained.

### **Conclusion**

As the economy continues its unpredictable performance staff will continue to focus on maintaining service delivery in the most efficient means possible. Revenue assumptions will be closely monitored and cost saving opportunities will be explored.

The preparation of the Fiscal 2018 budget could not have been achieved without the hard work and assistance of staff throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. The President and Village Board continue to provide stable and visionary leadership that have ultimately resulted in this year's accomplishments. Finally, particular thanks are extended to Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



Timothy C. Wiberg  
Village Manager

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# Strategic Planning Report 2017-2019



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# Village of Lincolnwood

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Strategic Plan Report  
2017 – 2019

December 2016



# Vision Statement

The Village of Lincolnwood effectively blends the advantages of urban proximity with quality suburban amenities. Families are drawn to Lincolnwood in part because of superior schools, parks, and convenience of commerce and transportation links. Lincolnwood is a stable community with long-term residents who stay here due to the consistently strong property values, variety of housing stock and vitality of diverse neighborhoods. The Village government, through effective strategic planning and timely responsiveness to changing conditions, continues to offer excellent public services in a fiscally responsible manner, often with more attractive tax rates than surrounding communities.

The Village of Lincolnwood's vision includes a commitment to an even more business friendly environment. Continuing development trends on several key Village sites is a focus for the community. Additional restaurants, a grocery store, and hotel in the Village would be considered a plus. The development of new communication tools will help the Village to interactively communicate and involve it's citizenry.

The Village continues to look for ways to improve the effectiveness of its services and the efficiency of the process to deliver them.

# Village of Lincolnwood Core Values

- Education
- Diversity
- Business Development
- Integration of Neighborhoods
- Parks and Open Space
- Sound/Professional Government
- Customer Service

# SWOT Analysis

## Where We Are Today

### Strengths

- Progressive Community made up of Dynamic Residents and Businesses
- Educated/Talented Constituents
- Experienced Capable Staff
- Fiscally Responsible
- Central Geographic Location
- Excellent Schools
- Diverse Population
- Sound/Efficient Run Government
- High Quality Public Services
- Public Facilities that Unite the Stakeholders invested in the Community

### Weaknesses

- Unresolved Purple Hotel Site
- Lack of a Village Center
- Number of State Routes Make a Village Center Difficult
- “Vision 2020” Plan Needs Update
- Purchased Water From Chicago
- Storm Water Management
- O’Hare Noise
- Public Transportation

### Opportunities

- Redevelopment of Purple Hotel Site as a Village Center
- Home Ownership
- Future Hotel Development
- Hamlin and Lincoln Property Development
- NE Lincoln Avenue Corridor Development – Opportunity for Non-Traditional Uses
- Devon/Lincoln TIF (Retail and Residential)
- Marketing/Promotion of Lincolnwood
- Touhy/Lincoln/Cicero Triangle Redevelopment
- Continue Support of Existing Business and Business Development
- Reassess Parking Requirements for Commercial Development
- Improving Traffic Flow

### Threats

- Economy
- Increasing Crime in Neighboring Communities
- Maintenance of Village Owned Properties
- Failure to be Vigilant in Enforcement of Property Maintenance Codes
- Insufficient Engagement of Community and Staff in Decision Making



# Vision by Category

## State of Village in Five Years



### **DEVELOPMENT**

- "Purple Hotel" Site Renamed and Development Complete
  - Containing Attractive Retail, Residential, Restaurants, a Hotel, Public Space and New Innovative Concepts
  - A Multi-Use Site Proactively Repositioned by The Village
- Lincoln/Touhy Sites Redeveloped
- Touhy Avenue Corridor Redeveloped
- Lincolnwood North Plan for Development Complete
- Redevelopment of Devon and Lincoln Avenue Corridor
- Development of Community Gateway From Edens Expressway
- Lincoln/Devon TIF Active and Redeveloped

### **RESIDENTIAL**

- Improved Quality of Housing Stock and Residential Rehab Continues
- Dynamic Mix of Housing, including Single-Family, Multi-Family and Senior

### **ECONOMICS**

- Tax Base Continues to Diversify
- Fiscal Responsibility Continues
- Alternative Water Supplier Identified

### **LEADERSHIP/GOVERNANCE**

- Advocacy for O'Hare Noise Management
- Expanded Board Engagement of Community and Talent Within
- Lincolnwood's Voice with Springfield and Washington Strengthens
- Local Relationships Continue to be Nurtured Particularly with the City of Chicago, Village of Skokie, Library District, School Board District #74, and Surrounding Communities

### **COMMUNITY PLANNING**

- Storm Water Pilot Complete and Management Plan in Place
- Village Continues its Focus on Mixed Use Development
- Business-Friendly Regulations Along Commercial Corridors are Implemented
- Aesthetics a Key Component in Redevelopment
- Signage Regulations Revised According to Community Values
- Improved Public Transportation Options

### **COMMUNICATION/COMMUNITY IMAGE**

- Village Image Has Been Updated and Brand Management Plan is Implemented
- Village Marketing Package in Place Including Identified Areas for Development and Desired/Possible Uses
- Village Board Policy Decisions Support and Encourage Development
- Village in Communication with Residents Using Interactive Feedback Technology

### **VILLAGE SERVICES**

- Shared Services with Other Taxing Bodies Continues and Expands
- Infrastructure Plan Implemented
- Continued Monitoring/Managing Community Understanding of Services





# 2017 - 2019 Goals

## Actions Towards our Vision

### 1. Development Achievements

- A. Continue Development of “Purple Hotel” Site - With Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction
- B. Facilitate Cicero Avenue Hotel Development
- C. Create a North Lincolnwood Development Plan
- D. Develop the Following Sites
  - 1. Brickyard Bank Property
  - 2. Republic Bank Drive Through Site
  - 3. Touhy Avenue Corridor
- E. Attract Grocery Store to Lincolnwood

2. Create a Marketing Package that will include Identification of Development Sites and Desired Uses

3. Finalize a New Water Supplier

4. Complete Storm Water Pilot Project and Determine “Next Step” Plan/Actions

5. Define a Baseline for O’Hare Noise and Show Measured Progress on Noise Abatement

6. Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment

7. Complete Bicycle Path Connections

8. Complete 9-1-1 Shared Dispatch Service Center

9. Develop a Public Transportation Plan along Devon Avenue



# GOALS/OBJECTIVES 2017 – 2019

GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
<b>1. Development Achievements</b> A. Continue Development of “Purple Hotel” Site - With Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction	1A		Community Development (CD)
	• Create Concept Plan	03/31/2017	
	• Identify Developer to Deliver Plan	06/30/2017	
	• Identify Development Financing and Incentives	10/31/2017	
	• Work with Developer on Site Purchase	03/31/2018	
	• Facilitate Permit and Construction Process	09/31/2018	
<b>B. Facilitate Cicero Avenue Hotel Development</b>	1B		Village Manager's Office (VMO)
	• Zoning and Design Review	03/31/2017	
	• Permitting Complete	06/30/2017	
<b>C. Create a North Lincolnwood Development Plan</b>	1C		Economic Development Commission (EDC)
	• Select Consultant to Develop a Sub Area Plan	06/30/2017	
	• Work with Contractor to Develop Plan	12/31/2017	
<b>D. Develop the Following Sites</b> 1. Brickyard Bank Property 2. Republic Bank Drive Through Site 3. Touhy Avenue Corridor	1D		Village/Board
	• Include in Marketing Package for Private Development	3 <sup>rd</sup> Quarter 2017	
<b>E. Attract Grocery Store to Lincolnwood</b>	1E		
	• Include Use In Marketing Package	3 <sup>rd</sup> Quarter 2017	

# GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
<b>2. Image/Marketing</b> <ul style="list-style-type: none"> <li>Create a Marketing Package that will include Identification of Development Sites and Desired Uses</li> </ul>	<ul style="list-style-type: none"> <li>Create a Marketing Task Force Utilizing Marketing Experts in the Village</li> </ul>	1 <sup>st</sup> Quarter 2017	CD
	<ul style="list-style-type: none"> <li>Develop Marketing Plan</li> </ul>	3 <sup>rd</sup> Quarter 2017	Parks and Recreation (Parks & Rec)
	<ul style="list-style-type: none"> <li>Determine Resources to Execute Plan</li> </ul>	3 <sup>rd</sup> Quarter 2017	
	<ul style="list-style-type: none"> <li>Begin Plan Implementation</li> </ul>	01/01/2018	
<b>3. Water Supply</b> <ul style="list-style-type: none"> <li>Finalize a New Water Supplier</li> </ul>	<ul style="list-style-type: none"> <li>Complete Review of Supplier Options</li> </ul>	01/31/2017	Public Works (PW)
	<ul style="list-style-type: none"> <li>Confirm Final Deal with Water Supplier and Convene Fire &amp; Water Committee to Endorse Recommendations</li> </ul>	03/31/2017	
	<ul style="list-style-type: none"> <li>Design Improvements</li> </ul>	1 <sup>st</sup> Quarter 2018	
	<ul style="list-style-type: none"> <li>Build Infrastructure</li> </ul>	12/31/2018	VMO
<b>4. Storm Water</b> <ul style="list-style-type: none"> <li>Complete Storm Water Pilot Project and Determine “Next Step” Plan/Actions</li> </ul>	<ul style="list-style-type: none"> <li>Construction</li> </ul>	Completed	PW
	<ul style="list-style-type: none"> <li>Pilot Review Process and Education of Residents</li> </ul>	12/31/2017	
	<ul style="list-style-type: none"> <li>Determine Phased in Approach to Complete Remainder of Village</li> </ul>	3 <sup>rd</sup> Quarter 2017	
	<ul style="list-style-type: none"> <li>Begin Construction</li> </ul>	2 <sup>nd</sup> Quarter 2018	
	<ul style="list-style-type: none"> <li>Complete Construction of North Shore Outfall</li> </ul>	3 <sup>rd</sup> Quarter 2019	
	<ul style="list-style-type: none"> <li>Discuss Plan to Implement, Remaining Priorities of Storm Water Plan</li> </ul>	3 <sup>rd</sup> Quarter 2019	
<b>5. O’Hare Noise</b> <ul style="list-style-type: none"> <li>Define a Baseline for O’Hare Noise and Show Measured Progress on Noise Abatement</li> </ul>	<ul style="list-style-type: none"> <li>Obtain Portable Noise Monitoring Capability</li> </ul>	03/31/2017	VMO
	<ul style="list-style-type: none"> <li>Monitor Noise</li> </ul>	12/31/2017	
	<ul style="list-style-type: none"> <li>Report Back to O’Hare, Noise Compatibility Commission and Request Remediation as Necessary</li> </ul>	06/31/2018	

# GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
<b>6. Today's Technology</b> <ul style="list-style-type: none"> <li>Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment</li> </ul>	<ul style="list-style-type: none"> <li>Communicate and Promote New Mobile App</li> </ul>	12/31/2017	VMO
	<ul style="list-style-type: none"> <li>Track Download Rate</li> </ul>	Ongoing	
	<ul style="list-style-type: none"> <li>Provide Online Payments through App</li> </ul>	12/31/2017	
<b>7. Bicycle Path</b> <ul style="list-style-type: none"> <li>Complete Bicycle Path Connections</li> </ul>	<ul style="list-style-type: none"> <li>Complete Bicycle Path Connections</li> </ul>	Complete	PW Parks & Rec
	<ul style="list-style-type: none"> <li>Develop Maps/Promotional Brochures</li> </ul>	12/31/2017	
	<ul style="list-style-type: none"> <li>Striping of Road Bicycle Lanes</li> </ul>	3 <sup>rd</sup> Quarter 2017	
	<ul style="list-style-type: none"> <li>Construction Begins on Overpass Bridge at Touhy Ave</li> </ul>	4 <sup>th</sup> Quarter 2017	
	<ul style="list-style-type: none"> <li>Amenities Identification and Review</li> </ul>	12/31/2017	
<b>8. 9-1-1 Center</b> <ul style="list-style-type: none"> <li>Complete 9-1-1 Shared Dispatch Service Center</li> </ul>	<ul style="list-style-type: none"> <li>Complete Inter-governmental Meeting, Lincolnwood and Skokie</li> </ul>	11/01/2016	VMO Police Fire
	<ul style="list-style-type: none"> <li>Contract with RCN for Lincolnwood – Skokie Police Connectivity</li> </ul>	01/31/2017	
	<ul style="list-style-type: none"> <li>Contract for Interface with Skokie CAD and Lincolnwood RMS</li> </ul>	03/01/2017	
	<ul style="list-style-type: none"> <li>Fire Station Alerting</li> </ul>	03/01/2017	
	<ul style="list-style-type: none"> <li>Switch Over for Wireless Police/Fire Alarms</li> </ul>	03/31/2017	
	<ul style="list-style-type: none"> <li>Installation Mobile Software Police &amp; Fire and Video Camera Facility Phone Kiosk</li> </ul>	04/15/2017	
	<ul style="list-style-type: none"> <li>Fire Department Switch Over</li> </ul>	05/01/2017	
	<ul style="list-style-type: none"> <li>Test Phase</li> </ul>	03/01/2017 to 07/01/2017	

# GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
<b>9. Transportation</b> <ul style="list-style-type: none"> <li>Develop a Public Transportation Plan along Devon Avenue</li> </ul>	<ul style="list-style-type: none"> <li>Create Ad-Hoc Advisory Board to Advocate with CTA/RTA/PACE</li> </ul>	Complete	VMO
	<ul style="list-style-type: none"> <li>Lobby for Additional Resources for Various Projects</li> </ul>	Ongoing	

# Financial Policies

**Lincolnwood** | 2017-2018



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## INTRODUCTION

Financial policies are the key elements of sound fiscal administration and responsibility. The Village Board should establish and follow financial policies when making financial decisions about the future of 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

Financial policies allow the Village Board to view their current approach to financial management from an overall and long-range vantage point. 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.

**Limit total annual property tax levy increases to the Cook County consumer price index.** 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 shall not increase the annual property tax levy in excess of the Cook County consumer price index increase applicable as of the prior December. 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.

## **EXPENDITURES**

**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 polices.** 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.

A balanced budget shall be adopted on a basis consistent with generally accepted accounting principles 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 generally accepted accounting principles.

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.

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 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.

### **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 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.

**Update the five-year Capital improvement program.** For the capital improvement program all land and land improvements and building projects costing \$50,000 or more shall be classified as capital assets. Equipment costing \$10,000 or more with an estimated useful life of two or more years shall be considered capital assets.

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**

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# Investment Policy



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**INVESTMENT POLICY:**

It is the policy of the Village of Lincolnwood to invest public funds in a manner which will provide the maximum security (safety), meeting the daily cash flow needs of the village (liquidity) and provide the highest investment return (yield) while conforming to all State of Illinois laws governing the investment of public funds.

**PRUDENCE:**

All investments shall be made with sound judgment and extraordinary care by persons of prudence, discretion and intelligence.

**OBJECTIVE:**

The primary objectives of the investment policy shall be 1) Safety, 2) Liquidity and 3) Return on Investment (Yield).

**AUTHORITY:**

Management responsibility for the investment program rests with the Village's Finance Committee which shall establish procedures for the operation of the investment program consistent with the investment policy.

**ETHICS AND CONFLICT OF INTEREST:**

Elected Officials and employees involved in the investment process shall refrain from any personal business activity that could conflict with or impair their ability to properly execute the investment policy. Any party of interest that has any material financial interest in any financial institution that conducts business within this village must disclose said interest to the Finance Committee.

**AUTHORIZED INVESTMENTS:**

The Village of Lincolnwood is empowered by statute to only invest in those investments authorized by the Illinois Public Funds Investment Act.

**INTERNAL CONTROL:**

The Finance Committee shall establish an annual process of independent review as part of the Village's annual audit of its financial statements. This annual review will provide internal control by assuring compliance with policies and procedures of the investment policy.

**INVESTMENT POLICY ADOPTION:**

The Village of Lincolnwood investment policy shall be adopted by resolution of the Board of Trustees. The policy shall be reviewed annually by the Finance Committee and any modifications made must be approved by the Board of Trustees.

**Adopted January, 2006**

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# Budget Structure & Process



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## BUDGET STRUCTURE

This section describes the various types of funds the Village employs. A fund is a separate fiscal entity with revenues and expenses that are separated for the purpose of carrying out a specific purpose or activity. The Village's budget is divided into several different funds. Each fund is considered a separate accounting entity. Major funds represent the significant activities of the Village and include any fund whose revenues or expenditures, (excluding other financing sources and uses), constitute more than 10% of the revenues or expenditures of the appropriated budget are shown separately. The breakdown of the Village fund structure is as follows:

### MAJOR GOVERNMENTAL FUNDS

**General Fund** – The main operating fund for the Village, the General Fund, is used to account for the resources devoted to funding services traditionally associated with local government (i.e.) public safety, street maintenance, etc.

**Major Special Revenue Fund** – 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 major funds of this type: the Northeast Industrial District TIF Fund and the Motor Fuel Tax Fund.

**Debt Service Funds** – A Debt Service Fund accounts for the accumulation of resources for, and the repayment of long-term debt, interest and related costs.

### MAJOR PROPRIETARY FUND

**Enterprise Fund** – Enterprise Funds are proprietary funds established to account for the financing of self-supporting activities of governmental units that render services on a user basis to the general public. The significant attribute of Enterprise Funds is that they are financed primarily by charges to consumers and that the accounting for them makes it possible to show they are operated at a profit or loss similar to comparable private enterprises. The Village has one major fund of this type: the Sewer and Water Fund. Depreciation expenses are recorded in Enterprises Funds, but the Village excludes this non-cash expense from its budget.

### NON-MAJOR GOVERNMENTAL FUNDS

**Special Revenue Funds**- 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 budgets for five Special Revenue Funds:

Transportation Improvement Fund, E-911 Fund, Devon/Lincoln TIF Fund and the Lincoln/Touhy TIF Fund.

**Capital Projects Funds** – 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 four capital project funds.

**Police Pension Fund** – The Village is in a fiduciary capacity for assets held in the Police Pension Trust on behalf of the Village Police Force. The pension fund has its own Board of Trustees who monitors the investments of the fund. The Police Pension Fund may also be referred to as a Pension Trust Fund.

**BUDGET BY FUND STRUCTURE**

<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Capital Projects</u>	<u>Pension Trust</u>
Departments:	Motor Fuel Tax	All Debt	Water & Sewer	ROW Bike Path	Police Pension
Administration	Transportation			Property Enhancement	
Finance	Improv.			Program	
Development	E-911			Private Sewer Line	
Police	NEID TIF			Assistance	
Fire	Lincoln/Touhy TIF			Lincoln Ave Medians	
Public Works	Devon/Lincoln TIF				
Parks & Recreation					

**BUDGET PROCESS**

The budget is the working plan for the operation of the Village during the May 1–April 30 fiscal year. Residents, elected officials and staff all play a vital role in preparing the many components of the budget. Although the Village Manager is responsible for preparing and recommending a balanced budget, the Village Board determines the final budget document and the allocation of resources it represents. Preparation, review and adoption of the budget spans at least six months, beginning in October and ending in April. The budget document is the result of the completion of a complex set of tasks, including assessing the Village’s financial condition, projecting assumptions to fund the Village’s assessments, developing goals and objectives which will meet these needs, and estimating the cost of providing these services.

## **LONG-TERM NON-FINANCIAL GOALS AND OBJECTIVES**

It is recommended by the Government Finance Officer's Association (GFOA) that governmental entities utilize strategic planning to develop and coordinate long-term goals and objectives for service delivery and budgeting. Doing so will provide a direct link between the wide-ranging organizational goals and annual spending plans.

During 2016, the Board of Trustees, the Village Manager and Department Directors met to update the Strategic Planning Report process that started in 2005. The session was to review the prior plan and update where necessary goals that would 1) fulfill the Village's mission, 2) adapt to our changing environment, and 3) meet the needs of our residents and businesses. The Village feels that a comprehensive strategic plan will improve on existing budgeting and planning issues and link these goals into the individual department goals.

In addition to helping the Village identify long-term goals of the Village, the strategic plan will also work to align individual department goals with the overall objective of the Village, incorporate performance measurements to measure the success of the goals and provide a process for monitoring and reassessing the plan due to the constant change in our working environment.

## **THE CAPITAL IMPROVEMENT PLAN**

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of \$10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the FY2018 budget workshop, the 2018-2022 CIP was prepared.

The CIP process begins in November with the Finance Department distributing CIP project request forms to the operating departments. The departments complete a request form for each proposed project and return their requests to the Finance Department in December for compilation. A CIP project request must include the following:

- Description of the project
- Justification for the project
- Estimation of project costs
- Identification of possible revenues sources
- Annual dollar impact upon operating budget if project is undertaken

After the Finance Department compiles the information, the Village Manager and Finance Director meet with each department for the purpose of conducting an administrative review and clarify any project particulars. Upon conclusion of these meetings, the CIP is revised and submitted by the Village Manager to the Village Board at the February budget workshop. The CIP is again reviewed at the budget meeting in March and submitted to the Village Board for final approval in April.

As stated above, the CIP covers the next five years. This long-term perspective helps the Village foresee both future capital expenditure needs and the anticipated revenue sources for funding purposes.

**BUDGETARY/ACCOUNTING BASIS**

The budgets of the General Fund, governmental type funds and agency funds are prepared on a modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available.

Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. The governmental fund measurement focus is on the determination of financial position and changes in financial position, rather than on net income determination.

The Water and Sewer Fund, except for two exceptions (depreciation and compensated absences) is budgeted on a full accrual basis. The accrual basis of accounting is used by proprietary and the pension trust fund, with the measurement focus on determination of net income, financial position and cash flows. Revenues are recognized when earned and expenses are recognized when incurred.

**BUDGET PROCESS WITH DATES OF BUDGET HEARINGS AND NOTICES**

October 2016	Evaluate fiscal year financial forecasts and develop FY 2017/18 budgetary assumptions.
November	Village Manager (VM) discusses budgetary guidelines with department heads.
December	Department heads meet with Finance Director to discuss CIP. Staff prepares preliminary revenue estimates along with departmental expenditure targets.
December	Public hearing to approve 2016 Property Tax Levy.
January 2017	VM meets with each department head to discuss proposed budgets. Budgets revised following VM’s approval.
February	Village Board workshop. Staff presents policy issues and CIP Funding requests. Budget is revised to incorporate Village Board direction.

March	Village Board Finance Committee meets to review draft budget. FY 2017/18 public meeting. After the proposed budget is placed for public viewing, a meeting is held with the Village Board to allow for public and Village Board discussion.
April	FY 2017/18 budget is presented for formal consideration to the Village Board.
May 1	New fiscal year begins. Implementation of the budget is monitored by updates to the Village Board. During the year, the (VM) may revise the budget for the Village. Revision requests by Department Heads must be submitted to the VM. The VM reviews all request for budget revisions as to their effect on the total budget and presents them to the Village Board for approval. No revision of the budget shall be made if funds are not available.
July	FY2018 appropriation ordinance is presented at public meeting to allow for public and Village Board discussion. After meeting, appropriation ordinance is presented for formal consideration to the Village Board.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its annual budget for the fiscal year beginning May 1, 2017. In order 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.

The award is valid for a period of one year only. We believe our Fiscal 2018 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

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# Total Budget Comparison

**Lincolnwood** | 2017-2018



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## FY 2017-2018 Budget Financial Summary - All Funds

The following is a summary of revenues and expenses for the Village from FY2014/15 through FY2017/18 by Fund type.

	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Proposed</b>
<b>Revenues by Fund</b>				
General	19,259,903	20,255,290	21,445,064	20,688,569
Motor Fuel	485,442	363,502	315,000	306,000
Transportation Improvement	276,092	284,844	300,000	300,000
E911	177,596	168,481	180,000	30,000
NEID TIF	694,761	4,538,569	504,000	601,000
Touhy/Lawndale TIF	235,282	182,862	-	-
Devon/Lincoln TIF	-	150,350	-	304,000
Lincoln/Touhy TIF	-	-	-	-
Debt Service	1,190,480	480,792	479,250	482,550
Capital Projects	124,785	41,909	299,000	230,000
Water and Sewer-Enterprise	4,159,272	4,656,688	5,003,348	5,096,000
Police Pension	2,704,345	2,069,671	3,276,000	3,099,400
<b>Total</b>	<b>29,307,958</b>	<b>33,192,958</b>	<b>31,801,662</b>	<b>31,137,519</b>
<b>Expenses by Fund</b>				
General	19,237,281	19,606,373	19,824,657	21,408,991
Motor Fuel	188,704	64,241	951,900	491,500
Transportation Improvement	1,258,646	1,204,834	555,900	35,000
E911	238,317	195,854	465,097	43,470
NEID TIF	419,566	5,041,095	947,165	2,106,525
Touhy/Lawndale TIF	207,202	-	-	-
Devon/Lincoln TIF	43,285	354,267	138,500	480,000
Lincoln/Touhy TIF	-	-	-	-
Debt Service	1,508,591	1,133,512	686,631	689,931
Capital Projects	162,896	93,056	789,750	1,352,250
Water and Sewer-Enterprise	4,062,562	4,274,948	5,040,026	5,354,912
Police Pension	1,978,098	2,236,860	2,633,806	2,725,794
<b>Total</b>	<b>29,305,148</b>	<b>34,205,040</b>	<b>32,033,432</b>	<b>34,688,373</b>
Excess (Deficit) of Revenues over Expenses	2,810	(1,012,082)	(231,770)	(3,550,854)
Other financing - loan proceeds	1,001,921	-	-	-
Pay out of TIF surplus	-	(444,703)	(3,680,000)	-
<b>Excess(Deficiency) of Revenues over Expenses after Other Financing</b>	<b>1,004,731</b>	<b>(1,456,785)</b>	<b>(3,911,770)</b>	<b>(3,550,854)</b>

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## FY 2017-2018 Budget Summary Total Village Budget

The following is a summary of revenues and expenses for the Village from FY2014/15 through FY2017/18.

	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>2016/17 Projected</b>	<b>2017/18 Adopted</b>
<b>Revenues</b>				
Local Taxes	15,598,353	16,133,626	15,803,550	15,344,850
Intergovernmental Taxes	2,897,033	2,720,493	2,670,000	3,052,000
Licenses and Permits	1,033,923	1,072,394	2,025,408	1,221,143
Charges for Services	6,060,343	6,622,727	6,971,572	7,162,030
Fines and Forfeitures	297,578	291,189	312,900	262,900
Rent	113,227	116,504	107,000	107,000
Grants	205,573	3,721,909	304,000	539,000
Investment Income	189,409	234,582	262,207	178,000
Reimbursements	104,089	73,878	35,000	100,000
Police Pension	2,704,345	2,069,671	3,276,000	3,099,400
Other	104,085	135,985	34,025	71,196
<b>Total</b>	<b>29,307,958</b>	<b>33,192,958</b>	<b>31,801,662</b>	<b>31,137,519</b>
<b>Expenses</b>				
Personnel	11,604,480	12,073,949	12,444,943	12,585,030
Contractual	5,311,500	5,891,390	6,059,958	7,695,570
Commodities	4,645,788	4,425,307	4,946,212	5,359,198
Economic Development	787,274	258,364	177,000	215,000
Debt Service	1,934,831	2,032,726	1,681,431	1,686,231
Capital Outlay	3,043,177	7,286,445	4,090,082	4,421,550
Police Pension Expenses	1,978,098	2,236,860	2,633,806	2,725,794
<b>Total</b>	<b>29,305,148</b>	<b>34,205,041</b>	<b>32,033,432</b>	<b>34,688,373</b>
Excess (Deficit) of Revenues over Expenses	2,810	(1,012,083)	(231,770)	(3,550,854)
Other Financing Sources (Uses)				
Loan proceeds	1,001,921	-	-	-
Pay out of TIF Surplus		(444,703)	(3,680,000)	-
Excess (Deficit) of Revenues over Expenses after Other Financing	1,004,731	(1,456,786)	(3,911,770)	(3,550,854)
Fund Balances				
Start of Budget Year	49,797,676	50,741,148	49,284,362	45,372,592
End of Budget Year	50,802,407	49,284,362	45,372,592	41,821,738
Less: Pension Fund Balance (a)	(18,945,937)	(18,778,748)	(19,420,942)	(19,794,548)
Available Fund Balances	<u>31,856,470</u>	<u>30,505,614</u>	<u>25,951,650</u>	<u>22,027,190</u>

(a) Pension Fund Balance is reserved for pension benefits and not available for appropriation.

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## BUDGET NOTES

**FY2017/2018** - Expenses are budgeted to exceed revenues by 3,550,854. The General Fund is budgeted to have a decrease of \$720,422 before transfers. The decrease is due to some one-time capital expenses and increase in pension funding. The NEID TIF fund has a budgeted decrease of \$1,505,525. This is due to two capital projects to be completed during the budget year. There are also two significant projects to be constructed budgeted in the Capital Projects Fund totaling \$1,277,250. These projects are mainly funded by General Fund transfers.

**FY2016/2017** - Expenses are projected to exceed revenues by \$231,770. The General Fund is projected to have an increase of approximately \$1,100,000. This is due mainly to an increase in revenue from permit fees for a large development project in one of the Village's TIF districts. The NEID TIF district has a projected decrease of approximately \$4,600,000. The majority of the decrease is attributable to the distribution of surplus funds totaling \$3,680,000 back to the various taxing bodies located in the TIF district.

**FY2015/2016** - Expenses exceeded revenues and other financing uses by \$1,456,876. The General Fund ended the year with an increase of \$440,738. This amount exceeded a budgeted deficit of \$273,179. Expenses and transfers were approximately \$1,252,362 less than budgeted. The NEID TIF district experienced a decrease of \$632,526 for the year. The District purchased land for the construction of a bike path that was funded with a grant covering 80% of the cost. The Touhy/Lawndale TIF was closed during the year and distributed \$444,703 of surplus funds back to the various taxing bodies located in the district. The Water and Sewer Fund experienced an increase of \$181,740. This amount exceeded a budgeted deficit as a capital project was deferred to next year.

**FY2014/15** - Revenues and other financing sources exceeded expenses by \$1,004,731. The General Fund ended the year with an increase of \$141,281. This amount exceeded a budgeted deficit of \$196,247. Revenues were approximately \$476,000 less than budgeted and expenses and transfers were \$618,000 less than budgeted. The NEID TIF district experienced an increase of \$145,195 of revenues over expenses and other financing sources. Capital projects totaling \$1,702,000 were deferred to future years.

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# Fund Type Summary

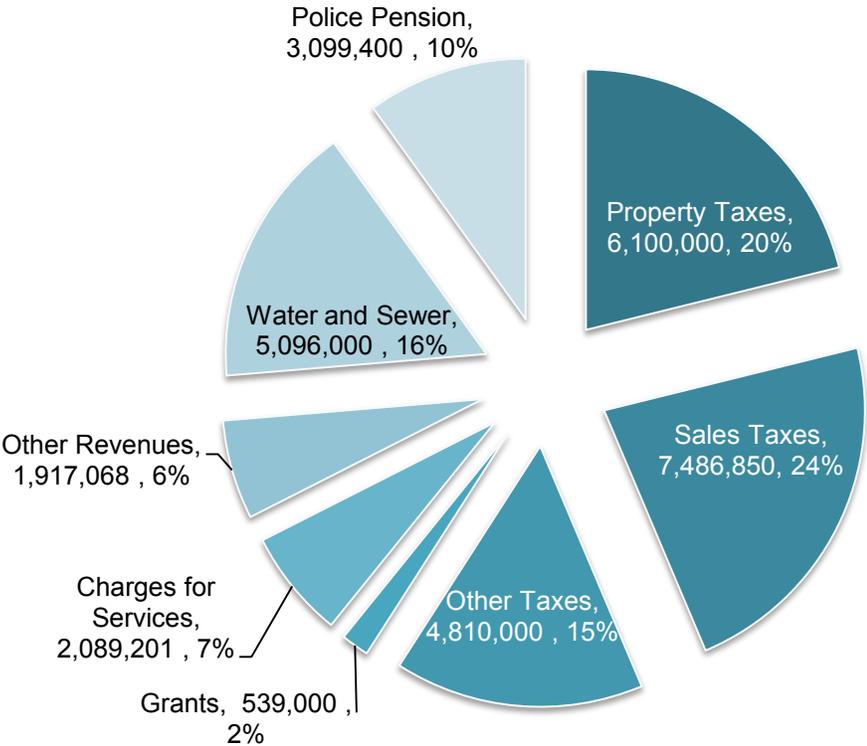


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**FISCAL 2018 REVENUES**

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2017 and ending April 30, 2018 is \$31,137,519. Total revenues have decreased \$3,354,984 (9.7%) from the prior year's budget. This is due mainly to a grant the Village received for the purchase of land for the construction of a bike path.

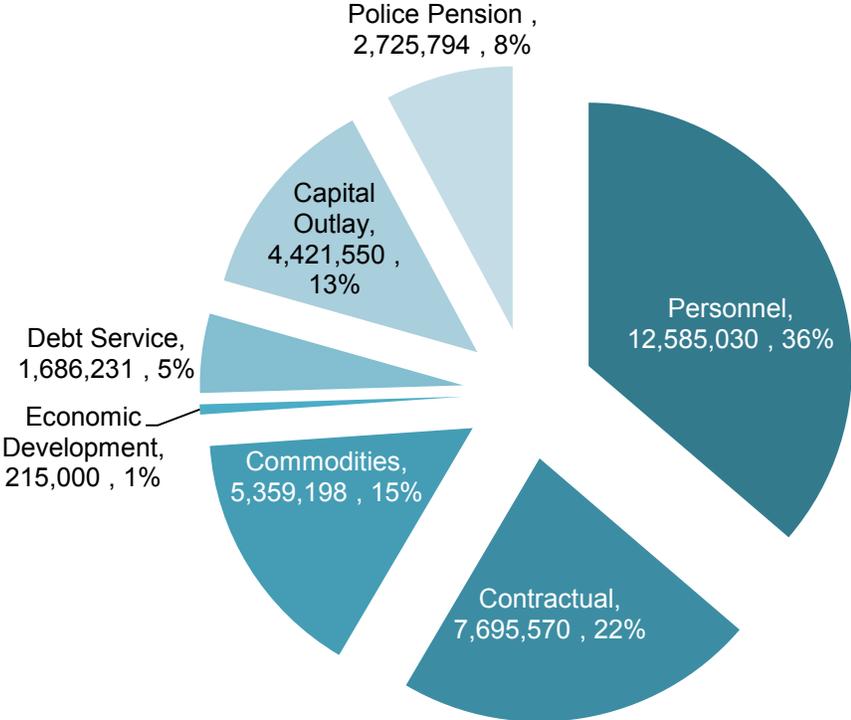
**FY2017/18 Budgeted Revenues - All Funds - \$31,137,519**



**FISCAL 2018 BUDGETED EXPENDITURES**

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2017 and ending April 30, 2018 is \$34,688,373. This is an increase of \$228,785 (0.6%) from the previous year’s budget. The budget consists of \$27,642,944 of operating expenses, \$1,686,231 of debt service and \$5,359,198 of capital outlay and equipment purchases. Operating expenses are budgeted to increase 2.1% from the prior year’s level while capital outlay will decrease 6.3% from the prior year’s budget.

**FY2017/18 Budgeted Expenditures – All Funds - \$34,688,373**



The schedule on the following page summarizes the various revenues and expenditures and changes in fund equity for the various funds of the Village for the Fiscal 2018 budget.

