

MEMORANDUM

TO: President Turry and Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

DATE: February 14, 2014

SUBJECT: **Village Board Budget Workshop**

As a reminder, we have scheduled the FY 2014/15 Budget Workshop for February 20 beginning at **6:00 p.m.** in the **Police Fire Training Room.**

Please use this memorandum as a guide to the information that is being provided for the Workshop. There are links contained in this memo that will bring you to the pertinent background data for each item that will be discussed. The PowerPoint presentation serves as a summary of the information that will be discussed at the meeting.

The objective of the workshop is for staff to summarize the budget preparation process and to obtain general policy direction from the Village Board on issues that will impact the expenditures and revenues to be included in the FY2014/15 budget. The purpose of the meeting is not to discuss specific budgets for specific departments. This discussion can occur at subsequent meetings of either the entire Village Board or Finance Committee.

Village Board members are requested to review the information that follows:

- I) **Agenda** – [Attached](#) is the agenda for the Budget Workshop.
- II) **FY 2013/14 Departmental Goals Status and Proposed FY 2014/15 Departmental Goals** – As part of last year's budget process, goals for each department were incorporated into the budget document. [Attached](#) is a document that provides a summary of the status of completion of each of the goals. In addition, this document contains the proposed departmental goals for pursuit during the next fiscal year. These goals articulate significant policy/program initiatives that staff is proposing, many of which will require funding to be included in the Fiscal Year 2014/15 budget.

Since time on Thursday evening will be limited, I do not plan on devoting a substantial amount of time to discuss either the status of the current year's goals, or the goals proposed for FY2014/15. If any Village Board member has questions or concerns with regards to any of the goals, time can be set aside to address the issues.

III) Budget Workshop PowerPoint Presentation – [Attached](#) is the presentation that will be discussed on Thursday evening. There are many key decisions that will need to be made by the Village Board in order for staff to complete the budget preparation process. Each issue will be thoroughly discussed and appropriate department heads will be available for questions.

IV) Significant Capital Expenditures Included in the Draft Budget – Staff has identified several large capital needs. Despite the recent economic challenges the Village Board has consistently directed staff to ensure our most pressing capital needs be addressed to ensure future years do not become over-burdened with capital items. Staff has continued the Village’s replacement policy for capital equipment and the draft budget includes these items. Please find below a summary of items that are either new or have not been routinely purchased by the Village:

- 1) [Attached](#) is the replacement schedule for our Police vehicle fleet. It is designed to spread the replacement of vehicles throughout each year so no one year becomes overly burdened. Staff is proposing \$96,000 in the proposed budget to replace three Police patrol cars. Also [attached](#) is the schedule for replacing Fire and Public Works vehicles.
- 2) Replacement of two Public Works trucks used for maintenance and snow plowing – \$70,000 - [Attached](#) is a memorandum summarizing the need for these replacements.
- 3) Replacement of the Fire Department’s 2000 Ford Exhibition – \$33,000 - [Attached](#) is a memorandum summarizing the need to replace this vehicle which is used by Command personnel.
- 4) Replacement of trees removed due to Emerald Ash Borer – [Attached](#) is a memorandum summarizing the request for \$105,000 to increase our tree replacement budget in order to replace the trees removed from this infestation.

VI) Other Items Included in the Draft Budget – Staff has included the following new initiatives in the proposed budget. If the Board desires, they can be removed from the proposed budget:

- 1) Citizen Survey - \$10,000 – It has been seven years since the Village last performed a detailed survey of our residents of our general services. [Attached](#) is a memorandum summarizing this initiative.
- 2) North Shore Convention Bureau - \$15,000 – With the pending development of the Purple Hotel site, it may be advantageous for the Village to participate in the marketing and exposure this organization could bring. [Attached](#) is a memorandum concerning this issue.

V) **Discretionary Expenditure Not Included in the Draft Budget** – Staff has identified several policy issues that the Board may wish to include funding in the proposed budget for. The cost of these initiatives are not included in the proposed budget:

- 1) Public Alley Improvement Program - \$35,000 – The Village does not have a standard policy for improving alleys. Some alleys in business areas are paved, others are gravel. Periodically staff will add and grade gravel to alleys to address holes and poor driving surfaces. [Attached](#) is a memorandum which summarizes a proposal to hire a consultant to carefully evaluate our alleys and recommend a capital improvement program to improve certain alleys.
- 2) Funding assistance for residents that must replace private sewer lines - \$20,000 – Staff is aware of instances where parkway tree roots cause the failure of older, private sewer lines. Currently the Village does not provide funding assistance to assist with the replacement of the sewer line regardless of the cause of failure. [Attached](#) is a memorandum summarizing a proposal to assist residents in replacing their private sewer lines.
- 3) Village gateway signs - \$50,000 each – During the Strategic Planning session improving the Village’s major entrance points with new signage was discussed. [Attached](#) is a memorandum summarizing the options.
- 4) Comprehensive Plan Update - \$50,000 – During the Strategic Planning session the need to update this plan was discussed. The proposed cost would cover a planning expert to assist the Village update the plan. [Attached](#) is a memorandum summarizing this issue.

The past year has seen uneven economic recovery, which has mirrored the economic performance of the Chicagoland area. Staff is planning for no increase in sales tax revenue for the next year. Staff is prepared to discuss the major issues involved and outline for the Village Board how staff is recommending we balance next year’s budget.

If you should have any questions concerning these matters, please feel free to contact me.



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
BUDGET WORKSHOP
POLICE FIRE TRAINING ROOM
6:00 P.M., FEBRUARY 20, 2014**

AGENDA

- I) Call to Order
- II) Roll Call
- III) Regular Business
 - 1) Discussion Concerning the Village's Fiscal Year 2013/14 Year-End Projections
 - 2) Discussion Concerning the Village's Fiscal Year 2014/15 Financial Forecast
 - 3) Discussion Concerning Fiscal Year 2014/15 Discretionary Spending
- IV) Adjournment

Village of Lincolnwood – Organizational Goals

Village Manager’s Office

Department/Activity 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.

Prior Year’s Goals Status

- 1) The Human Resources Division will ensure compliance with the Public Safety Employee Benefits Act (PSEBA). Staff will survey other communities to determine the best practices for administration of PSEBA practices. Staff will then develop a procedure for receiving, responding and adjudicating requests received under PSEBA that will be shared with all Village employees. The final result will be a comprehensive plan to address PSEBA that is compliant with the state law.