Village of Lincolnwood, Illinois  
 Operating Budget  
 Fiscal Year May 1, 2017 to April 30, 2018

	General Fund	Motor Fuel Tax Fund	Transportation Improvement Fund	E-911 Fund	Northeast Industrial Dist TIF Fund	Devon Lincoln TIF Fund	Lincoln Touhy TIF Fund	Total - Special Revenue Funds	Debt Service Fund	Property Enhancement Program Fund	Com.Ed. ROW Bike Path Fund	Lincoln Ave Median Fund	Private Sewer Line Assistance fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2017-2018	Budget Total - All Funds 2016-2017	Increase (Decrease)
<b>Revenue</b>																				
Local Taxes	\$ 14,343,800	0	300,000	0	600,000	0	0	900,000	482,550	0	0	0	0	0	15,726,350	0	0	\$ 15,726,350	16,513,500	(787,150)
Intergovernmental Taxes	2,310,000	300,000	0	30,000	0	0	0	330,000	0	0	0	0	0	0	2,640,000	0	0	2,640,000	2,373,000	267,000
Licenses and Permits	1,221,143	0	0	0	0	0	0	0	0	0	0	0	0	0	1,221,143	0	0	1,221,143	1,123,404	97,739
Charges for Services	530,193	0	0	0	0	0	0	0	0	0	0	0	0	530,193	5,045,000	0	0	5,575,193	5,471,167	104,026
Charges for Services-Culture and Recreation	1,559,008	0	0	0	0	0	0	0	0	0	0	0	0	1,559,008	0	0	1,559,008	1,563,863	(4,855)	
Fines and Forfeitures	293,400	0	0	0	0	0	0	0	0	0	0	0	0	293,400	50,000	0	0	343,400	333,400	10,000
Rent	107,000	0	0	0	0	0	0	0	0	0	0	0	0	107,000	0	0	107,000	101,500	5,500	
Grants	5,000	0	0	0	0	304,000	0	304,000	0	230,000	0	0	0	539,000	0	0	539,000	3,991,000	(3,452,000)	
Investment Income	170,000	6,000	0	0	1,000	0	0	7,000	0	0	0	0	0	177,000	1,000	700,000	878,000	794,500	83,500	
Reimbursements	100,000	0	0	0	0	0	0	0	0	0	0	0	0	100,000	0	0	100,000	89,153	10,847	
Pension Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,399,400	2,399,400	2,080,000	319,400	
Other Revenue	49,025	0	0	0	0	0	0	0	0	0	0	0	0	49,025	0	0	49,025	58,016	(8,991)	
<b>Total Revenues</b>	<b>20,688,569</b>	<b>306,000</b>	<b>300,000</b>	<b>30,000</b>	<b>601,000</b>	<b>304,000</b>	<b>0</b>	<b>1,541,000</b>	<b>482,550</b>	<b>0</b>	<b>230,000</b>	<b>0</b>	<b>0</b>	<b>230,000</b>	<b>22,942,119</b>	<b>5,096,000</b>	<b>3,099,400</b>	<b>31,137,519</b>	<b>34,492,503</b>	<b>(3,354,984)</b>
<b>Expenditures</b>																				
Current Operating Expenditures																				
General Government	4,919,922	0	0	0	0	0	0	0	0	0	0	0	0	4,919,922	0	0	4,919,922	4,638,313	281,609	
Public Safety	11,260,864	0	0	0	0	0	0	0	0	0	0	0	0	11,260,864	0	0	11,260,864	10,953,404	307,460	
Highway and Streets	1,418,075	191,500	35,000	43,470	0	0	0	269,970	0	0	0	0	0	1,688,045	0	0	1,688,045	1,690,695	(2,650)	
Sanitation	1,107,250	0	0	0	0	0	0	0	0	0	0	0	0	1,107,250	0	0	1,107,250	1,074,294	32,956	
Culture and Recreation	2,562,880	0	0	0	0	0	0	0	0	0	0	0	0	2,562,880	0	0	2,562,880	2,507,737	55,143	
Economic Development and Assistance	140,000	0	0	0	0	304,000	0	304,000	0	50,000	0	0	25,000	519,000	0	0	519,000	275,000	244,000	
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,471,817	0	4,471,817	3,845,852	625,965	
Capital Outlay Expenditures	0	300,000	0	0	2,106,525	176,000	0	2,582,525	0	811,000	466,250	0	1,277,250	3,859,775	200,820	0	4,060,595	5,122,026	(1,061,431)	
Debt Service Expenditures	0	0	0	0	0	0	0	0	689,931	0	0	0	0	689,931	682,275	0	1,372,206	1,681,431	(309,225)	
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,725,794	2,725,794	2,670,836	54,958	
<b>Total Expenditures</b>	<b>21,408,991</b>	<b>491,500</b>	<b>35,000</b>	<b>43,470</b>	<b>2,106,525</b>	<b>480,000</b>	<b>0</b>	<b>3,156,495</b>	<b>689,931</b>	<b>50,000</b>	<b>811,000</b>	<b>466,250</b>	<b>25,000</b>	<b>1,352,250</b>	<b>26,607,667</b>	<b>5,354,912</b>	<b>2,725,794</b>	<b>34,688,373</b>	<b>34,459,588</b>	<b>228,785</b>
Excess revenues over expenditures	(720,422)	(185,500)	265,000	(13,470)	(1,505,525)	(176,000)	0	(1,615,495)	(207,381)	(50,000)	(581,000)	(466,250)	(25,000)	(1,122,250)	(3,665,548)	(258,912)	373,606	(3,550,854)	32,915	(3,583,769)
<b>Other Financing Sources and Uses</b>																				
Transfers In	330,000	0	0	0	0	176,000	0	176,000	210,381	50,000	581,000	466,250	25,000	1,122,250	1,838,631	0	0	1,838,631	2,885,381	(1,046,750)
Transfers Out	(1,134,750)	(3,000)	(194,881)	0	(306,000)	0	0	(503,881)	0	0	0	0	0	(1,638,631)	(200,000)	0	0	(1,838,631)	(2,885,381)	1,046,750
Pay out of TIF surplus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(3,680,000)	0
<b>Total Other Financing Sources and Uses</b>	<b>(804,750)</b>	<b>(3,000)</b>	<b>(194,881)</b>	<b>0</b>	<b>(306,000)</b>	<b>176,000</b>	<b>0</b>	<b>(327,881)</b>	<b>210,381</b>	<b>50,000</b>	<b>581,000</b>	<b>466,250</b>	<b>25,000</b>	<b>1,122,250</b>	<b>200,000</b>	<b>(200,000)</b>	<b>0</b>	<b>0</b>	<b>(3,680,000)</b>	<b>3,680,000</b>
<b>Net change to fund equity</b>	<b>(1,525,172)</b>	<b>(188,500)</b>	<b>70,119</b>	<b>(13,470)</b>	<b>(1,811,525)</b>	<b>0</b>	<b>0</b>	<b>(1,943,376)</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,465,548)</b>	<b>(458,912)</b>	<b>373,606</b>	<b>\$ (3,550,854)</b>	<b>(3,647,085)</b>	<b>96,231</b>
<b>Estimated Fund Balances May 1</b>	<b>12,350,665</b>	<b>3,326,862</b>	<b>13,664</b>	<b>37,052</b>	<b>1,837,384</b>	<b>14,298</b>	<b>(63,016)</b>	<b>5,166,244</b>	<b>9,729</b>	<b>0</b>	<b>8,440</b>	<b>0</b>	<b>0</b>	<b>8,440</b>	<b>17,535,078</b>	<b>8,416,572</b>	<b>19,420,942</b>	<b>45,372,592</b>	<b>49,019,677</b>	<b>(3,647,085)</b>
<b>Projected Fund Balances April 30</b>	<b>10,825,493</b>	<b>3,138,362</b>	<b>83,783</b>	<b>23,582</b>	<b>25,859</b>	<b>14,298</b>	<b>(63,016)</b>	<b>3,222,868</b>	<b>12,729</b>	<b>0</b>	<b>8,440</b>	<b>0</b>	<b>0</b>	<b>8,440</b>	<b>14,069,530</b>	<b>7,957,660</b>	<b>19,794,548</b>	<b>41,821,738</b>	<b>45,372,592</b>	<b>(3,550,854)</b>

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# Summary of Transfers



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**FY 2017-2018 Schedule of Operating Transfers**

**Adopted Fiscal Year 2017-2018:**

Transfer From	General Fund	Property Enhancement Fund	ROW Com Bike Path Fund	Private Sewer Line Replacement Fund	Lincoln Ave. Median Fund	Debt Service Fund	Devon/Lincoln TIF Fund	Total
NEID TIF Fund	\$ 130,000						176,000	306,000
Water & Sewer Fund	200,000							200,000
Motor Fuel Tax Fund						3,000		3,000
Transportation Improvement Fund						194,881		194,881
General Fund	637,500	50,000	581,000	25,000	466,250	12,500		1,134,750
<b>Total</b>	<b>\$ 967,500</b>	<b>50,000</b>	<b>581,000</b>	<b>25,000</b>	<b>466,250</b>	<b>210,381</b>	<b>176,000</b>	<b>\$ 1,838,631</b>

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# Summary of Personnel Services Costs All Funds



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**PERSONNEL SERVICES WORKSHEET**  
 Fiscal Year May 1, 2017-April 30, 2018  
 Expected Payroll

Number	Fund / Department	2017-2018 Total Personnel Services	2016-2017 Total Personnel Services	Increase/ Decrease
<b>101</b>	<b>General Fund Departments</b>			
100	Village President and Board of Trustees	67,387	66,317	1,070
110	Village Clerk	8,852	8,852	0
200	Village Manager	707,080	675,144	31,936
210	Finance Department	532,596	509,006	23,590
240	Community Development Department	513,346	493,172	20,174
300	Police Department	4,565,015	4,801,342	(236,327)
350	Fire Department	84,959	82,756	2,203
400	Public Works Department	355,178	324,466	30,712
410	Vehicle Maintenance Division	230,678	228,176	2,502
420	Building Maintenance Division	177,346	166,704	10,642
440	Street Maintenance Division	786,725	752,795	33,930
	<b>Total General Fund Departments</b>	8,029,162	8,108,730	(79,568)
<b>205</b>	<b>Parks and Recreation Department</b>			
430	Park Maintenance Division	390,568	370,006	20,562
500	Parks and Recreation Department	309,106	305,622	3,484
502	Youth/Tot	6,033	5,533	500
503	Adult Fitness	4,869	0	4,869
504	Special Events	1,106	1,106	0
505	Athletic	1,660	1,660	0
506	Birthday parties	0	1,107	(1,107)
508	Park Patrol	60,857	60,858	(1)
509	Turkey Trot	19,047	18,433	614
520	Club Kid Program	51,392	43,954	7,438
530	Day Camp Program	283,905	303,957	(20,052)
550	Raquet Sports	531	0	531
560	Aquatic Center	356,361	342,950	13,411
561	Swim Lessons	17,704	18,700	(996)
562	Swim Team	19,917	15,491	4,426
563	Concessions	37,621	24,493	13,128
570	Seniors Program	7,192	6,086	1,106
571	Community Center	15,491	15,491	0
	<b>Total Parks and Recreation Department</b>	1,583,360	1,535,447	47,913
215	E911 Fund	0	177,000	(177,000)
660	Water and Sewer Fund	861,708	827,854	33,854
801	Police Pension Fund	2,602,644	2,563,686	38,958
	<b>Total - All Funds</b>	13,076,874	13,212,717	(135,843)

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# Staffing Schedule



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**Staffing Schedule  
Full Time Equivalents - Departmental Breakdown**

<b>Village Manager's Office</b>	<b>FY12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Budget FY 17/18</b>
Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	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	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary*	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total - Village Manager's Office</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**\*Shares with Village President and Board**

**Finance Dept**

Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	-	-	-	-	-	-
Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	2.00	2.00	2.00	2.00	2.00
Clerk/Receptionist	1.00	-	-	-	-	-
<b>Total - Finance Department</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**Community Development Department**

Director	1.00	1.00	1.00	1.00	1.00	1.00
Development Manager	1.00	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50	0.50	0.50
Code Enforcement Officer		0.50	0.00	0.50	0.50	0.50
<b>Total - Community Development Department</b>	<b>4.50</b>	<b>5.00</b>	<b>4.50</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

<b>Police Department</b>	<b>FY12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Budget FY 17/18</b>
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00
Sergeant	3.00	3.00	3.00	3.00	3.00	3.00
Patrol Officer	23.00	23.00	24.00	24.00	24.00	24.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Communications Operator	7.00	7.00	7.00	7.00	7.00	0.00
Records Clerk	1.00	1.00	1.00	1.00	1.00	2.50
Community Service Officer	1.50	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	0.50	0.50
<b>Total - Police Department</b>	<b>44.00</b>	<b>44.00</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>	<b>39.50</b>

<b>Fire Department</b>						
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total - Fire Department</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**Public Works Department** **FY12/13** **FY 13/14** **FY 14/15** **FY 15/16** **FY 16/17** **Budget FY 17/18**

Director	1.00	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	1.00
Superintendent	-	-	-	-	-	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50	0.50
<i>Vehicle Maintenance Division:</i>						
Chief Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Laborer	1.25	1.25	1.75	1.75	1.75	1.75
<i>Building Maintenance Division:</i>						
Foreman	0.25	0.25	0.25	0.25	0.25	0.25
Equipment Operator	0.50	0.50	0.50	0.50	0.50	0.50
Laborer	1.00	1.00	1.50	1.50	1.50	1.50
<i>Street Maintenance Division:</i>						
Foreman	1.50	1.50	1.50	1.50	1.50	1.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.00
Equipment Operator	3.00	3.00	3.00	3.00	3.00	3.00
Laborer	1.75	1.75	1.75	1.75	1.75	1.75
<i>Water and Sewer Division:</i>						
Foreman	0.50	0.50	0.50	0.50	0.50	0.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.00
Water System Operator	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Operator	2.00	2.00	2.00	2.00	2.00	2.00
Laborer	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total - Public Works Department</b>	<b>22.25</b>	<b>22.25</b>	<b>23.25</b>	<b>23.25</b>	<b>23.25</b>	<b>23.25</b>

**Parks And Recreation Department**      **FY12/13** **FY 13/14** **FY 14/15** **FY 15/16** **FY 16/17** **Budget FY 17/18**

Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendents - Recreation, Facilities	2.00	2.00	2.00	2.00	2.00	2.00
Communications Manager	-	-	-	-	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Youth Program Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
Community Outreach Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
Clerk/Receptionist	1.00	1.00	1.00	1.00	1.00	1.00
<i>Maintenance Division:</i>						
Foreman	0.75	0.75	0.75	0.75	0.75	0.75
Equipment Operator	0.50	0.50	0.50	0.50	0.50	0.50
Laborer	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total - Parks and Recreation Department</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>
<b>Total - All Departments</b>	<b>92.00</b>	<b>92.50</b>	<b>94.00</b>	<b>94.50</b>	<b>94.50</b>	<b>89.00</b>

**\*Reduction in headcount for FY 17/18 due to outsourcing of Village E-911 services**

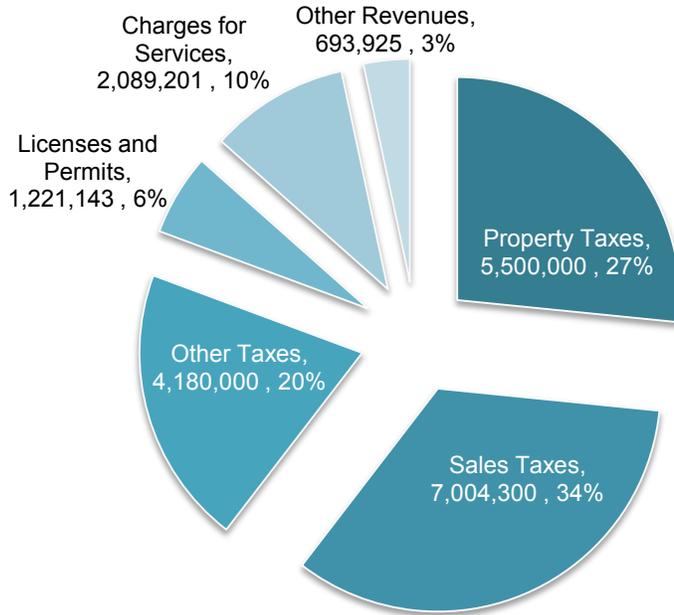
# Major Revenue Descriptions All Funds



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## GENERAL FUND REVENUES

FY2017/18 Budgeted General Fund Revenues - \$20,688,569



### Revenue Overview

	FY2014/15 Actual	FY2015/16 Actual	FY2016/17 Projected	FY2017/18 Adopted
Property Taxes	5,315,785	5,580,576	5,730,000	5,500,000
Sales Taxes	6,313,868	6,870,576	6,924,300	7,004,300
Charges for Services	1,903,730	1,968,852	2,025,408	2,089,201
Licenses and Permits	1,033,923	1,072,394	1,969,224	1,221,143
Intergovernmental and other Taxes	3,831,915	3,940,55	4,060,000	4,180,000
Grants	29,222	-	5,000	5,000
Other Revenues	831,460	822,337	731,132	688,925
<b>Total</b>	<b>19,259,903</b>	<b>20,255,290</b>	<b>21,445,064</b>	<b>20,688,569</b>

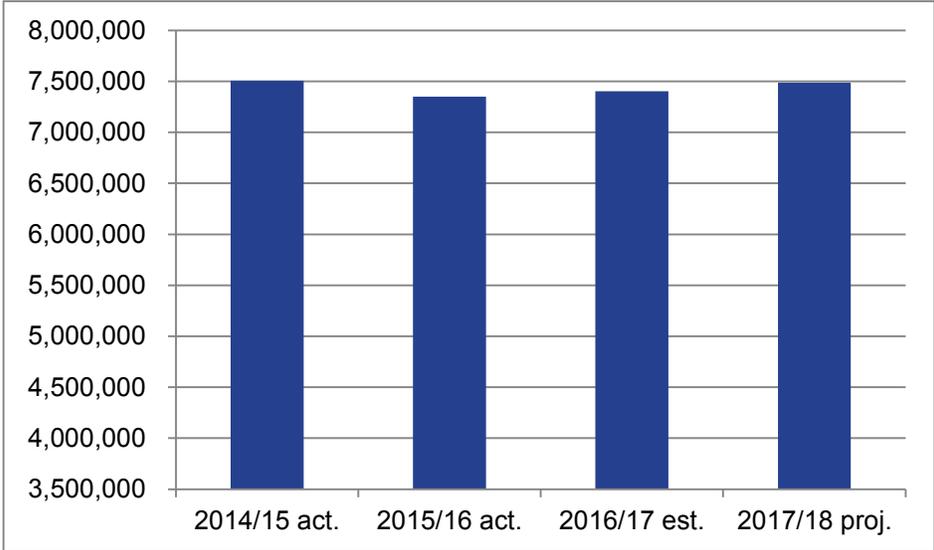
### Revenue Comments

The total General Fund revenue increased from \$20,442,803 to \$20,688,569, an increase of \$225,766 or 1.1 % from last year's budget. The increase is mainly attributed to the Village not reducing anticipated shared revenues from the State of Illinois as it had done in the prior budget year. The State of Illinois does not have an approved operating budget

for next fiscal year in place at this time, but there is no indication they will reduce the shared revenues to municipalities as in the previous year.

**Local Taxes**

Sales Tax



The above chart shows the results of the economic recovery that has affected the amount of sales tax revenue the Village receives. Sales tax revenue has been estimated to decrease by approximately one percent over last year’s budget.

The Village largest source of sales tax revenue is still derived from the various auto dealerships located in the Village boundaries. Sales tax from these dealerships is expected to show a modest growth from last year’s estimates.

**Revenue Comments**

Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores), prescription and non-prescription drugs and titled items (motor vehicles, etc.).

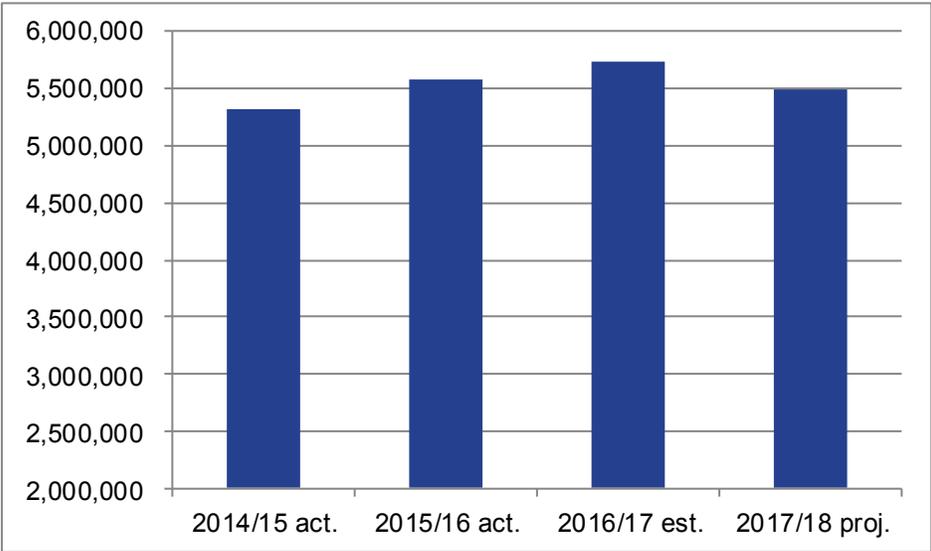
A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to experience a slight decline as compared to the Fiscal 2017 budget. The Fiscal 2018 estimate of sales tax

receipts takes into account that growth over the next year will be continue on a slow and uneven pace.

1% regular share of retail sales	\$ 5,040,000
1% home rule sales tax	<u>2,446,850</u>
Total budgeted	\$ 7,486,850
Total transferred to debt service fund	<u>(482,550)</u>
Net sales taxes available to the General Fund	\$ 7,004,300

**Revenue Comments**

Property Taxes

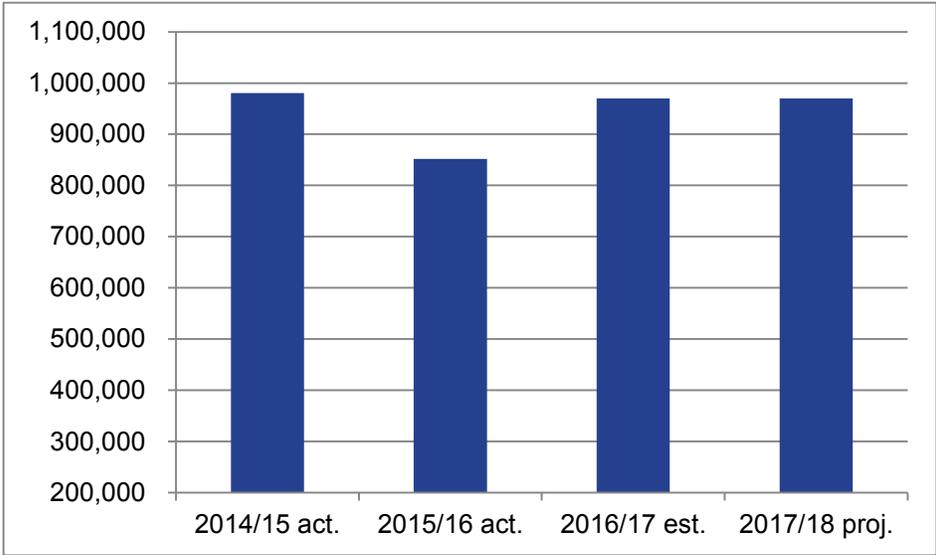


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.4% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2018 budget was levied prior to December 31, 2016 and contained a 0.7% increase.

Total budgeted **\$5,500,000**

Revenue Comments

Utility Taxes

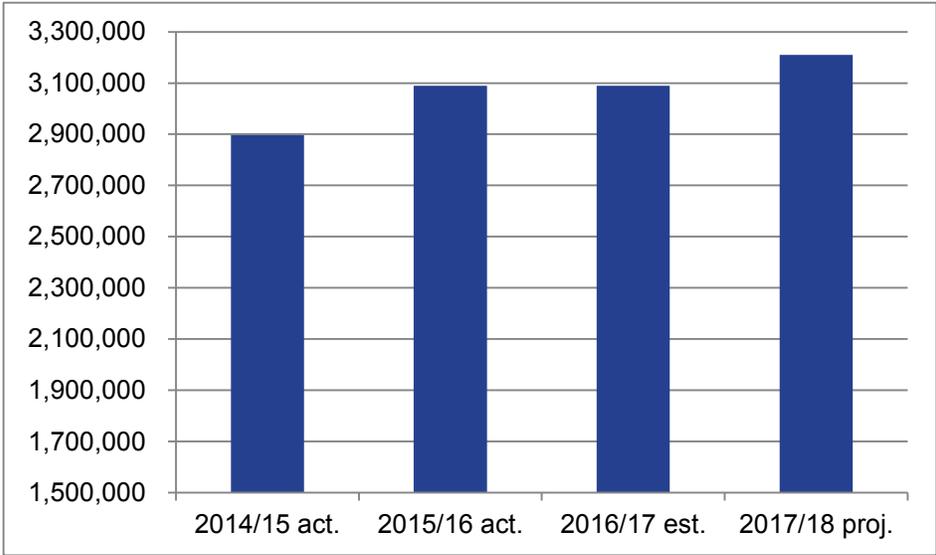


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax receipts. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source are difficult. The Fiscal 2018 budget reflects no change from the prior year's budget.

Electric Use	\$ 560,000
Gas Utility Tax	<u>410,000</u>
Total budgeted	\$ 970,000

Revenue Comments

Intergovernmental Taxes



The Village collects various taxes from the State of Illinois. The major item is the state income tax. Income taxes are distributed by the State on a per capita basis. This revenue source had increased in the last few years but is projected to remain stable in Fiscal 2018 due to the slow growth in State revenues.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last few years and we have projected no change from last year’s budget for Fiscal 2018.

The Use tax applies to the privilege of using tangible personal property purchased at retail from a retailer outside of the state of Illinois and this revenue has continued to grow in the last few years. This revenue source had increased in the last few years but is projected to have a minimal increase in Fiscal 2018 due to the slow growth the economy is experiencing.

**Revenue Comments**

Many years ago, there was a personal property tax in Illinois. This tax was abolished for individuals by the 1970 Illinois Constitution and phased out for corporations in 1979. The personal property replacement tax “replaced” the original tax. This tax has fluctuated over the last few years. The budgeted amounts for Fiscal 2018 have no increase projected from last year’s budget.

The Village has outsourced its 911 center to a neighboring municipality. The amount budgeted reflects the anticipated amounts to be received from the State of Illinois for these services. Residents are charged a fee on their phone bills which is then remitted to the State and distributed back to the Village.

Below is a break-down of revenue from the State on a per capita basis:

State income tax	\$ 1,300,000
Telecommunication tax	430,000
Local use tax	270,000
Personal property replacement tax	130,000
E-911 surcharge tax	150,000
Other	<u>30,000</u>
Total budgeted	\$ <u>2,310,000</u>

The Village enacted a food and beverage tax for the Fiscal 2009. This tax of 1% is assessed on all businesses which prepare food and alcohol on their premise. This amount has been budgeted to remain stable for Fiscal 2018. The Village adjusted the Motor Fuel Tax by two cent (\$0.01) effective May 1, 2015. These additional funds estimated to generate \$280,000 will be used to help fund pension costs in the General Fund.

Food and beverage tax	\$ 480,000
Motor Fuel tax	<u>420,000</u>
Total budgeted	\$ <u>900,000</u>

Total budgeted utility and intergovernmental taxes	\$ 4,180,000
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Revenue Comments

Licenses and Permits

The Village collects various fees for the following:

The Village collects a fee for registration of all motor vehicles within its boundaries and the charge for most vehicles is \$40.

The Village collects licensing fees from any establishment selling alcoholic beverages within the Village limits. This is based on the issuance of approximately 23 liquor licenses and revenue has remained the same amount for the prior two years.

The Village collects licensing fees for various business registrations within its boundaries. In addition, the Village requires contractors performing work at private locations to obtain licenses. Business licenses are issued annually and are valid from May 1 through April 30.

The Village collects various fees for construction or rehabilitation of commercial and residential units throughout the Village. This revenue source is subject to the amount of building activity that occurs in the Village and is estimated to increase for the Fiscal 2018 budget as a new business development should continue to increase.

The Village collects a fee for the operation and maintenance of its cable system. The Village has three cable providers. The budget consists of four quarterly installments from both providers.

Below is a breakdown by category of these fees described above:

Motor Vehicles	\$ 339,870
Liquor Licenses	34,587
Business Licenses	124,686
Permits	537,000
Franchise fees-cable services	<u>185,000</u>
Total budgeted	\$ 1,221,143

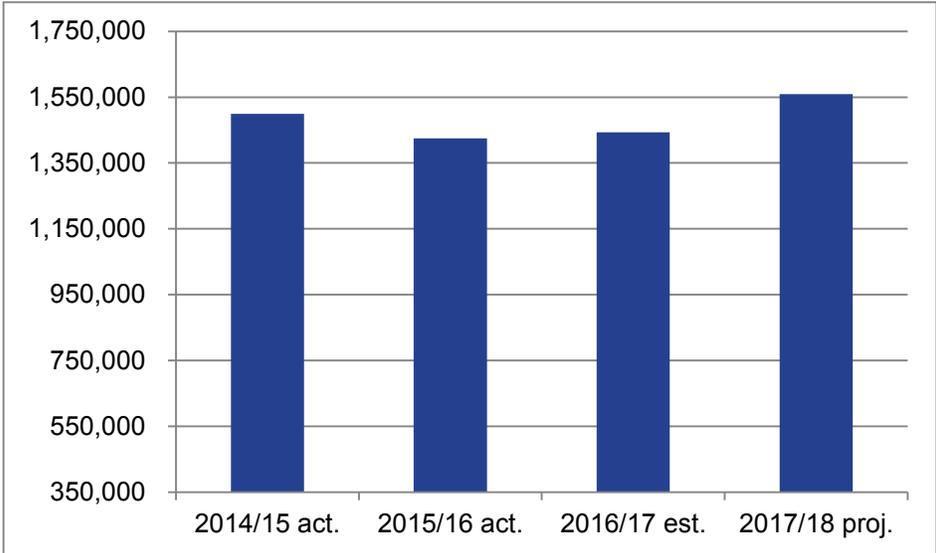
**Revenue Comments**

**Charges for Services**

The Village collects fees for various services that are provided such as burglar alarm servicing, sidewalk and tree replacement, property damage charges, and ambulance use. The major item is the ambulance user fee which is budgeted on a cash basis, rather than an accrual basis. The fee for the current budget includes resident invoicing and acceptance of insurance assignment as payment for resident ambulance user fees. The other fees listed have been very consistent with prior years and budgets remain the same as the previous year. Below is a breakdown by category of these charges:

Ambulance fees	\$ 380,000
Alarm service fees	92,515
Filing and variance	5,000
Other	<u>52,678</u>
Total budgeted	\$ 530,193

**Park and Recreation Program Fees**



The Village charges fees for various programs for individuals of all ages in the areas of sports, trips, after school, camps, teens, adults, seniors, swimming, concerts and special events. Camp fee revenues are budgeted with no increase from prior year costs. Pool-pass fees are also budgeted with no increase from the prior year. Revenues for Fiscal 2018 are budgeted to reflect normal summer weather conditions. Below is a breakdown by category of these charges:

**Revenue Comments**

Camps	\$ 405,950
Pool and concessions	730,263
Community Center Rental	40,500
Senior Program	27,300
Other	<u>354,995</u>
Total budgeted	\$ 1,559,008

**Fines and Forfeitures**

The Village collects fines for traffic and other violations processed through the County Clerk’s Office or parking and other fines collected in-house. These fees have not fluctuated much in prior years. Below is a breakdown by category by of these revenues:

Red light camera fines	\$ 96,000
Circuit court fines	65,000
Parking and other fines	85,000
False alarm fines	9,500
Other	<u>7,400</u>
Total budgeted	\$ 262,900

**Grants**

The Village receives many grants throughout the year from various organizations. These grants are used for the payment of services provided by the Village and are as follows:

State Grant

Traffic grants	\$ <u>5,000</u>
Total budgeted	\$ 5,000

Other Revenue

The Village receives other revenue not covered elsewhere. The major item is interest income which is earned from mainly collateralized Certificates of Deposits. Additionally, the Village earns interest on money held in checking accounts and the Illinois Funds Money Market Fund, reserve funds at IRMA, and the Illinois Metropolitan Investment Fund, which is an U.S. Treasury mutual fund intended for intermediate funds. This estimate is based on the assumption that interest rates will continue to stay at historically low rates. Other revenue is as follows:

Rent	\$ 107,000
Investment income	170,000
Reimbursements	100,000
Miscellaneous	<u>49,025</u>
Total budgeted	\$ <u>426,025</u>

<b>Total revenues from General Fund for Fiscal 2018 budget - \$20,688,569</b>
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Special Revenue Funds

Revenue Comments

	<b>FY2014/15 Actual</b>	<b>FY2015/16 Actual</b>	<b>FY2016/17 Projected</b>	<b>FY2017/18 Adopted</b>
Local Taxes	911,529	1,455,121	800,000	900,000
Intergovernmental Taxes	447,261	526,499	480,000	330,000
Grant		3,680,000		304,000
Interest/Other	24,941	26,988	19,000	7,000
<b>Total</b>	<b>2,397,599</b>	<b>5,688,608</b>	<b>1,299,000</b>	<b>1,541,000</b>

The following are the major revenue sources budgeted for Fiscal 2018 for the six special revenue funds of the Village.

Motor Fuel Tax Fund:

Projected motor fuel tax allotment from the State of Illinois. Allotments are based on the municipal share of state-wide gasoline sales. The monies are distributed on a per-capita basis. Amounts are based on Illinois Municipal League projections. For Fiscal 2018, the Village estimates a per-capita amount of \$24 for a total of \$300,000. This revenue source has been very consistent over the prior years. The Village also estimates \$6,000 of investment income will be earned for Fiscal 2018.

Transportation Improvement Fund

The Village instituted a gas tax in July 2005. This revenue is used to improve the transportation systems in the Village. Two cents of the gas tax is allocated to the Transportation Improvement Fund. For Fiscal 2018, the Village estimates revenues will remain stable as the current price of oil has decreased which has a direct impact on the transportation habits of auto drivers. The Village estimates \$300,000 will be received from the gas tax for Fiscal 2018.

Revenue Comments

E- 911 Fund

E 911 Surcharge Fees of \$1.00 per month per line are assessed on telephone lines within the Village boundaries. Wireless fees provide for the utilization of 911 emergencies responses for cellular phone users. The fee is also \$.75 per line. This amount has grown as the popularity of the cell phone still continues to be high.

For Fiscal 2018, the Village estimates revenue of \$180,000 of which \$30,000 has been allocated to the E-911 Fund and \$150,000 to the General Fund. This revenue has been remained stable over the past few years as less households are using landlines as their primary phone line.

NEID TIF Fund, Lincoln/Devon TIF Fund and Lincoln/Touhy TIF Fund

Property tax revenue for all three TIF districts is estimated based on the EAV of the property in the TIF districts as established by the County Clerk’s office. This projection is based upon the amount collected during the 2016 and 2017 fiscal years. For Fiscal 2018, the Village estimates \$600,000 of property tax revenue for the NEID TIF Fund. The Lincoln/Touhy and Devon/Lincoln TIF Funds have not budgeted property tax revenues for Fiscal 2018 as there is not an expected increase of the EAV of the property in these TIF’s. The Devon/Lincoln TIF fund has budgeted \$304,000 in grant revenue for a project to design a streetscape plan for Devon Avenue. The Village also estimates \$1,000 will be earned on the NEID TIF Fund investments for Fiscal 2018.

<b>Total revenue from all Special Revenue Funds for Fiscal 2018 budget -</b>	<b>\$1,541,000</b>
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**BOND DEBT SERVICE FUND REVENUES**

The Village services the principal and interest payments on the various GOA bonds as listed in the Bond Debt Service Fund. The Village allocates both sales and home rule sales taxes to fund both principal and interest payments.

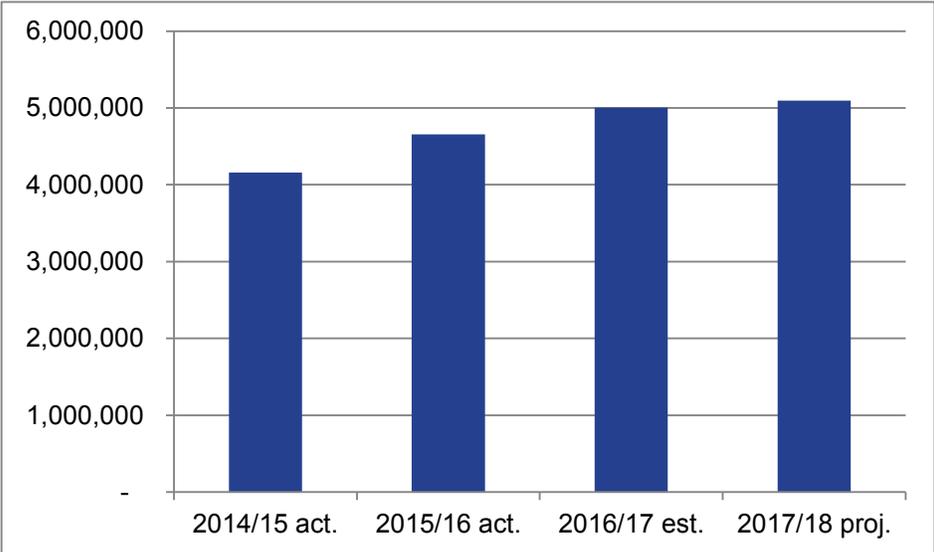
<b>Total revenue Bond Debt Service Fund for Fiscal 2018 budget -</b>	<b>\$482,550</b>
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**CAPITAL PROJECT FUNDS REVENUES**

The Village has budgeted \$230,000 for Fiscal 2018 for grant revenue for the engineering and construction of the Comm.Ed. Bike overpass.

**Total revenue from all Capital Project Funds for Fiscal 2018 budget - \$230,000**

**WATER AND SEWER FUND REVENUES (ENTERPRISE FUND)**



The following are the major revenue sources budgeted for Fiscal 2018 for the Water and Sewer Fund.

	<b>FY2014/15 Actual</b>	<b>FY2015/16 Actual</b>	<b>FY2016/17 Projected</b>	<b>FY2017/18 Adopted</b>
Water/Sewer Charges	4,156,613	4,353,875	5,002,348	5,095,000
Interest	2,659	2,813	1,000	1,000
<b>Total</b>	<b>4,159,272</b>	<b>4,356,688</b>	<b>5,003,348</b>	<b>5,096,000</b>

**Revenue Comments**

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village’s water provider did not increase the cost of water purchases to the Village for next year’s budget. Also, there was no increase in the sewer charge for Fiscal 2018. The sewer charge of \$1 dollar per unit of water was instituted in Fiscal 2011. The Village estimates \$1,000 will be earned on the investments of the fund for Fiscal 2018.

**Total revenue for the Water and Sewer Fund for Fiscal 2018 budget - \$5,096,000**

**Police Pension Fund Revenues**

The Police Pension Fund provides monthly payments for retired and disabled police officers and widows.

This year’s pension outlay reflects the funding requirement as determined by the Illinois Department of Insurance actuarial study. Also, current officers contribute 9.91% of their base salary to the Fund. Total contributions from both the Village and employee contributions total \$2,399,400 for the Fiscal 2018 budget year. The fund also budgeted \$700,000 in investment income from the police pension investment portfolio.

**Total revenue for the Police Pension Fund for Fiscal 2018 budget - \$3,099,400**

**Total Revenue - All Funds Fiscal 2018 Budget - \$31,137,519**

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# Expenditure Analysis & Overview

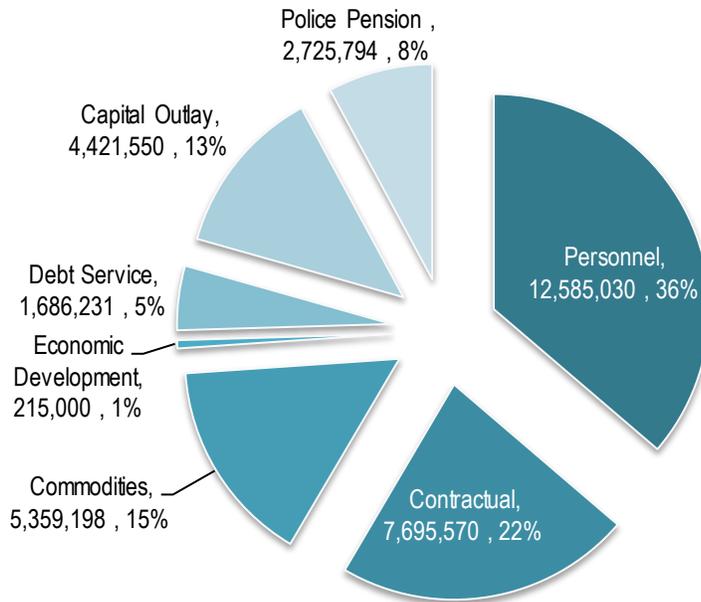


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## ANLAYSIS OF EXPENDITURES

There are seven major classifications of expenses: Personnel Services, Contractual Services, Commodities, Economic Development and Assistance, Debt Service, Capital Outlay, and Police Pension. Each category represents a different percentage of total expenses.

### FY2017/2018 Total Budgeted Expenditures



## EXPENDITURES BY TYPE

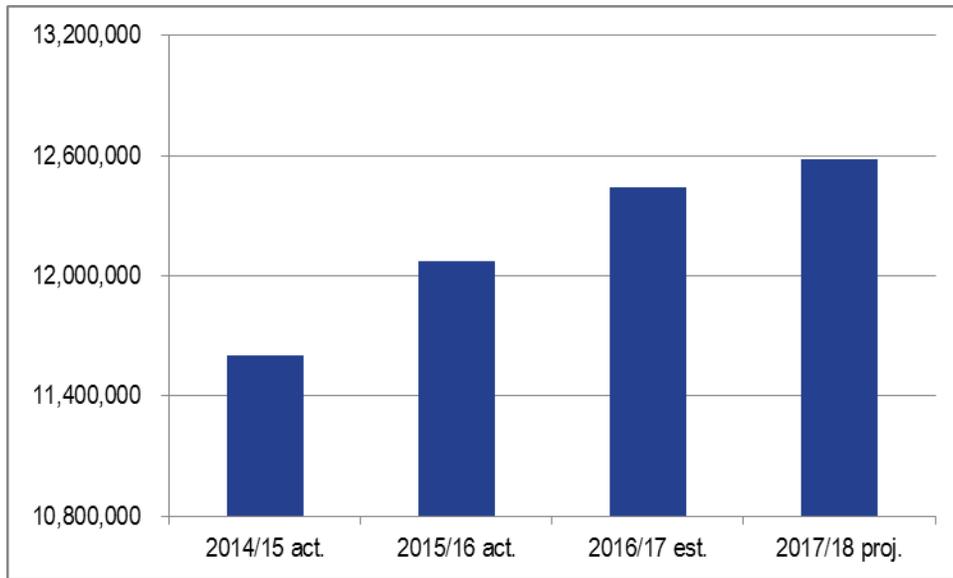
Figures are shown at the budgeted amounts.

### Expenditures by Classification

	<b>FY2014/15</b>	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>FY2017/18</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Adopted</b>
Personnel	11,604,480	12,073,949	12,444,943	12,585,030
Contractual	5,311,500	5,891,390	6,059,958	7,695,570
Commodities	4,645,788	4,425,307	4,946,212	5,359,198
Economic Development	787,274	258,364	177,000	215,000
Debt Service	1,934,831	2,032,726	1,681,431	1,686,231
Capital outlay	3,043,177	7,286,445	4,090,082	4,421,550
Pension Expenses	1,978,098	2,236,860	2,633,806	2,725,794
<b>Total</b>	<b>29,305,148</b>	<b>34,205,041</b>	<b>32,033,432</b>	<b>34,688,373</b>

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2017 and ending April, 30, 2018 is \$34,688,373. Total expenditures have increased \$228,785 (0.6%) from the prior’s year budget. The following narratives explain the major expenditure classifications. A detailed analysis by each fund is provided following the narratives.

### Personnel Services



Personnel costs consists of wages, medical, dental, life and workers compensation, pensions, and other benefits for the Village’s work force. We have projected a 0.7% decrease in personnel costs form the prior year’s budget for Fiscal 2018. The majority of the decrease is due to the outsourcing of the Village’s 911 center which has reduced the headcount of employees in the Village.

Non-union employees are on a merit based pay plan. There was a 2% cost of living increase budgeted in Fiscal 2018 for non-union employees. The Village has contracts with three collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2015 through April 30, 2017. This contract is currently in negotiations. The contract with the communication workers with the FOP is in effect from May 1, 2016 through April 30, 2018. The contract with the International Brotherhood Teamsters Local 714 is in effect from May 1, 2015 through April 30, 2018.

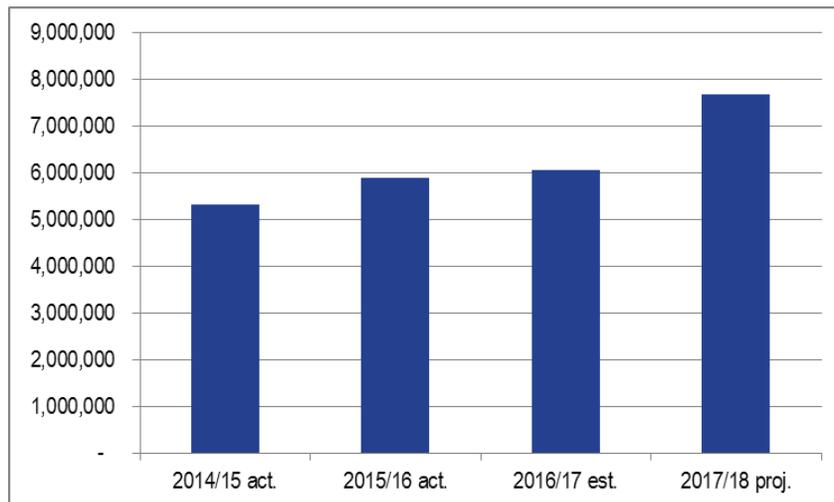
The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) decreased from 11.17% to 10.44%. This rate is determined on a calendar basis and IMRF contributions amount to \$427,315 for the Fiscal 2018 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate has an 11% increase from the previous year. The pension fund is approximately 42% funded and

the State of Illinois has mandated that all public safety pension funds to be 90% funded by the year 2040. The contribution to the police pension fund is actuarially determined and the Village funds 100% of the required contribution. This amount totals \$2,016,400 for Fiscal 2018 and is included in the Police Department budget.

The insurance line in the budget reflects the cost of employee medical, dental and life insurance. The Village provides the employees two choices for medical coverage: a preferred provider option (PPO) or a health maintenance organization (HMO). PPO costs increased 13% from the prior year and HMO costs are expected to increase 2%. Exact increases are subject to change. The Village is a member of an insurance cooperative and rates are based on actual claims experience of the cooperative. Dental costs and life insurance costs have not increased from the prior year. Total insurance costs amount to \$1,145,728 for Fiscal 2018 and are allocated to each department based on employee eligibility.

Workers compensation costs have minimum increases from the previous year. The Village is a member of group of municipalities and special districts in Northeastern Illinois which have formed an association to pool its risk management. Total insurance costs amount to \$236,893 for Fiscal 2018 and are allocated to each department based on total wages.

### Contractual Services



Contractual services consist of services of outside private and public agencies, contributions to community organizations, and liability insurance. Contractual services are second to personnel services as a percentage of total operating expenses in the total budget. The Village has projected an increase of 21% from last year’s budget. The majority of the increase is attributable to the outsourcing of the operations of the

Village's 911 center. The total contract cost for the outsourcing is \$767,000 and is included in the Police Department's budget for FY2018.

The largest portion of the contractual budget is for fire protection for the Village. The Village contracts with Paramedic Services of Illinois to provide both fire and paramedic services. The contract is for a six year period. The amount budgeted for Fiscal 2018 is \$2,775,576 which represents a 2% increase over the prior budget and is included in the Fire/Paramedics Departments' budget.

Liability and property insurance are recorded in the contractual services section of the Finance Department and Water and Sewer Fund budgets. The Village is a member of IRMA, which is an organization of municipalities which have formed together to pool its risk management. The deductible on the policy is \$10,000 per occurrence. The Village has budgeted \$160,000 for liability and property insurance for Fiscal 2018. This amount has decreased approximately 20% from the prior year as claim costs have been reduced.

The Village contracts for inspection and planning services for our Community Development Department. The cost of \$322,000 is included in their budget for these services for Fiscal 2018.

The Village also contracts for legal, engineering, and information technology services. These contracts are renewed annually and total \$832,023 in the Fiscal 2018 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$36,000 as payment to the GIS consortium.

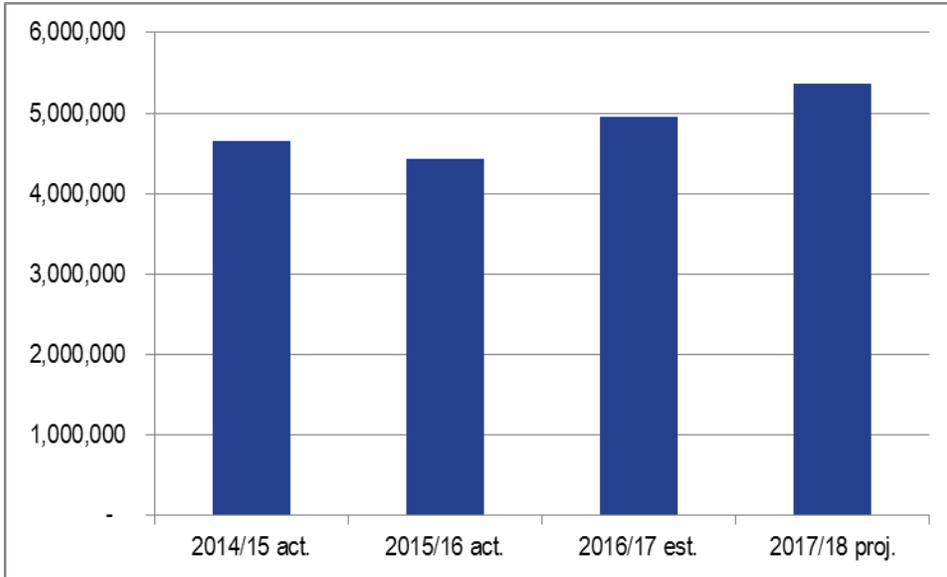
The Village contracts for refuse and recycling. The contract for refuse is for a seven year period and expires in Fiscal 2021. The amount budgeted for Fiscal 2018 is \$1,107,250 which represents a minimal decrease over the prior year. This amount is included in the Public Works Streets and Maintenance Department.

Public Works has also budgeted \$40,000 for Village tree replacement. This budget also includes \$30,000 for repairing Village streetlights.

The Water and Sewer Fund has budgeted \$400,000 for engineering fees associated with a water relief sewer project. The Village has also budgeted \$350,000 for a water distribution system analysis study as the cost of water from the Village's water supplier has increased dramatically over the last four years.

The Village has also budgeted \$923,250 for engineering in various special revenue and capital project funds for projects consisting of streetlight replacements, median beautification and bike overpass construction.

## Commodities



Commodities consist of minor equipment items, supplies and materials, and utilities. The Village has projected a 5.5% increase in commodity spending from the previous year for the Fiscal 2018 budget.

The Police Department has budgeted \$30,875 for various dues and memberships in organizations which will help them to improve public safety. \$25,850 will be spent on training our officers. Also, \$262,824 has been budgeted for program supplies that include taser replacement, protective gear and liquor license inspections. The largest expense included in program supplies is \$230,000 for Starcom replacement radios. The Federal Communications Commission is requiring all public safety organizations to vacate their old UHF analog systems and join Stracom which is a digital radio system with state-wide coverage. The Village will also continue the Red Light Camera Monitoring System. The annual cost of leasing the systems is \$52,800.

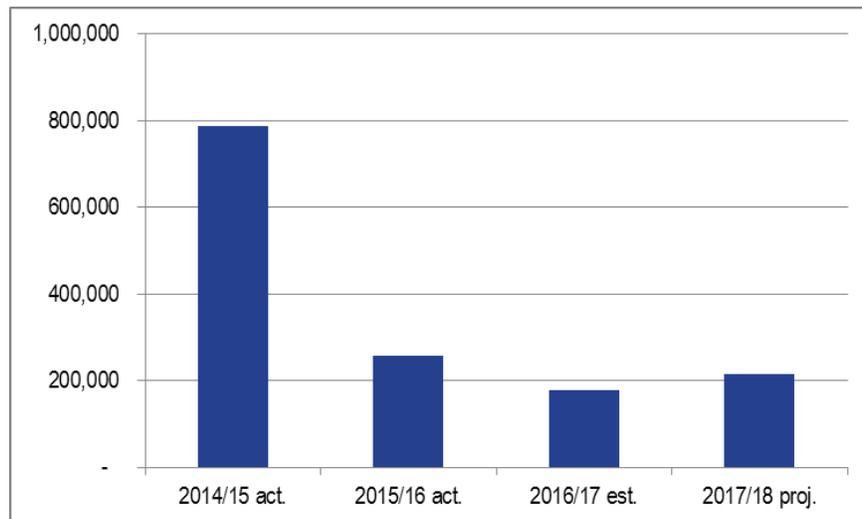
Public Works will spend \$197,700 for upkeep of our Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. Also included are roof repairs to various Village buildings and the installation of a new boiler in Village Hall. The Village spends approximately \$128,000 per year for electricity for streetlights. The Village expects electric rates to remain stable for Fiscal 2018. The Village also plans to spend \$66,000 on snow removal supplies as the cost of street salt has remained stable from last fiscal year. The Village has budgeted \$103,224 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$86,200 as part of the ongoing computer replacement program.

The Parks and Recreation department will spend \$125,000 for the Village’s share to be a member of MNASR. This agency provides programs for handicapped residents of the Village.

The Water and Sewer Fund has budgeted \$2,290,000 for water purchases from the City of Chicago. This amount is difficult to estimate based on changing weather patterns that have experienced over the last years.

### Economic Development Assistance

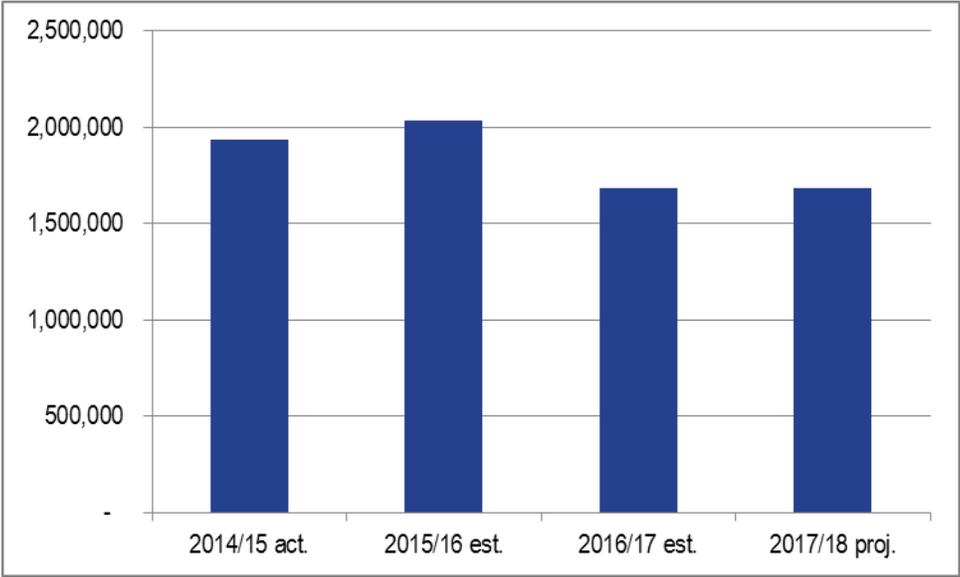


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses’ facilities in the Village. These amounts total \$140,000 in the Fiscal 2018 budget and are included in the Community Development department.

The Village budgets \$50,000 for businesses to improve their building’s exteriors or other property enhancements that will improve the appearance of a business district. This amount is funded by the General Fund.

The Village has instituted a new program to assist homeowners in replacing their private sewer lines due to damage caused by Village trees located in the homeowner’s parkways. The maximum amount reimbursable to the homeowner will be \$2,000. The Village has budgeted \$25,000 for this program in FY2018.

### Debt Service



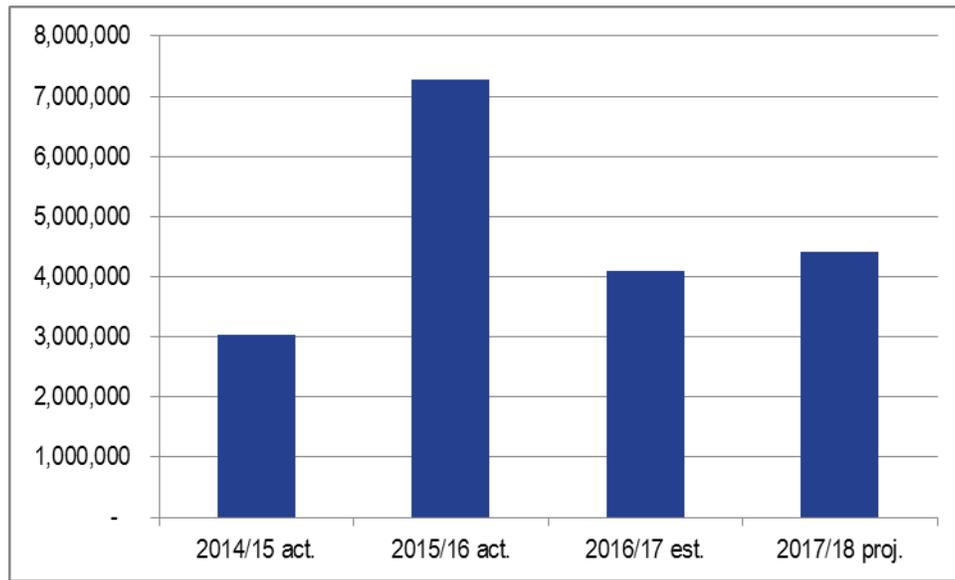
This category accounts for all multi-year principal and interest obligations of the Village. A majority of the debt is from General Obligation Bonds (GOB) issued in 2002 and subsequently refunded in 2011. Total amounts budgeted for Fiscal 2018 principal and interest payments are \$482,550.

The Village received an interest free loan from the Illinois Finance Authority to finance the purchase of a fire truck. The Village has budgeted \$12,500 for the principal amount on this loan in Fiscal 2018.

The Water and Sewer Fund received a loan from the Illinois Environmental Protection Agency (IEPA) in Fiscal 2010. \$380,155 has been budgeted as a repayment of principal and interest for this loan in Fiscal 2018.

The Village has also received a five year interest free loan from Cook County for watermain and streetlight replacements on Crawford Avenue. \$197,881 has been budgeted in the Debt Service Fund and \$302,119 in the Water and Sewer Fund for the fourth year of repayment for the loan.

## Capital Improvements Projects and Operating Budget Impacts



Capital improvements are projects with expenditures of \$10,000 or more. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time programs.

For Fiscal 2018 the Village has continued with major programs to replace aging infrastructure. The Village is continuing the street light replacement program which should take five years to complete. \$300,000 is budgeted in the Motor Fuel Tax Fund to replace the street lights on a section of Devon Ave. The Village is expected to save approximately \$10,000 per year on streetlight maintenance once the project is completed.

The Village has budgeted \$640,250 for median beautification on Lincoln Ave. The cost will be allocated between the General Fund and a Village TIF fund. There is no impact on future budget costs for this project.

The Village has budgeted \$811,000 for Fiscal 2018 for engineering and construction expenses in conjunction with the installation of a bike path and overpass on the Commonwealth Edison right-of-way. This project will also be funded with a grant that reimburses the Village for 80% of the total cost of the bike path. The bike overpass should be completed in Fiscal 2018. When the project is completed, additional maintenance costs of approximately \$7,000 are expected to be incurred on an annual basis.

The Village has budgeted \$1,000,000 for the final phase of the Public Works Yard expansion and \$600,000 for construction of a public parking lot. Both projects are budgeted in the NEID TIF. There is no impact on future budget costs for these projects.

The following is a table which projects the future operating budget impact on the above mentioned projects:

<b>Project</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
<b>Street Lighting</b>	\$10,000	\$10,000	\$10,000	\$10,000
<b>Bike Paths</b>	(7,000)	(7,000)	(7,000)	(7,000)
<b>Total Net Budget Savings/(Costs)</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>

Each capital project is explained in detail in the capital improvement program section of this document.

**Police Pension**

The Police Pension Fund accounts for payments of pensions to the retired or disabled police personnel and their families. These amounts are estimated at \$2,602,644 for the Fiscal 2018 budget. The fund has also budgeted \$123,150 for administration expenses which include investment consulting fees and other operating expenses.

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# General Fund

**Lincolnwood** | 2017-2018



# 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 serves as 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 corporate organization.



**FY 2017-2018 BUDGET | BOARD OF TRUSTEES**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Meetings Held</b>				
Committee of the Whole	22	21	22	23
Regular Business	23	23	22	23
Executive Session	15	14	17	15
Total Meetings Held	60	58	61	61
<b>Village Board Actions</b>				
Resolutions	85	63	74	74
Ordinances	65	52	60	59
Total Board Actions	150	115	134	133

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**2017-2018 Operating Budget  
Budget Analysis**

**President and Village Board**

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2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
42,092	42,092	42,000	42,000	Salary - elected/appointed	42,000
13,343	13,902	14,419	14,419	Wages - full time hourly	15,000
3,398	3,428	3,498	3,498	Employer FICA	3,534
795	802	818	818	Employer Medicare	827
3,560	3,754	3,845	3,845	Employer IMRF	3,800
-	-	46	46	Insurance - group life & AD&D	46
1,087	1,102	1,142	1,177	Insurance - group medical	1,296
108	110	116	116	Insurance - group dental	451
400	420	433	433	Insurance - workers compensation	433
<b>64,783</b>	<b>65,610</b>	<b>66,317</b>	<b>66,352</b>	<b>Personnel Services</b>	<b>67,387</b>
2,856	1,800	5,500	2,000	Purchased program services	5,500
400	400	2,000	14,000	Consulting	5,000
4,500	-	4,500	4,500	Other professional services	4,500
<b>7,756</b>	<b>2,200</b>	<b>12,000</b>	<b>20,500</b>	<b>Contractual Services</b>	<b>15,000</b>
9,590	9,847	10,000	10,000	Intergovernmental fees & dues	10,000
1,465	892	1,000	500	Printing & copying services	1,000
12,192	11,495	12,000	12,000	Village Newsletter	12,000
448	-	1,000	1,000	Other contractual	1,000
-	60	30	30	Books & publications	30
569	71	500	500	Office supplies	500
6,884	2,894	2,500	2,500	Other materials & supplies	2,500
<b>31,148</b>	<b>25,259</b>	<b>27,030</b>	<b>26,530</b>	<b>Commodities</b>	<b>27,030</b>
873	860	600	600	Conference & meeting registrat	600
120	105	400	400	Local mileage, parking & tolls	400
-	151	500	500	Lodging	500
5,946	6,359	7,000	7,000	Meals	7,000
169	1,279	200	200	Purchased Transportation	200
<b>7,107</b>	<b>8,754</b>	<b>8,700</b>	<b>8,700</b>	<b>Meetings and Travel</b>	<b>8,700</b>
<b>110,794</b>	<b>101,824</b>	<b>114,047</b>	<b>122,082</b>	<b>Totals</b>	<b>118,117</b>

# Village Clerk

## Activity 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 the custodian of the Village seal and vault, 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. Finally, the Village Clerk acts as the Local Election Official – conducts voter registration, in-house absentee voting, and distributes nominating and other petitions.



**FY 2017-2018 BUDGET | VILLAGE CLERK**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Village Board Minutes Recorded</b>				
Total Minutes Recorded	23	23	23	23
<b>Board Actions</b>				
Resolutions	85	63	74	74
Ordinances	65	52	60	59
Total Board Actions	150	115	60	133

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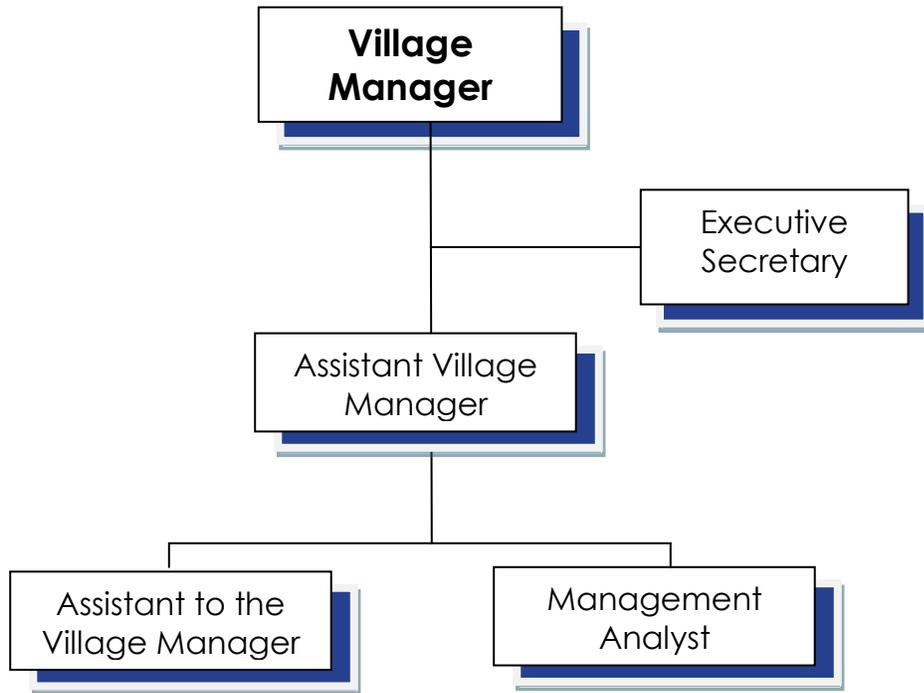
**2017-2018 Operating Budget  
Budget Analysis**

<u>Village Clerk</u>					
<u>110</u>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
8,031	8,031	8,000	8,000	Salary - elected/appointed	8,000
496	496	496	496	Employer FICA	496
116	116	116	116	Employer Medicare	116
240	240	240	240	Insurance - workers compensation	240
<b>8,883</b>	<b>8,883</b>	<b>8,852</b>	<b>8,852</b>	<b>Personnel Services</b>	<b>8,852</b>
8,287	8,513	9,000	9,000	Ordinance codification	9,000
40	-	50		Professional associations	50
<b>8,327</b>	<b>8,513</b>	<b>9,050</b>	<b>9,000</b>	<b>Commodities</b>	<b>9,050</b>
90	-	150	150	Conference & Meeting Registration	150
-	-	50	50	Local mileage, parking & tolls	50
-	-	100	100	Meals	100
<b>90</b>	<b>-</b>	<b>300</b>	<b>300</b>	<b>Meetings and Travel</b>	<b>300</b>
<b>17,299</b>	<b>17,395</b>	<b>18,202</b>	<b>18,152</b>		<b>18,202</b>

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# Organizational Chart

Village Manager's Office



# Village Manager's Office

## Department Description

The Village Manager serves as the Chief Administrative Officer of the Village. 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. Purchasing, personnel management, oversight of the budgeting process, contract negotiations, coordination of services to residents, enforcement of the Village Ordinances, and responses to requests for services and inquiries are conducted by the Village Manager's Office. The Department is staffed by five full-time personnel.



## GOALS: Village Manager's Office

### Prior Year's Goals Status

- 1) The Information Technology Division will streamline the document management process and increase productivity by implementing Laserfiche workflow. Workflow will allow files to be stored automatically in the appropriate location. The nine-year old file structure files will be reorganized to increase the speed at which documents are retrieved.

*Folder structure has been created and internal/external stakeholders have been engaged and it is anticipated that the project will be completed by April 30, 2017.*

- 2) The Village Manager's Office will enhance outreach to new business by creating an online Business Resource Center (BRC) on the Village's website. The BRC will provide a centralized point of information for potential business owners including available space, Village resources, and zoning information. The BRC will be accessible by a short hyperlink that will be used in the Village's marketing materials.

*The Village Manager's Office, in conjunction with Community Development and Parks and Recreation, developed marketing materials and resources as part of the BRC with a dedicated web address. The BRC was promoted at the annual ICSC event and has been featured on the Village's home page.*

- 3) The Information Technology Division will enhance the security of the Village's network by implementing a Central Device Management System for Village issued devices. With the popularity of mobile devices in the workplace, there is a need for a system that will allow staff to remotely modify settings, push out updates, and disable devices if necessary.

*The Information Technology Division has implemented a system to allow the Village to remotely control and disable mobile devices as needed to ensure security of Village information and resources.*

- 4) The Village Manager's Office will coordinate the triennial manpower study that will be used to benchmark the Village with comparable communities in terms of services provided, workforce composition, and compensation.

*The Village Manager's Office modified this goal in the summer of 2016 to be related to the salary study only with the main portion of the survey completed in December, 2016, and the results of the salary survey to be presented to the Village Board during the 2017/2018 Budget Meetings.*

- 5) The Village Manager's Office will develop a workforce and succession plan related to all of the Village's Departments. The plan will create a framework to guide each Department in developing employees to fulfill roles vacated through attrition, retirement, and resignation will addressing training needs in future years. The plan will improve hiring practices and ensure that valuable skills are transferred to new employees to safeguard against a reduction in services through the attrition of long-term employees.

*The Village Manager's Office has completed initial fact-finding work related to this project and will be completing the succession plan by April 30, 2017.*

- 6) The Village Manager's Office will increase online service requests by 10% through a new mobile app and citizen relationship management system. The Village will work with 14 other municipalities to launch a new mobile app using PublicStuff that includes an online service request system provides more features than the existing E-Gov system.

*The Village implemented the PublicStuff app in June, 2016 with over 200 active users currently on the mobile app. For the first six months of usage, 1416 requests for external services, which is more than a 10% increase over last year, and users were logged in the system.*

- 7) The Village Manager's Office will improve transparency of government by replacing the Village's audio visual system for televising public meetings. The original system is 10 years old and the new system will take advantage of new technology available and enhance video quality and system reliability.

*The updated system was implemented in the summer of 2016 and has allowed the Village to improve the audio / visual quality of meetings while allowing Board Members and Commissioners to more easily attend meetings remotely.*

## Proposed Goals

- 1) The Village Manager's Office will conduct a Citizen Survey in order to better understand the views of residents related to services and performance of the Village.
- 2) The personnel policy manual has not had a comprehensive review since October 21, 2014. The Village Manager's Office will develop a committee to review the manual to ensure that employment policies are up-to-date and that all policies are in compliance with applicable State and Federal Laws.
- 3) The Village Manager's Office will review the organizational charts for each Department to ensure that all functions of the Village are properly staffed and that duties are properly reflected for employees. As part of this review staff will work with the Finance

Department to ensure that all salaries are allocated within the appropriate cost centers. In addition, a comprehensive update to all job descriptions for all full-time and IMRF-eligible part-time staff members will occur.

- 4) The Village Manager's Office will improve accessibility for users through the drafting and implementation of training guides for all public rooms in the Village to help users to operate audio / visual equipment for public meetings.
- 5) The Village Manager's Office will enhance communications to stakeholders through an updated process which will include bi-weekly e-newsletters using updated e-mail hosting software, regular posts on social media outlets such as "Throwback Thursdays and Fun Fact Fridays" and weekly communication team meetings to develop and organize communications for the following week.
- 6) The Village Manager's Office will develop public service announcements (PSAs) to educate and promote the use of citizen access for online vehicle sticker, business and contractor licenses as well as building permit applications.
- 7) The Village Manager's Office will work with the Finance and Public Works Departments to facilitate a contract and implementation of an alternative supplier for potable water.
- 8) The Village Manager's Office will work with the O'Hare Noise Compatibility Commission to evaluate airplane noise in Lincolnwood and apply for mitigation funds if available.

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**FY 2017-2018 BUDGET | VILLAGE MANAGER'S OFFICE**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Newsletters</b>				
Village Connections	6	6	6	6
Employee Quarterly	4	4	4	4
Total Newsletters	10	10	10	10
<b>Freedom of Information Act Requests</b>				
Total Requests	306	301	355	321
<b>Broadcasting</b>				
Village Board	23	23	23	23
Plan Commission	11	11	13	11
Zoning Board of Appeals	8	5	2	5
Total Meetings Broadcast	42	39	38	39
<b>Personnel</b>				
Budgeted Full-Time Positions	90	90	90	84
<b>Inspections</b>				
Food Service	130	157	142	143

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**2017-2018 Operating Budget  
Budget Analysis**

**Village Manager's Office**

**200**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
416,579	431,541	446,941	460,000	Wages - full time salaried	462,800
53,372	55,610	57,678	56,100	Wages - full time hourly	60,000
2,171	1,117	2,000	1,500	Wages - part time hourly	2,000
11,846	12,211	12,620	12,620	Deferred compensation	13,000
4,066	4,649	4,402	4,402	Educational stipend	4,529
840	1,080	1,080	1,080	Phone Stipend	1,080
24,774	25,740	27,492	27,492	Employer FICA	29,276
6,940	7,200	7,391	7,391	Employer Medicare	7,864
51,311	54,688	58,267	58,267	Employer IMRF	54,943
1,766	1,812	1,363	1,363	Insurance - group life & AD&D	1,393
40,517	35,289	37,848	35,800	Insurance - group medical	51,394
4,125	3,847	4,989	4,500	Insurance - group dental	5,450
12,500	12,774	13,073	13,073	Insurance - workers compensation	13,351
<b>630,806</b>	<b>647,557</b>	<b>675,144</b>	<b>683,588</b>	<b>Personnel Services</b>	<b>707,080</b>
2,900	2,500	3,000	3,000	Consulting	3,000
5,580	12,960	14,000	14,000	Other professional services	15,000
<b>8,480</b>	<b>15,460</b>	<b>17,000</b>	<b>17,000</b>	<b>Contractual Services</b>	<b>18,000</b>
1,843	5,069	3,500	5,962	Advertising	3,500
661	1,638	1,500	350	Printing & copying services	1,500
3,223	4,095	3,590	4,095	Professional associations	4,115
5,830	3,025	2,500	2,500	Training	4,300
35,024	34,210	28,800	46,250	Other contractual	42,660
705	780	300	939	Books & publications	300
1,577	2,253	1,200	1,560	Office supplies	1,200
8,285	7,533	8,510	11,176	Other materials & supplies	5,251
<b>57,148</b>	<b>58,603</b>	<b>49,900</b>	<b>72,833</b>	<b>Commodities</b>	<b>62,826</b>
2,519	3,738	4,190	3,094	Conference & meeting registration	3,745
9,381	9,123	9,500	9,750	Local mileage, parking & tolls	9,500
1,127	1,823	4,430	2,820	Lodging	4,430
3,551	2,370	2,445	1,077	Meals	2,445
-	1,263	1,080	710	Purchased transportation	1,050
<b>16,578</b>	<b>18,318</b>	<b>21,645</b>	<b>17,450</b>	<b>Meeting and Travel</b>	<b>21,170</b>
<b>713,013</b>	<b>739,938</b>	<b>763,689</b>	<b>790,871</b>	<b>Totals</b>	<b>809,076</b>

**Budget Highlights**

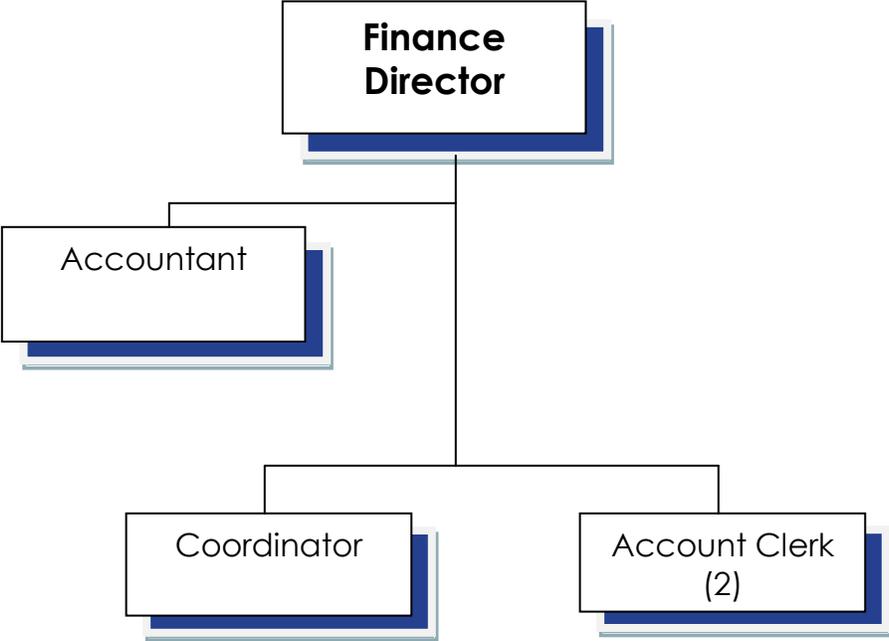
**Personnel Services**

No increase in personnel

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# Organizational Chart

Finance Department



# Finance Department

## Department Description

The Finance Department provides general management oversight of all financial transactions of the Village. Specific responsibilities include: accounting and financial reporting of Village resources, cash (treasury) management, general ledger, cash receipts, cash disbursements and accounts payable, utility billing, business licenses, vehicle license registration and sale, parking ticket violation collection, administration of the adjudication system, capital asset accountability, financial budgeting and forecasting, insurance and risk management, payroll and personnel matters, purchasing, employee benefit and retirement matters, grant management, debt management, and Police Pension Fund accounting.

The Department provides support to Administration and all other Departments in addition to customer service at the Village Hall, general reception service for the Village, incoming and outgoing mail and deliveries, and cashiering at the front counter. The Department is staffed by five full-time employees.



## GOALS: Finance Department

### Prior Year's Goals Status

- 1) The Finance Department will continue to monitor the State of Illinois budget stalemate and its potential impact on the Local Government Distributive Fund. Staff will report to the Village Board of any negative revenue impacts and possible expenditure adjustments if the State reduces the Village's amount of shared revenues.

*The State of Illinois did not reduce any amounts regarding the Local Government Distributive Fund this year. Staff will continue to monitor this situation as the State has still not approved a formal budget.*

- 2) The Finance Department will start the implementation of enhancing the online bill payment features to include the purchase and payment of Village issued vehicle stickers. Currently, residents can purchase vehicle stickers through the mail or in person at Village Hall.

*The enhancement of allowing Residents to have the option of purchasing their vehicle stickers online for the upcoming year is complete. Currently, Residents could only purchase the stickers in person or through the mail.*

- 3) The Finance Department will reduce the Village's reliance on paper and increase the productivity of staff by implementing a paperless check requisition and purchase order system.

*The Finance Department has started testing of a paperless check requisition process which will be implemented in the next fiscal year. The system should reduce the processing time and increase efficiency regarding the accounts payable system.*

- 4) The Finance Department will streamline the evidence documentation process for the Village Adjudication Hearing by implementing Laserfiche workflow. The current files will be stored by type of hearing ticket with the appropriate evidence attachment which will allow files to be stored automatically and retrieved faster through the search function.

*The files of the Adjudication Hearings are now being stored on Laserfiche. This will allow for more efficiency when searching for files.*

- 5) The Finance Department will prepare a payroll guide to assist the Village departments in preparing their bi-weekly payroll submissions. This guide should help in assuring the payroll is processed in an efficient and timely manner.

*The payroll guide was prepared and distributed to the Village departments. The guide has clarified the payroll process and ensured that the payroll is processed on a timely basis.*

### Proposed Goals

- 1) The Finance Department will continue to monitor the State of Illinois budget stalemate and its potential impact on the Local Government Distributive Fund. Staff will report to the Village Board of any negative revenue impacts and possible expenditure adjustments if the State reduces the Village's amount of shared revenues.
- 2) The Finance Department will assist in reviewing alternate solutions for the purchase of potable water for the Village. The Village's current water supplier has continually increased the water rates over the last 10 years. These increases have dramatically affected Village residents' and businesses' financial condition. The Finance Department will also assist the Public Work's Department in preparation of a long range watermain replacement program. The Village is planning to replace the aging watermains in the Village in a systematic and cost effective fashion.
- 3) The Finance Department will assist the Village's Adhoc Pension Committee in reviewing and suggesting funding strategies to reduce the Village's unfunded liability as it relates to the Police Pension Fund. The Village needs to meet funding requirements as mandated by the State Legislature by the year 2040.
- 4) The Finance Department will assist the Community Development Department in closing the current Lincoln/Touhy TIF and creating a new TIF district. The current TIF has been in effect for over five years and has lost EAV value during this period. The new TIF will give potential developers additional time to obtain financial assistance, if warranted, from the Village to fund any future developments in the TIF.
- 5) The Finance Department will create a marketing plan to inform the residents and businesses of all online payment options and the processes to use the system in an efficient manner.

**FY 2017-2018 BUDGET | FINANCE DEPARTMENT**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Licenses Issued</b>				
Vehicle Licenses Issued	8,424	8,401	8,336	8,436
Business	1,260	1,174	1,190	1,215
Total Licenses Issued	9,684	9,575	9,526	9,651
<b>Billings</b>				
Water and Sewer	19,572			
Rent, inspections and others	155	138	145	155
Total Billings	19,727	138	145	155
<b>Vendor Checks Issued</b>	3,539	3,351	3,244	3,304
<b>Payroll Checks Issued</b>	4,651	4,419	4,505	4,550

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**2017-2018 Operating Budget  
Budget Analysis**

<b>Finance</b>					
<b><u>210</u></b>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
181,199	188,833	196,386	204,000	Wages - full time salaried	210,266
142,587	149,150	153,076	144,894	Wages - full time hourly	159,175
3,803	18,422	3,500	17,000	Wages - seasonal hourly	4,000
-	-	450	-	Wages - overtime 1.5X	-
684	696	680	480	HSA Savings Acct	480
2,313	2,521	2,565	2,565	Educational stipend	2,817
405	-	-		Opt Out Insurance	-
353	360	360	600	Phone Stipend	720
19,706	21,169	22,071	23,000	Employer FICA	22,308
4,552	4,957	5,162	5,400	Employer Medicare	5,455
34,727	37,177	39,372	39,372	Employer IMRF	38,911
1,072	1,107	1,101	1,101	Insurance - group life & AD&D	1,156
56,261	60,561	67,641	56,200	Insurance - group medical	70,237
5,477	5,800	6,190	5,500	Insurance - group dental	6,092
9,908	10,484	10,452	10,452	Insurance - workers compensation	10,979
61,216	87,081	225,350	200,000	Employee Benefit Expenses	94,400
<b>524,262</b>	<b>588,319</b>	<b>734,356</b>	<b>710,564</b>	<b>Personnel Services</b>	<b>626,996</b>
99,910	83,903	150,000	110,000	Liability insurance	110,000
26,800	26,800	27,500	27,500	Audit	28,500
2,100	188	2,500	2,500	Consulting	2,500
<b>128,810</b>	<b>110,891</b>	<b>180,000</b>	<b>140,000</b>	<b>Contractual Services</b>	<b>141,000</b>
1,773	2,800	3,000	3,900	Other professional services	3,000
19,048	23,779	22,500	22,500	R&M - office equipment	22,500
519	1,050	600	850	Advertising	850
8,031	4,654	10,200	10,000	Printing & copying services	10,200
485	890	1,100	1,100	Professional associations	1,100
54,115	54,087	45,000	42,000	Telephone	42,000
370	467	1,200	1,000	Training	1,000
16,940	16,526	16,000	20,000	Office supplies	20,000
13,790	16,385	15,000	14,500	Postage	15,000
6,738	5,749	7,000	7,500	Bank & Credit Card Fees	7,500
3,527	3,391	3,700	3,589	Program supplies	3,700
<b>125,337</b>	<b>129,779</b>	<b>125,300</b>	<b>126,939</b>	<b>Commodities</b>	<b>126,850</b>
69	-	-	-	Conference & meeting registration	350
595	529	300	300	Local mileage, parking & tolls	300
245	557	500	300	Meals	500
80	80	200	-	Purchased transportation	200
<b>990</b>	<b>1,167</b>	<b>1,000</b>	<b>600</b>	<b>Meeting and Travel</b>	<b>1,350</b>
<b>779,400</b>	<b>830,155</b>	<b>1,040,656</b>	<b>978,103</b>	<b>Totals</b>	<b>896,196</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

# Legal Department

## Activity Description

The Village contracts for its legal services. The Legal Department accounts for all expenditures concerning legal review, 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.