Village staff processed its first request under PSEBA and developed an Administrative Protocol to govern future requests received under the auspices of PSEBA.

- 2) The Human Resources Division will improve supervisor effectiveness and compliance with state and federal laws. Staff will create a comprehensive guide for supervisors that addresses common issues related to state and federal laws that outlines the supervisor’s responsibilities. Supervisors will also be educated on how to create and sustain a positive working environment. In providing this education to supervisors it is anticipated that it will increase compliance along with improving the working relationship between supervisors and employees.

The Human Resources Department drafted the Supervisors Guide intended to provide new and seasoned supervisors with best practices for managing employees. The Guide was also influenced by the Village’s employee survey to find areas of improvement. Additionally, Village staff provided supervisor training that reinforced the teachings in the Supervisor’s Guide.

- 3) The Human Resources Division will review the working relationship between employees and the Village to create future service enhancements. Staff will develop and distribute an employee survey that targets training opportunities, service/process enhancements and non-monetary benefits. At the completion of the survey, staff will identify pertinent items and develop an implementation plan for achieving goals related to the results of the

study. As a result of this effort, the organization will have a better relationship with employees and make the Village more attractive to potential employees.

Village staff distributed an employee survey in January of 2014 to all full-time and IMRF eligible part-time positions. The results of the survey were shared with the Village's Department Directors and influenced the contents of the Village's Supervisor Guide and training for supervisors.

- 4) The Village Manager's Office will create and implement a plan to increase website traffic by 10%. Increasing public awareness of the new website design will increase website traffic and online payments and requests by 10%. The Village's employee Communications Committee will be responsible for the plan.

While developing the Village's new website the Communications Committee developed an internal plan to promote the new site and its features. On November 6, 2013, the Village launched the new website and promoted its new features through press releases, social media notifications, and by presenting it at a Village Board meeting. According to the data the Village's website hits are exceeding a 10% increase when compared to last year.

- 5) The Village Manager's Office will enhance customer service capabilities for residents by implementing a Live Chat tool on the home page of the website. This tool will provide an alternative communications method for residents and business owners. They will maintain the ability to multi-task while receiving online access to staff. Live Chat has the ability to maximize employee effectiveness by allowing staff to handle multiple chats simultaneously in a timely manner while continuing to perform other customer service tasks.

Staff is seeking cost-effective proposals from Live Chat vendors and will be implementing a beta-version that will consist of Village Manager's Office staff responding to the inquiries. Staff will monitor utilization for three months and afterwards determine if Live Chat is a success.

- 6) The Village Manager's Office will improve transparency and its ability to communicate with residents by implementing 24/7 live online streaming of the Village's cable channel on the Village's website. Currently, the live broadcast of the cable channel is only available through a Comcast or AT&T U-Verse subscription. It is estimated that half of the residents and most of the businesses in the Village do not subscribe to these services. Therefore streaming the Village's cable channel feed live on the Internet will enable more residents to view Village meetings and receive information about news and events.

The Village launched an online streaming site at Lincolnwood.tv on November 6, 2013 with the launch of the new Village website. This included an upgrade to the Village's On Demand video service which provides for a cleaner, branded interface and bookmarks that allow users to advance to different parts of the meeting video by clicking on an agenda item. In the first month of use the online streaming site received 265 views and the On Demand site received 333 views.

- 7) The Village Manager's Office will improve service provision and increase citizen outreach by researching and implementing a mobile application, or "app", for smart phone devices. A mobile application can allow residents to submit and track service requests, view a listing of public meetings and community events, and access news and information online while being saved on a smart phone as an independent application instead of as a webpage.

Staff is interviewing mobile app vendors to determine the most cost-effective option. Staff expects this review to be complete by February 2014. Staff is also discussing with School District 74 and the Library District a joint-mobile app that will contain up-to-date calendar information. This concept was discussed at the joint meeting staff conducted with the Lincolnwood taxing bodies on November 1, 2013.

- 8) The Village Manager's Office will embark on a multi-phase initiative that will create the opportunity for enhanced online payment services, software integration, paperless processes, and more efficient workflow by migrating the Village's Enterprise Resource Planning software known as "Springbrook" to its latest ".NET" technology. In the first year the Village will migrate all existing software programs to the ".NET" technology and will then deploy the new processes and features over the following years. This item was deferred from last fiscal year and will continue pending the results from the IT sharing study results.

On July 16, 2013 the Village Board approved the contract to migrate to the .NET system. Once the contract was approved Springbrook assigned a project implementation schedule that will commence in February of 2014 and be complete in July of 2014. Since July staff has performed any required preparations such as setting up a new virtual server, purchasing a new database, and documenting business process workflows to prepare for the migration to the .NET system.

- 9) The Village Manager's Office will increase the Wi-Fi access area in its facilities by 25% and enhance mobile worker connectivity by expanding the Village's wireless hotspots in the Municipal Center and creating a wireless hotspot network at the Public Works main facility. The existing Wi-Fi network is over seven years old and is in need of replacement. It was originally designed to serve only the Community Center, Council Chambers, and Police Fire Training Room. In recent years staff's reliance on wireless devices increased significantly and staff anticipates this reliance to increase in the years to come, thus requiring a more accessible Wi-Fi network in Village facilities.

Staff is performing a site survey of all facilities to determine potential gaps and barriers to Wi-Fi signals such as concrete walls and metal studs. Once the survey is complete staff will recommend approval of a Wi-Fi access point installation contractor and installation will be complete no later than April of 2014.

- 10) The Village Manager's Office will reexamine public transportation opportunities in the Village by meeting with area transportation entities and surveying residents. This is an extension of Goal 11 set by the Village Board in their 2012 – 2015 Strategic Plan.

The Village Manager's Office will meet with CTA and/or PACE representatives to determine if there is interest in implementing a new bus route for west-bound Devon Avenue to link the area to the Edgebrook METRA train station.

- 11) The Village Manager's Office will develop a constructive partnership with the overlapping and surrounding taxing body boards by meeting with their staff and officials to discuss mutual interests. This is an extension of Goal 12 set by the Village Board in their 2012 – 2015 Strategic Plan.

On November 1, 2013 the Village hosted a meeting in the Council Chambers with staff from School District 74 and the Lincolnwood Library District. The collective staff of the three taxing bodies developed a list of 14 potential opportunities for the sharing of services that staff will add to their list of objectives for 2014.