**FY 2017-2018 BUDGET | LEGAL DEPARTMENT**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Number of Hearings per year</b>	12	12	12	12
<b>Number of Cases adjudicated</b>	771	578	552	634

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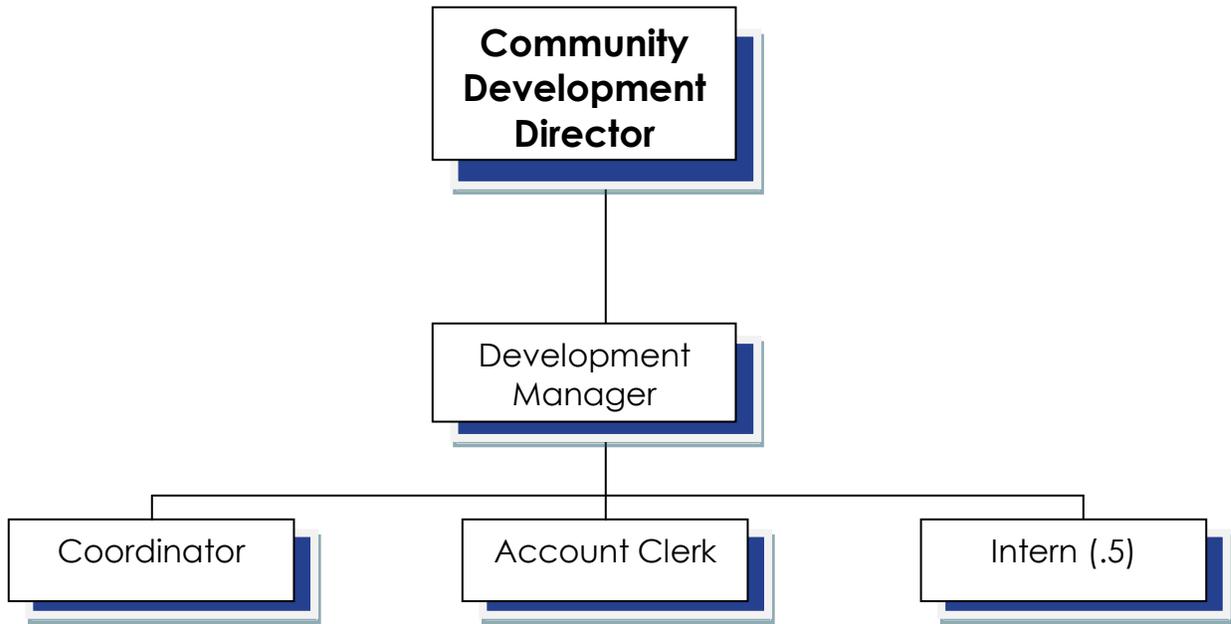
**2017-2018 Operating Budget  
Budget Analysis**

				<u>Legal</u>		
				<u>230</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>	
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>	
140,931	146,863	152,770	152,000	Legal - retainer	157,353	
12,277	37,464	30,000	30,000	Legal - litigation	30,000	
60,955	85,691	105,000	100,000	Legal - review	105,000	
59,476	66,667	55,000	50,000	Other professional services	55,000	
<b>273,639</b>	<b>336,685</b>	<b>342,770</b>	<b>332,000</b>	<b>Totals</b>	<b>347,353</b>	

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# Organizational Chart

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 four full-time positions.



## GOALS: Community Development Department

### Prior Year's Goals Status

- 1) Shepherd through the Village's consideration process, the approval for the proposed new development for the former Purple Hotel site, which promises to be a catalyst for further community redevelopment.

*A department-prepared RFQ for planning and design services secured a consultant to prepare a design concept plan that will be used to further negotiations with prospective developers for the Purple Hotel site. Staff has met with numerous prospective developers and worked with the Mayor and Board in seeking alternatives to provide a catalyst for development.*

- 2) Review existing monetary deposits received in connection with building permits to recommend adjustments and/or deposit elimination. Many deposits received are not used and require return in their entirety to the applicant. The process of receiving and returning deposits by staff is intensive and time consuming. Eliminating unnecessary deposits will streamline the permitting process and provide improved customer service.

*Staff has analyzed the current permit deposit system and will be recommending revisions to this system to reduce the number and type of permits that require a deposit, without eliminating the deposits completely.*

- 3) Review roof permitting and determine whether the Village should continue to require permits and/or a registration process. Communities have different approaches to permits for roofs, some not requiring a permit, some a registration process and others requiring a permit. Further, due to a variety of reasons, roof inspections performed in the Village are limited in scope. Staff believes roofing is an area for potential streamlining.

*Staff is researching roof permitting and inspection requirements in area communities to determine the pros and cons of streamlining the Village's process. The Village's permit review and inspection services consultant is providing feedback on this subject, based on their experience working with a number of suburban communities. A recommendation will be submitted to the Village Board by the end of this Fiscal Year, in conjunction with other code clean-up items.*

- 4) Review the 2012 family of International Building Codes for possible adoption. The Village has currently adopted the 2009 family of International Building Codes. Model Codes are revised every three years by the International Code Council. It is good practice to keep Village codes relatively current, but perhaps not the most current version, due to time needed by the market to adapt to new provisions.

*Staff has tasked TPI, the Village's permit review and inspection services consultant, with preparing a summary and analysis of the major changes from the 2009 to 2012 family of International Building Codes, so that a full analysis of pros and cons can be prepared by staff. A recommendation will be submitted to the Village Board by the end of this Fiscal Year, in conjunction with other code clean-up items.*

## Proposed Goals

- 1) Conduct a comprehensive review of the Zoning process, including submittal requirements and documentation, with the goal of streamlining the process so that it is more user-friendly, without compromising the requirements of the Village Code. New personnel in both Community Development Department management positions will provide new and varied experience, allowing the process to be considered in a new light.
- 2) Utilizing the new Accela enterprise software, once fully implemented, Community Development Department staff will review areas where Building Permitting applications and processes can be further streamlined. This software is anticipated to provide the Department with increased efficiencies by providing information in one master location, tying together the Contractor Licensing and Building Permit modules, providing better archiving, and most importantly, providing customers the ability to submit certain applications online and to track those applications. This will lessen inquiries on permit review status. Alerts provided prior to deadlines will also assist staff in managing the process. Further streamlining, realized through this process, can be rolled-out over the course of 2017-18.
- 3) Create a series of "How To" videos addressing the basic permitting process and FAQ's for typical permits such as driveways, decks, roofs, additions and interior remodeling. The videos will be uploaded to the Village website for dissemination to the public.
- 4) Engage a Planning Consultant to prepare a Sub-Area Plan addressing the area bound by Touhy Avenue, Cicero Avenue, Lincoln Avenue and the northern Municipal Boundary of the Village. As prescribed in the Village's updated 2017-2019 Strategic Plan, this "North Lincolnwood Sub-Area Plan" would address land use, street configurations, traffic controls, and other infrastructure considerations, with the goal of creating a plan to achieve a future state in which this area redevelops as a major commercial core for the Village.
- 5) Work in collaboration with local businesses to prepare a Shop & Dine Guide for the Village's website, highlighting the location and contact information of all retail sales and service businesses in the Village. Work with the GIS Consortium on a story map incorporating this information. All work to be completed in-house. The need for printed versions can be evaluated once the online version is finalized and posted to the Village website.

**FY 2017-2018 BUDGET | COMMUNITY DEVELOPMENT DEPARTMENT**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Grants Issued</b>				
Property Enhancement Programs	0	2	1	1
Green Initiatives for Tomorrow	0	0	0	0
<b>Development Review Cases</b>	4	10	6	6
<b>Meetings Staffed</b>				
EDC	9	10	8	10
ZBA	8	6	3	7
Plan Commission	15	12	12	16
	32	28	23	33
<b>Permits Issued</b>				
Building Permits	887	1133	976	1100
Demolition Permits	5	2	11	7
Total Permits Issued	892	1135	987	1107
<b>Building Code Inspections</b>	1449	1857	1966	2100

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**2017-2018 Operating Budget  
Budget Analysis**

<u>Community Development</u>					
<u>240</u>					
2015	2016	2017	2017		2018
Actual	Actual	Adopted	Projected	Description	Adopted
209,234	236,503	223,405	227,000	Wages - full time salaried	235,900
101,891	101,385	100,590	105,000	Wages - full time Hourly	107,240
-	27,968	40,000	28,000	Wages- Part time hourly	41,600
-	118	-	-	Wages - Overtime 1.5x	-
2,044	2,085	2,180	2,200	Educational stipend	2,359
353	540	480	360	Cell Phone Stipend	360
18,882	22,072	22,703	22,703	Employer FICA	22,931
4,416	5,201	5,310	5,310	Employer Medicare	5,613
33,567	49,172	40,509	40,509	Employer IMRF	37,949
1,013	933	953	953	Insurance - group life & AD&D	1,002
40,343	36,098	44,630	44,630	Insurance - group medical	46,310
4,019	3,684	4,525	4,200	Insurance - group dental	3,925
6,968	7,724	7,887	7,887	Insurance - workers compensation	8,157
<b>422,729</b>	<b>493,484</b>	<b>493,172</b>	<b>488,752</b>	<b>Personnel Services</b>	<b>513,346</b>
294,831	246,971	230,308	290,000	Other professional services	375,000
<b>294,831</b>	<b>246,971</b>	<b>230,308</b>	<b>290,000</b>	<b>Contractual Services</b>	<b>375,000</b>
-	252	1,000	1,200	R&M - vehicles	400
4,504	828	2,800	5,300	Advertising	2,100
367	372	500	2,200	Printing & copying services	2,200
2,469	3,633	2,605	2,550	Professional associations	1,735
317	116	500	400	Training	500
302	95	500	500	Books & publications	400
-	-	300	300	Fuel	300
2,721	1,886	2,500	1,500	Office supplies	2,000
362	423	650	350	Other materials & supplies	400
<b>11,042</b>	<b>7,604</b>	<b>11,355</b>	<b>14,300</b>	<b>Commodities</b>	<b>10,035</b>
2,675	-	2,000	2,000	Conference & meeting registraion	2,200
23	23	250	100	Local mileage, parking & tolls	150
2,358	-	2,500	2,650	Lodging	2,500
480	221	700	500	Meals	700
413	-	566	500	Purchased transportation	900
<b>5,950</b>	<b>244</b>	<b>6,016</b>	<b>5,750</b>	<b>Meetings and Travel</b>	<b>6,450</b>
580,072	202,364	100,000	140,000	Sales Tax Sharing Agreements	140,000
<b>580,072</b>	<b>202,364</b>	<b>100,000</b>	<b>140,000</b>	<b>Revenue Sharing</b>	<b>140,000</b>
<b>1,314,623</b>	<b>950,666</b>	<b>840,851</b>	<b>938,802</b>	<b>Totals</b>	<b>1,044,831</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

# Information Technology Division

## Activity 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.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>Information Technology</u>	
				<u>250</u>	
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
7,053	300	-	-	Wages- Part time hourly	-
442	19	-	-	Employer FICA	-
103	4	-	-	Employer Medicare	-
240	-	-	-	Insurance - workers compensation	-
<b>7,838</b>	<b>323</b>	<b>-</b>	<b>-</b>	<b>Personnel Services</b>	<b>-</b>
74,138	88,668	75,000	75,000	Consulting	75,000
28,821	16,315	82,860	60,000	Data processing	65,600
85,169	135,438	126,109	126,109	Maintenance Agreement Expense	175,320
<b>188,129</b>	<b>240,422</b>	<b>283,969</b>	<b>261,109</b>	<b>Contractual Services</b>	<b>315,920</b>
14,947	16,923	18,385	18,000	Telephone	23,305
20,861	1,423	6,000	6,000	Training	5,680
22,062	15,070	15,008	15,008	Other contractual	17,300
1,970	805	1,000	1,000	Computer supplies	1,000
<b>59,840</b>	<b>34,220</b>	<b>40,393</b>	<b>40,008</b>	<b>Commodities</b>	<b>47,285</b>
202,726	200,466	78,700	90,000	Equipment - data processing	133,530
136,688	-	-		Equipment - data processing	
<b>339,414</b>	<b>200,466</b>	<b>78,700</b>	<b>90,000</b>	<b>Equipment</b>	<b>133,530</b>
<b>595,222</b>	<b>475,431</b>	<b>403,062</b>	<b>391,117</b>	<b>Totals</b>	<b>496,735</b>

# Engineering

## Activity Description

The Village receives engineering services on a contractual basis. The Village Engineer reviews and approves all residential and commercial 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. This department budget accounts for the expenditures necessary for all departmental use of the Village Engineer.



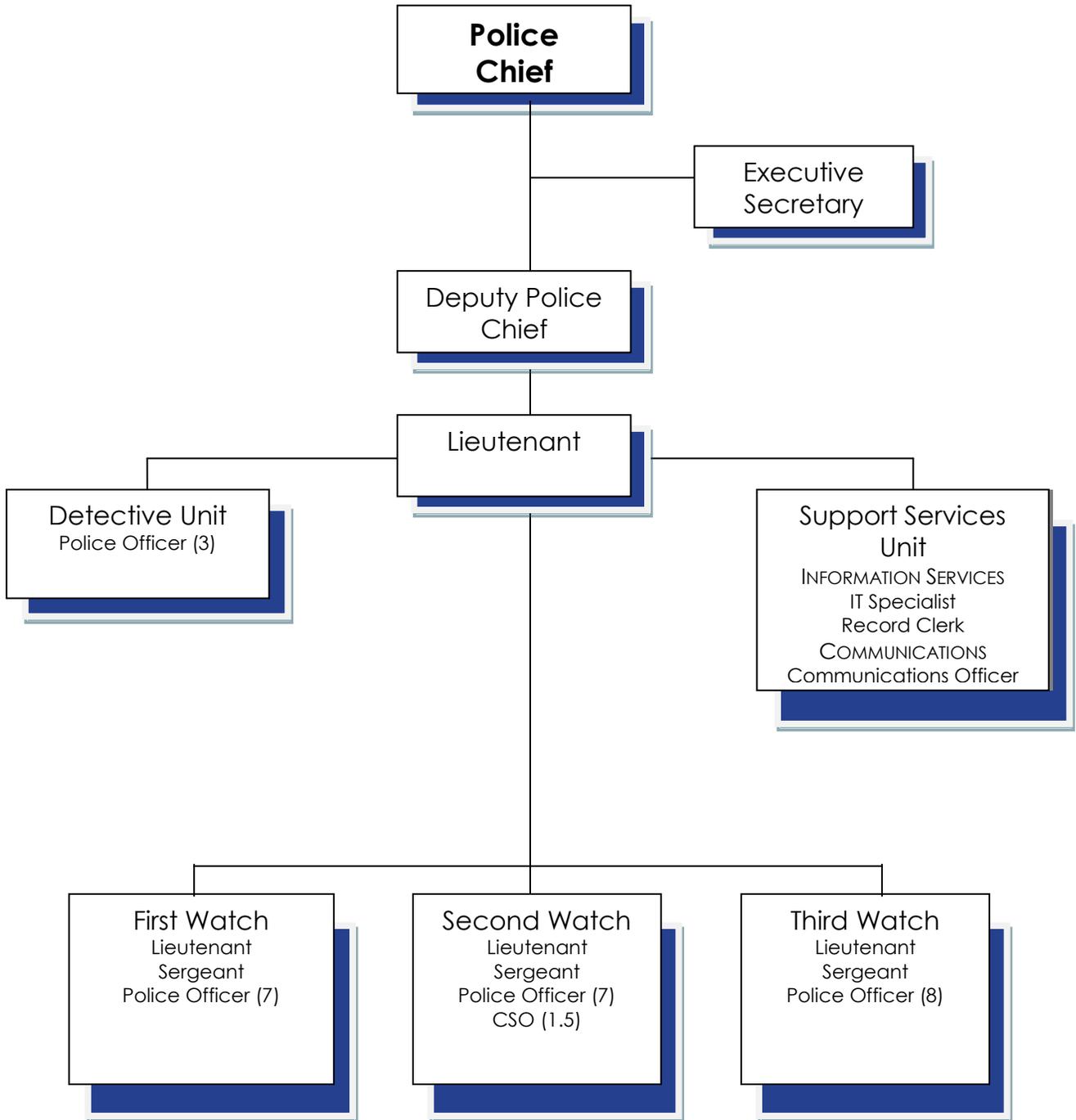
**2017-2018 Operating Budget  
Budget Analysis**

					<u>Engineering</u>		
					<u>290</u>		
2015	2016	2017	2017	Description			
Actual	Actual	Adopted	Projected		2018		
					Adopted		
48,643	58,314	54,000	54,000	Administration Engineer Costs	54,000		
15,118	10,285	52,500	30,000	Building Engineering Costs	52,500		
6,224	18,562	53,375	30,000	PW Building Engineer Costs	62,250		
<b>69,984</b>	<b>87,160</b>	<b>159,875</b>	<b>114,000</b>	<b>Contractual/Totals</b>	<b>168,750</b>		

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# Organizational Chart

Police Department



# Police Department

## Department Description

The mission of the Lincolnwood Police Department is to provide effective and professional Police service to the community. The Department recognizes that its authority is derived from the community, that it must be responsive to its needs, and that it is accountable for its actions. Believing in the dignity and worth of all people, it must protect the rights of all citizens and treat employees in an equitable manner. The Police and community share responsibility for maintaining law and order, and their relationship must be based on mutual respect. The Lincolnwood Police Department is staffed with 38 full-time and three part-time employees.



## GOALS: Police Department

### Prior Year's Goals Status

- 1) The Police Department will research, recommend and implement the most cost effective solution to provide emergency communications. In July 2017, all Public Safety Answering Points (PSAP's) serving a population of less than 25,000 will lose E9-1-1 funding.

*This goal will be complete during the first quarter of 2017. In November, 2016, the Village Board approved an agreement with the Village of Skokie to provide police and fire emergency communications. This goal is on-going.*

- 2) The Police Department is part of the North Regional (NORCOM) radio network shared by 13 communities. Recently, the Federal Government enacted legislation requiring NORCOM and other public safety agencies to change radio frequencies. The legislation and change of radio frequencies requires an upgrade to the entire radio network or switching to the State of Illinois STARCOM21 radio network.

*The transition from the NORCOM to the STARCOM21 radio system is tied directly to the transition to the Village of Skokie for police and fire emergency communications and the installation of a new radio tower in Evanston. Staff is working with the vendor and neighboring communities to transition to STARCOM21 during the third quarter of 2017. This goal is on-going.*

- 3) The Police Department has eight new police officers currently on probation and three newly promoted supervisors. The Police Department will continue to train and evaluate all 11 personnel over the course of FY2016-17.

*Seven of the eight newly hired police officers have completed mandated field training officer and supplemental in-service patrol training. One police officer resigned to pursue a career outside the field of law enforcement. The Board of Fire and Police Commission will be considering applicants from the Police Officer Eligibility List to replace the officer who resigned.*

- 4) The Police Department will begin a programmed replacement of in-car video cameras. The current system which has performed extremely well has been in place since 2009 has reached its "end of life" meaning that the provider will no longer offer a service and maintenance agreement. Repair costs are based on time and material.

*The Police Department replaced eight of 10 in-car video cameras with Driving Under the Influence (DUI) fine revenue received from the Cook County Circuit Court. The Village is*

*awarded \$100.00 for each DUI conviction. The two remaining in-car video cameras will reach end of life in 2018.*

- 5) The Police Department will begin using live cartridges for all in-service Taser recertification training. The Police Department has provided a Taser to every sworn police officer assigned to patrol for over 10 years. Two years ago, the Village began a programmed replacement program. Recently, the vendor began requiring the use of live cartridges for annual recertification. All sworn officers received annual recertification as part of in-service training.

*All sworn personnel received mandatory annual recertification training with live Taser cartridges during the annual Mini-Academy.*

- 6) The Police Department initiated a plan to reassign two officers assigned to the Northern Illinois Police Alarm System (NIPAS) (1) Emergency Services Team (EST) and (2) Mobile Field Force (MFF) in FY2015-16. Staffing limitations precluded reassigning and training staff in a timely manner. This goal has budget implications and will carry over to FY2016-17.

*Following a rigorous selection process, the Police Department assigned an officer to the NIPAS EST and a second officer to the MFF. Both officers received basic training for their respective assignments and continue to attend monthly training.*

## Proposed Goals

- 1) Complete the process of transitioning police and fire emergency communications to the Village of Skokie.
- 2) Include training on combined police and fire emergency communications, Opioid Antagonist Auto Injectors (hand-held injectors to treat victims of a drug overdose), and the Brady Bill in the annual three day in-service Mini-Academy.
- 3) Develop and implement a plan for one full-time and one part-time Records Clerk to assume the clerical duties and responsibilities previously assigned to Communication Operators.
- 4) Transition with the Skokie Police Department and 12 neighboring law enforcement agencies from the NORCOM to the STARCOM21 radio network. The Police Department is required to move from its current radio frequency. The change will allow the Police department to transition from an analogue radio signal to a much stronger and

clearer digital radio signal. The improved signal strength will improve overall operational effectiveness through better communications.

- 5) Implement a Neighborhood Watch Program to address concerns regarding criminal activity.
- 6) Implement a 16-hour evidence training program with Skokie, Evanston and other major crimes task force (NORTAF) agencies at the Northeastern Illinois Public Safety Training Academy. Police officers inspect, collect, document, and preserve evidence from every crime scene.
- 7) Conduct Simunitions Training with security personnel at the Lincolnwood Town Center. Simunitions Training is scenario based training in the field using approved duty weapons with paint markers instead of live ammunition. Training at the Lincolnwood Town Center allows the Police Department to enhance our partnership with security staff and create a safer environment for the community.
- 8) Provide 40 hour Kinesic Interview and Interrogation training to all criminal investigations personnel. The Kinesic method involves observing and analyzing a person's behavior to determine whether he/she is truthful or deceptive.

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## FY 2017-2018 BUDGET | POLICE DEPARTMENT

### Performance Measures

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Part I Crimes</b>				
Part I Crimes	404	462	462	462
<b>Enforcement</b>				
Traffic Stops	4,662	4,902	5,000	5,000
Traffic Citations	2,478	2,704	2,800	2,800
Parking Citations	1,296	922	1,000	1,000
<b>Arrests</b>				
Arrests	678	506	550	550
<b>Calls For Service</b>	28,458	33,555	33,555	33,555

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**2017-2018 Operating Budget  
Budget Analysis**

				<u>Police</u>		
				<u>300</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>	
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>	
247,667	260,938	268,668	269,000	Wages - full time salaried	276,480	
3,152,991	3,011,812	3,226,040	3,158,000	Wages - full time hourly	3,021,284	
70,479	64,963	89,353	80,000	Wages - part time hourly	90,500	
15,264	14,328	20,800	11,000	Wages - seasonal hourly	20,800	
335,531	447,415	335,000	350,000	Wages - overtime 1.5X	342,000	
6,544	3,519	-	1,535	Holiday Mobil grant	-	
3,006	3,116	-	898	Wages - overtime 2X	-	
4,073	1,520	4,000	1,000	Wages - special detail	1,000	
365	1,941	1,026	2,400	HSA Savings	2,400	
17,847	18,860	26,801	21,000	Educational stipend	21,936	
3,535	6,610	4,320	8,000	Opt Out Ins.	8,000	
702	720	720	720	Phone Stipend	720	
12,990	23,273	18,780	18,000	Tuition reimbursement	5,685	
29,247	26,595	21,431	21,400	Uniform allowance	19,300	
21,077	-	-	-	Pension - regular	-	
37,825	36,694	42,469	42,000	Employer FICA	26,000	
48,748	52,684	57,451	57,000	Employer Medicare	54,815	
76,538	66,776	74,189	66,000	Employer IMRF	39,417	
1,402,000	1,663,647	1,811,000	1,811,000	Employer police pension	2,016,400	
7,350	7,341	5,756	7,200	Insurance - group life & AD&D	5,333	
469,403	426,983	438,326	420,000	Insurance - group medical	473,170	
46,066	42,540	47,974	46,000	Insurance - group dental	44,725	
116,944	116,752	118,238	118,238	Insurance - workers compensation	111,450	
<b>6,126,191</b>	<b>6,299,027</b>	<b>6,612,342</b>	<b>6,510,391</b>	<b>Personnel Services</b>	<b>6,581,415</b>	
354	336	750	750	Animal control	750	
5,761	20,769	13,823	13,823	Other professional services	15,648	
-	-	-	-	9-1-1 Combined Communications Contract	767,000	
<b>6,115</b>	<b>21,104</b>	<b>14,573</b>	<b>14,573</b>	<b>Contractual Services</b>	<b>783,398</b>	
1,451	3,157	1,920	1,500	R&M - buildings	1,970	
20,235	18,845	22,538	22,500	R&M - communications equipment	13,774	
1,225	1,243	-	-	R&M - data processing equipment	-	
758	420	-	-	R&M - police equipment	-	
200	200	-	-	R&M - office equipment	-	
31,126	25,218	25,650	25,650	R&M - vehicles	25,650	
29,940	30,174	32,005	32,200	Intergovernmental fees & dues	45,835	
2,024	250	2,525	2,000	Printing & copying services	2,325	
1,802	1,322	1,505	1,800	Professional associations	1,730	

**Police**

**300**

2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
2,254	2,311	2,850	2,850	Telephone	2,526
25,286	39,640	24,470	21,000	Training	25,850
54,260	60,644	60,625	60,625	Other contractual	55,710
8,947	9,384	12,470	12,470	Ammunition & range supplies	12,470
1,165	1,429	1,813	2,000	Books & publications	1,957
2,484	1,546	1,675	2,000	Computer supplies	2,225
54,516	35,217	50,000	42,000	Fuel	45,000
2,908	3,072	2,000	1,875	Office supplies	2,000
53,208	57,688	58,297	60,000	Program supplies	262,824
<b>293,788</b>	<b>291,761</b>	<b>300,343</b>	<b>290,470</b>	<b>Commodities</b>	<b>501,846</b>
3,135	4,385	2,990	3,500	Conference & meeting registration	5,630
2,104	7,056	6,500	4,000	Local mileage, parking & tolls	4,500
2,062	1,314	800	800	Lodging	1,550
4,035	6,825	5,150	5,150	Meals	5,050
923	518	250	447	Purchased Transportation	450
<b>12,259</b>	<b>20,098</b>	<b>15,690</b>	<b>13,897</b>	<b>Meetings and Travel</b>	<b>17,180</b>
142,606	153,917	64,800	30,000	Equipment - vehicles	37,000
<b>142,606</b>	<b>153,917</b>	<b>64,800</b>	<b>30,000</b>	<b>Capital Outlay</b>	<b>37,000</b>
<b>6,580,958</b>	<b>6,785,908</b>	<b>7,007,748</b>	<b>6,859,331</b>	<b>Totals</b>	<b>7,920,839</b>

<b>Budget Highlights</b>
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**Personnel Services**

Police Department headcount reduced due to outsourcing of 911 services

**Contractual Services**

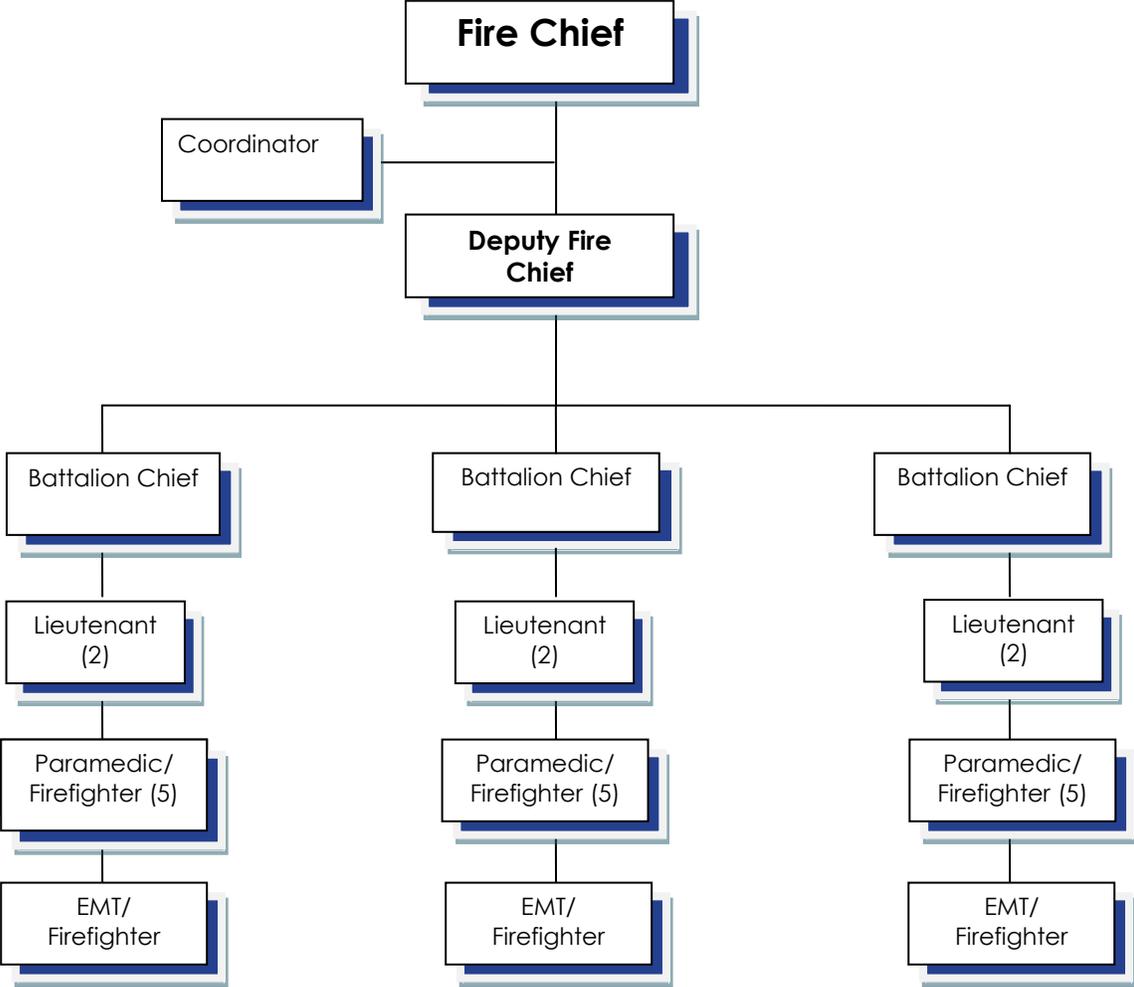
\$767,000 increase in cost due to outsourcing of 911 services

**Capital Outlay**

\$37,000 budgeted for replacement of one squad car

# Organizational Chart

Fire Department



# Fire Department

## Department Description

Since 1990, the Village has maintained a contract with Paramedic Services of Illinois (PSI) to provide firefighting and paramedic services. In addition to firefighting and paramedic services, the Department offers public educational programs and fire inspection services.

The Fire Department is staffed with 28 full-time people from PSI and one (1) full-time person from the Village as the Department Coordinator that handles ambulance and wireless alarm billing.



## GOALS: Fire Department

### Prior Year's Goals Status

- 1) Staff will apply for Assistance to Firefighters Grant (AFG) from FEMA for a new ambulance and patient loading systems in our other ambulances. The Grant will be due in January with awarding sometime later in the fiscal year. If granted, the Village will pay 5% and FEMA will pay 95%

*The Department applied for the grant but the request for funding the ambulance was rejected.*

- 2) Acceptance of the new Engine and complete additional training put this vehicle into service. Staff anticipates delivery of the Engine in June or July, 2016.

*Staff took delivery of the new engine in September and was put into service later that month.*

- 3) The Insurance Services Office, Inc. (ISO) last evaluated the Lincolnwood Fire Department in 2008. The purpose of this survey is to review the available public fire suppression facilities and develop a Public Protection Classification (PPC) for insurance rating purposes. The current rating is insurance Class 4. ISO will evaluate the Department during the FY 2016/17.

*ISO came out and evaluated the Department and the Department's rating improved to a Class 3.*

- 4) Continue working with St. Francis Hospital exploring Mobile Integrated Healthcare opportunities. The Affordable Healthcare Act has areas of potential collaboration between hospitals and fire service in providing non-emergency healthcare to our residents.

*This has been a very elusive project. Changes in the St Francis Hospital administration has resulted in the halting of this project until new staff is replaced. Continued shifting of healthcare funding at the State and Federal levels has also impacted this project.*

- 5) Complete finalizing the dataset we currently use with IDPH as the Department switches over to the National Emergency Medical Services Information System (NEMSIS) Version 3 by November 2016.

*Since the server for this project is located at St Francis Hospital staff has received word that funding was just approved for this purchase in late December and we look for completion by the end of this fiscal year. IDPH has been notified and have agreed to continue taking Version 2 data until this project is completed.*

## Proposed Goals

- 1) A Collective Bargaining Agreement (CBA) with the local firefighter's union and Paramedic Services of Illinois was ratified on March 6, 2016 and expires May 1, 2019. Part of this CBA covers the selection process of the Lieutenant position. Staff will evaluate testing options and formulate a selection process that meets the CBA. At the present time there is not a Lieutenant vacancy.
- 2) Lincolnwood Police and Fire Departments are making plans to consolidate combining our dispatch services to Skokie Communications. Before completing this consolidation, the Lincolnwood Fire Department will have to disconnect from RED Center. This disconnection will require a new fire station alerting system from Skokie Dispatch. In addition, staff will have to monitor the transition of the wireless alarms for burglar and fire to Skokie Dispatch.
- 3) The Lincolnwood Fire Codes require multiple inspections of fire sprinkler and alarm systems. Current department staffing precludes this record management and staff does not have a records software program to ensure compliance. This deficiency was highlighted in our recent ISO scoring. The Department will evaluate third party vendors that will ensure business compliance in reporting of fire sprinkler tests, fire alarms tests and hood and duct inspection records to our Department. These services also send out reminder messages to our business and provide a compliancy dashboard that we can monitor on a monthly basis.
- 4) With the Carrington project underway, Fire Department staff has worked with the builder and architect to secure a dedicated space for an ambulance to be housed within the Carrington complex. Staff has also secured an office that can serve as an office and house personnel. Ambulance specifications will need to be developed and bid documents completed. The department is planning on using this space to reduce cross-town traffic responding to this location and Lincolnwood Place and will shorten response time.
- 5) The Carrington Project will be completed in FY 2018/2019. Staff has met the developers and secured an ambulance bay and office space within the Carrington facility. Fire Department staff will begin examining the potential staffing of this facility and to develop Fire Department response options for occupying the space at the Carrington facility.

**FY 2017-2018 BUDGET | FIRE DEPARTMENT**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Emergency Calls</b>				
<i>EMS Calls</i>				
Advanced Life Support	592	650	630	660
Basic Life Support	929	888	910	930
Total EMS Calls	1,521	1,538	1,540	1,590
<i>Fire Calls</i>	513	675	680	670
Total Emergency Calls	2,034	2,213	2,220	2,260
<b>Mutual Aid Calls</b>				
Given	38	53	50	55
Received	57	42	45	50
Total Mutual Aid Calls	95	95	95	105
<b>Response Time (Minutes)</b>				
Response Time	3.48	3.50	3.55	3.59
<b>Training</b>				
Hours Per Person	22.5	23.1	22.6	23.3
<b>Fire Prevention</b>				
Inspections	903	905	910	930
Other Inspections	54	68	70	75
Business License	38	45	50	55
Plan Reviews	30	32	35	40
Total Fire Prevention	1,025	1,050	1,065	1,100
<b>Ambulance Billing</b>				
<i>Resident:</i>				
Basic Life Support	284	338	350	375
Advanced Life Support 1	424	492	500	525
Advanced Life Support 2	8	9	10	15
Total Resident	716	839	860	915
<i>Non-Resident:</i>				
Basic Life Support	91	132	140	150
Advanced Life Support 1	99	112	120	130
Advanced Life Support 2	1	2	2	3
Total Non-Resident	191	246	262	283

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**2017-2018 Operating Budget  
Budget Analysis**

				<u>Fire</u>	
				<u>350</u>	
2015	2016	2017	2017	Description	2018
Actual	Actual	Adopted	Projected		Adopted
59,987	60,748	62,300	62,300	Wages - full time hourly	64,171
3,621	3,667	3,863	3,863	Employer FICA	3,979
847	858	903	903	Employer Medicare	930
6,338	6,449	7,333	7,333	Employer IMRF	6,699
199	199	198	198	Insurance - group life & AD&D	204
5,437	5,508	5,710	5,710	Insurance - group medical	6,480
541	551	580	580	Insurance - group dental	571
1,788	1,864	1,869	1,869	Insurance - Workers Comp	1,925
<b>78,758</b>	<b>79,844</b>	<b>82,756</b>	<b>82,756</b>	<b>Personnel Services</b>	<b>84,959</b>
2,659,725	2,725,011	2,775,576	2,775,576	Fire protection	2,826,391
3,168	-	-	-	Data processing	-
<b>2,662,893</b>	<b>2,725,011</b>	<b>2,775,576</b>	<b>2,775,576</b>	<b>Contractual Services</b>	<b>2,826,391</b>
1,290	1,415	1,500	1,400	R&M - communications equipment	1,500
14,906	9,685	11,100	10,000	R&M- Wireless Alarm Equipment	11,100
17,257	11,059	19,794	19,250	R&M - Fire & EMS equipment	19,144
25,048	53,993	20,000	12,500	R&M - vehicles	18,000
6,962	7,872	1,000	500	R&M - other	1,000
9,895	10,013	7,750	11,662	Intergovernmental fees & dues	11,662
1,634	986	1,750	2,000	Printing & copying services	1,800
1,983	1,584	2,580	1,845	Professional associations	2,635
141,574	148,815	150,000	150,000	Other contractual	-
3,162	3,244	1,750	1,500	Books & publications	1,750
16,846	12,785	10,500	17,500	EMS supplies	18,500
28,380	13,087	10,000	17,250	Firefighting supplies	11,000
22,293	14,465	16,000	14,000	Fuel	12,000
1,011	297	500	400	Lubricants & fluids	500
3,217	3,527	2,000	2,100	Office supplies	2,000
25,621	11,996	14,200	14,000	Program supplies	14,200
8,739	12,940	9,000	8,000	Repair parts	9,000
1,480	1,696	1,000	900	Small tools	1,000
1,241	3,510	5,100	5,000	Training supplies	4,400
7,920	7,783	8,000	7,500	Other materials & supplies	8,000
<b>340,458</b>	<b>330,751</b>	<b>293,524</b>	<b>297,307</b>	<b>Commodities</b>	<b>149,191</b>
555	-	-	-	Conference & Meeting Registration	575
946	-	1,100	1,195	Lodging	435
174	-	174	100	Meals	174
<b>1,675</b>	<b>-</b>	<b>1,274</b>	<b>1,295</b>	<b>Meetings and Travel</b>	<b>1,184</b>

2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Fire		2018 Adopted
				<u>350</u>		
				Description		
-	2,945	3,000		- Equipment - communications		3,500
-	51,735	2,265	34,980	Equipment - public safety		49,800
-	19,940	-		- Equipment Wireless Radio System		-
-	<b>74,620</b>	<b>5,265</b>	<b>34,980</b>	<b>Equipment</b>		<b>53,300</b>
32,801	257,905	280,428	281,817	Equipment - public safety		225,000
<b>32,801</b>	<b>257,905</b>	<b>280,428</b>	<b>281,817</b>	<b>Capital Outlay</b>		<b>225,000</b>
<b>3,116,585</b>	<b>3,468,130</b>	<b>3,438,823</b>	<b>3,473,731</b>	<b>Totals</b>		<b>3,340,025</b>

<b>Budget Highlights</b>
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**Equipment**

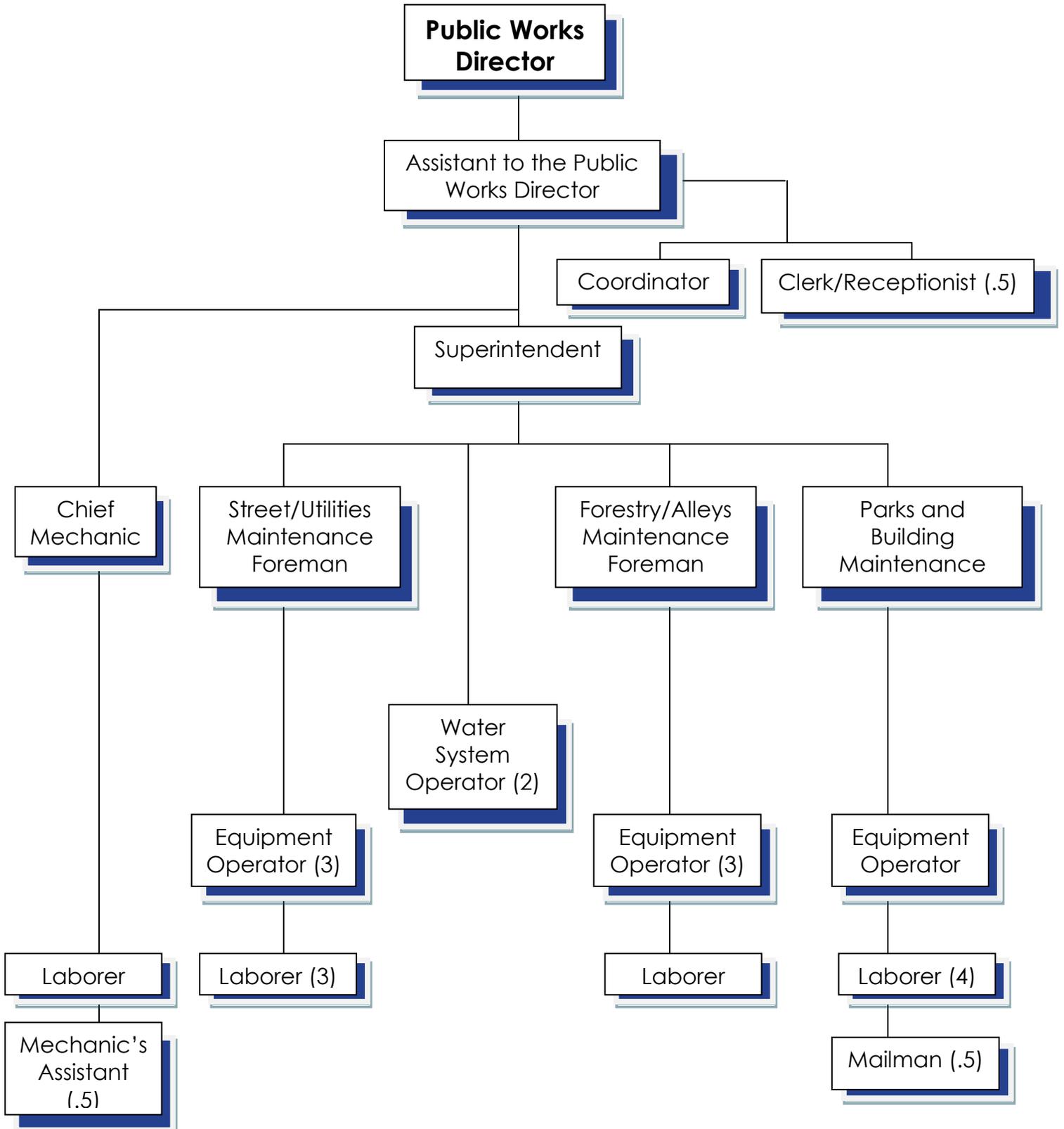
\$46,500 budgeted for cardiac monitor and other supplies for new ambulance

**Capital Outlay**

\$225,000 budgeted for replacement of ambulance

# Organizational Chart

## Public Works



# Public Works Department

## Department Description

The Public Works Administration Division plans, organizes, directs, controls, and coordinates all Public Works activities including: street maintenance, maintenance of Village-owned vehicles, and maintenance of Village-owned buildings, operations of the water and sewer system, and parks maintenance. The Department also coordinates with the Village's refuse disposal contractor. In addition, the Department coordinates and complies with all local, state, and federal agencies necessary 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 23 full-time employees, three of which comprise the Administration Division.



## GOALS: Public Works - Administration

### Prior Year's Goals Status

- 1) Work with the Village Engineer and building inspection firm (TPI) to update the Village's Americans with Disabilities Act (ADA) transition plan for sidewalks and facilities. The plan will specifically look at existing crosswalks and sidewalks as well as the entryways, restrooms, and parking lots for ADA compliance. The plan will also provide a framework for implementing improvements.

*The Village Engineer has completed a review of the Village's sidewalks and crosswalks and made recommendations for improvements at intersections that do not meet current ADA standards. This evaluation will be reviewed with the Village Board at an upcoming Committee of the Whole.*

- 2) Research for implementation a grant management software package. The software would help the Village identify potential grant funding sources and manage the necessary reports following award of a grant.

*An online software package offered by eCivis has been purchased. Staff is currently working with the system to identify grant opportunities.*

- 3) Implement iPads in each operating division to eliminate the need for paper work orders and JULIE tickets. Integrating mobile technology into the foremen's daily operations will provide a more streamlined approach for receiving and completing work orders. In addition, this project will eliminate an administrative redundancy where the foremen write their comments on the paper work order and those comments are then typed into the work order system by a clerk.

*Each of the Foremen now have an iPad that is being used to receive, track, and close out work orders in the field. This has streamlined the process where the Foremen are not making comments on a paper work order, which is then typed into the system by a clerk. In addition, Foremen are able to more rapidly respond to work orders as they do not need to wait until a morning or mid-day meeting to receive them.*

- 4) Develop an interactive map of the Village's upcoming and ongoing capital improvement projects. Over the coming years, the Village will be undertaking a number of significant capital improvement projects including construction of two bike paths, an overpass, stormwater improvements, water main replacements, and street resurfacing. In an effort to keep the public informed of the ongoing and upcoming projects, staff will work with

the GIS specialist to develop an interactive map that shows the location of the project limits and provides basic information about the project and its benefits to the community.

*An interactive map and project information pages has been uploaded to the Village's website. The project information pages are being regularly updated as projects are constructed to ensure that accurate information is available to residents.*

- 5) Staff will work to develop an emergency action plan for each division to provide guidance during large scale events such as wind storms, flooding, or water main breaks. These documents will include information such as the equipment required, where it is located and provide a general guideline to how the Department should respond to the emergency.

*Emergency action plans have been developed for Water Main Breaks, Wind Storms, Flooding, and Boil Orders.*

- 6) Work to beautify the public rights-of-way by completing construction of the Lincoln Avenue medians, continuing to pursue improvements to the Devon Avenue streetscape, and begin managing a median maintenance contract. These efforts are intended to improve the aesthetics of the Village's public space along commercial corridors.

*The Lincoln Avenue median improvement project is scheduled to be re-bid over the winter in an effort to secure more favorable pricing. The Devon Avenue improvement project's Phase I Engineering Report has been submitted to the Illinois Department of Transportation (IDOT) and staff is awaiting comments. A landscape maintenance contract was developed for maintenance of the medians on Lincoln Avenue, Crawford Avenue, and Touhy Avenue as well as the flower beds in Proesel Park and around the Municipal campus and the Aquatic Center. The contract was renewed for an additional year in December.*

## Proposed Goals

- 1) Staff will work to implement a water loss reduction program including meter testing, leak detection, and meter updates at Village facilities with the goal of reaching 10% non-revenue water by 2019 as required by the Illinois Department of Natural Resources. Work will also include expedient repairs of water leaks and improving the accounting of water used at hydrants by staff throughout the year. Reducing water lost from leaks will reduce the overall cost to the Village as water is purchased from the City of Chicago at a rate of \$3.81 per 1000 gallons.

- 2) Public Works staff will continue to work with the Finance Department and the Village Manager's Office to identify and evaluate an alternative potable water supplier. The Village's current water supplier has continually increased the water rates over the last 10 years. These increases have dramatically affected Village residents' and businesses' financial condition.
- 3) The potable water system Pump House is a critical piece of the Village's water distribution infrastructure. The facility is used to pump water from Chicago and provide disinfection prior to potable water entering the distribution system. Much of the equipment in the building is greater than 20 years old and is nearing the point of requiring replacement. Staff will work to evaluate the building's equipment and include it in the five year facility improvement plan.
- 4) Staff will work with Human Resources Division to implement leadership development opportunities for non-management employees to assist in developing the talents of employees and identifying future leaders.
- 5) During the construction of the Valley Line Trail, some concerns were raised regarding the safety of the crossing at Devon Avenue. Staff will work with the Village Engineer to evaluate the crossing and perform pedestrian/cyclist counts to determine if additional safety measures are warranted.

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**FY 2017-2018 BUDGET | PUBLIC WORKS ADMINISTRATION DIVISION**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Service Requests</b>				
Animal Control Requests	45	28	30	30
Refuse Service Requests	71	70	75	75
Other Service Requests	2,631	3,000	4,500	4,700
Total Service Requests	2,747	3,098	4,605	4,805
<b>Staff Trainings (Total Training Sessions)</b>	55	60	60	65

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**2017-2018 Operating Budget  
Budget Analysis**

**Public Works Administration**

**400**

2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
199,354	145,654	151,325	150,500	Wages - full time salaried	163,600
52,520	48,314	56,406	56,000	Wages - full time hourly	58,000
25,716	26,969	26,700	23,000	Wages - Part time hourly	28,000
-	-	550	-	Wages - overtime 1.5X	550
-	260	-	520	HSA	520
776	1,488	1,513	1,513	Educational stipend	1,576
1,405	1,260	-	-	Opt Out Ins	-
296	540	360	360	Phone Stipend	360
13,929	13,259	14,663	14,663	Employer FICA	15,611
3,938	3,101	3,429	3,429	Employer Medicare	3,651
42,095	24,864	26,416	26,000	Employer IMRF	26,286
731	822	616	800	Insurance - group life & AD&D	656
21,129	23,412	32,436	40,000	Insurance - group medical	44,850
3,163	3,334	3,396	3,800	Insurance - group dental	3,964
6,995	6,415	6,656	6,656	Insurance - workers compensation	7,554
<b>372,047</b>	<b>299,692</b>	<b>324,466</b>	<b>327,241</b>	<b>Personnel Services</b>	<b>355,178</b>
27,371	36,418	27,000	14,000	Other contract labor	20,000
7,133	6,081	9,000	5,500	Animal control	9,000
<b>34,503</b>	<b>42,498</b>	<b>36,000</b>	<b>19,500</b>	<b>Contractual Services</b>	<b>29,000</b>
288	144	450	1,000	R&M - communications equipment	720
173	770	800	770	R&M - office equipment	800
38	-	200	200	Advertising	220
1,500	2,250	1,500	2,250	Intergovernmental Fees and Due	2,250
159	-	75	75	Printing & copying services	75
525	533	700	675	Professional associations	800
215	1,329	1,500	1,500	Training	1,500
256	385	75	151	Books & publications	75
1,761	56	250	250	Fuel	250
1,597	1,445	1,150	1,250	Office supplies	3,250
6,755	7,083	6,440	7,000	Program supplies	6,350
278	52	500	175	Green Initiatives	200
<b>13,546</b>	<b>14,048</b>	<b>13,640</b>	<b>15,296</b>	<b>Commodities</b>	<b>16,490</b>
-	-	550	-	Conference and Meeting Registration	300
-	66	50	50	Local mileage, parking & tolls	50
25	160	175	-	Meals	150
<b>25</b>	<b>226</b>	<b>775</b>	<b>50</b>	<b>Meetings and Travel</b>	<b>500</b>
<b>420,121</b>	<b>356,465</b>	<b>374,881</b>	<b>362,087</b>	<b>Totals</b>	<b>401,168</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

# 410 — Public Works Vehicle Maintenance

## Activity Description

The expenditures included in this budget are for the purpose of maintaining 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.



**FY 2017-2018 BUDGET | PUBLIC WORKS VEHICLE MAINTENANCE DIVISION**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Fleet Maintenance</b>				
P.M.*-Pieces of Equipment	805	800	800	800
P.M.*-Hours	2,050	2,050	2,050	2,050
	2,855	2,850	2,850	2,850
<b>Repairs</b>				
Small Engine Repairs	100	95	95	93
Body Repairs	15	15	15	15
Total Repairs	115	110	110	108
<b>Equipment Rebuilding</b>				
Street Sweeper	2	2	2	2
Tractors	3	2	2	2
Lawn Mowers	0	1	1	0
Total Equipment Rebuilds	5	5	5	4

\* Preventative Maintenance

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**2017-2018 Operating Budget  
Budget Analysis**

**Public Works Vehicle Maintenance**

**410**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
138,988	141,997	145,646	145,000	Wages - full time hourly	147,040
305	17,290	21,500	21,000	Part Time Employee	21,500
16,459	-	-		Wages - Seasonal Hourly	-
3,408	1,868	3,650	3,650	Wages - overtime 1.5X	3,650
2,031	615	950	950	Wages - overtime 2X	950
1,229	1,076	1,250	1,100	Uniform allowance	1,250
9,566	9,625	10,726	10,726	Employer FICA	10,812
2,237	2,251	2,508	2,508	Employer Medicare	2,529
17,368	17,931	19,324	19,324	Employer IMRF	18,206
410	375	410	410	Insurance - group life & AD&D	413
22,520	19,717	15,250	15,250	Insurance - group medical	17,330
1,623	1,653	1,772	1,772	Insurance - group dental	1,766
5,390	5,692	5,190	5,190	Insurance - workers compensati	5,232
<b>221,534</b>	<b>220,089</b>	<b>228,176</b>	<b>226,880</b>	<b>Personnel Services</b>	<b>230,678</b>
325	323	-	-	R&M - communications equipment	-
1,496	731	1,500	1,250	R&M - public works equipment	34,250
1,387	191	700	500	R&M - vehicles	500
-	-	100	100	Professional Associations	100
515	94	300	720	Training	500
440	-	200	150	Books and Publications	100
848	1,269	1,000	1,550	Fuel	1,000
1,266	481	1,200	1,000	Lubricants and Fluids	1,200
22,681	15,079	19,800	19,750	Program supplies	10,800
<b>28,957</b>	<b>18,168</b>	<b>24,800</b>	<b>25,020</b>	<b>Commodities</b>	<b>48,450</b>
<b>250,491</b>	<b>238,257</b>	<b>252,976</b>	<b>251,900</b>	<b>Totals</b>	<b>279,128</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

# 420 — Public Works Building Maintenance

## Activity Description

This budget includes the expenditures necessary for the Public Works Department to maintain all Village owned buildings, including: landscaping, carpentry, electrical, plumbing, painting, HVAC and minor repairs. This division is also responsible for distribution of supplies to various departments. In addition, this division coordinates pick-up and delivery of incoming, outgoing, post office and inter-office mail. This division is staffed by two full time personnel, one of which is shared with the Parks and Recreation Department.



**FY 2017-2018 BUDGET | PUBLIC WORKS BUILDING DIVISION**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Service Requests</b>	1191	1850	2300	2400

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**2017-2018 Operating Budget  
Budget Analysis**

**Public Works Building Maintenance**

**420**

<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
63,752	57,317	88,277	75,000	Wages - full time hourly	91,343
18,503	19,800	19,250	18,000	Part Time Employee	19,250
1,246	7,024	3,688	5,000	Wages - overtime 1.5X	7,850
731	69	1,638	3,000	Wages - overtime 2X	1,588
-	176	-	400	HSA	400
-	50	738	600	Uniform allowance	738
4,911	4,858	7,043	7,043	Employer FICA	7,488
1,148	1,136	1,647	1,647	Employer Medicare	1,751
8,751	11,968	12,688	12,688	Employer IMRF	12,608
-	-	247	247	Insurance - group life & AD&D	254
17,924	15,468	25,686	25,000	Insurance - group medical	27,955
1,624	1,488	2,496	2,200	Insurance - group dental	2,499
2,359	2,353	3,306	3,306	Insurance - workers compensation	3,622
<b>120,948</b>	<b>121,708</b>	<b>166,704</b>	<b>154,131</b>	<b>Personnel Services</b>	<b>177,346</b>
25,320	39,387	34,400	34,400	Janitorial	34,400
119,915	165,851	145,410	150,750	R&M - buildings	197,770
-	220	500	300	R&M - vehicles	500
-	250	300	250	Equipment Rental	300
-	250	500	500	Training	500
1,643	1,829	1,790	1,150	Fuel	1,500
5,306	1,554	5,000	4,500	Landscaping supplies	5,000
19,584	26,147	21,000	20,500	Program supplies	21,000
1,291	821	1,500	1,200	Small Tools	1,200
23,594	25,644	23,000	23,000	Utilities - government building	23,000
<b>196,653</b>	<b>261,954</b>	<b>233,400</b>	<b>236,550</b>	<b>Commodities</b>	<b>285,170</b>
-	-	-	-	Equipment - Other	17,850
-	-	-	-	<b>Capital Outlay</b>	<b>17,850</b>
<b>317,601</b>	<b>383,662</b>	<b>400,104</b>	<b>390,681</b>	<b>Totals</b>	<b>480,366</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

# 440 — Public Works Streets Maintenance

## Activity Description

This budget contains the expenditures necessary for the Streets Maintenance Division to provide 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 wood chipper service. 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 five full time employees.



**FY 2017-2018 BUDGET | PUBLIC WORKS STREETS, TREES & ALLEYS DIVISION**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Street Maintenance</b>				
Signs Replaced	120	225	75	50
Pavement Markings (Lineal Feet)	25,000	30,000	30,000	30,000
Asphalt Patching (tons)	625	750	800	850
Sidewalks Repaired (Square Feet)	19,500	19,000	15,000	11,000
<b>Alleys</b>				
Miles Maintained	11	11	11	11
<b>New Construction Inspections</b>				
Sidewalks	43	20	25	23
Street Openings	32	37	30	25
Street Patching	32	37	30	25
Total Inspections	107	94	85	73
<b>Forestry Maintenance</b>				
Trees Trimmed	1,300	1,400	1400	1400
<b>Plantings</b>				
Trees	265	125	125	75
<b>Removals</b>				
Trees	305	310	250	175
Stumps	305	310	250	175
Total Removals	610	620	500	350

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**2017-2018 Operating Budget  
Budget Analysis**

**Public Works Street Maintenance**

**440**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
471,760	497,562	490,345	490,000	Wages - full time hourly	497,690
33,593	33,775	24,000	24,703	Wages - seasonal hourly	26,000
28,008	27,624	30,700	35,000	Wages - overtime 1.5X	31,250
19,171	12,837	9,098	18,000	Wages - overtime 2X	10,000
1,255	3,217	960	5,000	HSA Savings Acct	5,000
900	2,650	3,360	3,900	Opt Out Ins	4,800
5,761	6,117	3,138	3,207	Uniform allowance	3,588
-	-	275	275	Longevity stipend	275
33,996	33,929	34,333	34,900	Employer FICA	34,997
7,967	7,936	8,029	8,159	Employer Medicare	8,185
57,952	56,141	59,174	59,174	Employer IMRF	56,793
1,137	1,148	854	854	Insurance - group life & AD&D	871
78,770	81,314	64,888	64,888	Insurance - group medical	82,797
7,165	7,463	7,028	7,028	Insurance - group dental	7,545
15,905	17,030	16,613	16,613	Insurance - workers compensation	16,934
<b>763,339</b>	<b>788,744</b>	<b>752,795</b>	<b>771,701</b>	<b>Personnel Services</b>	<b>786,725</b>
48,310	104,068	65,000	62,000	Landscaping services	65,150
27,549	15,501	30,000	28,500	Street lights & traffic signal	30,000
<b>75,858</b>	<b>119,569</b>	<b>95,000</b>	<b>90,500</b>	<b>Contractual services</b>	<b>95,150</b>
1,001,538	1,000,930	1,074,294	1,075,000	Garbage & recycling	1,107,250
<b>1,001,538</b>	<b>1,000,930</b>	<b>1,074,294</b>	<b>1,075,000</b>	<b>Refuse Services</b>	<b>1,107,250</b>
601	858	-	-	R&M - communications equipment	-
2,249	5,855	1,500	1,500	R&M - Public Works Equipment	1,500
57,906	72,967	55,000	54,750	R&M - vehicles	40,000
1,825	2,429	2,500	2,500	Training	3,150
3,554	29,825	8,000	7,000	Other Contractual	7,000
33,858	21,219	21,750	15,350	Fuel	23,000
2,210	1,807	2,500	2,250	Lubricants & fluids	2,500
14,692	18,672	11,000	10,500	Landscaping supplies	13,000
26,655	19,696	20,500	22,500	Program supplies	27,800
16,508	15,499	19,400	19,300	Small tools	18,400
2,615	17,193	16,000	15,750	Street materials - aggregate	16,000
64,638	61,860	66,000	66,000	Street materials - salt & sand	68,500
6,831	7,366	10,000	7,000	Street materials - signs & bar	8,000
1,972	3,585	5,650	3,650	Street Materials - Other	3,650
151,335	149,118	128,000	128,000	Utilities - public way	128,000
<b>387,448</b>	<b>427,946</b>	<b>367,800</b>	<b>356,050</b>	<b>Commodities</b>	<b>360,500</b>
86,453	88,414	80,000	79,750	Street system construction/imp	85,000
-	-	-	-	Equipment - Other	90,700

Public Works Street Maintenance

440

2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
86,453	88,414	80,000	79,750	Capital Outlay	175,700
2,314,636	2,425,603	2,369,889	2,373,001	Totals	2,525,325

**Budget Highlights**

**Personnel Services**

No increase in personnel

**Capital Outlay**

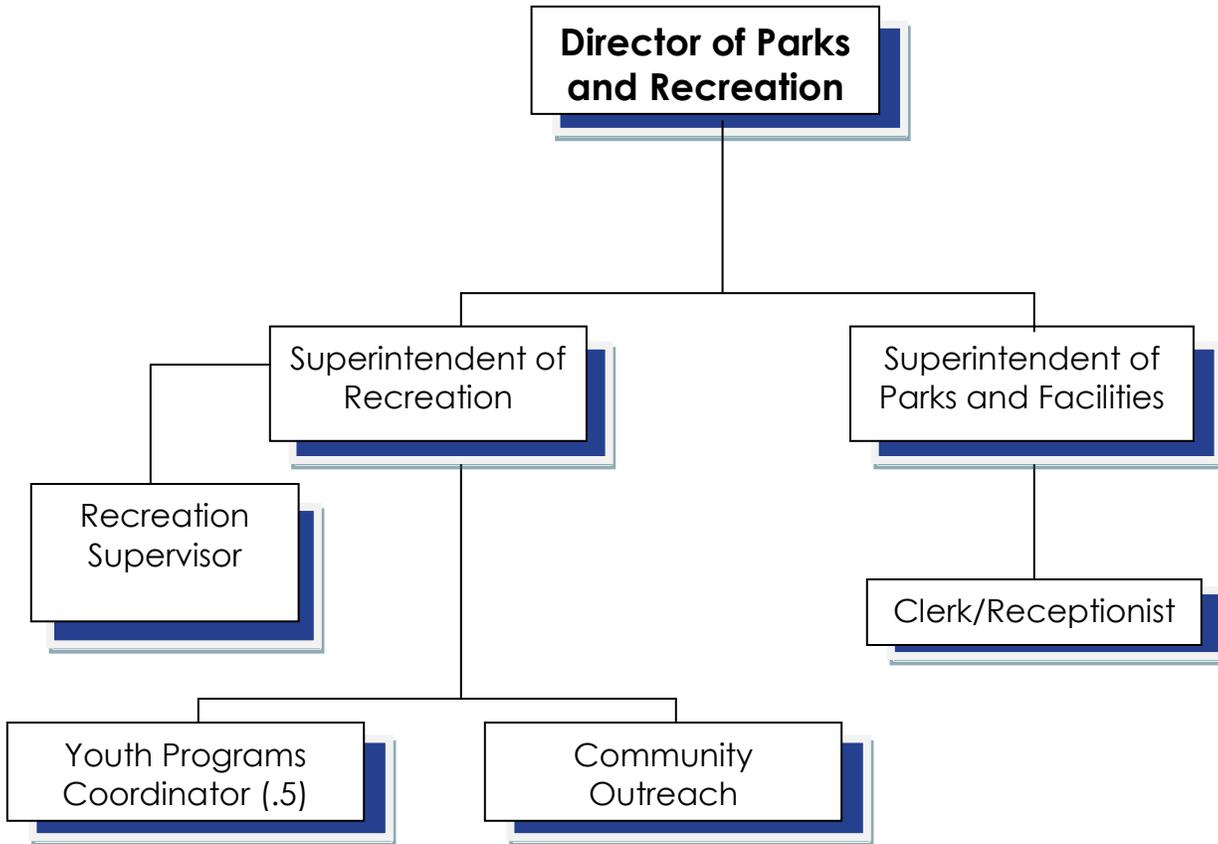
\$85,000 budgeted for sidewalk replacemet

\$90,700 budgeted for replacement

of two trucks

# Organizational Chart

Parks and Recreation



# Parks and Recreation Department

## Department Description

This budget accounts for the expenditures required to plan and implement 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, after-school, camps, teens, adults, seniors, aquatic activities, and special events. Eleven neighborhood parks and two larger parks, Proesel and Centennial Park, are planned for and maintained through the Department. The Department manages the Proesel Park Family Aquatics Center and the Community Center. The Department is staffed by five full-time employees and approximately 250 part-time and seasonal employees.



## GOALS: Parks and Recreation Department

### Prior Year's Goals Status

- 1) Expand the range of recreation services by working with Lincolnwood based organizations to ensure that a wide range of recreation needs are met within the Village of Lincolnwood. Strategies include, cross promotion of programming, sharing space, reducing program conflicts, and combining efforts to provide enhanced programming.

*The Parks and Recreation Department is part of the CSL (Central Suburban League) in which we work cooperatively with the Morton Grove and Skokie Park District's and District 219 to provide gymnastics, swimming lessons, flag football and youth basketball programs. Lincolnwood residents can participate in these programs at resident rates. In addition the department works closely with the Lincolnwood Library to provide programs and events for youth and adults. During the 2016/2017, a total of 16 programs and events were offered in conjunction with the library.*

- 2) Enhance youth program offerings by utilizing both the space provided by School District 74 as well as the Lincolnwood Community Center. By programming both spaces the department will be able to accommodate more afterschool participation.

*During the 2016/2017 fiscal year the department offered a total of 19 programs held at the School District 74, 7 of which were new programs. In addition 21 open gym programs were held at the School District 74 campus. The Club Kid Afterschool program also continues to be a very successful after school program held at the School Campus as well.*

- 3) Enhance pool pass holder benefits by creating more available open swim time during morning weekday hours.

*Beginning with the 2016 aquatic season, swim lesson schedules have been adjusted to allow for the fenced children's pool and activity pool to both open at 10am. In the past the fenced children's pool was open at 10am, but the activity pool didn't open until noon. In addition the main pool will open at 12pm and in the past didn't open until 1pm.*

- 4) Improve registration procedures by streamlining operations and improving workflow by migrating recreation software to RecTrac 3.1. The new RecTrac 3.1 software will provide staff with easier and customizable point-of-sale options for smoother and faster on-site transactions, a more intuitive web-based user experience, and greater program reporting capabilities.

*The new software migration is scheduled to begin in January 2017 and will be complete by the end of the month.*

- 5) Increase transportation and outdoor fitness options for residents by working with the Public Works Department to oversee the construction of the Union Pacific bike path from Devon Avenue to Touhy Ave as outlined in the Village Bikeway Plan.

*The construction of the Union Pacific Bike Path was complete in November 2016 and the path is open and available for use.*

### Proposed Goals

- 1) Enhance the overall quality of the customer experience through the development and implementation of a customized and formal customer service training program for all full-time, part-time and seasonal Parks and Recreation Department employees.
- 2) Maintain and develop parks to meet the needs of residents and program users. Develop a plan to pursue development of the land on the east side of the channel.
- 3) Enhance the quality of life through beneficial, successful programs and events to meet the needs of the community. Optimize program and facility usage to increase revenues through implementing a plan to maximize downtime space at the Community Center and offer new programs and events during open times. Develop and implement a Village-wide Health and Wellness Initiative for employees and the community.
- 4) Strengthen community and public relations and publicity. Revise the department vision statement so it becomes more clear, concise and memorable. Revise and update the department logo. Install signs at all parks to increase branding and promotion of the Parks and Recreation Department and programs and events offered through the department.
- 5) Continue to offer and promote an effective Pool Membership/Pass program through offering membership incentives, monthly newsletter and through conducting an annual review of the membership program and benefits to identify areas that may be improved.

**FY 2017-2018 BUDGET | PARKS & RECREATION DEPARTMENT**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Toddler/Youth Programs</b>				
Number of Programs	43	52	58	60
<b>Adult/Family Programs</b>				
Number of Programs	34	39	41	36
<b>Special Events</b>				
Number of Programs	15	10	17	15
<b>Athletics</b>				
Number of Participants	150	250	230	250
<b>Park Patrol</b>				
Number of public contacts	1,500	1,500	1,500	1,500
<b>Turkey Trot</b>				
Number of Participants	1,735	2,000	2,000	2,000
<b>Club Kid</b>				
Number of Participants	35	39	40	40
<b>Camp</b>				
Total Number of Programs	16	15	19	15
Total Number of Participants	1,186	1,264	1,359	1,300
<b>Softball</b>				
Total Number of Teams	13	11	11	15
<b>Pool Memberships</b>				
Daily Admissions	10,167	11,688	11,263	11,500
Memberships	3,152	3,205	3,621	3,700
<b>Swim Lessons</b>				
Number of Classes	10	10	38	42
Number of Participants	432	336	367	400
<b>Swim Team</b>				
Number of Participants	178	157	207	225
<b>Teen Programs</b>				
Number of Programs	0	6	0	0
<b>Senior</b>				
Club Memberships	90	65	55	60
Programs/Classes (Ex.)	40	80	88	85
Trips/Events	24	72	75	75
Subsidized Taxi Membership	15	13	14	20
<b>Community Center Rentals</b>				
Number of Rentals	130	135	125	130
<b>Total Number of Programs</b>				
Number of Programs	192	208	229	216

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**2017-2018 Operating Budget  
Budget Analysis**

**Parks and Recreation Administration  
500**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
177,871	161,407	171,129	165,000	Wages - full time salaried	168,310
21,423	21,670	22,496	22,496	Wages - full time hourly	23,280
60,969	43,891	40,600	41,500	Wages - part time hourly	49,300
651	765	664	660	HSA Savings Acct.	-
1,770	1,859	1,711	1,711	Educational stipend	1,683
150	600	2,400	2,400	Opt Out Ins	2,400
846	927	1,300	1,300	Phone Stipend	1,300
-	4,727	3,348	-	Tuition Reimbursement	-
15,951	14,662	14,867	14,867	Employer FICA	15,435
3,767	3,495	3,441	3,441	Employer Medicare	3,538
29,349	33,415	26,354	26,354	Employer IMRF	25,260
1,072	1,029	684	684	Insurance - group life & AD&D	712
15,213	12,933	6,989	6,989	Insurance - group medical	9,720
1,849	1,557	2,516	1,600	Insurance - group dental	846
7,837	7,415	7,123	7,123	Insurance - workers compensation	7,322
<b>338,719</b>	<b>310,351</b>	<b>305,622</b>	<b>296,125</b>	<b>Personnel Services</b>	<b>309,106</b>
5,226	6,638	7,000	7,000	R&M - office equipment	7,000
1,572	387	1,000	1,000	Advertising	3,000
3,029	9,528	10,100	10,100	Printing & copying services	10,200
2,375	1,444	1,800	1,800	Professional associations	2,850
511	286	250	250	Training	500
8,229	6,761	20,600	20,600	Other contractual	7,100
2,563	4,765	6,000	5,000	Office supplies	6,000
14,188	4,286	6,000	6,000	Postage	6,000
12,182	9,332	8,000	9,000	Credit card charges	8,000
9,653	-	-	135	Program supplies	500
<b>59,528</b>	<b>43,428</b>	<b>60,750</b>	<b>60,885</b>	<b>Commodities</b>	<b>51,150</b>
5,333	5,749	5,600	3,500	Conference & meeting registration	7,200
621	563	1,250	600	Local mileage, parking & tolls	1,000
694	156	1,050	47	Lodging	1,200
1,580	948	2,440	1,250	Meals	1,650
<b>8,227</b>	<b>7,416</b>	<b>10,340</b>	<b>5,397</b>	<b>Meetings and Travel</b>	<b>11,050</b>
<b>406,474</b>	<b>361,196</b>	<b>376,712</b>	<b>362,407</b>	<b>Totals</b>	<b>371,306</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

# 430 — Public Works Park Maintenance

## Activity Description

This budget accounts for the expenditures necessary for the Public Works Department to provide year-round maintenance, either with Village staff or a private contractor, of the following facilities: the Village's 12 parks and playgrounds, Channel Runne Park, Proesel Park Aquatics Center, Proesel Park Shelter House and Community Center grounds. Park maintenance includes refuse, leaf and debris pick-up, mowing, playground equipment repairs and service, landscaping, bleacher repair and maintenance, exterior painting, fence and deck painting, tennis court and lighting repairs, maintenance of windscreens, daily in-season maintenance of softball diamonds and fields, football and soccer fields and skating pond. The Parks Maintenance Division is staffed by five full time employees, one of which is shared by the Building Maintenance Division.



## FY 2017-2018 BUDGET | PUBLIC WORKS PARKS MAINTENANCE DIVISION

### Performance Measures

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Parks</b>				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Sqaure Feet)	4,000	4,700	4,000	4,000
Playground Equipment Repaired	150	125	125	150
Playground Equipment Replaced	30	25	25	30
<b>Plantings</b>				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

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**2017-2018 Operating Budget  
Budget Analysis**

**PW Park Maintenance**

**430**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
217,892	232,001	219,866	220,000	Wages - full time hourly	227,483
23,518	30,289	24,000	24,000	Wages - seasonal hourly	24,000
8,758	9,306	5,889	16,000	Wages - overtime 1.5X	5,489
7,041	7,542	5,075	5,075	Wages - overtime 2X	5,075
-	524	-	708	HSA	708
2,115	2,160	2,160	2,160	Opt Out Ins	2,160
2,584	3,197	2,138	2,138	Uniform allowance	2,200
15,247	16,415	15,932	15,932	Employer FICA	16,404
3,566	3,839	3,726	3,726	Employer Medicare	3,836
24,829	27,480	26,022	26,022	Employer IMRF	27,623
664	693	428	428	Insurance - group life & AD&D	437
56,849	59,700	50,303	50,303	Insurance - group medical	60,435
6,628	7,615	6,428	6,428	Insurance - group dental	6,450
8,497	8,390	8,039	8,039	Insurance - workers compensation	8,268
<b>378,189</b>	<b>409,151</b>	<b>370,006</b>	<b>380,959</b>	<b>Personnel Services</b>	<b>390,568</b>
21,735	22,680	34,680	32,680	Contract Maintenance	22,680
503	853	2,200	1,750	R&M - buildings	2,700
460	601	-	-	R&M - communications equipment	-
7,475	867	8,000	8,000	R&M - Recreation equipment	12,500
19,789	13,226	10,000	18,500	R&M - vehicles	15,000
793	9	1,000	500	R&M - Other equipment	1,000
-	447	450	450	Equipment rental	450
128	816	1,000	1,000	Training	1,000
18,534	11,559	10,910	11,250	Fuel	12,000
1,731	1,852	1,000	1,000	Lubricants & fluids	1,000
5,110	13,575	7,500	7,350	Landscaping supplies	7,500
40,632	23,487	48,010	48,000	Program supplies	74,400
13,884	10,675	4,190	4,000	Small tools	5,490
3,381	4,452	3,300	3,300	Utilities - government building	3,300
<b>134,154</b>	<b>105,099</b>	<b>132,240</b>	<b>137,780</b>	<b>Commodities</b>	<b>159,020</b>
113,273	185,074	115,500	136,125	Park Construction & Improvement	112,500
35,450	-	19,000	19,020	Equipment - other	26,100
<b>148,723</b>	<b>185,074</b>	<b>134,500</b>	<b>155,145</b>	<b>Capital Outlay</b>	<b>138,600</b>
<b>661,066</b>	<b>699,323</b>	<b>636,746</b>	<b>673,884</b>	<b>Totals</b>	<b>688,188</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

**Capital Outlay**

\$100,000 budgeted for park equipment replacement

\$26,100 budgeted for truck replacement

# 502—Youth/Tot

## Activity Description

The Youth and Tot programs are held throughout the year for ages 1-12. Classes for children under five may be offered with their parent or caregiver. The goals of the programs are to provide social interaction between peers and parents, to introduce and teach a new skill or hobby, to encourage independence, to provide after-school care and to provide an opportunity to be active.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>PR Youth/Tot</u>		
				<u>502</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>	
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>	
4,904	5,161	6,107	4,554	Wages - seasonal hourly	5,500	
310	266	310	248	Employer FICA	310	
72	62	73	58	Employer Medicare	73	
218	218	150	150	Insurance - workers compensaton	150	
<b>5,504</b>	<b>5,707</b>	<b>6,640</b>	<b>5,010</b>	<b>Personnel Services</b>	<b>6,033</b>	
10,029	6,055	6,800	6,800	Purchased program services	6,800	
457	806	1,000	500	Program supplies	1,400	
<b>10,486</b>	<b>6,861</b>	<b>7,800</b>	<b>7,300</b>	<b>Commodities</b>	<b>8,200</b>	
<b>15,990</b>	<b>12,568</b>	<b>14,440</b>	<b>12,310</b>	<b>Totals</b>	<b>14,233</b>	

# 503—Adult/Fitness Programs

## Activity Description

This budget accounts for the expenditures required to run programs for adults and families. Traditional Adult / Fitness programs include; Yoga, Jazzercise, Zumba, Zumba Toning, Pilates, Tai Chi, Computer Classes, and instructional programs. Additional Adult / Fitness programs are periodically offered to take advantage of current trends.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>PR Adult Fitness</u>		
				<u>503</u>		
2015	2016	2017	2017	Description	2018	
Actual	Actual	Adopted	Projected		Adopted	
-	-	-		Wages-Seasonal Hourly	4,400	
-	-	-		Employer FICA	273	
-	-	-		Employer Medicare	64	
-	-	-		Insurance-Workers Compensation	132	
-	-	-	-	<b>Personnel Services</b>	<b>4,869</b>	
27,602	9,804	36,400	25,500	Purchased program services	35,200	
-	109	150	150	Advertising	150	
396	282	350	150	Program supplies	350	
<b>27,998</b>	<b>10,195</b>	<b>36,900</b>	<b>25,800</b>	<b>Commodities</b>	<b>35,700</b>	
<b>27,998</b>	<b>10,195</b>	<b>36,900</b>	<b>25,800</b>	<b>Total</b>	<b>40,569</b>	

# 504—Special Events

## Activity Description

This budget accounts for the expenditures required to run community special events such as Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance and Memorial Day Parade.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>PR Special Events</u>	
				<u>504</u>	
2015	2016	2017	2017	Description	2018
Actual	Actual	Adopted	Projected		Adopted
150	78	1,000	1,000	Wages - seasonal hourly	1,000
9	5	62	62	Employer FICA	62
2	1	14	14	Employer Medicare	14
60	36	30	30	Insurance - workers compensation	30
<b>221</b>	<b>119</b>	<b>1,106</b>	<b>1,106</b>	<b>Personnel Services</b>	<b>1,106</b>
34,695	40,625	26,500	23,000	Purchased program services	24,400
2,951	3,895	4,575	300	Advertising	4,500
40	1,586	1,500	1,500	Printing & copying services	1,500
3,105	2,745	5,600	2,530	Concessions & food	4,700
4,496	3,300	4,650	3,500	Program supplies	4,300
74	661	2,500	2,500	Other materials & supplies	600
<b>45,360</b>	<b>52,812</b>	<b>45,325</b>	<b>33,330</b>	<b>Commodities</b>	<b>40,000</b>
<b>45,581</b>	<b>52,932</b>	<b>46,431</b>	<b>34,436</b>	<b>Totals</b>	<b>41,106</b>

# 505—Athletic

## Activity Description

Many different athletic programs are offered such as Friday night and Saturday morning sports including basketball and floor hockey, and the new Central Suburban Flag Football and Basketball Leagues. These programs are planned by the department staff and the expenses allocated in this budget.



**2017-2018 Operating Budget  
Budget Analysis**

					<u>PR Athletic</u>		
					<u>505</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>		<b>2018</b>	
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>			<b>Adopted</b>	
1,209	1,046	1,500	1,100	Wages - seasonal hourly		1,500	
75	65	93	70	Employer FICA		93	
18	15	22	16	Employer Medicare		22	
75	56	45	45	Insurance - workers compensation		45	
<b>1,377</b>	<b>1,182</b>	<b>1,660</b>	<b>1,231</b>	<b>Personnel Services</b>		<b>1,660</b>	
(147)	8,361	17,800	9,000	Purchased program services		9,200	
-	-	100	-	Program supplies		100	
<b>(147)</b>	<b>8,361</b>	<b>17,900</b>	<b>9,000</b>	<b>Commodities</b>		<b>9,300</b>	
<b>1,230</b>	<b>9,543</b>	<b>19,560</b>	<b>10,231</b>	<b>Total</b>		<b>10,960</b>	

# 507—Outreach

## Activity Description

This budget accounts for the expenditures associated with outdoor recreation programs. Contractual outdoor recreation classes include cross country skiing, snowshoeing, landscape photography, yoga, and bicycle maintenance.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>PR Outreach</u>		
				<u>507</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>	
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>	
-	-	1,400	-	Purchased program services	-	
-	407	200	200	Program supplies	1,000	
-	<b>407</b>	<b>1,600</b>	<b>200</b>	<b>Commodities/Total</b>	<b>1,000</b>	

# 508—Park Patrol

## Activity Description

Park patrol is a park security program staffed with seasonal staff that operates from May 1 through October 31. This program provides park security, assisting the police department in enforcing park rules. Park patrol also inspects parks for safety, regulates permit use, and assists with special events. This year, park patrol assisted with the Turkey Trot, Lincolnwood Fest, and numerous smaller events throughout the park system.



**2017-2018 Operating Budget  
Budget Analysis**

<u>PR Park Patrol</u>					
<u>508</u>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
54,147	50,595	55,000	44,000	Wages - seasonal hourly	55,000
3,357	3,165	3,410	2,700	Employer FICA	3,410
785	740	798	650	Employer Medicare	797
1,620	1,620	1,650	1,650	Insurance - workers compensation	1,650
<b>59,908</b>	<b>56,121</b>	<b>60,858</b>	<b>49,000</b>	<b>Personnel Services</b>	<b>60,857</b>
1,082	458	600	40	Telephone	200
692	2,978	750	750	Program supplies	750
<b>1,774</b>	<b>3,436</b>	<b>1,350</b>	<b>790</b>	<b>Commodities</b>	<b>950</b>
<b>61,682</b>	<b>59,557</b>	<b>62,208</b>	<b>49,790</b>	<b>Totals</b>	<b>61,807</b>

# 509—Turkey Trot

## Activity Description

The Turkey Trot is an annual Chicago Area Runners' Association sanctioned event organized by the Parks and Recreation Department. A 5K and 10K run, 5K fitness walk and the children's run, The Drumstick Dash are offered to participants of all ages. This event is always held the Sunday before Thanksgiving.