- 12) The Village Manager's Office will develop a recommendation for a potential branding campaign that could become a catalyst for reenergizing economic development activities and communicating the Village's best attributes through various activities including the development of a new official logo, motto, and color scheme.

The Village completed community branding by refreshing the Village's logo and color scheme with a more contemporary design. The Village utilized the services of www.logotournament.com to accomplish this task in a cost-effective method. The logo has been incorporated into the Village website, cable channel, letterhead, newsletter, and other locations.

Proposed Goals

- 1) The Village Manager's Office will enhance transparency and improve broadcast quality by replacing the Village's audio system and adding additional microphones which will allow the Village to broadcast Committee of the Whole meetings.
- 2) The Village Manager's Office will enhance communication with residents and encourage communication among neighbors by implementing the community-based social media site known as Nextdoor.com. This social media site is unique from other social media sites because it restricts membership to Village residents. Current municipalities using Nextdoor.com report positive results and high participation rates. The Village will publicize the availability of the site and its unique features and capabilities. In addition, the Village Manager's Office will partner with the Police Department to establish effective uses for public safety.
- 3) The Village Manager's Office will improve resident relations by creating a New Resident Packet consisting of informational materials from the Chamber of Commerce, Lincolnwood taxing bodies, and other community organizations. This goal was developed at the November 1, 2013 Lincolnwood taxing bodies meeting.

- 4) The Village Manager's Office will continue to implement the Patient Protection and Affordable Care Act (PPACA) to ensure that the Village is compliance with all aspects of the Law that are required for 2014-2015.
- 5) The Village Manager's Office will improve the overall services provided to its residents by seeking their input via a survey. The Village will collaborate with the National research Center to conduct a Citizen Survey. This survey will ask residents' opinions on the quality of the Village's services and the overall quality of life in the community. The last Village-initiated Citizen Survey was performed using the National Research Center in 2007.
- 6) The Village will promote the Village's brand and enhance economic development by joining the North Shore Convention and Visitors Bureau which is an organization that serves the north suburban communities in Cook County as its chief marketing agent. As a member, the Village's businesses will benefit because they can leverage the marketing capabilities of the Bureau.
- 7) The Village Manager's Office will increase its Facebook subscribers by 20% through a campaign that includes promotional events and activities.
- 8) The Village Manager's Office will promote available retail opportunities in the Village by marketing vacant properties. Staff will develop a retail trade area, which is defined as the largest distance consumers are willing to travel to purchase goods and services, and distribute this information to potential retail site selectors along with other economic data available through the Village's GIS Consortium membership.

Finance Department

Department/Activity 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.

Prior Year's Goals Status

- 1) The Finance Department will assist the Village Manager's Office with the installation of the latest upgrade to the Village's Enterprise Resource Planning software (Springbrook). The first phase will involve the migration of all existing Springbrook Software to the ".Net" version. Finance will also provide guidance and training to Village Departments and employees regarding the implementation of the ".Net" version of the Village's software system.

This project was originally scheduled to be implemented in Fiscal 2014. Additional time was needed to analyze all software modules for priority of installation and the installment date was changed to Fiscal 2015.

- 2) The Finance Department will start planning for enhanced online payment capabilities and paperless processing after the installation of the new Springbrook ".Net" installation. These processes should create a more efficient workflow for the payment of bills and allow for additional payment capabilities for internet users.

This project will be implemented in Fiscal 2015 as the installation of the new Springbrook software will be completed in August, 2014.

- 3) The Finance Department will work with Administration to review the current payroll process to improve the efficiency of system. Currently, many of the payroll functions are performed by each Department. The process review will target specific payroll functions that will be centralized which should make the system more efficient.

The payroll process was reviewed with the Village Manager's office and changes were made to centralize many of the payroll functions with the Finance Department. Previously, many of these payroll functions were handled by the various Department Directors.

- 4) The Finance Department will work with the Parks and Recreation and Administration Departments to streamline the payroll process for the hiring/re-hiring of seasonal workers for the pool and summer camp programs. These programs employ approximately 180 seasonal workers and require many hours to gather and verify employee documentation and information.

The Finance Department worked with both the Parks and Recreation Department and the Village Manager's Office to review the process of hiring/rehiring seasonal workers. Standardization of documents and processes were implemented to ease the time required to enroll new or rehired employees. Staff will continue to review this year's hiring process to ensure compliance with the new procedures.

- 5) The Finance Department will work with the Village Engineer to formulate a standard process for the approval of payments to contractors for all capital projects. This procedure will ensure that all capital project payment requests will have the required documentation before payments are processed.

New procedures were implemented to ensure all capital payment requests have the required documentation for processing. These procedures, along with applicable forms, were reviewed with Village Staff and are on the Village's internal website for staff use.

- 6) The Finance Department will assist with the transition of the new Police Pension Board. Finance will provide guidance on the accounting procedures necessary to ensure that the fund is operating in accordance with State of Illinois regulations.

The Finance Department has worked with the new Police Pension Board to assist in the transition for electronic storing of pension fund participant's records and financial data. The Finance Department also assisted the Fund in their annual audit with the Illinois Department of Insurance to gather the required documentation to complete the audit.

Proposed Goals

- 1) The Finance Department will assist the Village Manager's Office with the installation and staff training of the latest upgrade to the Village's Enterprise Resource Planning software (Springbrook). The first phase will involve the migration of all existing Spingbrook Software to the ".Net" version. Finance will also provide guidance and training to Village Departments and employees regarding the implementation of the ".Net" version of the Village's software system. This goal was originally scheduled for Fiscal 2014 but was rescheduled to Fiscal 2015 due to the finalization of the agreement with the software company. Some of the new benefits of the upgrade will be improved speed and user interface, enhanced reporting capabilities and enhanced permit and inspection process. Future capabilities will include more online bill payment features, paperless timesheets and purchase orders, and integration with other software systems used in the Village.
- 2) Assist the Public Works Department with the installation of a new inventory module. The module will allow for the tracking of the small tools and equipment and material used in the Department.
- 3) The Finance Department will assist in the formulation of possible financing alternatives for the proposed development in the Lincoln/Touhy TIF District. The TIF contains property that formally was the Purple Hotel site and a developer has submitted plans for the redevelopment of this site.
- 4) The Finance Department will assist to increase efficiencies in the set-up of new employees in the new version of the Village's payroll module. These changes will allow for less time to enter new employees into the system and the information for each category of employees will be standardized.