**2017-2018 Operating Budget  
Budget Analysis**

**PR Turkey Trot**

**509**

<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
6,395	10,031	6,905	6,905	Wages Full Time Salaried	6,890
690	3,603	7,249	7,249	Wages - part time hourly	7,680
1,266	1,618	-	-	Wages - seasonal hourly	-
34	103	-	104	HSA Savings	-
44	102	64	69	Education Stipend	69
17	2	-	-	Phone Stipend	-
484	940	882	882	Employer FICA	903
113	220	206	206	Employer Medicare	211
856	1,465	1,588	1,588	Employer IMRF	1,521
-	-	43	43	Insurance - group life/ad&d	43
602	1,132	958	958	Insurance - group medical	1,192
68	133	112	112	Insurance - group dental	112
268	367	426	426	Insurance - workers compensation	426
<b>10,836</b>	<b>19,714</b>	<b>18,433</b>	<b>18,542</b>	<b>Personnel Services</b>	<b>19,047</b>
8,633	10,977	9,250	9,202	Purchased program services	9,850
244	1,686	1,000	299	Advertising	1,000
5,543	5,543	6,000	5,631	Equipment rental	6,100
300	-	700	826	Printing & copying services	700
1,253	1,543	5,200	4,289	Awards	5,250
1,759	550	1,750	1,265	Concessions & food	1,450
699	914	900	813	Postage	900
22,381	23,610	22,950	27,000	Program supplies	23,050
<b>40,812</b>	<b>44,823</b>	<b>47,750</b>	<b>49,325</b>	<b>Commodities</b>	<b>48,300</b>
<b>51,648</b>	<b>64,537</b>	<b>66,183</b>	<b>67,867</b>	<b>Totals</b>	<b>67,347</b>

# 520—Club Kid

## Activity Description

The Club Kid after school program serves Lincolnwood children attending Todd Hall and Rutledge Hall schools. Children enrolled in the program range in grades from K – 5th.

The program is held at the Rutledge Hall following school hours each day school is in session. Participants receive a daily snack and beverage as well as participate in games, sports, arts and crafts and theme-days.



**2017-2018 Operating Budget  
Budget Analysis**

					<u>PR Club Kid</u>		
					<u>520</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>		
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>		
-	2,500	5,200	5,200	Wages Part Time Hourly	5,400		
28,947	27,905	34,000	27,000	Wages - seasonal hourly	40,500		
1,793	1,711	2,430	2,000	Employer FICA	2,846		
419	400	568	480	Employer Medicare	666		
16	-	580	580	Employer-IMRF	603		
990	1,065	1,176	1,176	Insurance - workers compensation	1,377		
<b>32,166</b>	<b>33,581</b>	<b>43,954</b>	<b>36,436</b>	<b>Personnel Services</b>	<b>51,392</b>		
637	150	500	500	Purchased program services	5,450		
475	280	750	750	Telephone	750		
2,252	2,825	3,000	3,000	Concessions & food	3,500		
337	316	1,200	600	Program supplies	900		
200	362	500	500	Other materials & supplies	500		
<b>3,901</b>	<b>3,932</b>	<b>5,950</b>	<b>5,350</b>	<b>Commodities</b>	<b>11,100</b>		
<b>36,067</b>	<b>37,513</b>	<b>49,904</b>	<b>41,786</b>	<b>Totals</b>	<b>62,492</b>		

# 530—Summer Day Camp

## Activity Description

The Lincolnwood Summer Day Camp program is comprised of 16 different offerings for both residents and non-residents. Day camps are available for children 2 – 14 years of age with varied schedules, including full and half-day as well as full and partial-week registration options. Morning and 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 are more focused and include computer instruction, sports camp and baseball and soccer workshops.

The Lincolnwood Day Camp program is divided into two sessions. The first session is five weeks in length; the second is four weeks. Weekly registration (Pick-a-Week) is designed for parents wishing to customize their camp schedule even further. The majority of day camps are based out of Proesel Park. The exceptions include Prairie Dogs, which is held at O'Brien Park and Little Lincolns, which is held at Flowers Park.



**2017-2018 Operating Budget  
Budget Analysis**

**PR Day Camp Program**

**530**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
60,316	64,926	63,029	61,500	Wages- full time salaried	62,750
-	-	3,749	3,749	Wages Full Time Hourly	3,880
-	5,500	3,500	3,500	Wages - Part Time Hourly	3,500
152,500	160,241	191,000	152,000	Wages - seasonal hourly	172,000
683	862	740	740	HSA Savings account	-
542	650	630	630	Educational Stipend	630
143	80	50	50	Phone Stipend	50
13,184	13,757	16,238	14,000	Employer FICA	15,051
3,083	3,218	3,798	3,200	Employer Medicare	3,520
6,860	7,614	7,852	7,800	Employer IMRF	7,387
-	-	210	210	Insurance - group life & AD&D	208
4,278	5,432	4,686	4,686	Insurance Group medical	7,024
580	718	634	634	Insurance Group Dental	634
6,376	6,713	7,841	7,841	Insurance - workers compensation	7,271
<b>248,546</b>	<b>269,709</b>	<b>303,957</b>	<b>260,540</b>	<b>Personnel Services</b>	<b>283,905</b>
22,941	24,186	26,000	29,443	Purchased program services	24,000
2,361	1,328	1,300	1,300	Telephone	1,300
606	766	1,000	814	Training	1,000
1,846	1,862	2,000	-	Other contractual	2,000
5,319	5,456	7,000	6,268	Concessions & food	5,600
150	-	150	-	Postage	150
20,022	19,691	23,000	30,562	Transportation	24,000
-	-	1,500	1,500	Credit Card Charges	1,500
10,688	10,813	18,700	17,000	Program supplies	12,800
<b>63,933</b>	<b>64,103</b>	<b>80,650</b>	<b>86,887</b>	<b>Commodities</b>	<b>72,350</b>
<b>312,478</b>	<b>333,812</b>	<b>384,607</b>	<b>347,427</b>	<b>Total</b>	<b>356,255</b>

# 540—Adult Athletics

## Activity Description

Softball and kickball leagues managed through the Parks and Recreation Department are accounted for in this budget. Currently softball leagues are offered during the summer and fall months and kickball is a new league that will be offered beginning in the summer of 2017.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>Adult Athletics</u>		
				<u>540</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>	
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>	
-	3,276	3,000	3,822	Purchased program services	7,000	
7,275	1,861	4,000	1,125	Awards	2,475	
1,732	-	1,000	323	Program supplies	850	
<b>9,006</b>	<b>5,137</b>	<b>8,000</b>	<b>5,270</b>	<b>Commodities/Totals</b>	<b>10,325</b>	

# 550—Tennis

## Activity Description

This budget provides the necessary funds for the instructional tennis program, held year-round.



**2017-2018 Operating Budget  
Budget Analysis**

					<u>PR Racquet Sports</u>		
					<u>550</u>		
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted		
-	-	-	-	Wages - seasonal hourly	480		
-	-	-	-	Employer FICA	30		
-	-	-	-	Employer Medicare	7		
-	-	-	-	Insurance - Workers Compensation	14		
-	-	-	-	<b>Personnel Services</b>	<b>531</b>		
6,687	7,016	7,350	6,028	Purchased program services	7,350		
				Program Supplies	50		
<b>6,687</b>	<b>7,016</b>	<b>7,350</b>	<b>6,028</b>	<b>Commodities/Totals</b>	<b>7,400</b>		
<b>6,687</b>	<b>7,016</b>	<b>7,350</b>	<b>6,028</b>	<b>Totals</b>	<b>7,931</b>		

# 560—Aquatic Center

## Activity Description

The Proesel Park Family Aquatic Center opens the first Saturday in June and will remain open through Labor Day. All the activities related to operation and staffing of the pool are included in this budget. Larger programs within the facilities such as swim team and swim lessons have their own budgets.



**2017-2018 Operating Budget  
Budget Analysis**

**PR Aquatic Center**

**560**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
65,638	39,232	64,000	63,000	Wages- full time salaried	65,100
-	8,346	19,699	19,699	Wage - Part time hourly	14,760
194,240	207,561	206,000	195,000	Wages - seasonal hourly	225,900
605	403	640	64	Educational Stipend	651
360	207	360	360	Phone Stipend	36
15,997	15,504	17,961	17,280	Employer FICA	18,957
3,742	3,626	4,201	4,100	Employer Medicare	4,433
7,056	4,611	9,349	9,350	Employer IMRF	8,405
-	-	209	209	Insurance - group life & AD&D	209
6,252	4,273	10,627	4,500	Insurance - Group medical	7,776
622	380	1,243	576	Insurance - group dental	679
7,906	8,439	8,661	8,661	Insurance - workers compensation	9,455
<b>302,418</b>	<b>292,581</b>	<b>342,950</b>	<b>322,799</b>	<b>Personnel Services</b>	<b>356,361</b>
764	15,037	9,750	14,088	Purchased program services	14,900
15,746	21,396	35,750	35,750	R&M - buildings	37,450
1,789	2,763	-	-	R&M - pool equipment	-
20,304	19,867	-	-	R&M - other	-
-	20	350	350	Printing & copying services	500
998	474	500	500	Telephone	500
1,743	151	3,000	3,000	Training	2,000
37,510	31,223	30,000	32,184	Chemicals - swimming pool	34,650
17,623	8,827	10,460	10,460	Computer supplies	11,000
172	29	375	53	Concessions & food	375
63	-	100	370	Merchandise for resale	1,000
187	67	350	350	Office supplies	500
7,903	8,328	8,500	8,500	Credit Card Charges	8,500
17,092	10,232	10,000	10,216	Program supplies	11,500
163	6,255	-	-	Repair parts	-
70	315	750	750	Training supplies	750
17,383	12,816	12,000	12,000	Utilities - government building	12,000
<b>139,509</b>	<b>137,800</b>	<b>121,885</b>	<b>128,570</b>	<b>Commodities</b>	<b>135,625</b>
50	369	500	495	Conference & meeting registration	500
-	-	700	765	Lodging	600
-	-	250	-	Meals	250
-	579	700	196	Purchased transportation	700
<b>50</b>	<b>948</b>	<b>2,150</b>	<b>1,456</b>	<b>Meetings and Conference</b>	<b>2,050</b>
22,432	28,438	30,000	32,000	Equipment - Pool	32,000
<b>22,432</b>	<b>28,438</b>	<b>30,000</b>	<b>44,000</b>	<b>Equipment</b>	<b>32,000</b>
<b>464,409</b>	<b>459,766</b>	<b>496,985</b>	<b>496,825</b>	<b>Totals</b>	<b>526,036</b>

# 561—Swim Lessons Program

## Activity Description

Swim lessons, held at the Aquatic Center and managed through the Parks and Recreation Department, are included in this budget. Lessons to children from the ages of three through 17, as well as adults and seniors are offered in a group or private setting.



**2017-2018 Operating Budget  
Budget Analysis**

<u>PR Swim Lessons</u>					
<u>561</u>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
14,514	9,743	16,900	12,671	Wages - seasonal hourly	16,000
900	604	1,048	771	Employer FICA	992
210	141	245	180	Employer Medicare	232
600	600	507	507	Insurance - Workers Compensation	480
<b>16,225</b>	<b>11,088</b>	<b>18,700</b>	<b>14,129</b>	<b>Personnel Services</b>	<b>17,704</b>
272	94	250	200	Program supplies	200
140	-	300	200	Training supplies	200
<b>412</b>	<b>94</b>	<b>550</b>	<b>400</b>	<b>Commodities</b>	<b>400</b>
<b>16,637</b>	<b>11,182</b>	<b>19,250</b>	<b>14,529</b>	<b>Totals</b>	<b>18,104</b>

# 562—Swim Team Program

## Activity Description

The Lincolnwood swim team, the Lincolnwood Lightning, is managed through the Parks and Recreation Department. The team participates in the Northeast Illinois Swim Conference. Practices and some meets are held at the Aquatic Center. This program runs from June to August. The swim team has a summer enrollment of approximately 80 to 100 swimmers.



**2017-2018 Operating Budget  
Budget Analysis**

<u>PR Swim Team</u>					
<u>562</u>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
15,912	14,079	14,000	18,257	Wages - seasonal hourly	18,000
987	873	868	1,132	Employer FICA	1,116
231	204	203	265	Employer Medicare	261
375	465	420	420	Insurance - Workers comp.	540
<b>17,504</b>	<b>15,621</b>	<b>15,491</b>	<b>20,074</b>	<b>Personnel Services</b>	<b>19,917</b>
4,525	3,208	5,000	1,012	Purchased program services	1,400
202	611	500	157	Concessions & food	300
6,447	6,224	7,250	5,500	Program supplies	6,000
<b>11,174</b>	<b>10,043</b>	<b>12,750</b>	<b>6,669</b>	<b>Commodities</b>	<b>7,700</b>
<b>28,678</b>	<b>25,664</b>	<b>28,241</b>	<b>26,743</b>	<b>Totals</b>	<b>27,617</b>

# 563—Concessions

## Activity Description

Concessions at the pool, managed through the Parks and Recreation Department are included in this budget. The concession stand is open during pool hours. There is a full kitchen in the concession stand, offering a variety of grilled meals, sandwiches, appetizers, snacks and beverages. The Concession also provides food for pool rentals.



**2017-2018 Operating Budget  
Budget Analysis**

**PR Aquatic Center Concessions**

**563**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
17,282	26,909	22,000	33,046	Wages - seasonal hourly	34,000
1,072	1,668	1,364	2,049	Employer FICA	2,108
251	390	319	479	Employer Medicare	493
900	600	810	810	Insurance - Workmens Comp	1,020
<b>19,504</b>	<b>29,567</b>	<b>24,493</b>	<b>36,384</b>	<b>Personnel Services</b>	<b>37,621</b>
1,996	3,397	1,500	1,302	Repairs and Maint. Building	1,500
29,678	30,861	31,250	30,612	Concessions & food	31,000
209	445	500	696	Supplies	750
<b>31,883</b>	<b>34,703</b>	<b>33,250</b>	<b>32,610</b>	<b>Commodities</b>	<b>33,250</b>
<b>51,388</b>	<b>64,270</b>	<b>57,743</b>	<b>68,994</b>	<b>Totals</b>	<b>70,871</b>

# 570—Seniors

## Activity Description

The Lincolnwood Social Club provides in-house programming, social services, trips and various related services for those 55 or better.



**2017-2018 Operating Budget  
Budget Analysis**

					<u>PR Senior Program</u>		
					<u>570</u>		
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>		
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>		
5,866	6,523	5,500	5,800	Wages- Part time	6,500		
370	383	341	370	Employer FICA	403		
86	90	80	80	Employer Medicare	94		
195	195	165	165	Insurance - workers compensation	195		
<b>6,516</b>	<b>7,191</b>	<b>6,086</b>	<b>6,415</b>	<b>Personnel Services</b>	<b>7,192</b>		
16,156	12,803	16,000	13,000	Purchased program services	14,000		
1,419	1,218	2,000	1,300	Subsidized taxi program	2,000		
1,474	2,111	2,400	1,000	Concessions & food	2,400		
-	797	2,400	600	Program supplies	1,600		
<b>19,049</b>	<b>16,930</b>	<b>22,800</b>	<b>15,900</b>	<b>Commodities</b>	<b>20,000</b>		
<b>25,566</b>	<b>24,120</b>	<b>28,886</b>	<b>22,315</b>	<b>Totals</b>	<b>27,192</b>		

# 571—Community Center

## Activity Description

This budget accounts for the maintenance and staffing of the Community Center located at the corner of Lincoln and Morse Avenues. The community center is utilized for general recreation programs for all ages, senior programs, camps, rentals and community events. Costs for programs held in the facility are not included in this budget, as they are fee-supported and each program area has their own budget.



**2017-2018 Operating Budget  
Budget Analysis**

<u>PR Community Center</u>					
<u>571</u>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
13,055	14,362	14,000	14,000	Wages - part time hourly	14,000
810	888	868	868	Employer FICA	868
189	208	203	203	Employer Medicare	203
300	420	420	420	Insurance - workers compensation	420
<b>14,354</b>	<b>15,877</b>	<b>15,491</b>	<b>15,491</b>	<b>Personnel Services</b>	<b>15,491</b>
4,648	5,833	5,900	6,000	Janitorial	5,900
22	-	150	-	Advertising	150
5,174	28,246	11,800	17,816	Facility rental	10,350
2,684	2,343	2,650	2,650	Program supplies	2,650
<b>12,526</b>	<b>36,422</b>	<b>20,500</b>	<b>26,466</b>	<b>Commodities</b>	<b>19,050</b>
<b>26,880</b>	<b>52,299</b>	<b>35,991</b>	<b>41,957</b>	<b>Totals</b>	<b>34,541</b>

# 580—Special Recreation

## Activity Description

This budget provides the necessary funding to allow people 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 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.



**2017-2018 Operating Budget  
Budget Analysis**

**PR Special Recreation Program**  
**580**

<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
116,655	118,051	130,000	120,000	Purchased program services	125,000
<b>116,655</b>	<b>118,051</b>	<b>130,000</b>	<b>120,000</b>	<b>Commodities/Total</b>	<b>125,000</b>

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# Other Funds



# Motor Fuel Tax Fund

The Motor Fuel Tax Fund receives its revenue from monthly allotments from the Illinois Motor Fuel Tax Disbursement Fund. Revenue is received by the state from taxes on the sale of gasoline and is distributed to Illinois municipalities 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 IDOT streets within the Village limits.



**2017-2018 Operating Budget  
Budget Analysis**

<b>Motor Fuel Fund</b>					
<u>212</u>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
76,926	46,120	47,600	42,900	Consulting	167,500
21,550	11,945	38,000	24,000	Street lights & traffic signal	24,000
43,909	-	-	-	Tree grant local match	-
46,319	6,176	751,500	885,000	Street system construction/improvements	300,000
<b>188,703</b>	<b>64,241</b>	<b>837,100</b>	<b>951,900</b>	<b>Totals</b>	<b>491,500</b>

**Funding Sources**

Motor Fuel Tax	300,000
Fund Reserves	188,500

**Budget Highlights**

\$300,000 budgeted for streeltight replacement

# Transportation Improvement Fund

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.



**2017-2018 Operating Budget  
Budget Analysis**

<u>Transportation Improvement Fund</u>					
<u>213</u>					
2015	2016	2017	2017	Description	2018
Actual	Actual	Adopted	Projected		Adopted
24,349	30,503	23,000	22,900	Engineering	-
40,584	46,634	35,000	33,000	R&M Road Repairs	35,000
1,193,708	1,127,697	785,000	500,000	Street lights' improvements	-
<b>1,258,640</b>	<b>1,204,834</b>	<b>843,000</b>	<b>555,900</b>	<b>Totals</b>	<b>35,000</b>
<b>Funding Sources</b>					
Gas Tax					300,000
<b>Budget Highlights</b>					
\$35,000 budgeted for street repairs					

# E-911 Program

The E-911 Communications Center accounts for costs associated with the outsourcing of E-911 communication services.



**2017-2018 Operating Budget  
Budget Analysis**

						<u>E-911 Program</u>
						<u>215</u>
2015	2016	2017	2017	Description	2018	
Actual	Actual	Adopted	Projected		Adopted	
15,896	16,217	16,480	16,480	Wages - Full time salaried	-	
91,433	81,379	105,889	73,000	Wages - full time hourly	-	
-	-	1,995	1,995	Payroll-Salaries and Wages- Overtime	-	
-	-	-	200	Wages - Overtime 2X	-	
276	164	307	160	Educational stipend	-	
3	200	-	150	HSA	-	
338	281	-	-	Uniform Allowance	-	
6,389	5,855	8,131	5,670	Employer FICA	-	
1,494	1,369	1,901	1,325	Employer Medicare	-	
10,899	10,182	14,593	10,000	Employer IMRF	-	
-	-	261	261	Insurance-group life & AD & D	-	
17,915	16,407	21,207	12,000	Insurance - group medical	-	
1,701	1,718	2,310	1,180	Insurance - group dental	-	
3,841	3,871	3,926	3,926	Insurance - workers comp	-	
<b>150,184</b>	<b>137,644</b>	<b>177,000</b>	<b>126,347</b>	<b>Personnel Services</b>	-	
22,475	21,250	271,377	270,000	Other contractual	21,378	
<b>22,475</b>	<b>21,250</b>	<b>271,377</b>	<b>270,000</b>	<b>Contractual Services</b>	<b>21,378</b>	
846	890	1,000	-	R & M Buildings	-	
36,825	19,410	23,556	35,000	R&M - communications equipment	13,342	
-	219	-	-	Professional associations	-	
21,152	12,574	26,250	26,250	Telephone	8,750	
1,620	-	1,650	1,500	Training	-	
701	510	1,400	1,400	Computer supplies	-	
119	-	200	200	Office supplies	-	
<b>61,263</b>	<b>33,603</b>	<b>54,056</b>	<b>64,350</b>	<b>Commodities</b>	<b>22,092</b>	
4,394	3,358	4,400	4,400	Equipment - data processing	-	
<b>4,394</b>	<b>3,358</b>	<b>4,400</b>	<b>4,400</b>	<b>Equipment</b>	-	
<b>238,316</b>	<b>195,855</b>	<b>506,833</b>	<b>465,097</b>	<b>Totals</b>	<b>43,470</b>	
<b>Funding Sources</b>						
E-911 surcharge					30,000	
Fund Reserves					14,000	

# Northeast Industrial District (NEID) TIF Fund

This budget accounts for tax increment revenues generated from properties within the boundaries of the Northeast Industrial Tax Increment Financing District.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>NEID/ TIF</u>	
				<u>217</u>	
2015	2016	2017	2017		2018
Actual	Actual	Adopted	Projected	Description	Adopted
-	22,510	15,000	5,000	Maintenance of TIF Improvement	15,000
1,260	1,260	1,500	1,500	Audit	1,500
12,228	47,596	8,200	-	Other professional services	1,000
<b>13,488</b>	<b>71,366</b>	<b>24,700</b>	<b>6,500</b>	<b>Contractual Services</b>	<b>17,500</b>
-	-	50,000	-	Community Development Grants	
-	-	<b>50,000</b>	-	<b>Revenue Sharing</b>	-
375	375	375	375	Fiscal Charges	375
288,750	292,500	300,000	300,000	Principal - 2002A G.O. bonds	307,500
23,775	18,000	12,150	12,150	Interest - 2002A G.O. bonds	6,150
<b>312,900</b>	<b>310,875</b>	<b>312,525</b>	<b>312,525</b>	<b>Debt Service</b>	<b>314,025</b>
15,952	20,509	245,000	197,500	Engineering	137,500
77,226	4,638,345	1,265,726	630,640	Land acquisition & improvement	1,637,500
<b>93,178</b>	<b>4,658,854</b>	<b>1,510,726</b>	<b>828,140</b>	<b>Capital Outlay</b>	<b>1,775,000</b>
<b>419,566</b>	<b>5,041,095</b>	<b>1,897,951</b>	<b>1,147,165</b>	<b>Totals</b>	<b>2,106,525</b>

**Funding Sources**

Property Tax Increment	600,000
Fund Reserves	1,812,000

**Budget Highlights**

\$313,650 budgeted for debt repayment  
 \$600,000 Budgeted for parking lot  
 \$1,100,000 budgeted for Phase 3  
 Public Works Yard

# Lincoln/Touhy TIF Fund

This budget accounts for tax increment revenues generated from properties within the boundaries of the Lincoln/Touhy Tax Increment District.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>Lincoln/Touhy TIF</u>		
				<u>219</u>		
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted	
-	-	2,000	-	Consulting	-	
-	-	175,775	-	Land Acquisition & Improvement	-	
-	-	<b>177,775</b>	-	<b>Totals</b>	-	

# Devon/Lincoln TIF Fund

This budget accounts for tax increment revenues generated from properties within the boundaries of the Devon/Lincoln Tax Increment District.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>Devon Lincoln TIF</u>		
				<u>220</u>		
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted	
9,889	95	500	-	Legal Devon Lincoln TIF	-	
33,396	60,105	325,000	90,000	Engineering	304,000	
-	-	50,000	-	PEP/Gift Grants	-	
-	294,068	194,225	48,500	Land Acq and Improvement	176,000	
<b>43,285</b>	<b>354,267</b>	<b>569,725</b>	<b>138,500</b>	<b>Totals</b>	<b>480,000</b>	

**Funding Sources**

Grants	304,000
Fund Transfers	176,000

**Budget Highlights**

\$304,000 budgeted for streetscape engineering  
\$176,000 budgeted for Lincoln Ave. median beautification

# Debt Service Fund

This budget services all general long-term debt for the Village and any associated costs. The current outstanding debt of the Village includes two refunding bonds issued in the year 2011.

## Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2015 values of \$581,856,727 (the most recent available information) this limitation would allow for \$49,405,142 in debt as compared to the \$780,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

The Village of Lincolnwood has not used long-term debt to fund operating programs, but has used the proceeds of all bond issues for capital outlay purposes only. 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 including gas tax and sales tax.

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1.



**2017-2018 Operating Budget  
Budget Analysis**

					<u>Debt Service</u>		
					<u>330</u>		
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted		
625	625	600	600	Fiscal charges	600		
690,000	-	-		Principal - 2004 GO Ref bonds	-		
12,500	12,500	12,500	12,500	Principal-Illinois Finance	12,500		
54,959	390,134	-	-	Principal-Fire Truck Loan	-		
35,536	33,333	-	-	Lease payment Park lighting	-		
96,250	97,500	100,000	100,000	Principal - 2011A GO Ref Bonds	102,500		
345,000	355,000	360,000	360,000	Principal - 2011B GO Ref bonds	370,000		
194,881	197,881	194,881	194,881	Principal- Cook County Loan	194,881		
20,234	17,717	-	-	Interest-Fire Truck Loan	-		
-	1,122	-	-	Interest Field lighting loan	-		
22,080	-	-		Interest - 2004 GO Ref bonds	-		
7,925	6,000	4,050	4,050	Interest - 2011A GO Ref bonds	2,050		
28,600	21,700	14,600	14,600	Interest - 2011B GO Ref bonds	7,400		
<b>1,508,591</b>	<b>1,133,512</b>	<b>686,631</b>	<b>686,631</b>	<b>Totals</b>	<b>689,931</b>		

**Funding Sources**

Sales Taxes	482,550
Fund Transfers	207,381

**Budget Highlights**

Amounts budgeted for payment  
of Village Debt Service - Village Bonds and Loans

# Property Enhancement Program & Green Improvements for Tomorrow

The Village budgets \$50,000 annually to fund the Property Enhancement Program (PEP) and the Green Improvements for Tomorrow (GIFT). The Property Enhancement Program is designed to provide an incentive to business owners to make improvements to their building's exterior or other property enhancement that will improve the appearance of a business district. The PEP provided by the Village will pay for up to half the improvements up to a maximum limit. The Economic Development Commission administers this program and provides recommendations to the Village Board for PEP recipients.

Green Improvements for Tomorrow is designed to help business owners implement green initiatives that will benefit the environment. Through GIFT, the Village will pay for up to half the improvements for environmentally sustainable design up to a maximum amount. Eligible improvements include energy efficient lighting, green roofs, rain barrels, rain gardens and native plantings, dual flush toilets, aerated faucets, alternate parking and pedestrian surfaces, passive solar for heating and cooling and energy efficient windows, doors and furnaces.



**2017-2018 Operating Budget  
Budget Analysis**

**Property Enhancement Program Fund**  
**452**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
-	50,000	50,000	25,000	PEP Fund	50,000
-	<b>50,000</b>	<b>50,000</b>	<b>25,000</b>	<b>Totals</b>	<b>50,000</b>

**Funding Sources**

Fund Transfers 50,000

**Budget Highlights**

\$50,000 budgeted for PEP grants

# Com.Ed. ROW Bike Path Fund

The ROW Bike Path Fund was created to develop a bike and pedestrian path on land leased from Com. Ed. There will be amenities such as Benches and waste receptacles and a dog park with access from Flowers and Goebelt Parks.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>Com Ed ROW</u>	
				<u>454</u>	
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
158,896	37,057	389,000	389,000	Engineering	288,000
-	-	202,000	210,000	Land Acquisition & Improvement	523,000
<b>158,896</b>	<b>37,057</b>	<b>591,000</b>	<b>599,000</b>	<b>Totals</b>	<b>811,000</b>
<b>Funding Sources</b>					
Grants					230,000
Fund Transfers					581,000
<b>Budget Highlights</b>					
\$811,000 budgeted for engineering and construction of bike overpass					

# Private Sewer Line Assistance Fund

The Village has budgeted \$25,000 to assist the Village residents in replacing their private sewer lines due to damage caused by Village trees located in homeowner's parkways. The maximum amount reimbursed to a homeowner will be \$2,000.



**2017-2018 Operating Budget  
Budget Analysis**

**Private Sewer Line Assistance Fund**

**460**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
6,000	6,000	25,000	12,000	Assistance Fund	25,000
<b>6,000</b>	<b>6,000</b>	<b>25,000</b>	<b>12,000</b>	<b>Totals</b>	<b>25,000</b>

**Funding Sources**

Fund Transfers 25,000

**Budget Highlights**

\$25,000 budgeted for private sewer line replacement grants

# Lincoln Avenue Median Fund

The Lincoln Avenue Median Fund was created to account for the costs associated with the beautification of the medians on Lincoln Avenue.



**2017-2018 Operating Budget  
Budget Analysis**

				<u>Lincoln Avenue Medians</u>	
				<u>465</u>	
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
-	-	70,000	43,750	Engineering	26,250
-	-	480,000	110,000	Land Acquisition and Improvement	440,000
-	-	<b>550,000</b>	<b>153,750</b>	<b>Totals</b>	<b>466,250</b>
				<b>Funding Sources</b>	
				Fund Transfers	466,250
				<b>Budget Highlights</b>	
				\$466,250 budgeted for Lincoln Ave. median beautification	

# Water and Sewer Fund

Work required for the water distribution system includes: perform service and maintenance 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, maintain records, perform water sampling and chlorination. Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets. The Water and Sewer Division is staffed by 7 full-time employees.



**FY 2017-2018 BUDGET | PUBLIC WORKS WATER & SEWER DIVISION**

**Performance Measures**

	Actual 2014/2015	Actual 2015/2016	Estimated 2016/2017	Projected 2017/2018
<b>Combined Sewer Maintenance</b>	75	75	75	75
Streets Cleaned (Miles)	1,332	1,332	1,332	1,332
Sewer Repairs	15	17	15	16
Catch Basin Cleaning	400	400	400	400
Catch Basin Repairs	15	17	15	15
Sewer Jet Rodding (Percentage of System)	50%	50%	50%	50%
Service Requests	75	120	412	420
Televised (Feet)	500	500	500	500
<b>Water Mains</b>				
Valves Repaired	6	7	5	6
Main Breaks Repaired	12	12	20	22
Water Leaks Repaired	20	21	25	20
<b>Water Meters</b>				
Water Meters Installed	15	15	17	25
<b>Fire Hydrants</b>				
Fire Hydrants Replaced	12	0	0	1
Fire Hydrants Repaired	12	0	0	1
<b>Julie Markings</b>				
Calls	2,200	1,850	2,000	2,000
<b>Water Samples</b>				
Water Quality	65	65	65	65
Lead/Copper	0	0	35	35
Water Quality Compliance	100%	100%	100%	100%
<b>Water Pumped</b>				
Water Pumped (Gallons Per Year)	540,397,000	530,000,000	510,000,000	500,000,000
<b>Meter Readings</b>				
Water Meters Read	300	350	400	600

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**2017-2018 Operating Budget  
Budget Analysis**

**Water and Sewer Fund**

**660**

<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Adopted</b>	<b>2017 Projected</b>	<b>Description</b>	<b>2018 Adopted</b>
498,965	519,519	528,691	527,000	Wages - full time hourly	541,605
22,763	21,981	24,000	24,000	Wages - season hourly	26,000
21,291	11,747	22,200	22,200	Wages - overtime 1.5X	22,200
9,240	9,146	14,600	14,600	Wages - overtime 2X	14,600
1,008	1,276	1,100	1,100	HSA Savings Acct	1,100
328	362	1,380	370	Educational Stipend	386
595	250	1,200	1,200	Opt Out Ins.	1,380
146	180	180	180	Phone Stipend	180
4,033	4,957	3,200	3,200	Uniform allowance	3,200
-	-	1,300	400	Longevity stipend	1,380
31,464	33,098	36,832	36,832	Employer FICA	37,657
7,375	7,740	8,614	8,614	Employer Medicare	8,807
54,377	75,073	63,677	63,677	Employer IMRF	60,904
1,113	1,101	1,276	1,276	Insurance - group life & AD&D	1,293
103,631	95,807	92,552	92,000	Insurance - group medical	113,009
9,355	8,889	9,230	9,230	Insurance - group dental	9,786
17,266	17,886	17,822	17,822	Insurance - workers compensation	18,221
<b>782,950</b>	<b>809,011</b>	<b>827,854</b>	<b>823,701</b>	<b>Personnel Services</b>	<b>861,708</b>
49,209	37,695	60,000	50,000	Liability Insurance	50,000
50,076	107,214	6,100	-	Data processing	25,000
41,407	39,572	34,083	35,000	Maintenance Agreement Expense	36,583
78	195	500	-	Printing & copying services	-
191	200	220	200	Professional associations	200
23,946	19,859	12,159	11,500	Telephone	8,286
500	470	500	600	Training	500
-	83	150	100	Books & publications	100
3,803	2,004	1,000	1,000	Office supplies	1,000
18,302	20,481	21,000	20,500	Postage	21,000
<b>187,513</b>	<b>227,772</b>	<b>135,712</b>	<b>118,900</b>	<b>Commodities</b>	<b>142,669</b>
159,616	116,865	308,400	214,650	Consulting	770,000
54,699	79,599	62,300	62,750	Other professional services	63,130
<b>214,315</b>	<b>196,465</b>	<b>370,700</b>	<b>277,400</b>	<b>Contractual Services</b>	<b>833,130</b>
6,206	4,959	6,000	5,800	R&M - buildings	6,000
520	572	-	-	R&M - communications equipment	-
18,287	30,065	30,000	27,700	R&M - vehicles	30,000
7,390	4,538	46,000	76,700	R&M - water system equipment	87,600
-	125	-	-	Equipment rental	-
1,382	394	1,200	1,200	Training	1,200
75,405	44,972	57,966	54,900	Other contractual	49,650
2,213	1,350	3,000	2,250	Chemicals - water system	3,000
20,564	11,762	17,620	12,750	Fuel	14,000
1,761	1,852	2,500	1,900	Lubricants & fluids	2,500
94	229	1,000	500	Landscaping supplies	1,000
10,264	13,621	12,300	11,800	Program supplies	11,500
27,147	16,305	23,500	20,500	Small tools	20,000
16,460	13,393	15,000	12,500	Street materials - Aggregate	18,000
-	2,071	3,000	2,250	Street materials - Other	3,000
3,255	2,238	2,500	2,500	Utilities - government building	2,500
34,619	2,277	35,000	26,000	Utilities - public way	26,000
1,845,997	2,033,562	2,205,000	2,180,000	Water purchases	2,290,000
3,500	2,381	3,500	2,750	Water system supplies	10,500

<b>Water and Sewer Fund</b>					
<b>660</b>					
<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>	<b>Description</b>	<b>2018</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
33,273	33,010	46,000	45,750	Water system repair parts	57,860
-	-	500	-	Green Initiatives	-
<b>2,108,337</b>	<b>2,219,675</b>	<b>2,511,586</b>	<b>2,487,750</b>	<b>Commodities</b>	<b>2,634,310</b>
568,935	575,647	582,528	582,528	Loan Principal Payments	589,582
113,340	106,628	99,747	99,747	Loan Interest Payments	92,693
<b>682,275</b>	<b>682,275</b>	<b>682,275</b>	<b>682,275</b>	<b>Debt Service</b>	<b>682,275</b>
-	375,940	490,300	450,000	Sewer system construction/improvement	-
-	-	-	-	Equipment - Vehicles	200,820
-	<b>375,940</b>	<b>490,300</b>	<b>450,000</b>	<b>Capital Outlay</b>	<b>200,820</b>
<b>3,975,390</b>	<b>4,511,138</b>	<b>5,018,427</b>	<b>4,840,026</b>	<b>Totals</b>	<b>5,354,912</b>

**Funding Sources**

Water and Sewer user fees / Fund reserves

**Budget Highlights**

**Personnel Services:** No increase in personnel

**Contractual:** \$350,000 budgeted for engineering for alternate water supplier

\$400,000 budgeted for design for relief sewer

**Commodities:** \$2,290,000 budgeted for water purchases from City of Chicago

**Debt Service:** \$682,275 budgeted for debt service loan payments

**Capital Outlay:** \$165,120 budgeted for replacement of street sweeper

# Police Pension Fund

The Police Pension Fund was created and is administered as prescribed by Article 3, the Police Pension Fund of the Illinois Pension Code (Illinois Compiled Statutes, 1992, Chapter 40). The Village annually levies a Real Estate Tax on each property located within the Village. It is the responsibility of the Village of Lincolnwood to fund the required amounts for the purpose of funding future benefits to retired police personnel and their families. All sworn police personnel are required to contribute 9.91% of their base salary to the pension fund.



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**2017-2018 Operating Budget  
Budget Analysis**

<u>Police Pension Fund</u>					
<u>801</u>					
2015 Actual	2016 Actual	2017 Adopted	2017 Projected	Description	2018 Adopted
63,695	62,520	76,000	76,000	Consulting	76,000
-	-	10,000	10,000	Other Compensation	23,000
-	-	10,000	10,000	Other Professional Services	13,000
-	-	150	150	Printing & copying services	150
1,275	1,295	1,250	1,250	Professional associations	1,250
1,500	1,625	3,500	3,500	Training	3,500
3,419	253	5,500	5,500	Other contractual	5,500
1,062	889	550	550	Office supplies	550
-	-	100	100	Postage	100
-	-	100	500	Bank Fees	100
<b>70,951</b>	<b>66,583</b>	<b>107,150</b>	<b>107,550</b>	<b>Commodities</b>	<b>123,150</b>
1,722,228	1,952,388	2,199,314	2,101,164	Pension - regular	2,164,199
191,756	210,304	177,190	213,312	Pension - spouse/dependent	213,312
50,318	50,318	116,182	110,000	Pension - disability	110,000
-	-	71,000	101,780	Pension - Health	115,133
<b>1,964,302</b>	<b>2,213,009</b>	<b>2,563,686</b>	<b>2,526,256</b>	<b>Pension Payments</b>	<b>2,602,644</b>
<b>2,035,253</b>	<b>2,279,592</b>	<b>2,670,836</b>	<b>2,633,806</b>	<b>Totals</b>	<b>2,725,794</b>

**Funding Sources**

Employer/Employee contributions	2,399,400
Investment income	700,000

**Budget Highlights**

Budget accounts for pension payments to retired police and beneficiaries

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# Appendix



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# About the Village

**Lincolnwood** | 2017-2018



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## 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 12,590 in 2017.