Community Development Department

Department/Activity 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.

Prior Year's Goals Status

- 1) Compare existing Public Hearing Fees charged with other communities and review public hearing costs which are typically incurred. Recommend adjustments as necessary to fees and deposits to reflect marketplace and to ensure out of pocket costs are borne by applicant.

A survey has been undertaken of public hearing fees charged in the area by other municipalities. Based on this review, no adjustment to the Village's current public hearing fee schedule is recommended.

- 2) Assist the Chicago Metropolitan Agency for Planning (CMAP) and the Urban Land Institute (ULI) with the study of the Devon Avenue Commercial Corridor. This study is expected to address the high vacancy rates within the corridor as well as streetscape conditions.

The two day intensive study of the corridor by ULI occurred in September. A presentation by ULI on its findings and recommendations was held in October. A draft report has been prepared, with the final report expected to be completed in mid-January.

- 3) Assist IT/GIS with implementing a building permit layer in the Village's GIS system utilizing Springbrook data. Such a layer would be useful throughout the organization, allowing all employees to view by address current building permit information.

Achieving this goal was subject to the planned Springbrook upgrade occurring this fiscal year. With this planned Springbrook upgrade in-place, updating of the GIS layer with current data would become automatic. The ability to use Springbrook data in the GIS layer however cannot be automated with the current Springbrook version. This goal therefore is deferred until next fiscal year when the Springbrook upgrade is completed.

- 4) Research and analyze areas in the Village with the greatest parking deficiencies and develop a list of possible solutions.

Presentations and discussions on parking in the Lincolnwood Business Park were held with the Village Board. Plans for a parking lot on the UP railroad ROW are now being prepared by the Village Engineer. For the Devon Corridor, ULI has recommended development of parkway parking on adjoining side streets.

- 5) Continue the process to amend the Lincoln Touhy TIF District to expand its area and if adopted, review the Devon-Lincoln TIF District for development of initial projects.

Kane McKenna and Associates has been engaged to assess a boundary amendment for the Lincoln-Touhy TIF District to include two additional business properties north of the Purple Hotel site as well as associated Commonwealth Edison property. This matter is expected to be considered by the Economic Development Commission at its meeting in January.

The process for considering the proposed Devon-Lincoln TIF District is awaiting the conclusion of the public hearing. The public hearing began on February 19, 2013. It has now been continued to January 21, 2014

- 6) Guide the Village's consideration of proposed Purple Hotel site development through the Village's development approval process.

During this fiscal year, the redevelopment plan for this property changed from a plan to retain the Purple Hotel building as the central focus of the development, to a totally new mixed use development containing five new buildings. Workshops concerning this new plan for the property were held in September and October. The Plan Commission began the public hearing on this development on December 4th.

Proposed Goals

- 1) To better assist developers, improve the clarity and quality of individual Village Development Team reviews, by establishing a standardized Review Form that will guide various staff reviewers to comment on specific aspects of a proposed project.
- 2) Assist IT/GIS with implementing a building permit layer in the Village's GIS system utilizing Springbrook data. Such a permit layer would allow Village employees in other departments access to the real time status of building permits and related data. It is anticipated that this layer will be especially useful to employees in the field to verify permit status.
- 3) Guide the consideration of the proposed Shoppes at Lincoln Pointe through remaining steps in the Village's development approval process and coordinate permit plan review and inspection requirements once development is approved.
- 4) To improve case management and department efficiency, create a public hearing records management and tracking system for public hearing documents. It is anticipated this system will improve the tracking of cases through the public hearing process and result in improved efficiency in the department.
- 5) Develop steps to implement the key recommendations of the Urban Land Institute 2013 Report on the Devon Avenue Corridor.
- 6) Network with the area development and retail community by attending two events such as the fall ICSC Chicago Deal Making and the Spring Illinois Alliance programs.

Parks and Recreation Department

Department/Activity 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 Channel Runne, 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.

Prior Year's Goals Status

- 1) Re-evaluate the current Aquatic Risk Management provider, which is American Red Cross. American Red Cross provides training and certification at the pool. Other options in the marketplace will be researched and a recommendation will be made to the Village Manager by June 1, 2013.

Two other risk management providers, Star Guard and Ellis and Associates, were researched. While each had some positive characteristics, staff decided to stay with American Red Cross through the 2014 season.

- 2) Recertify the Turkey Trot course through The Athletic Congress (TAC) by April 30, 2014. Maintaining certification through TAC adds quality and prestige to road races and assures that the course is accurate.

The course will be reviewed and possibly modified in the spring/summer of 2014. The goal is to put together a group of runners and walkers to provide input regarding the course. Once the course is finalized the application will be submitted to The Athletic Congress to certify the course.

- 3) Complete the American Camping Association (ACA) accreditation process by November 1, 2013. By gaining accreditation, the Village day camp program will be operated at the highest standards established by this national organization, adding credibility and quality to the program.

The Parks and Recreation Department Day Camp program received national accreditation from the American Camp Association in October, 2013, receiving 100% scores in all categories except in one, which it received a 91%. By going through this accreditation process we are ensured that the camp operates utilizing the highest national standards. Achieving accreditation for the day camp adds to its credibility and quality.

- 4) Offer a minimum of four special events or programs at the newly renovated Centennial Park by April 30, 2014 utilizing the new amenities while increasing awareness of the park and promoting healthy lifestyles.

Family Fun Fest was offered on Sunday, May 12 with over 300 participants. The day offered the opportunity to try many of activities available at the park including disc golf, kayaking, and fishing. There was also entertainment on site. Other programs have been offered including snow-shoeing, kayaking, disc golf, bike maintenance and photography. While not all the programs have met minimum enrollment we have increased awareness about what is offered at the park and have generated interest in these recreational activities.

- 6) Obtain a lease with ComEd for the site of the proposed bike path by June 1, 2013. The proposed bike path will run from Devon Avenue through the Village to the intersection of Lincoln and Jarvis. The proposed bike path will be 80% funded by the federal Congestion Mitigation Air Quality grant program.

A draft lease was received on December 31, 2013. Staff will negotiate some final points and hope to present it to the Village Board in March.

- 7) Complete the appraisal of the Union Pacific railway property by August 1, 2013. The Village plans to purchase the property for a future bike path. Both the acquisition and the construction of the bike path will be 80% funded by the federal Congestion Mitigation Air Quality grant program.

The appraisal process was completed in November, 2013. Necessary documentation was submitted to the Illinois Department of Natural Resources for review and approval. The negotiation process began in February.

Proposed Goals

- 1) Starting in 2014 students at School District #219 will return to school on August 12 and will get out of school the third week of May. This presents a challenge because a large part of the pool's workforce will be unavailable after the start date in August. To be prepared for the change and to maintain excellent customer service, staff will create a new summer schedule, a staff Recruitment and Retention Plan and a Public Relations Plan for the Proesel Park Family Aquatic Center by May 15, 2014.
- 2) The first Holiday Tree Lighting was held on December 5, 2013. It is the goal of the department to expand the event, scheduled for Monday, December 1 in 2014, adding two more features to the event and increasing marketing efforts.
- 3) A Playground Replacement Program was developed and approved by the Village Board in 2005. So far, half of the playgrounds have been replaced. The plan for 2015 is renovate the O'Brien Park Playground, taking into consideration the Americans with

Disabilities Act and the Playground Safety Institute standards, while utilizing input from the users for the design.

- 4) The Village Bikeway Plan, approved in 2005, identified on-street and off-street paths that would improve bike transportation within the Village. The two off-street paths were planned for the ComEd right-of-way and the Union Pacific railway. The plan is to lease the ComEd land and to purchase the Union Pacific land because the railroad was abandoned and the tracks were removed. The Village received federal money to cover 80% of the cost of the land acquisition and the construction of the two paths, through the Congestion Mitigation Air Quality (CMAQ) grant program. The Village has been through an extensive process and is planning to bid out both bike path construction projects by August 1, 2014 through the Illinois Department of Transportation, the administrator of the grant.

Police Department

Department/Activity 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 44 full-time and three part-time employees.

Prior Year's Goals Status

- 1) The Detective Bureau experiences cases where it is necessary to conduct multiple interviews at the same time. A second interview room will correct this problem. The Department will convert the Detective Bureau's attached office into a secondary interview room. This will allow detectives to keep witnesses separate and allow detectives to interview multiple witnesses and victims at the same time.

The detective bureau interview room has been cleared of all clutter, repainted, and equipped with professional office furniture conducive to conducting a professional interview.

- 2) The Police Department will begin using two on-line databases to aid in the investigation of criminal offenses. The databases will allow detectives to locate people and identify assets, businesses, and affiliations, etc. Detectives will also be able to initiate a search with minimal information, such as a partial name or Social Security Number. The databases will help the Police Department reduce overall investigative time by providing access to accurate, comprehensive data.

The Police Department went live with both databases in May. The systems have provided

detailed reliable information regarding many potential candidates and eight successful candidates.

- 3) The Police Department will implement an on-line nationwide investigative system designed to aid in the investigation of criminal activity. Businesses related to resale are required by local ordinance to provide transaction information to local law enforcement. The system makes the process more efficient by providing a single database software system to all businesses. It also allows detectives to search and cross reference suspects or stolen property from all transactions from thousands of businesses.

The Police Department went live with LEADS On-Line in June. Two second-hand dealers are currently enrolled and provide mandated reports through LEADS On-Line. Staff will request a revision to the secondhand dealer ordinance in March that will require all secondhand dealers to file reports using the database. Once the Ordinance is approved, staff will conduct an awareness campaign to inform all secondhand dealers to file their mandated report through LEADS On-Line.

- 4) The Police Department will implement the “Briefing Notes” and “Be On the Look Out” (BOLO) modules in the New World software system. The modules will allow dispatchers to disseminate critical information to all Police Officers at one time. They will automatically collect targeted information and display it on any computer monitor in the station or any squad car. A large screen monitor will display the same information during roll call sessions.

The BOLO and Briefing Notes modules have been installed and training has been conducted for all personnel. Information is reviewed by supervisors during each roll-call, by police officers in their squad cars, and by communication operators.

- 5) The Police Department will install an in-station, bi-directional amplifier for the Police radio. Police Officers have experienced difficulties in hearing radio traffic in the station since the building was constructed. A federal law required all public safety agencies to narrowband their radio frequencies in 2012. The narrow banding exacerbated the problem. The cost of this proposal is less because the vendor will be able to repurpose equipment and wiring previously installed in the building (equipment was used briefly and then abandoned by a cellular telephone carrier).

After additional research, staff determined that a unidirectional amplifier would accomplish the same goal as a bi-directional amplifier, at a reduced cost. The unidirectional amplifier was installed in September and working perfectly. Police radio reception (in the police facility) has improved dramatically, and is better than it has been in 20 years.

- 6) The Police Department will continue the process of implementing electronic motor vehicle traffic crash reporting and traffic ticket writing. The project was originally planned for FY2012-13. However, the Illinois Department of Transportation (changed the information collected in their Motor Vehicle Traffic Crash Report. This change resulted in the Police Department’s vendor having to revise its electronic crash report. It

is anticipated that this project will be completed in FY2013-14.

Police officers are using software developed by the Police Department's records system vendor to investigate and report all motor vehicle traffic crash reports electronically from their squad cars.

In August, the Police Department submitted a request and provided all required documentation for electronic ticket writing to Cook County. Lincolnwood is currently on a waiting list.

Proposed Goals

- 1) The Police Department will expand its Simunitions program to include use of the AR-15 rifle. The Simunitions program is scenario based training using actual firearms without live ammunition. The expanded training will include a minimum of every sworn police officer participating in one full exercise with the AR-15. The equipment to support the 2014 Simunition training will be funded by the Lincolnwood Police Foundation. Training will be completed by December, 2014.
- 2) The Police Department will purchase, install, and implement a covert video surveillance system by August. The system will be used to address problem areas or proactively monitor areas likely to be targeted by pattern crimes, such as burglaries to motor vehicles during the Fest or Turkey Trot. The system will provide live video streaming that may be accessed from any Village computer or personal electronic device.
- 3) The Police Department will replace its Emergency 9-1-1 telephone system. The current system was purchased in 1999 and determined by the vendor to be at its End of Life (EOL). The EOL designation means the vendor will no longer guarantee parts or repairs. The replacement system will be an IP based environment compatible with current Emergency 9-1-1 technology. The new system will be fully functional by January, 2015.
- 4) The Police Department will replace its voice logging system. The voice logging system stores emergency telephone calls and police radio traffic. The system provides immediate playback capability for communications operators, training for new employees, honoring court subpoenas, and staff review of major incidents. The current system was purchased in 2008 and is not capable of integrating with current technology. The new system will be fully functional by February, 2015.
- 5) The Police Department will implement squad car video streaming. The system will allow communications operators, supervisors and any authorized personnel to view squad videos in real time. The benefit of this program includes providing communication operators with the capability to determine if police officers need assistance or additional resources, it will enable supervisors to make command decisions from remote locations, and command staff may observe and monitor incidents from the police facility. This function would be especially valuable in a major incident, an act of violence at one of the schools or the mall, and/or the activation of the Emergency Operations Center. The system will be fully functional by December, 2014.