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



**Land Area**

2000 2.69 square miles  
2011 2.69 square miles  
Region: Northeast Illinois  
County: Cook  
Elevation: 604 feet (mean)

**Climate**

Avg. Winter Temp 23.40 F -4.78 C  
Avg. Summer Temp 75.70 F 24.27 C  
Avg. Annual Rainfall 33.18 In 84.27 Cm  
Avg. Annual Snowfall 37.10 In 94.23 Cm

**Transportation**

Major Highways/Routes

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

Airports

Name	Location	Distance
O'Hare	Chicago, IL	9 miles
Midway	Chicago, IL	23 miles
Mitchell Field	Milwaukee, WI	74 miles
Gary/Chicago	Gary, IN	39 miles

**Distance to Major Cities (miles)**

Atlanta, GA	728
<b>Chicago, IL</b>	<b>10</b>
Dallas, TX	981
Denver, CO	1,005
Detroit, MI	295
Los Angeles, CA	2,020
<b>Madison, WI</b>	<b>141</b>
<b>Milwaukee, WI</b>	<b>81</b>
Minneapolis, MN	402
New Orleans, LA	940
New York, NY	804
<b>Rockford, IL</b>	<b>81</b>
St. Louis, MO	309

**Bold** Denotes Regional Market Destinations

**Government**

Type of Government: Council/Manager  
 Mayor and 6 Council Members elected at-large  
 Latest Comprehensive Plan: 2016  
 Municipal Zoning in Effect: Yes  
 Planning Commission: Yes  
 Home Rule: Yes

Special Financing Techniques Available:  
 Tax Increment Financing

Emergency E911: Yes  
 Police: 32 full-time sworn  
 Fire/Rescue: 29 full-time, 12 vehicles  
 Fire Insurance Class: 4

**Taxes**

<u>2015 Property Tax Rates (Payable in 2016)</u>	
<b>Village of Lincolnwood</b>	<b>0.988</b>
Lincolnwood Public Library	0.442
School District #74	3.891
High School District #219	3.741
Oakton Community College District #535	0.271
Niles Township	0.052
Niles Township General Assistance	0.008
North Shore Mosquito Abatement District	0.012
County of Cook	0.289
Cook County Health Facilities	0.116
Forest Preserve District of Cook County	0.069
Cook County Consolidated Elections	0.034
Cook County Public Safety	0.147
Suburban Cook County T.B. Sanitarium District	0
Metro Water Reclamation District of Greater Chicago	0.426
<b>Total</b>	<b>10.486</b>

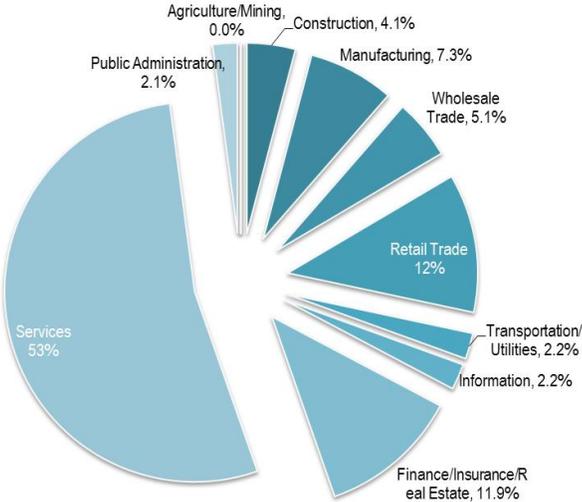
**Utilities**

Water Supplier: City of Chicago  
 Source: Lake Michigan  
 Storage Capacity: 5,250,000 gallons  
 Treatment Capacity: 0 mil gpd  
 Avg Daily Demand: 1.427 mil gpd  
 Peak Daily Demand: 3.049 mil gpd  
 Plant Capacity: 11,520,000 mil gpd  
 Waste Water  
 Treatment: not applicable  
 Supplier: not applicable  
 Design Avg Flow: not applicable  
 Design Max Avg: not applicable  
 Current Avg Daily: not applicable  
 Natural Gas Supplier: NICOR  
 Electric Supplier: ComEd

**LABOR**

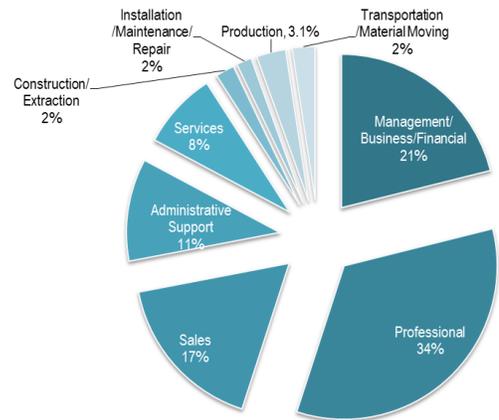
2010 Employed Population ages 16+ by Industry

Agriculture/Mining	0.0%
Construction	4.1%
Manufacturing	7.3%
Wholesale Trade	5.1%
Retail Trade	11.8%
Transportation/Utilities	2.2%
Information	2.2%
Finance/Insurance/Real Estate	11.9%
Services	53.2%
Public Administration	2.1%

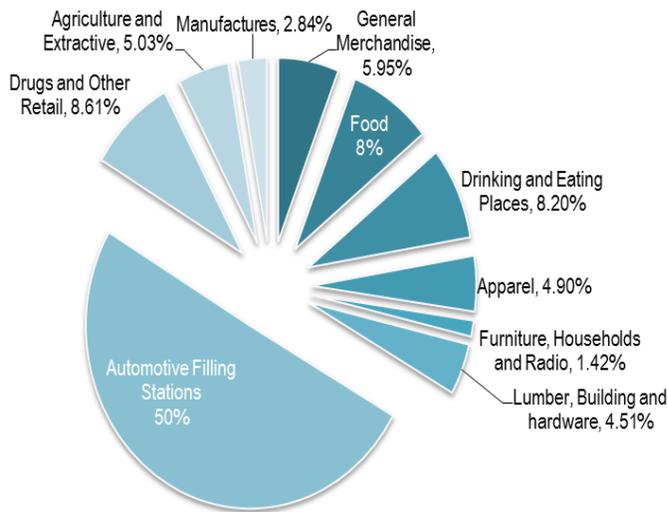


### 2010 Employed Population 16+ by Occupation

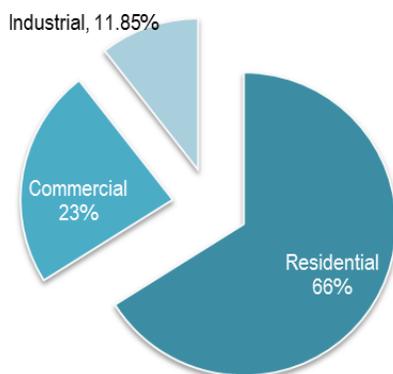
<b>White Collar</b>	<b>82.8%</b>
Management/Business/Financial	21.1%
Professional	33.9%
Sales	17.0%
Administrative Support	10.8%
Services	8.1%
<b>Blue Collar</b>	<b>9.1%</b>
Construction/Extraction	2.0%
Installation/Maintenance/Repair	1.6%
Production	3.1%
Transportation/Material Moving	2.4%



### Taxable Sales



### Assessed and Estimated Actual Value of Taxable Property



**Demographic Snapshot**

Population Summary

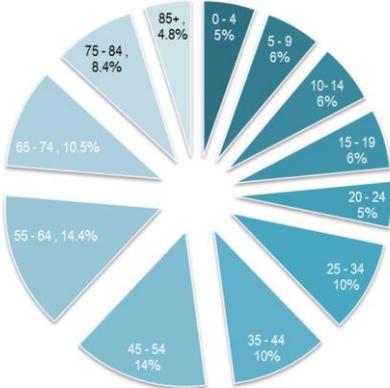
	2000	2010
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010		1.8%

Population by Sex

	2000	2010
Males	47.1%	46.9%
Females	52.9%	53.1%

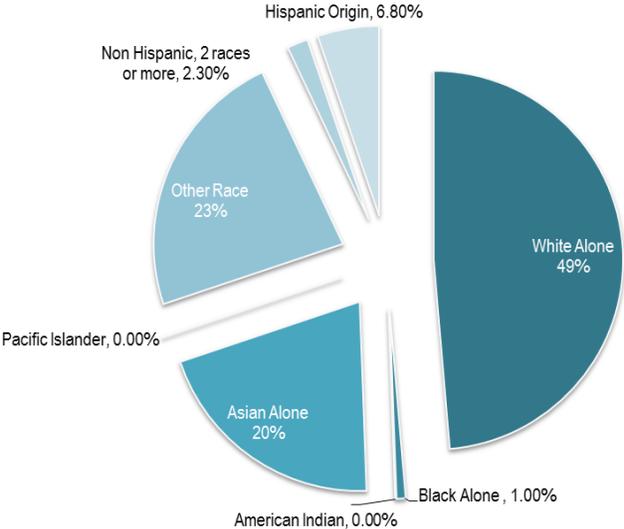
Population by Age

Age	2000	2010
Age	12,359	12,590
0 - 4	5.20%	5.4%
5 - 9	6.20%	5.7%
10- 14	7.30%	6.2%
15 - 19	6.40%	6.2%
20 - 24	4.40%	4.8%
25 - 34	7.40%	9.6%
35 - 44	12.40%	10.1%
45 - 54	14.90%	14.1%
55 - 64	11.90%	14.4%
65 - 74	11.20%	10.5%
75 - 84	8.60%	8.4%
85+	4.00%	4.8%
18+	77.10%	79.1%



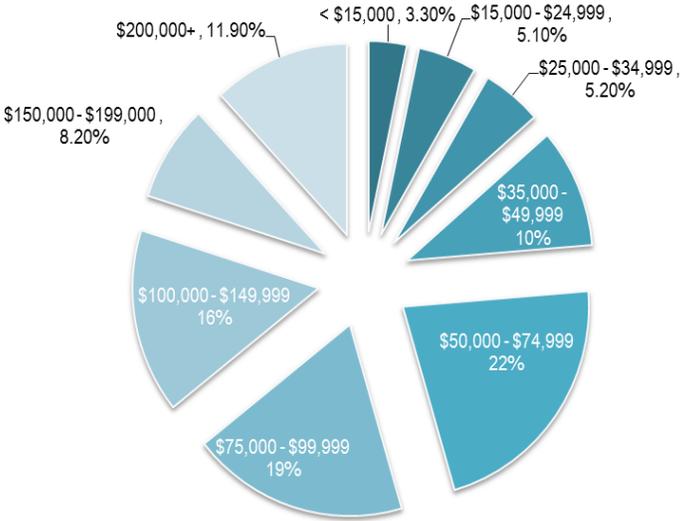
Population by Race and Ethnicity

<b>Race and Ethnicity</b>	<b>2000 Percent</b>	<b>2010 Percent</b>
White Alone	74.5%	63.1%
Black Alone	0.4%	1.0%
American Indian	0.0%	0.0%
Asian Alone	21.1%	26.5%
Pacific Islander	0.0%	0.0%
Other Race	1.2%	30.0%
Non Hispanic, 2 races or more	2.7%	2.3%
Hispanic Origin	4.2%	6.8%



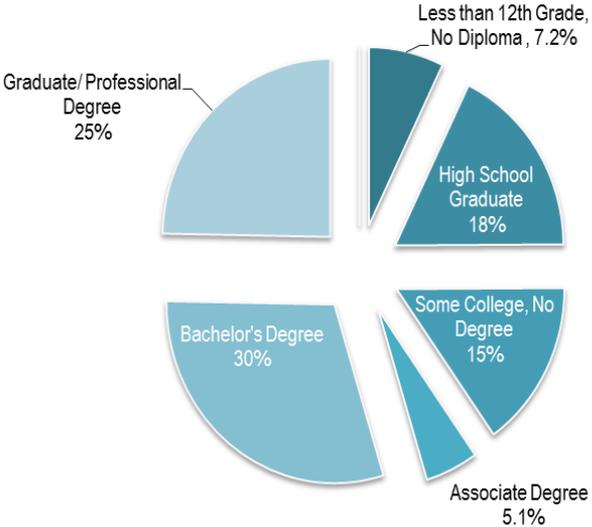
Households by Income

	2000		2010	
< \$15,000	245	5.5%	141	3.30%
\$15,000 - \$24,999	316	7.1%	218	5.10%
\$25,000 - \$34,999	295	6.6%	220	5.20%
\$35,000 - \$49,999	521	11.7%	428	10.10%
\$50,000 - \$74,999	924	20.7%	926	21.80%
\$75,000 - \$99,999	678	15.2%	801	18.80%
\$100,000 - \$149,999	679	15.2%	665	15.60%
\$150,000 - \$199,000	371	8.3%	347	8.20%
\$200,000+	443	9.9%	508	11.90%
Median Household Income	\$72,803		\$79,142	
Average Household Income	\$98,717		\$114,090	
Per Capita Income	\$35,911		\$41,674	



2015 Population 3+ by School Enrollment

<b>Total</b>	<b>3,401</b>
Enrolled in Nursery/Preschool	6.6%
Enrolled in Kindergarten	6.0%
Enrolled in Grade 1-8	35.4%
Enrolled in Grade 9-12	19.7%
Enrolled in College	27.4%
Enrolled in Grad/Prof School	4.8%



2010 Pop. Age 25+ by Educational Attainment

Less than 12th Grade, No Diploma	7.2%
High School Graduate	17.7%
Some College, No Degree	15.3%
Associate Degree	5.1%
Bachelor's Degree	30.0%
Graduate/Professional Degree	24.7%

2011-2015 Workers Age 16+ Means of Transportation to Work

<b>Total</b>	<b>5,693</b>
Drove Alone - Car, Truck, or Van	76.10%
Carpooled - Car, Truck, or Van	10.10%
Public Transportation	5.00%
Walked	1.70%
Other Means	0.20%
Worked at Home	6.80%

2011-2015 Workers 16+ by Travel Time to Work

<b>Total</b>	<b>5,304</b>
Less than 10 minutes	12.30%
10 to 14 minutes	11.50%
15 to 19 minutes	11.30%
20 to 24 minutes	9.90%
25 to 29 minutes	6.90%
30 to 34 minutes	21.40%
35 to 44 minutes	7.4%
45 to 59 minutes	11.30%
60 or more minutes	7.80%
 Average Travel Time to Work (in min)	 26.60

2011-2015 Households by Vehicles Available

<u>Total</u>	<u>5,693</u>
None	.30%
1	12.50%
2	45.00%
3+	42.10%

**LEGISLATIVE DISTRICTS**

Illinois Governor  
Bruce Rauner

United States Senators  
Richard Durbin  
Tammy Duckworth

United States Representative  
9th Congressional District  
Jan Schakowsky

Illinois Senator  
8th Senate District  
Ira Silverstein

Illinois Representatives  
15th Representative District  
John D'Amico

16th Representative District  
Louis Lang

Cook County Board Commissioner  
District 13  
Larry Suffredin

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# Debt Administration

**Lincolnwood** | 2017-2018



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## DEBT ADMINISTRATION

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2015 values of \$581,856,727 (the most recent available information) this limitation would allow for \$49,405,142 in debt as compared to the \$780,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

The Village of Lincolnwood has not used long-term debt to fund operating programs, but has used the proceeds of all bond issues for capital outlay purposes only. 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 including gas tax and home rule sales tax. When the Village utilizes long-term debt financing, it ensures that the debt is financed soundly by: conservatively projecting the revenue source that shall be utilized to repay the debt; make every effort to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine the cost benefit of the capital expenditure, including interest, shall benefit future citizen; and the amount of long-term financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1. The following are the outstanding bond issues as of May 1, 2017.

## GENERAL GOVERNMENT DEBT

**Refunding bond issue** – The Village issued \$4,415,000 of general obligation bonds in October, 2011 and refunded the December, 2002A and 2002B issues. The bonds total \$780,000 at May 1, 2017 and final payment will be made in Fiscal 2018.

**Fire Truck Loan** – The Village has an outstanding loan on the purchase of a fire truck. The loan is a twenty year interest free loan totaling \$162,500 at May 1, 2017 from the Illinois Finance Authority.

**Crawford Avenue Street Improvements** – The Village has an outstanding loan on the improvements made on Crawford Avenue from Cook County, Illinois. The loan is for five years and is interest free totaling \$401,365 at May 1, 2017.

## ENTERPRISE FUND DEBT

**IEPA Loan** – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the

Village water pumping station. The loan, which totals \$3,779,145 at May 1, 2017, will be paid back over a period of twenty years. The debt service for this loan is included in the Water and Sewer Fund budget.

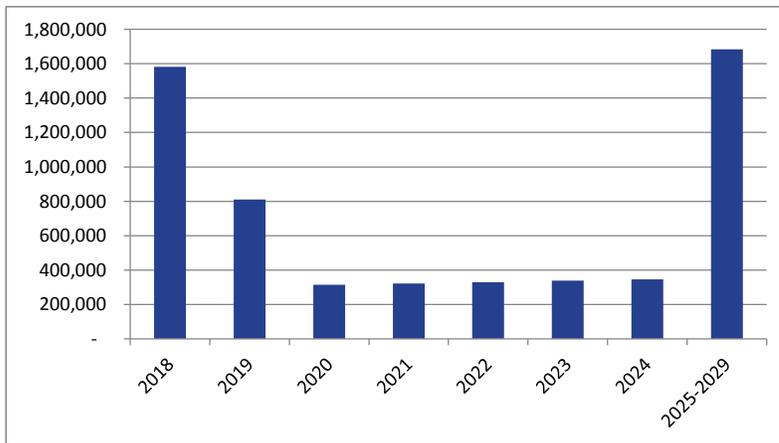
**Crawford Avenue Street Improvements** – The Village has an outstanding loan on the water and sewer improvements made on Crawford Avenue from Cook County, Illinois. The loan is for five years and is interest free totaling \$604,238 at May 1, 2017.

**Village of Lincolnwood  
Schedule of Debt Service Principal & Interest Payments**

Fiscal Year	General Governmental Debt				Total Governmental Debt	Enterprise	Fund Debt		Total
	2011A 5 Mil GOB	2011B 4 Mil GOB	2010 250,000 Loan	2014 \$989,405 Loan		2014 1.51 Mil Loan	2009 5.65 Mil IEPA Loan	Total Enterprise Debt	
2018	418,200	377,400	12,500	200,683	1,008,783	302,119	380,155	682,274	1,691,057
2019			12,500	200,682	213,182	302,119	380,157	682,276	895,458
2020			12,500		12,500		380,156	380,156	392,656
2021			12,500		12,500		380,156	380,156	392,656
2022			12,500		12,500		380,156	380,156	392,656
2023			12,500		12,500		380,156	380,156	392,656
2024			12,500		12,500		380,156	380,156	392,656
2025			12,500		12,500		380,156	380,156	392,656
2026			12,500		12,500		380,156	380,156	392,656
2027			12,500		12,500		380,156	380,156	380,156
2028-2029			37,500		37,500		570,246	570,246	607,746
<b>Total</b>	<b>418,200</b>	<b>377,400</b>	<b>162,500</b>	<b>401,365</b>	<b>1,359,465</b>	<b>604,238</b>	<b>4,371,806</b>	<b>4,976,044</b>	<b>6,335,509</b>

**Village of Lincolnwood  
Schedule of Debt Service Principal Payments**

Fiscal Year	General Governmental Debt					Enterprise Fund Debt			
	2011A 5Mil GOB	2112B 4 Mil GOB	2010 250,000 Loan	2014 \$989,405 Loan	Total Governmental Debt	2014 1.51 Mil Loan	2009 5.65 Mil IEPA Loan	Total Enterprise Debt	Total
2018	410,000	370,000	12,500	200,683	993,183	302,119	287,462	589,581	1,582,764
2019			12,500	200,682	213,182	302,119	294,695	596,814	809,996
2020			12,500		12,500		302,108	302,108	314,608
2021			12,500		12,500		309,708	309,708	322,208
2022			12,500		12,500		317,498	317,498	329,998
2023			12,500		12,500		325,486	325,486	337,986
2024			12,500		12,500		333,674	333,674	346,174
2025			12,500		12,500		342,068	342,068	354,568
2026			12,500		12,500		350,673	350,673	363,173
2027			12,500		12,500		359,474	359,474	371,974
2028-2029			37,500		37,500		556,299	556,299	593,799
<b>Total</b>	<b>410,000</b>	<b>370,000</b>	<b>162,500</b>	<b>401,365</b>	<b>1,343,865</b>	<b>604,238</b>	<b>3,779,145</b>	<b>4,383,383</b>	<b>5,727,248</b>





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# Property Tax Information

**Lincolnwood** | 2017-2018



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**Property tax Rates- All Direct and Overlapping Governments**

**Last Ten Years**

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Village of Lincolnwood	0.704	0.586	0.576	0.585	0.661	0.753	0.836	0.954	0.963	0.988
Lincolnwood Public Library	0.339	0.285	0.280	0.286	0.289	0.330	0.368	0.421	0.426	0.442
School District No. 74	2.807	2.348	2.313	2.363	2.666	3.034	3.366	3.383	3.421	3.891
Community High School District No. 219	2.374	2.114	2.120	2.267	2.538	2.904	3.256	3.707	3.650	3.741
Oakton Community College District No. 535	0.166	0.141	0.140	0.140	0.160	0.196	0.219	0.256	0.258	0.271
Niles Township	0.031	0.027	0.027	0.029	0.032	0.037	0.042	0.049	0.050	0.052
Niles Township General Assistance	0.003	0.003	0.003	0.003	0.004	0.005	0.006	0.007	0.007	0.008
North Shore Mosquito Abatement District	0.009	0.008	0.008	0.008	0.000	0.010	0.010	0.007	0.011	0.012
County of Cook	0.500	0.186	0.224	0.203	0.009	0.223	0.287	0.275	0.296	0.289
Cook County Health Facilities	0.000	0.093	0.086	0.086	0.228	0.078	0.063	0.066	0.031	0.116
Forest Preserve District of Cook County	0.057	0.053	0.051	0.049	0.082	0.058	0.063	0.069	0.069	0.069
Cook County Consolidated Elections	0.000	0.012	0.000	0.021	0.051	0.025		0.031		0.034
Cook County Public Safety		0.167	0.105	0.105	0.113	0.161	0.181	0.219	0.241	0.147
Suburban Cook County T.B. Sanitarium District	0.005									
Metro Water Reclamation District of Greater Chicago	0.284	0.263	0.252	0.261	0.274	0.320	0.370	0.417	0.430	0.426
<b>Total Rate per \$100 of EAV</b>	<b>7.279</b>	<b>6.286</b>	<b>6.185</b>	<b>6.406</b>	<b>7.107</b>	<b>8.134</b>	<b>9.067</b>	<b>9.861</b>	<b>9.853</b>	<b>10.486</b>

**Village of Lincolnwood**  
**Assessed and Estimated Actual Value of Taxable Property**  
**Last Ten Levy Years**

Fiscal Year	Tax Year Levy	Real Property (000's)		Ratio of Total Assessed Value to Total Estimated Actual Value
		Equalized Assessed Value	Estimated Actual Value	
2007	2006	667,457	2,060,637	0.32
2008	2007	822,179	2,469,000	0.32
2009	2008	886,487	2,615,030	0.32
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32
2012	2011	693,817	2,168,178	0.32
2013	2012	573,306	1,791,581	0.32
2014	2013	574,304	1,794,700	0.32
2015	2014	576,462	1,801,444	0.32
2016	2015	581,856	1,818,300	0.32

**Ratio of General Bonded Debt to Equalized Assessed  
Valuation and Net General Obligation Bonded Debt Per Capita**

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2006	12	669,007	15,963,233		3,135,000	12,828,233	1.92%	1,019
2007	12	667,457	13,875,000		2,921,250	10,953,750	1.64%	870
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	741
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	607
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	531
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	453
2012	12	693,817	6,425,000		1,743,750	4,681,250	0.67%	372
2013	12	573,306	5,085,000		1,470,000	3,615,000	0.63%	287
2014	12	576,462	3,705,000		1,188,750	2,516,250	0.44%	200
2015	12	581,856	2,285,000		900,000	1,385,000	0.24%	110

## Village of Lincolnwood

### Property Tax Levies and Collections For the Last Ten Years

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Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected
2006	4,542,380	4,477,807	98.6%
2007	4,670,532	4,586,069	98.2%
2008	5,008,652	4,921,207	98.3%
2009	5,014,344	4,961,786	99.0%
2010	5,148,329	5,104,419	99.1%
2011	5,224,118	5,121,721	98.0%
2012	5,380,245	5,296,545	98.4%
2013	5,469,155	5,412,460	99.0% *
2014	5,551,236	5,549,282	99.96% *
2015	5,599,359	5,541,140	98.96% *

\*Tax levy still in collection

# Glossary of Terms



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**ACCOUNT** – A term used to identify an individual asset, liability, expenditure, revenue, or fund balance.

**ACCOUNTING SYSTEM** – The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operation of a government or any of its funds, fund types, balanced account groups or organization components.

**ACCRUAL BASIS OF ACCOUNTING** – A basis of accounting where revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the periods incurred, if measurable.

**ACTIVITY** – The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the government is responsible.

**APPROPRIATION** – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in an amount and as to the time when it may be expended.

**APPROPRIATIONS ORDINANCE** – The official enactment by the governing board to legally authorize the government administration to obligate and expend resources.

**ADOPTED** – Abbreviation for “Approved/Adopted by Board of Trustees” found throughout the Budget book. Column of numbers represent the final funding levels adopted by the Board of Trustees at the conclusion of all budget deliberations. Those amounts filed with the County clerk in the annual appropriation/budget ordinance.

**ASSESSED VALUATION** – A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSETS** – Property owned by a government which has a monetary value.

**AVAILABLE FUND BALANCE** – In a governmental fund, the balance of the net financial resources that are proposed or approved for appropriation in the upcoming fiscal year.

**BOND** – A written promise, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable semi-annually.

**BONDED DEBT** – That portion of indebtedness represented by outstanding bonds.

**BUDGET** – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET MESSAGE** – A general discussion on the proposed budget as presented in writing by the Village Administrator to the legislative body.

**BUDGET REVIEW PROCESS** – A description of the review process of the entire budget (including the Expanded Budget and five year capital Improvement Budget) by the Board of Trustees. Through a series of budget workshops, the Board of Trustees reviews the budget with the Village Administrator and appropriate Department Directors. Changes and adjustments made by the Board to line item accounts during the budget review process are entered in the “approved” column.

**BUDGETARY CONTROL** – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL ASSETS** – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**CAPTIAL IMPROVEMENTS** – Refers to any major project requiring the expenditure of public funds (over and above operating funds) for the construction, reconstruction or replacement of physical assets in the community. For purposes of financial reporting, the Village utilizes a capitalization threshold of \$10,000 for infrastructure and \$5,000 for other assets.

**CIP – Capital Improvement Program** – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

**FISCAL PERIOD** – Any period at the end of which a government determines its financial position and the results of its operations.

**FY – Fiscal Year** – A twelve (12) month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operations.

**FIXED ASSET** – Assets of a long term nature which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FUND** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance wit special regulations, restrictions, or limitations (e.g. Motor Fuel Tax Fund, Water/Sewer Fund, etc.).

**FUND BALANCE** – The difference between fund assets and fund liability in a governmental or trust fund.

**FUND EQUITY** – An equity account reflecting the unreserved accumulated earnings of the Enterprise Funds.

**GENERAL FUND** – The fund used to account for all financial resources except those required to be accounted for in another fund.

**GENERAL OBLIGATIONS BONDS** – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

**GENERAL REVENUE** – The revenues of a government other than those derived from the retained earnings in an Enterprise Fund. If a portion of the net income in an Enterprise Fund is contributed to another non-Enterprise Fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

**GOAL** – A statement of broad direction, purpose, or intent, based on the needs of the community.

**IEPA** – Illinois Environmental Protection Agency - State regulatory agency that provides for the protection of the environment.

**INTERFUND TRANSFERS** – Amounts transferred from one fund to another.

**INTERGOVERNMENTAL REVENUE** – Revenue received for another government, such as the State of Illinois or other political subdivisions, for a specified purpose.

**INVESTMENTS** – Cash held in interest bearing accounts, securities, and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**IRMA** – Intergovernmental Risk Management Agency, a consortium of seventy six (76) municipalities and special taxing districts in the Chicago metropolitan area organized pursuant to an intergovernmental agreement to provide risk management services and self-insurance for general liability, workers compensation, property and casualty, theft, etc. to its members.

**LEVY** – (**verb**) To impose taxes, special assessments, or special charges for the support of governmental activities. (**noun**) The total amount of taxes, special assessments, or service charges imposed by a government.

**LONG TERM DEBT** – Debt with a maturity of more than one year after the date of issuance.

**MFT (Motor Fuel Tax)** – Revenue allocated by the state to municipalities for funding street improvements.

**MODIFIED BASIS of ACCOUNTING** – A basis of accounting where revenues are recognized in the accounting period they become available and measurable. Expenditures are recognized in the accounting

period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

**NET INCOME** – Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers – in over operating expenses, non-operating expenses, and operating transfers – out.

**OBJECT** – As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, commodities, capital outlay and other expenditure classifications.

**OBJECTIVE** – Specific tasks to be accomplished in order to meet goals.

**OPERATING BUDGET** – The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, services, etc.

**OPERATING EXPENSES** – Proprietary fund expenses which are directly related to the fund's primary service activities.

**OPERATING INCOME** – The excess of proprietary fund operating revenues over operating expenses.

**PENSION TRUST FUND** – A trust fund used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

**PERSONNEL SERVICES** – Items of expenditures in the operating budget for salaries and wages paid for services performed by Village employees.

**RESERVED FUND BALANCE OR EQUITY** – An account used to indicate that a portion of fund balance or equity is legally restricted and not available for appropriation.

**RESOURCES** – Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

**REVENUES** – Increases in governmental fund type, net current assets and residual equity transfers.

**SOURCE OF REVENUE** – Revenues classified according to their source or point of origin.

**SPECIAL REVENUE FUND** – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

**TAX LEVY** – The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.

**TAX LEVY ORDINANCE** – An ordinance by means of which taxes are levied.

**TAX RATE LIMIT** – The maximum rate at which a government may levy a tax. Overall tax rate limits usually restrict levies for all purposes of all governments, state and local having jurisdiction in a given area.

**TAXES** – Compulsory charges levied by a government for the purpose of financing services performed for the common public benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

**TIF** – Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real estate located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

**TRUST FUNDS** – Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

**USER CHARGES OR FEES** – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

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# Capital Improvement Program

**Lincolnwood** | 2017-2018



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## **2018-2022 CAPITAL IMPROVEMENT PROGRAM SUMMARY**

The Village of Lincolnwood annually prepares a Capital improvement Program (CIP) for the six-year period beginning with the upcoming fiscal year. Since capital projects and equipment have a large impact on the Village's budget, the document provides an overview of potential projects and equipment that may need to be pursued over the ensuing five-year period. By planning several years out, the Village can plan for major improvements and expenditures and develop multi-year financing strategies to accommodate large outlays. The CIP contains all capital expenditures for improvement projects and equipment that are projected to cost in excess of \$10,000 and have an expected lifetime of more than one year.

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2018 column appear as capital expenditures throughout the adopted Fiscal 2018 budget.

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**CAPITAL IMPROVEMENT PROGRAM  
FY 2018 – 2022**

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## INTRODUCTION

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

## PURPOSE OF CAPITAL IMPROVEMENT PROGRAM

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

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

Program a wide range of issues must be addressed, including agreeing on policies which will shape the program, estimating and prioritizing the capital needs, identifying funding sources, and implementing and monitoring the project delivery.

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

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

#### **CAPITAL IMPROVEMENT PROJECT DEFINITION**

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

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

## CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2018-FY 2022 Capital Improvement Program Summary by Department.”

## SUMMARY TABLES

The tables entitled “FY2018-FY2022 Capital Improvement Program and Capital Vehicles/Equipment Summary by Department” lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding were determined by the Department Head submitting the project to be most critical in Fiscal Year 2018-2022. The total Capital Improvement Program proposed for Fiscal Year 2017-2018 is \$7,211,610 with projected grants, donations and other funding totaling \$2,529,000 leaving the Village of Lincolnwood with a total projected cost of \$4,682,610.

## EVALUATION CRITERIA

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

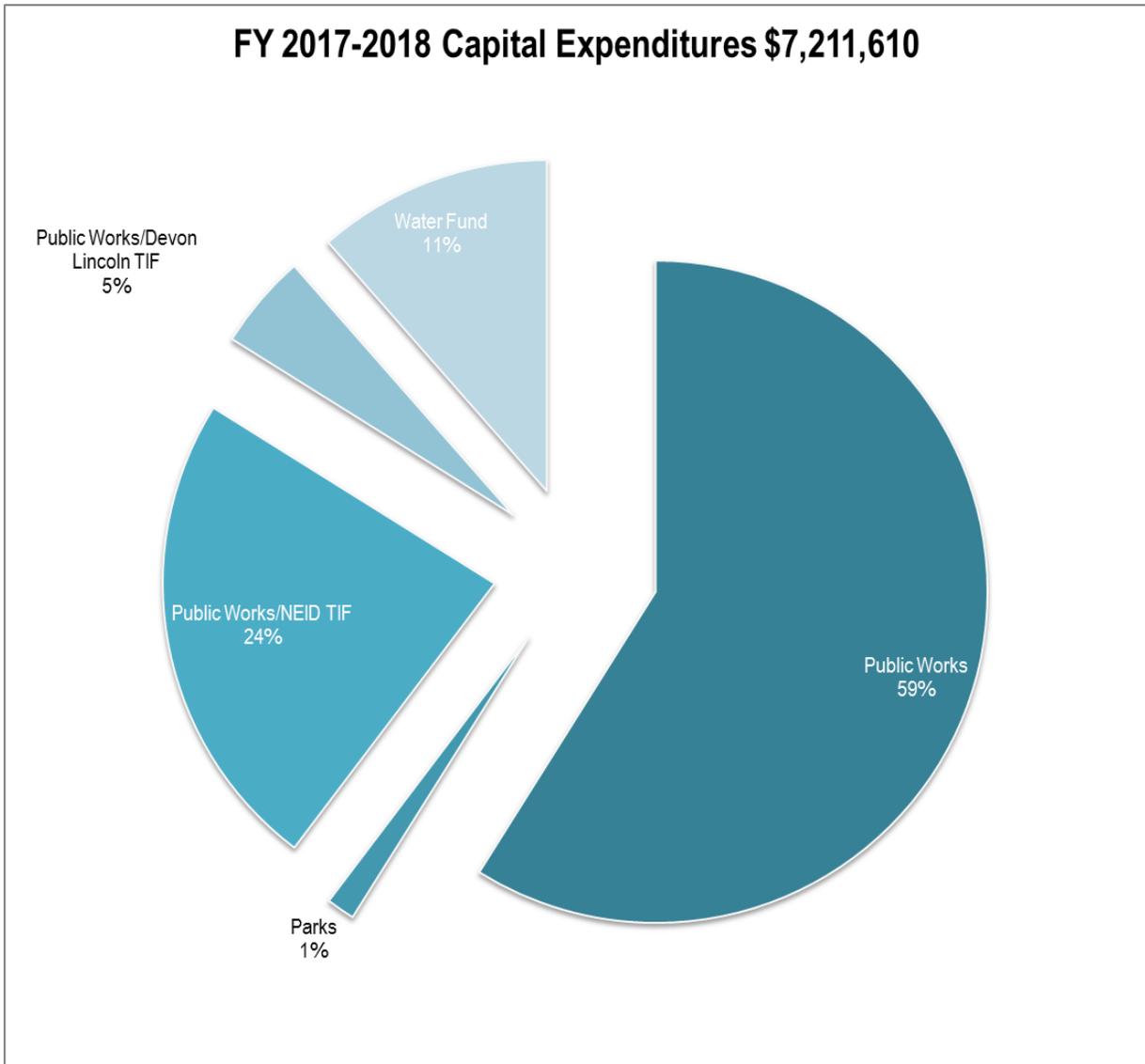
The “Evaluation Criteria” which were to be used in completing the “Project Description” form are listed below:

1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction or extensive rehabilitation to extend a facility’s useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement-** Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.

4. **Protection and Conservation of Resources or Existing Investment-** A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination-** A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).
6. **Reduce Risk to Public Safety or Health-** A project which protects against a clear and immediate risk to public safety or public health.
7. **Improvement of Operating Efficiency-** A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
8. **Equitable Provision of Services or Facilities-** A project that serves the special needs of a segment of the Village's population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.
9. **Maintenance or Increase of Property Value-** A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

**CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL**

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table “FY 2018-FY 2022 Capital Improvement Program Summary by Department.” Projects, which are proposed for funding in FY 2017-2018, are followed in order by projects proposed for each of the remaining fiscal years.



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# Capital Improvement Detail

**Lincolnwood** | 2017-2018



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**VILLAGE OF LINCOLNWOOD**  
**FY 2018- FY 2022**  
**CAPITAL IMPROVEMENT PROGRAM**  
**(VILLAGE COSTS)**

DEPARTMENT	PROJECT NAME	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL COST
<b>Public Works</b>							
	Sidewalk Replacement Program	85,000	90,000	95,000	100,000	105,000	475,000
	Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000	200,000
	Touhy Overpass for Skokie Valley Bike Trail	2,903,000	1,071,000	-	-	-	3,974,000
	Bike Lane Lining and Signing	16,500	165,000	-	-	-	181,500
	Street Light Replacement Program	436,000	918,000	-	-	-	1,354,000
	Universal Crosswalk Striping/Signage Program	15,000	45,000	-	-	-	60,000
	Village Hall Parking Lot and Service Road Improvements	-	210,000	-	-	-	210,000
	Facility Improvements	90,860	252,170	82,880	90,080	43,590	559,580
	Lincoln Ave Medians	663,750	-	-	-	-	663,750
	Roadway Resurfacing	-	68,600	1,119,650	981,300	689,350	2,858,900
	Touhy/Cicero Intersection Improvements	-	250,000	250,000	2,750,000	-	3,250,000
<b>Parks and Recreation</b>							
	Proesel Park Renovation	-	200,000	-	-	-	200,000
	Central Park Renovation	100,000	-	-	-	-	100,000
	Community Center Expansion	-	-	2,700,000	2,700,000	-	5,400,000
	Proesel Park Family Aquatic Center	-	-	1,000,000	-	-	1,000,000
	Roof Replacement Community Center	-	140,000	-	-	-	140,000
	Centennial Park Renovation	-	-	400,000	-	-	400,000
<b>Public Works/NEID TIF Fund</b>							
	Bike Path Parking Lot	600,000	-	-	-	-	600,000
	PW Yard Expansion	1,100,000	-	-	-	-	1,100,000
	Water Tower Painting Project	-	200,000	-	-	-	200,000
<b>Public Works/Devon Lincoln TIF Fund</b>							
	Devon Streetscape	304,000	4,000,000	-	-	-	4,304,000
	Parkway Tree Planting Program	30,000	30,000	30,000	30,000	30,000	150,000
<b>Water Fund</b>							
	Stormwater Improvement-Berms and Restrictors	400,000	5,500,000	2,000,000	2,000,000	2,000,000	11,900,000
	Water Main Improvements	-	54,000	634,000	503,000	739,000	1,930,000
	Water Transmission Main	350,000	3,300,000	3,300,000	-	-	6,950,000
	Pump House Improvements	77,500	-	-	-	-	77,500
<b>Total Capital Improvement Project Costs</b>		<b>7,211,610</b>	<b>16,533,770</b>	<b>11,651,530</b>	<b>9,194,380</b>	<b>3,646,940</b>	<b>48,238,230</b>
<b>Projected Grants, Donations and Other Funding</b>							
	Touhy overpass/Grant-/Donations	2,322,400	856,800	-	-	-	3,179,200
	Bike Lane Lining and Signing	13,200	132,000	-	-	-	145,200
	Community Center Grant Funding	-	-	-	2,500,000	-	2,500,000
	Devon Avenue Streetscape	173,400	3,400,000	-	-	-	3,573,400
	Central Park Renovation	20,000	-	-	-	-	20,000
	Centennial Park Renovation	-	-	200,000	-	-	200,000
<b>Total Projected Grants, Donations and Other Funding</b>		<b>2,529,000</b>	<b>4,388,800</b>	<b>200,000</b>	<b>2,500,000</b>	<b>-</b>	<b>9,617,800</b>
<b>Net Costs Incurred by Village After Projected Funding</b>		<b>4,682,610</b>	<b>12,144,970</b>	<b>11,451,530</b>	<b>6,694,380</b>	<b>3,646,940</b>	<b>38,620,430</b>

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**Village of Lincolnwood**  
**CIP - Capital Improvement Project - Department Summary**  
**For The Periods as Shown**

<b><u>PROJECT</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>	<b><u>2019-2020</u></b>	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>Total</u></b>
<b>Public Works</b>						
Total Projects	4,250,110	3,109,770	1,587,530	3,961,380	877,940	13,786,730
Funded by: Other Funds and Grants	(2,335,600)	(988,800)	-	-	-	(3,324,400)
Total Projects	1,914,510	2,120,970	1,587,530	3,961,380	877,940	10,462,330
<b>Parks &amp; Recreation</b>						
Total Projects	100,000	340,000	4,100,000	2,700,000	-	7,240,000
Funded by: Grants	(20,000)	-	(200,000)	(2,500,000)	-	(2,720,000)
Total Projects	80,000	340,000	3,900,000	200,000	-	4,520,000
<b>Water Fund</b>						
Total Projects	827,500	8,854,000	5,934,000	2,503,000	2,739,000	20,857,500
<b>Devon/Lincoln TIF</b>						
Total Projects	334,000	4,030,000	30,000	30,000	30,000	4,454,000
Funded by: Other Funds and Grants	(173,400)	(3,400,000)	-	-	-	(3,573,400)
Total Projects	160,600	630,000	30,000	30,000	30,000	880,600
<b>NEID TIF</b>						
Total Projects	1,700,000	200,000	-	-	-	1,900,000
<b>Total Capital Improvement Projects</b>						
Total Projects	7,211,610	16,533,770	11,651,530	9,194,380	3,646,940	48,238,230
Funded by: Grants, Reimbursements, Donations and Other Funds	(2,529,000)	(4,388,800)	(200,000)	(2,500,000)	-	(9,617,800)
<b>Projected Department Costs</b>	<b>4,682,610</b>	<b>12,144,970</b>	<b>11,451,530</b>	<b>6,694,380</b>	<b>3,646,940</b>	<b>38,620,430</b>

**Village of Lincolnwood  
CIP - Capital Improvement Project - Department Summary  
For The Periods as Shown**

<u>Department</u>	<u>Public Works</u>				
<u>Project</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Sidewalk Replacement Program	85,000	90,000	95,000	100,000	105,000
Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000
Touhy Overpass for Skokie Valley Bike Trail Funded by Grant/Donation	2,903,000 (2,322,400)	1,071,000 (856,800)	-	-	-
Bike Lane Lining and Signing	16,500 (13,200)	165,000 (132,000)	-	-	-
Street Light Replacement Program Funded by: Transportation Improvement Funds and MFT Funds	436,000	918,000	-	-	-
Crosswalk ADA Update Program	15,000	45,000	-	-	-
Village Hall Parking Lot	-	210,000	-	-	-
Facility Improvements	90,860	252,170	82,880	90,080	43,590
Lincoln Avenue Medians	663,750	-	-	-	-
Roadway Resurfacing Funded by: Transportation Improvement Funds and MFT Funds	-	68,600	1,119,650	981,300	689,350
Touhy/Cicero Intersection Improvements Funded by: Transportation Improvement Funds and MFT Funds	-	250,000	250,000	2,750,000	-
<b>Totals</b>	<b>1,914,510</b>	<b>2,120,970</b>	<b>1,587,530</b>	<b>3,961,380</b>	<b>877,940</b>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: Sidewalk Replacement Program. Various locations- depends on staff evaluations.