- 6) The Police Department will install and implement the Law Enforcement Data System (LEADS) parsing feature for the records management system. The system will allow police officers preparing reports in the squad cars to import National Crime Information Center (NCIC) data directly into police reports. This will reduce redundancy and the opportunity for human error. The benefit of this system is enhanced by the fact that police officers also prepare electronic motor vehicle traffic crash reports in the squad cars and will be preparing electronic traffic citations in 2014. The system will be fully functional by September, 2014.
- 7) The Police Department will install and implement an electronic court packet. The electronic packets will replace paper court packets. Every police officer is required to attend court for criminal cases, and many police officers attend court several times per month. Preparing electronic court packets will be easier for records staff to prepare, more efficient and organized for the police officer testifying in court, present a professional appearance, and make it easier to dispose of upon completion. The system will be fully functional by October, 2014.

Fire Department

Department/Activity 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.

Prior Year's Goals Status

- 1) With the new record management system in place, staff will develop other opportunities for putting the existing Villages' commercial building pre-plans into the "cloud" technology.

Pre-plan drawings have been updated and will be moved to the FireHouse Cloud in the spring of 2014.

- 2) In the event that the Fire Department is not successful in obtaining an Assistance to Firefighters Grant for breathing apparatus, staff has budgeted for the replacement of all breathing apparatus in this year's Fire Department budget request. A bid specification document will need to be drafted, followed by a Request for Proposal and a bid process.

The Fire Department was successful in obtaining an \$111,095.00 AFG Grant for breathing apparatus. The Village's share is \$5,554.00. A bid specification document was developed and a bid process was completed with Board action in February 2014 and delivery and training in to be completed in April 2014.

- 3) Staff will pursue a grant with the State Fire Marshal's Office to purchase a battery-operated vehicle extrication tool. This tool will be used in situations where hydraulic tools are cumbersome or are not readily accessible.

The Fire Department was not successful in our grant opportunity in 2012/2013. Staff has reapplied for the grant in 2013/2014.

- 4) Staff would like to have the Department Coordinator become a Certified Ambulance Coder. Ambulance regulations are becoming more specific and stringent. Private sector employees have obtained this certification and industry standards are recommending this certification for all people who code ambulance bills to Medicare, Medicaid, and private insurance.

This projected was not approved in last year's budget. It will appear again in the FY 2014/2015 budget request.

- 5) Monitor the existing wireless alarms for fire and burglary and develop a brochure that would promote the expansion of these services to non-subscribers.

This brochure is completed and was distributed to existing alarm holders who are not part of our wireless system.

Proposed Goals

- 1) Staff will apply for an Assistance to Firefighters Grant to purchase 2 new cardiac monitor/defibrillators for the 2 primary ambulances.
- 2) Driven by the new Affordable Care Act, EMS may be entering a new phase of providing service to our residents called Mobile Integrated Healthcare. This concept is designed to work with the broad healthcare industry to reduce hospital readmissions, provide a level of illness prevention and ultimately reduce the cost of health care services. Staff will examine the community needs, determine what resources are necessary and evaluate the outcomes of these services. The reimbursement, whether it comes from the hospital or insurance companies, will also need to be explored.
- 3) With the new concealed carry law in Illinois, staff will develop a new policy that protects rights of the gun owner being transported in our ambulance as well as the safety of our department personnel.
- 4) The Emergency Operations Plan (EOP) needs recertification with Cook County as well as a development of a newly formed Mitigation Annex. Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This annex or chapter is a joint effort between the Village of Lincolnwood and Cook County and is a new requirement for recertification.
- 5) The department will develop policies that address our role in an active shooter incident. We need to coordinate EMS responsibilities with police activities the preserves lives of

the victims and the safety of the responders. A new protocol will be developed that addresses this type incident and the Fire Department's response.

Public Works - Administration

Department/Activity Description

The Public Works Administration Division plans, organizes, directs, controls, and coordinates all Public Works activities including: street maintenance, maintenance of Village-owned vehicles, maintenance of Village-owned buildings, operations of the water and sewer system, and 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 27 full-time employees, three of which comprise the Administration Division.

Prior Year's Goals Status

- 1) Conduct an inventory of all crosswalks in the Village to standardize the striping and evaluate the signage that is in place. In addition, this information will be used to work with the Village Engineer to develop a capital plan to make any necessary changes.

The Village Engineer has developed recommendations for crosswalk standardization which was presented at the Traffic Commission. The Traffic Commission agreed with the recommendations and recommended that staff proceed with developing a capital plan for implementation. This plan will be developed during FY 2014-2015 with anticipation that funds will be requested for FY 2015-2016 to begin implementing the changes.

- 2) Develop an inventory of all thermoplastic locations within the Village and create a capital plan for replacements. In addition, input all of the locations into the Village's GIS system.

The inventory for the thermoplastic locations was completed. This is currently being entered into GIS. At this time the Village has not had to put any new thermoplastic down for the last two years. Staff anticipates that funds will be requested for FY 2015-2016 to begin replacing thermoplastic that is six years old.

- 3) Investigate the requirements to obtain a herbicide license in the State of Illinois and send two employees for their certification so that the Department can apply herbicide to control weeds when necessary in public spaces.

A 100 question general standards exam and a 50 question category exam must be passed by each employee to obtain a license. Testing is offered each Wednesday in DeKalb through the Illinois Department of Agriculture. Staff anticipates sending two employees in the Spring of 2014 to complete the test. The license expires after three years.

- 4) Conduct an evaluation of all of the Village's public buildings for necessary infrastructure repairs and develop a capital plan.

Staff has begun developing an inventory of the potential repairs that will need to take place over the next five years. Staff anticipates completing the inventory in the Spring of 2014 and developing a capital improvement five year recommendation to begin in Fiscal Year 2015/2016.

- 5) Conduct an energy audit of the Public Works Building and the Village Hall (an audit of the Police and Fire Building was completed previously) through the University of Illinois's free energy audit program. The report will make recommendations regarding energy cost reduction measures.

Staff has submitted the necessary forms to have an audit completed of the Public Works and Village Hall Buildings. The audit will be completed before April 30, 2014. Staff will then review the audit recommendations and make recommendations to be incorporated within the FY 2015/2016 budget.

- 6) Update the Public Works Department's Standard Operating Procedures Manual and conduct employee training. This manual has not been updated in over five years therefore an audit will be conducted of all existing procedures to ensure that they reflect current practice. In addition, several new employees have been hired since the last review of the manual.

The manual is currently under revision with anticipation of completion in April 2014. Training will occur in the beginning of May 2014. Staff is reviewing polices using the Intergovernmental Risk Management Agency's (IRMA) best practice model policies as a guide.

- 7) Update the Village's Emerald Ash Borer (EAB) plan. The Village's EAB plan was originally written in 2006 prior to the identification of the beetle within Lincolnwood. The plan will be updated to address the fact that the beetle is in Lincolnwood and has infected several hundreds of trees within the Village's tree inventory. The plan will specifically discuss how the Village is addressing the infestation.

The Village Arborist has updated the EAB plan based on current Ash tree conditions in the Village. The Public Works Department is currently utilizing a remove and replace approach. Grant opportunities are being pursued for replacement trees. In addition, the Department has increased its funding request

- 8) Complete a self-evaluation of the Public Works Department for the American Public Works Association (APWA) accreditation process.

A self-evaluation will be completed prior to the end of the fiscal year. Upon completion of the self-evaluation the Department will develop a schedule and plan for moving forward with the accreditation process.

Proposed Goals

- 1) Implement an online inventory system within Springbrook and develop a quarterly auditing policy to maintain equipment and tools to have a better accountability, having a bar code equipment to facilitate this project as well to help us plan better managing the age of the equipment so we can plan the replacement.
- 2) Purchase a GPS handheld device and begin locating water meter pit covers and b-boxes (service water line valve box) to develop a layer within the Village's GIS system. This will assist Public Works staff when they are in the field trying to locate meter pits and b-boxes for inspections and repairs.
- 3) Complete a water system analysis study to evaluate the existing condition of the Village's water mains and develop a capital plan for replacements based on the outcome of the study. This is done every ten to fifteen years and in order to accomplish this we would have to hire a consultant.
- 4) Conduct an evaluation of the Village alleys and develop a capital plan to improve them. The plan will include examining whether some existing paved alleys should be resurfaced or reconstructed and what level of re-grading the gravel alleys need to be done to provide proper drainage. This will be accomplished by hiring a consultant.
- 5) Develop an infrastructure master plan that details street light, water main, sewer and fire hydrant improvements. This plan will allow us to coordinate underground utility replacement. In addition, after resurfacing or reconstruction of the roads this information will be incorporated into GIS system to help us have the documentation as to when the improvements were done.
- 6) Research and prepare a cost estimate for Public Works to make in-house super mix which is used for anti-icing during snow events. Many municipalities make their own and have found a significant cost savings in doing so.
- 7) Sewer repair cost sharing. Some residential properties confront an unexpected sewer line collapses caused by the tree roots system making this a financial impact to the resident. The Village may allocate funds to reimburse residents for construction costs.