Name of Contractor: Project will be bid.

Type of Project: \_\_\_\_\_ Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

Replacement of existing concrete sidewalk and curb throughout the Village, which is dependent upon a Public Works condition rating system.

#### Project Benefits

Replacement of deteriorating (cracked and damaged sidewalks) pedestrian areas throughout the Village makes pedestrian walk ways more safe. In addition this reduces the possibility of trips and falls by the public.

#### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2017-2022 \_\_\_\_\_ Sidewalks are replaced within budget availability each year.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016 \_\_\_\_\_

Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		85,000	90,000	95,000	100,000	105,000
Other Costs						
<b>Total Project Cost</b>		<b>85,000</b>	<b>90,000</b>	<b>95,000</b>	<b>100,000</b>	<b>105,000</b>
<b>Funding</b>						
Cost to Village		85,000	90,000	95,000	100,000	105,000
Grant/Donation						
<b>Total Funding</b>		<b>85,000</b>	<b>90,000</b>	<b>95,000</b>	<b>100,000</b>	<b>105,000</b>

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Replacement of existing concrete sidewalk and curb throughout the Village, which is dependent upon a Public Works condition rating system.

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

None.

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# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: Parkway Tree Planting Program- Various, depending upon resident requests and the Village Arborist's recommendations.

Name of Contractor: Tree Consortium

Type of Project: \_\_\_\_\_ Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

### Description of Project

Planting of trees at various locations throughout the Village as per the request of residents and when the Village removes dead or hazardous trees, which is determined by the Village Arborist. If a resident would like to plant a new parkway tree the Village will subsidize 50% of the cost of a 2.5" caliper tree. The tree comes with a 1 year warranty.

### Project Benefits

Improves aesthetics of the Village, reduces water runoff, increases the Village's tree canopy and improves the overall quality of life for the Village of Lincolnwood residents.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2017-2022 Trees are planted within budget availability each year. Actual number of trees planted is dependent upon program popularity and number of trees removed.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016 \_\_\_\_\_

Department: \_\_\_\_\_ Public Works Department \_\_\_\_\_

Project Name and Location \_\_\_\_\_ Parkway Tree Planting Program \_\_\_\_\_

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		40,000	40,000	40,000	40,000	40,000
<b>Total Project Cost</b>		40,000	40,000	40,000	40,000	40,000
<b>Funding</b>						
Cost to Village		40,000	40,000	40,000	40,000	40,000
Grant/Donation						
<b>Total Funding</b>		40,000	40,000	40,000	40,000	40,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

The Village will fund the replacement cost of trees removed from the parkway that are dead or hazardous.

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Impact on Operating Costs:

None.

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# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: Touhy Overpass for Skokie Valley Bike Trail

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction  [ X ]

Site Acquisition  [ ] Facility Repair  [ ]

Vehicle/Equipment Purchase  [ ] Planning/Design  [ ]

### Description of Project

Installation of a bike overpass on Touhy Avenue from Kilpatrick Avenue to Kilbourn Avenue. The overpass will connect the Valley Line Bike Trail. This project was awarded funding through CMAP.

### Project Benefits

Improves the ability for bicyclists to cycle on the Valley Line Bike Trail.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

FY 16/17 \_\_\_\_\_ Phase II Engineering

FY 17/18 \_\_\_\_\_ Construction

FY 18/19 \_\_\_\_\_ Construction

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016 \_\_\_\_\_

Department: \_\_\_\_\_ Public Works Department

Project Name and Location \_\_\_\_\_ Touhy Overpass for Skokie Valley Bike Trail

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design	488,000					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		2,615,000	998,000			
Other Costs		288,000	73,000			
Total Project Cost	488,000	2,903,000	1,071,000			
<b>Funding</b>						
Cost to Village	98,000	580,600	214,200			
Grant/Donation	390,000	2,322,400	856,800			
Total Funding	488,000	2,903,000	1,071,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The bike overpass will connect the Skokie Valley Bike Trail.

Financing Other than Current Revenue Sources and Other Information:

80% of the construction cost will be funded by CMAQ funds.

Impact on Operating Costs:

Increase in maintenance costs.

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

Type of Project: \_\_\_\_\_ Facility Construction  [ X ]

Site Acquisition  [ ] Facility Repair  [ ]

Vehicle/Equipment Purchase  [ ] Planning/Design  [ ]

### Description of Project

Thermoplastic striping for bike lanes on Pratt Avenue from UP Bike Path to McCormick Boulevard.  
Restriping Lincoln Avenue to allow for shared bicycle/vehicle lanes. Work includes replacement of storm  
sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing  
traffic signals consisting of pedestrian activated push buttons and countdown signals.

### Project Benefits

Will provide regional continuity to a bikeway system between the City of Chicago and the Village of  
Skokie.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2017-2018 \_\_\_\_\_ Phase II Engineering

2018-2019 \_\_\_\_\_ Construction

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016

Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design	16,200	16,500				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			165,000			
Other Costs						
<b>Total Project Cost</b>	<b>16,200</b>	<b>16,500</b>	<b>165,000</b>			
<b>Funding</b>						
Cost to Village	3,240	3,300	33,000			
Grant/Donation	12,960	13,200	132,000			
<b>Total Funding</b>	<b>16,200</b>	<b>16,500</b>	<b>165,000</b>			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Will create striping of bike lanes and associated signage along the routes. As well as storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Financing Other than Current Revenue Sources and Other Information:

ITEP grant which requires a 20% match by the Village.

Impact on Operating Costs:

None.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

<u>Type of Project:</u>	Facility Construction	[ x ]
Site Acquisition	Facility Repair	[ ]
Vehicle/Equipment Purchase	Planning/Design	[ x ]

Description of Project

5 year streetlight replacement program. Replacement of street lights, poles and wiring with new black , cobra head style street light poles on Touhy, Lincoln, Cicero, McCormick, Pratt, Devon and Crawford Avenues.

Project Benefits

Will provide light for pedestrians and motorists along streets that are currently not lit as well as replacement of old concrete street light poles that are cracked at their base and have corroded bolts. The project stems from a need to replace outdated poles with IDOT approved lighting.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2017-2019</u>	<u>Devon Avenue</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016 \_\_\_\_\_

Department: \_\_\_\_\_ Public Works Department

Project Name and Location \_\_\_\_\_ Street Lighting

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design		130,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		300,000	900,000			
Other Costs		6,000	18,000			
<b>Total Project Cost</b>		<b>436,000</b>	<b>918,000</b>			
<b>Funding</b>						
Cost to Village		436,000	918,000			
Grant/Donation						
<b>Total Funding</b>		<b>436,000</b>	<b>918,000</b>			

<b>Basis of Project Costs:</b>	<b>X Bids Received</b>	Engineer, Architect, Etc.
Comparable Costs	Contractor/Vendor Estimate	Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:  
 Funded by the Village Transportation Improvement Fund, Motor Fuel Tax Funds and Tax Increment Financing Funds.

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Impact on Operating Costs:  
 Decrease in maintenance costs.

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# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/15/2016 Department: Public Works Department

Project Name and Location: Crosswalk ADA Update Program

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ X ]

### Description of Project

The purpose of this project is to begin implementing uniform standards for crosswalks throughout the Village. This will include thermoplastic striping and new signage. The project will also include the installation of depressed sidewalks with ADA panels in crosswalk locations.

### Project Benefits

To provide standard recognition of crosswalks throughout the Village as well as improved safety through identification.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

FY 17/18 \_\_\_\_\_ Design

FY 18/19 \_\_\_\_\_ Construction

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/15/2016

Department: Public Works Department

Project Name and Location Crosswalk ADA Update Program

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design		15,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			40,000			
Other Costs (Eng. Observation)			5,000			
Total Project Cost		15,000	45,000			
<b>Funding</b>						
Cost to Village		15,000	45,000			
Grant/Donation						
Total Funding		15,000	45,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The purpose of this project is to begin implementing uniform standards for crosswalks throughout the Village. This will include thermoplastic striping and new signage. The project will also include the installation of depressed sidewalks with ADA panels in crosswalk locations.

Financing Other than Current Revenue Sources and Other Information:

Motor Fuel Tax

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/7/2016 Department: Public Works Department

Project Name and Location: Village Hall Parking Lot and Service Road Improvements

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [X]

### Description of Project

Resurface of the Village Hall parking lot and service road off of Lincoln Avenue. Will involve 2 inch milling of surface, resurface and thermoplastic.

### Project Benefits

The parking lot and road are over twenty years old, there are several areas that have been patched. In addition, engineering guidelines for resurfacing are every 15-20 years.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

FY 18/19 Resurfacing

## Village of Lincolnwood - Capital Improvement Program (CIP)

### Project Cost Summary

Date: 12/20/2016

Department: Public Works Department

Project Name and Location Village Hall Parking Lot and Service Road Improvements

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			200,000			
Other Costs			10,000			
<b>Total Project Cost</b>			<b>210,000</b>			
<b>Funding</b>						
Cost to Village			210,000			
Grant/Donation						
<b>Total Funding</b>			<b>210,000</b>			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Resurface the 20 year old parking lot and service road at the Village Hall.

Financing Other than Current Revenue Sources and Other Information:

Motor Fuel Tax

Impact on Operating Costs:

None.

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: Facility Improvements

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

Various projects based on five year facility improvement plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Benefits

Replacement of existing deteriorating facility infrastructure including flooring, doors, and HVAC equipment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 18/22</u>	<u>Construction</u>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016

Department: Public Works Department

Project Name and Location Facility Improvements

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		90,860	252,170	82,880	90,080	43,590
Other Costs						
<b>Total Project Cost</b>		90,860	252,170	82,880	90,080	43,590
<b>Funding</b>						
Cost to Village		90,860	252,170	82,880	90,080	43,590
Grant/Donation						
<b>Total Funding</b>		90,860	252,170	82,880	90,080	43,590

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Costs are based on contractor and/or engineer estimates

Note: FY 18 cost does not include replacement of the Community Center roof

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

Decrease in maintenance costs.

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/15/2016 Department: Public Works Department

Project Name and Location: Lincoln Avenue Medians

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Installation of new landscaping in the Lincoln Avenue medians. This project will include installatio  
of new perennial plants, irrigation systems, and a brick ribbon in all of the existing medians on  
Lincoln Avenue, including those that are not currently landscaped.

### Project Benefits

The landscaping in many of the Lincoln Avenue medians is in poor condition and the existing turf  
requires significant ongoing maintenance. Renewing the median landscaping and installing  
landscaping in those medians in which it does not currently exist moves the Village closer to  
completing the goals outlined in the 2009 Lincoln Avenue Streetscape Plan.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 16-17</u>	<u>Engineering</u>
<u>FY 17-18</u>	<u>Construction</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### Project Cost Summary

Date: \_\_\_\_\_ Department: Public Works Department

Project Name and Location Lincoln Avenue Medians

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design	35,000					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair	212,500	637,500				
Other Costs	8,750	26,250				
Total Project Cost	256,250	663,750				
<b>Funding</b>						
Cost to Village	256,250	663,750				
Grant/Donation						
Total Funding	256,250	663,750				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Installation of new landscaping and irrigation systems in the Lincoln Avenue medians, including those in which it does not currently exist.

Financing Other than Current Revenue Sources and Other Information:

Devon/Lincoln TIF - \$194,225

General Fund - \$725,775

Impact on Operating Costs:

None.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 12/7/2016 Department: Public Works Department

Project Name and Location: Roadway Resurfacing

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [x]

Description of Project

Resurfacing of asphalt roadways throughout the community to prolong their useful life.  
Roadways are selected for resurfacing by the Village Engineer based their condition.

Project Benefits

Resurfacing of roadways is a maintenance process that prolongs the ousful life of the street.  
Best engineering practices recommend resurfacing of asphalt roadways every 15 to 20 years  
in northern climates. Degredation of the roadway's surface can allow for water infiltration  
which can eventually damage the base of the roadway, requiring complete reconstruction.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 18/19</u>	<u>Design</u>
<u>FY 19/20</u>	<u>Construction</u>
<u>FY 20/21</u>	<u>Construction</u>
<u>FY 21/22</u>	<u>Construction</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/7/2016

Department: Public Works Department

Project Name and Location Roadway Resurfacing

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design			68,600	61,250	41,300	52,150
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				980,000	870,000	590,000
Other Costs				78,400	70,000	47,200
<b>Total Project Cost</b>			68,600	1,119,650	981,300	689,350
<b>Funding</b>						
Cost to Village			68,600	1,119,650	981,300	689,350
Grant/Donation						
<b>Total Funding</b>			68,600	1,119,650	981,300	689,350

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

Funded by Transportation Improvement fund and Motor Fuel Tax

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Impact on Operating Costs:

None.

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# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/20/2016 Department: Public Works Department

Project Name and Location: Touhy/Cicero Intersection Improvements

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [x]

### Description of Project

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 Benefits

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 Edens Expressway.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 18/19</u>	<u>Design</u>
<u>FY 19/20</u>	<u>Design</u>
<u>FY 20/21</u>	<u>Construction</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date 12/20/2016 Department: Public Works Department

Project Name and Location Touhy/Cicero Intersection Improvements

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design			250,000	250,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					2,500,000	
Other Costs					250,000	
<b>Total Project Cost</b>			250,000	250,000	2,750,000	
<b>Funding</b>						
Cost to Village			250,000	250,000	2,750,000	
Grant/Donation						
<b>Total Funding</b>			250,000	250,000	2,750,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

Motor Fuel Tax, Grant funds and cost sharing from the State will be sought to defray local costs

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Impact on Operating Costs:

None.

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**Village of Lincolnwood  
CIP - Capital Improvement Project - Department Summary  
For The Periods as Shown**

**Department: Parks & Recreation**

<b><u>Project</u></b>	<b>Draft</b>				
	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>	<b><u>2019-2020</u></b>	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>
<b>Community Center</b>					
Possible Acquisition/Renovation			2,700,000	2,700,000	
Possible Grant Funding				(2,500,000)	
Roof Replacement		140,000			
<b>Playground Replacement Program</b>					
Central Park	100,000				
Donation (Friends of the CC)	(20,000)				
<b>Centennial Park (Formerly Channel Runne)</b>					
Project Phase III (Shelter w/ restrooms, lookout over channel, nature path)			400,000		
Possible Grant Funding - 50%			(200,000)		
<b>Proesel Park</b>					
Renovations		200,000			
Donation (Friends of the CC)					
<b>Aquatic Center</b>					
Locker Room Renovation			1,000,000		
<b>Totals</b>	<b>80,000</b>	<b>340,000</b>	<b>3,900,000</b>	<b>200,000</b>	<b>-</b>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Proesel Park Renovation \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

<u>Type of Project:</u>	Facility Construction	[ <b>X</b> ]
Site Acquisition	Facility Repair	[   ]
Vehicle/Equipment Purchase	Planning/Design	[ <b>X</b> ]

Description of Project

This project is part of the effort to update and renovate park structures. Many of the parks were last updated during the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act. Drake Park was renovated in 2014, followed by O'Brien in 2015, GG Rowell in 2016 and Central Park in 2017.

Project Benefits

The park will be updated with new equipment to meet national playground safety standards and to comply with ADA regulations.

Implementation Schedule

Dates	Explanation
2019	RFP, bid process, park installation
2020	

## Village of Lincolnwood - Capital Improvement Program (CIP)

### Project Cost Summary

Date: \_\_\_\_\_ Department: Parks and Recreation

Project Name and Location Proesel Park Renovation

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			200,000			
Other Costs						
<b>Total Project Cost</b>			200,000			
<b>Funding</b>						
Cost to Village			200,000			
Grant/Donation						
<b>Total Funding</b>			200,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project is part of the effort to update and renovate park structures. Many of the parks were last updated in the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act.  
Drake Park was renovated in 2014, followed by O'Brien in 2015,  
GG Rowell in 2016, Central Park in 2017 and Proesel Park in 2018.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

This is a drop-in facility, so no revenue is generated.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Central Park Renovation \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Type of Project: _____	Facility Construction	[ <b>X</b> ]
Site Acquisition	[ ]	Facility Repair [ ]
Vehicle/Equipment Purchase	[ <b>X</b> ]	Planning/Design [ <b>X</b> ]

Description of Project \_\_\_\_\_

This project is part of the effort to update and renovate park structures. Many of the parks were last updated during the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act. Drake Park was renovated in 2014, followed by O'Brien in 2015, GG Rowell in 2016. The plan is to renovate Central in 2017 and Proesel in 2018.

Project Benefits \_\_\_\_\_

The park will be updated with new equipment to meet national playground safety standards and to comply with ADA regulations.

Implementation Schedule \_\_\_\_\_

Dates	Explanation
2018	RFP, bid process, park installation
2019	
2020	

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/13/2016 Department: Parks and Recreation

Project Name and Location Central Park Renovation

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		100,000				
Other Costs						
Total Project Cost		100,000				
<b>Funding</b>						
Cost to Village		100,000				
Grant/Donation						
Total Funding		100,000				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project is part of playground replacement program that was established during the 2005/2006 fiscal year to gradually replace the aging, outdated playgrounds in the Village park.

Many of the parks were last updated in the same timeframe, so they are in need of renovation to comply with national playground standards and the Americans with Disabilities Act. To date, Columbia, Kildare, Rossi, Goebelt, Kenneth, Springfield, Drake, O'Brien, and G.G. Rowell have been replaced. The plan is to renovate Central Park in 2017 and Proesel Park in 2018.

Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

This is a drop-in facility, so no revenue is generated.

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## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Community Center Renovation or Replacement \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

In 2008 a feasibility study was done of the current Community Center facility located on the Village Hall campus. Focus groups and community input sessions were held to determine whether the current facility was meeting the needs of the community center. Based on the findings of the report three options were presented; two which involved the renovation of the current building, one involving demolishing the current structure and starting over. While the funds budgeted above are relative to the options in the plan, staff continues to pursue other venues and partnerships in the community that might serve the same need.

Project Benefits

Increasing programming space in the Community Center allows for offering additional programs and services to the residents of the region, resulting in additional positive public relations and revenue. Community Centers, in general, provide a central meeting place for the residents and build unity among residents of the Village and area.

Implementation Schedule

Dates	Explanation
2020	Design, engineer and start construction
2021	Completed construction and furnish building

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: \_\_\_\_\_ Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design				2,700,000	2,700,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost				2,700,000	2,700,000	
<b>Funding</b>						
Cost to Village				2,700,000	200,000	
Grant/Donation					2,500,000	
Total Funding				2,700,000	2,700,000	

**Basis of Project Costs:** \_\_\_\_\_

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Based on the findings of the feasibility study, staff would proceed with one of the options, as determined by the Village Board. Schematic drawings will be looked at to make sure they still meet the needs of the Village. Construction drawings will be created. The project will be completed over two fiscal years.

Financing Other than Current Revenue Sources and Other Information:

In the event the state announces another PARC (Parks and Recreation Construction) grant cycle, staff will investigate submitting an application for assistance with funding. These grants can cover 50-80% of the cost up to \$2.5 million. This grant is administered by the Illinois Department of Natural Resources.

Impact on Operating Costs:

None.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Proesel Park Aquatic Center Renovations \_\_\_\_\_

Name of Contractor: TBD \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ X ]

Vehicle/Equipment Purchase [ X ] Planning/Design [ ]

Description of Project

A ten-year capital plan was developed for the pool. While the pool was renovated in 2004, the bathhouse was not, which is why we will be planning a much-needed renovation in future years. Updates, repairs and added features have been planned to keep the pool safe, ADA compliant and appealing to our customers.

The main slides were repaired, new shade structures purchased, and a master plan completed in 2015-2016. There will not be any capital improvements in 2016-2017. A front entrance/family changing room renovation study will be conducted during 2017/2018.

Project Benefits

Updates and renovations will keep the pool safe, appealing and up to ADA standards. This is one of our most valuable assets in the Parks and Recreation Department and by planning for the future it will remain a viable facility and will be able to support its operations through fees. The pool was renovated in 2004 and the estimated life of a pool is approximately 30 years, which means the "new" pool is 1/3 through its useful life.

Implementation Schedule

Dates	Explanation
2017	Conduct front entrance/family changing room study
2018	Search and secure grant funding for family changing room project
2019	Locker Room Renovations
2020	Locker Room Renovations
2021	Pool Expansion

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/13/2016 Department: Parks and Recreation

Project Name and Location Prosel Park Family Aquatic Center

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				1,000,000		
Other Costs						
Total Project Cost				1,000,000		
<b>Funding</b>						
Cost to Village				1,000,000		
Grant/Donation						
Total Funding				1,000,000		

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Included in the Master Plan that was developed for the Aquatic Center in 2015 was a goal to add family restrooms/changing areas. In addition the locker rooms are in need of renovation because the plumbing is in poor condition and the locker rooms were not renovated in 2004 when the aquatic center was last renovated. Family changing rooms with toilets would be included with the renovation.

Financing Other than Current Revenue Sources and Other Information:

Staff will pursue grant funding

Impact on Operating Costs:

Decrease in maintenance costs.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Community Center Roof Replacement \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

<u>Type of Project:</u>	Facility Construction	[ ]
Site Acquisition	[ ]	Facility Repair [ X ]
Vehicle/Equipment Purchase	[ ]	Planning/Design [ ]

Description of Project

In August 2016 an evaluation was conducted on the three different roofs associated with the various areas of the Community Center. The roof is in poor condition and was only partially replaced in 1995 when the Community Center was remodeled. The scope involves repairing and replacing the existing roofing systems with the new energy efficient roofing materials, replacing roof drains and some tuckpointing work and stone coping joint repair.

Project Benefits

As the building continues to age it's crucial to keep up with maintenance and infrastructure needs so this space can remain as an indoor recreation programming and rental space for the Parks and Recreation Department.

Implementation Schedule

Dates	Explanation
2019	Bid project, start and complete replacement
2020	

## Village of Lincolnwood - Capital Improvement Program (CIP)

### Project Cost Summary

Date: 12/7/2016

Department: Parks and Recreation

Project Name and Location Roof Replacement Community Center

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			140,000			
Other Costs						
<b>Total Project Cost</b>			140,000			
<b>Funding</b>						
Cost to Village			140,000			
Grant/Donation						
<b>Total Funding</b>			140,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

In August 2016 an evaluation was conducted on the three different roofs associated with the various areas of the Community Center. The roof is in poor condition and was only partially replaced in 1995 when the Community Center was remodeled. The scope is to repair and replace the existing roofing systems with new energy efficient roofing materials, to replace roof drains as well as well as some tuckpointing work and stone coping joint repair.

Financing Other than Current Revenue Sources and Other Information:

There is a possibility the Friends of the Community Center would fund a small portion of this project, up to \$40,000.

Impact on Operating Costs:

This building is primarily used for rentals and Parks and Recreation programs and events and maintained by Parks and Recreation and Public Works Staff. Revenue generated through rentals and programs can be used to offset some of the expense.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Centennial Park Development \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Type of Project: _____		Facility Construction	[ <b>X</b> ]
Site Acquisition	[ ]	Facility Repair	[ <b>X</b> ]
Vehicle/Equipment Purchase	[ ]	Planning/Design	[ <b>X</b> ]

Description of Project \_\_\_\_\_

The phases are outlined in the Channel Runne Master Plan. Phase II, complete in 2012 included the development of an outdoor amphitheatre with a handicapped accessible path and a fishing platform that that doubles as a stage. A disc golf course is also included on the site, as well as a parking lot. Phase III includes a shelter/restroom facility, nature path and lookout over the channel.

Project Benefits \_\_\_\_\_

The shelter will serve as a rental site for picnics and other activities and the nature path will allow for increased passive recreation opportunities at the park.

Implementation Schedule \_\_\_\_\_

Dates	Explanation
FY 18/19	Secure grant for partial funding
FY 19/20	Design, engineer and start construction

## Village of Lincolnwood - Capital Improvement Program (CIP)

### Project Cost Summary

Date: 2/13/2017

Department: Parks and Recreation

Project Name and Location Centennial Park Development (Phase III)

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				400,000		
Other Costs						
Total Project Cost				400,000		
<b>Funding</b>						
Cost to Village				200,000		
Grant/Donation				200,000		
Total Funding				400,000		

**Basis of Project Costs:**

Comparable Costs

Bids Received

Contractor/Vendor Estimate

Engineer, Architect, Etc.

Other Basis

Discuss Basis of Project Costs:

The phases are outlined in the Channel Runne Master Plan. Phase II included the development of an outdoor amphitheatre with handicapped accessible path, fishing course is also included on the site, as well as a parking lot. Phase III includes a shelter/restroom facility.

Financing Other than Current Revenue Sources and Other Information:

Illinois Department of Natural Resources OSLAD Grant for Phase II

Staff will continue to pursue grant funding for Phase III

Impact on Operating Costs:

Staff is currently programming the site with fitness classes and special events.

Programs are supported through fees and the shelter will be a fee-based rental facility.

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**Village of Lincolnwood  
CIP - Capital Improvement Project - Department Summary  
For The Periods as Shown**

<u>Department</u>	<u>Public Works / NEID</u>			
<u>Project</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Bike Path Parking Lot	600,000	-	-	-
PW Yard Expansion	1,100,000	-	-	-
Standpipe Painting	-	200,000	-	-
<b>Totals</b>	<b>1,700,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/15/2016 Department: Public Works Department

Project Name and Location: Bike Path Parking Lot

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction  [ x ]

Site Acquisition  [ ] Facility Repair  [ ]

Vehicle/Equipment Purchase  [ ] Planning/Design  [ x ]

### Description of Project

Construction of a new parking lot on the recently acquired Union Pacific property to provide adequate public parking for cyclists.

### Project Benefits

A new parking lot would provide benefit and reduce parking congestion for cyclists and the general public wishing to use the bike trail or adjacent facilities.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 16-17</u>	<u>Engineering and Construction</u>
<u>FY 17-18</u>	<u>Construction</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/15/2016

Department: Public Works Department

Project Name and Location Bike Path Parking Lot

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design	50,000					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair	187,500	562,500				
Other Costs	12,500	37,500				
<b>Total Project Cost</b>	<b>250,000</b>	<b>600,000</b>				
<b>Funding</b>						
Cost to Village	250,000	600,000				
Grant/Donation						
<b>Total Funding</b>	<b>250,000</b>	<b>600,000</b>				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Construction of a new public parking lot and lighting.

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Financing Other than Current Revenue Sources and Other Information:

Funding for the project would come from the NEID TIF.

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Impact on Operating Costs:

A new parking lot would require minimal ongoing maintenance including snow plowing.

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# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: PW Yard Expansion

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Construction of improvements to the Public Works Yard to include storage bins, landscaping, screen . walls, gates, security fencing, paving and appurtenances

### Project Benefits

Expand the abilities of the Public Works Department, store equipment and materials properly.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2017/2018 Construction

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016

Department: Public Works Department

Project Name and Location PW Yard Expansion

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,000,000				
Other Costs		100,000				
<b>Total Project Cost</b>		<b>1,100,000</b>				
<b>Funding</b>						
Cost to Village		1,100,000				
Grant/Donation						
<b>Total Funding</b>		<b>1,100,000</b>				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Expand abilities of the Public Works Department to provide services. Store equipment and materials properly.

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

None.

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# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/2/2016 Department: Public Works Department

Project Name and Location: Standpipe Painting

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [x]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Repainting of the standpipe to minimize the effect of rusting.

### Project Benefits

Repainting the standpipe will minimize the development of rust and extend the life of the structure. The American Water Works Association recommends repainting steel water storage tanks every 20-25 years. The standpipe was constructed in 1996 and the current paint is original to the structure. Staff previously worked with a vendor to determine if spot painting would be effective and it was found that at this point, the entire standpipe needs to be repainted.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2018-2019</u>	<u>Repainting</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/2/2016

Department: Public Works Department

Project Name and Location Standpipe Painting

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			200,000			
Other Costs						
Total Project Cost			200,000			
<b>Funding</b>						
Cost to Village			200,000			
Grant/Donation						
Total Funding			200,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

Funds from the NEID TIF will be used for this project

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Impact on Operating Costs:

None.

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**Village of Lincolnwood  
CIP - Capital Improvement Project - Department Summary  
For The Periods as Shown**

<u>Department</u>	<u>Public Works / Devon-Lincoln</u>				
<u>Project</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Devon Avenue Enhancement	304,000	4,000,000	-	-	-
Funded by: Grant/Donation	(173,400)	(3,400,000)			
Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	30,000
<b>Totals</b>	<b>160,600</b>	<b>630,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works Department

Project Name and Location: Devon Avenue Streetscape

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [X]

### Description of Project

The project will consist of landscaped medians, possible lane reductions, enlarged parkways, ornamental lighting and decorative refuse containers.

### Project Benefits

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2017/2018 Phase II Engineering

2018/2019 Construction

## Village of Lincolnwood - Capital Improvement Program (CIP)

### Project Cost Summary

Date: 11/30/2016

Department: Public Works Department

Project Name and Location Devon Avenue Streetscape

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design		304,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,600,000			
Other Costs			400,000			
Total Project Cost		304,000	4,000,000			
<b>Funding</b>						
Cost to Village		130,600	600,000			
Grant/Donation		173,400	3,400,000			
Total Funding		304,000	4,000,000			

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Financing Other than Current Revenue Sources and Other Information:

As the lead agency, the Village will be responsible for much of the upfront costs. Construction will be reimbursed at an 70% rate from STP funding and the local match will be split between the Village and the City of Chicago.

Impact on Operating Costs:

None.

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 11/30/2016 Department: Public Works

Project Name and Location: Parkway Tree Planting Program

Various Locations dependent upon resident requests

Name of Contractor: Tree Consortium

Type of Project: \_\_\_\_\_ Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Planting of trees at various locations throughout TIF areas within the Village.

Trees come with a 1 year warranty.

Construction of new sidewalk and curb as well as replacement sidewalk.

### Project Benefits

Improves aesthetics of Village, reduces water runoff, and improves quality of life.

Makes pedestrian areas throughout the Village safer by having a safe walkway.

### Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2017-2022 Trees are planted within budget availability every year.

Sidewalks are installed within budget availability every year.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016

Department: Public Works / Devon-Lincoln TIF

Project Name and Location Parkway Tree Planting and Sidewalk Installation

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
<b>Total Project Cost</b>		30,000	30,000	30,000	30,000	30,000
<b>Funding</b>						
Cost to Village		30,000	30,000	30,000	30,000	30,000
Grant/Donation						
<b>Total Funding</b>		30,000	30,000	30,000	30,000	30,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Plant trees and install or replace deteriorating sidewalks at various parkway locations throughout the TIF district (\$15,000 sidewalks, \$15,000 trees).

Financing Other than Current Revenue Sources and Other Information:

Devon/Lincoln TIF Funds

Impact on Operating Costs:

None.

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**Village of Lincolnwood  
CIP - Capital Improvement Project - Department Summary  
For The Periods as Shown**

<u>Department</u>	<u>Water Fund</u>				
<u>Project</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Stormwater Improvements	400,000	5,500,000	2,000,000	2,000,000	2,000,000
Water Main Repairs and Upgrades - Various Locations	-	54,000	634,000	503,000	739,000
Water Transmission Main Construction	350,000	3,300,000	3,300,000	-	-
Pump House Improvements	77,500	-	-	-	-
<b>Totals</b>	<b>827,500</b>	<b>8,854,000</b>	<b>5,934,000</b>	<b>2,503,000</b>	<b>2,739,000</b>

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/15/2016 Department: Public Works Department

Project Name and Location: Stormwater Improvements-Berms and Restrictors

Name of Contractor: Unknown

Type of Project:		Facility Construction	[ ]
Site Acquisition	[ ]	Facility Repair	[ ]
Vehicle/Equipment Purchase	[ ]	Planning/Design	[X]

### Description of Project

Stormwater improvements in various locations. These improvements are a result of the Village's stormwater modeling program which resulted in recommendations to increase the Village's stormwater level of protection to a 10 year event. Numerous projects are recommended as part of this plan. The projects will occur over time and will be part of future capital projects such as street resurfacing.

### Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by increasing the Village's stormwater protection during a 10 year rain event.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 17/18</u>	<u>Design of Relief Sewer</u>
<u>FY 18/22</u>	<u>Construction of Relief Sewer</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/15/2016

Department: Public Works Department

Project Name and Location: Stormwater Improvements-Berms and Restrictors

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		400,000	5,000,000	2,000,000	2,000,000	2,000,000
Other Costs			500,000			
<b>Total Project Cost</b>		400,000	5,500,000	2,000,000	2,000,000	2,000,000
<b>Funding</b>						
Cost to Village		400,000	5,500,000	2,000,000	2,000,000	2,000,000
Grant/Donation						
<b>Total Funding</b>		400,000	5,500,000	2,000,000	2,000,000	2,000,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Construction of berms and restrictors for the Village's stormwater management plan to increase the Village's level of stormwater protection to a 10 year event. Design of a relief sewer in the pilot project area.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

None.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 12/7/2016 Department: Public Works Department

Project Name and Location: Water Main Repairs and Upgrades- Various Locations

Name of Contractor: Unknown

<u>Type of Project:</u>	Facility Construction	[ ]
Site Acquisition	Facility Repair	[ ]
Vehicle/Equipment Purchase	Planning/Design	[X]

Description of Project

Water main improvements in various locations. These improvements are a result of the Village's water distribution system analysis which was completed last year. The analysis will result in capital improvement recommendations for repairs and upgrades to the system. The projects will occur over time and will be part of future capital projects such as street resurfacing.

Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by ensuring that aging water mains are upgraded.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2017/2018</u>	<u>Design</u>
<u>2018/2019</u>	<u>Construction</u>
<u>2019/2020</u>	<u>Construction</u>
<u>2020/2021</u>	<u>Construction</u>
<u>2021/2022</u>	<u>Construction</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/7/2016

Department: Public Works Department

Project Name and Location Water Main Improvements- Various Locations

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design			54,000	40,000	63,000	46,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				540,000	400,000	630,000
Other Costs				54,000	40,000	63,000
<b>Total Project Cost</b>			54,000	634,000	503,000	739,000
<b>Funding</b>						
Cost to Village			54,000	634,000	503,000	739,000
Grant/Donation			-	-	-	-
<b>Total Funding</b>			54,000	634,000	503,000	739,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Design and construction of water main improvements based on the updated system analysis recommendations.

Financing Other than Current Revenue Sources and Other Information:

Water and Sewer Fund

Impact on Operating Costs:

None.

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: \_\_\_\_\_ Department: Public Works Department \_\_\_\_\_

Project Name and Location: Water Transmission Main Construction \_\_\_\_\_

Name of Contractor: Unknown \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [X]

Description of Project

Design and Construction of a water transmission main to an alternative supplier.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Project Benefits

Construct a water transmission main to obtain potable water from an alternative water provider. To reduce the cost of water for the residents.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Implementation Schedule

Dates	Explanation
FY 2017-2018	Design
FY 2018-2019	Construction
FY 2019-2020	Construction

FY 2017-2018	Design
FY 2018-2019	Construction
FY 2019-2020	Construction

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 11/30/2016

Department: Public Works Department

Project Name and Location Water Transmission Main

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design	250,000	350,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,000,000	3,000,000		
Other Costs			300,000	300,000		
<b>Total Project Cost</b>		350,000	3,300,000	3,300,000		
<b>Funding</b>						
Cost to Village	250,000	350,000	3,300,000	3,300,000		
Grant/Donation						
<b>Total Funding</b>	250,000	350,000	3,300,000	3,300,000		

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

To construct a new potable water transmission main to provide potable water at a cost effective rate to residents and businesses.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

None.

# Village of Lincolnwood - Capital Improvement Program (CIP)

## PROJECT DESCRIPTION

Date: 12/7/2016 Department: Public Works Department

Project Name and Location: Pump House Improvements

Name of Contractor: Unknown

Type of Project: Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Projects include construction of a shed for the portable generator so that it may be stored on site; as well as replacement of pumps #3 and #4

### Project Benefits

The only Village facility without an emergency backup generator is the pump house. A portable generator is kept at the Public Works facility and can be transported to the pump house in times of emergency. It would save time and effort during power outages to keep the generator on site; however, to do so a shed must be constructed.

Pumps #3 and #4 are used throughout the year to provide water service to the Village. Both pumps are beyond their useful life and require replacement. Proactive replacement will reduce the likelihood of a failure and a need for emergency replacement.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 17-18</u>	<u>Replacement of Pumps #3 and #4 and shed construction</u>

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT COST SUMMARY

Date: 12/20/2016

Department: Public Works Department

Project Name and Location Pump House Improvements

Cost Elements	Cost to Date	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		77,500				
Other Costs						
Total Project Cost		77,500				
<b>Funding</b>						
Cost to Village		77,500				
Grant/Donation						
Total Funding		77,500				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project includes the replacement of Pumps #3 and #4

Financing Other than Current Revenue Sources and Other Information:

Funding for the project would come from the Water and Sewer Fund.

Impact on Operating Costs:

None.

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**Village of Lincolnwood  
CIP - Capital Vehicles/Equipment - Department Summary  
For The Periods as Shown**

Department	F/Y 2017-2018	F/Y 2018-2019	F/Y 2019-2020	F/Y 2020-2021	F/Y 2021-2022	Total
<b>Fire Department</b>						
Air Pack compressor, Fill Station 4 bottles			65,000			65,000
Replacement Ambulance	225,000		230,000			455,000
Ford F250 Pickup 4X4				38,000		38,000
StarCom21 Radio Cost/Programming & Install/Monthly Charges		200,000				200,000
Reserve Engine Replacement					722,000	722,000
Cardiac Monitors	32,000					32,000
<b>Police Department</b>						
Replacement of Police Vehicles	37,000	112,000	114,000	114,000		377,000
StarCom21 Radios	230,000					230,000
<b>Public Works Department</b>						
Truck #48 (Parks)	35,700					35,700
Truck #49 (Streets)	35,700					35,700
Street Sweeper #2 (Streets and Water and Sewer Funds)	220,000					220,000
Truck #47 (Water and Sewer Fund)	35,700					35,700
Sewer Televising Equipment (Water)			115,000			115,000
Truck #18 (Water and Sewer Fund)		156,100				156,100
Truck #14 (Streets)		156,100				156,100
Truck #8 (Parks)		36,600				36,600
Tractor #3 (Parks)			99,300			99,300
Truck #25 (Streets)			37,530			37,530
Truck #3 (Water and Sewer Fund)				164,100		164,100
Truck #10 (Water and Sewer Fund)				38,500		38,500
Tractor #1 (Parks)					29,000	29,000
Skid Steer Loader (Water and Sewer Fund)					66,100	66,100
<b>Totals</b>	<b>851,100</b>	<b>660,800</b>	<b>660,830</b>	<b>354,600</b>	<b>817,100</b>	<b>3,344,430</b>