Fiscal Year 2014/2015 Budget Workshop

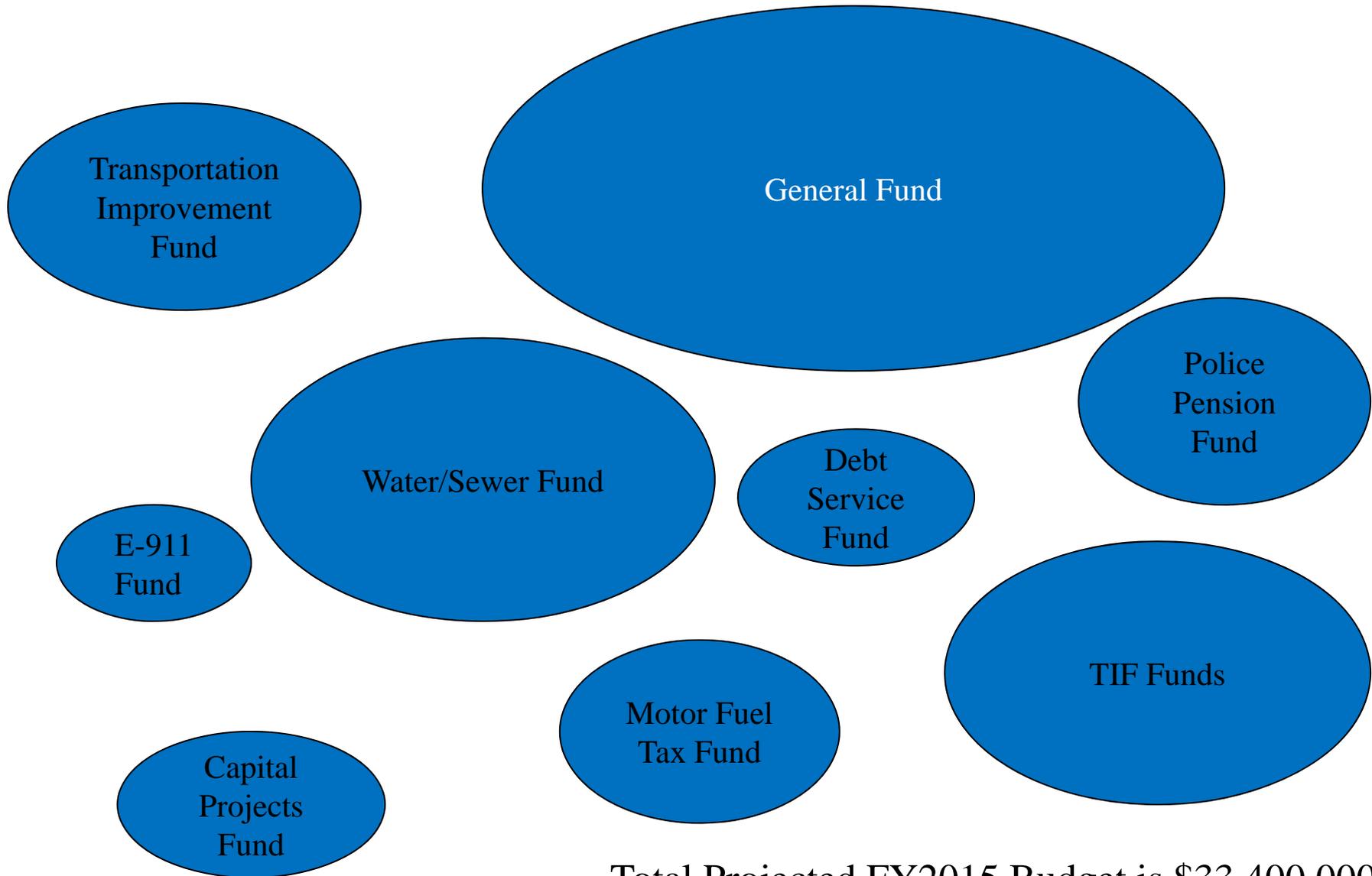
February 20, 2014



Budget Workshop Agenda

- Summarize budget process/Village operating structure
- Summarize FY 2013/14 fiscal performance
- Anticipate FY 2014/15 fiscal performance
- Discuss key policy issues
- Identify longer-term financial issues
- Review Capital Improvement and Equipment Programs
- Review other funds

Village's Overall Financial Fund Structure



Total Projected FY2015 Budget is \$33,400,000

Village Operating Fund Structure

- ❑ **General Fund** - The main operating fund for the Village. Accounts for the resources devoted to funding the main services of the Village i.e. (Fire and police services, street and park maintenance, community development)
- ❑ **Special Revenue Funds** – Funds used to account for the proceeds of specific sources that are legally restricted for specified purposes. The Village budgets for six special revenue funds
- ❑ **Debt Service Fund** – Fund that accounts for the resources for the repayment of long-term debt, interest and related costs
- ❑ **Enterprise Fund** - Fund used to account for the financing of self-supporting activities of the Village. The fund is financed by charges to the consumers. The Village has one enterprise fund: The Water and Sewer Fund
- ❑ **Capital Projects Funds** – Capital projects funds are used to account for resources to be used for the acquisition for construction of major capital facilities. The Village currently has two capital projects funds
- ❑ **Police Pension Fund** – The Village acts as a fiduciary for assets held in the Police Pension Fund on behalf of the Village Police Force

Review of Budget Preparation Process

- **October/November**-Village Manager (VM) develops budgetary assumptions for FY2015 and meets with department Heads to discuss
- **December** – Finance and VM discuss preliminary revenue estimates. Department budgets are due to VM along with departmental goals for FY2015
- **January** - VM and budget team meets with each department to discuss proposed budgets. Proposed budgets are revised following VM's approval
- **February** – Staff presents draft FY2015 budget and policy issues to Village Board (VB). Draft budget is revised to incorporate VB direction.
- **March** – Staff meets to review revised draft budget with Village Board Finance Committee.
Proposed budget is placed for public viewing and a public meeting is held for public and VB discussion.
- **April** – FY2015 budget is presented for formal consideration to the VB
- **May** – New fiscal year begins. Budget is monitored and updates provided to VB



**FY 2013/14 Year-End
General Fund Projection**



General Fund Projections – April 30, 2014

	Adopted Budget FY13/14	Projected Actual FY13/14	Increase/ (Decrease)
Revenues	\$19,098,066	\$19,030,801	\$(67,265)
Expenditures	19,158,234	18,880,285	(277,949)
Surplus (Deficit)	(60,168)	150,516	210,684



FY 2014 Year-End GF Revenue Issues

	Adopted Budget FY 13/14	Projected Actual FY13/14	Difference
<u>Revenue</u>	\$19,098,066	\$19,030,801	\$(67,265)

Revenue Item

Adopted/Projected Variance

<input type="checkbox"/> Sales taxes	\$ (250,000)
<input type="checkbox"/> Grant revenue – Air Packs	100,000
<input type="checkbox"/> State Income Tax	150,000
<input type="checkbox"/> Other fees	(38,000)

FY 2014 Year-End GF Expenditure Issues

	Adopted Budget FY 13/14	Projected Actual FY13/14	Difference
<u>Expenditures</u>	\$19,158,234	\$18,880,285	\$(277,949)

<u>Expenditure Item</u>	<u>Adopted/Projected Variance</u>
□ Reduction in liability insurance	\$ (30,000)
□ Reduction in personnel costs	(88,000)
□ Reduction in camp and pool expenses	(54,500)
□ Reduction in salt purchases	(15,000)
□ Reduction in other contractual costs	(51,500)
□ Increase in overtime for snow removal	25,000

General Fund Projections – April 30, 2014

	Adopted Budget FY13/14	Projected Actual FY13/14	Increase/ (Decrease)
Revenues	\$19,098,066	\$19,030,801	\$(67,265)
Expenditures	19,158,234	18,880,285	(277,949)
Surplus (Deficit)	(60,168)	150,516	210,684
Transfers-net	111,753	151,753	40,000
Net Change to Fund Balance	51,585	302,269	250,684

Projected FY 2014 G.F. Transfer Activity

Transfers in-to GF:	Budgeted	Actual
Water Fund	\$200,000	\$200,000
NEID TIF	130,000	130,000
Touhy/Lawndale TIF	<u>5,000</u>	<u>5,000</u>
	<u>\$335,000</u>	<u>\$335,000</u>
Transfers out of GF:		
Comm.Ed .ROW Bike Path	50,000	50,000
PEP Grant Program	50,000	10,000
Debt Service - fire vehicle & field lighting	<u>123,247</u>	<u>123,247</u>
	<u>\$223,247</u>	<u>\$183,247</u>
Net Transfer	\$111,753	\$151,753



FY 2014/15 General Fund Draft Budget

FY 2015 General Fund Draft Budget

Revenues	\$19,554,777
Expenditures	19,848,463
Deficit	(293,686)
Net Transfers	(146,247)
Net change to fund balance	\$ (439,933)



Proposed GF Revenues FY 2015

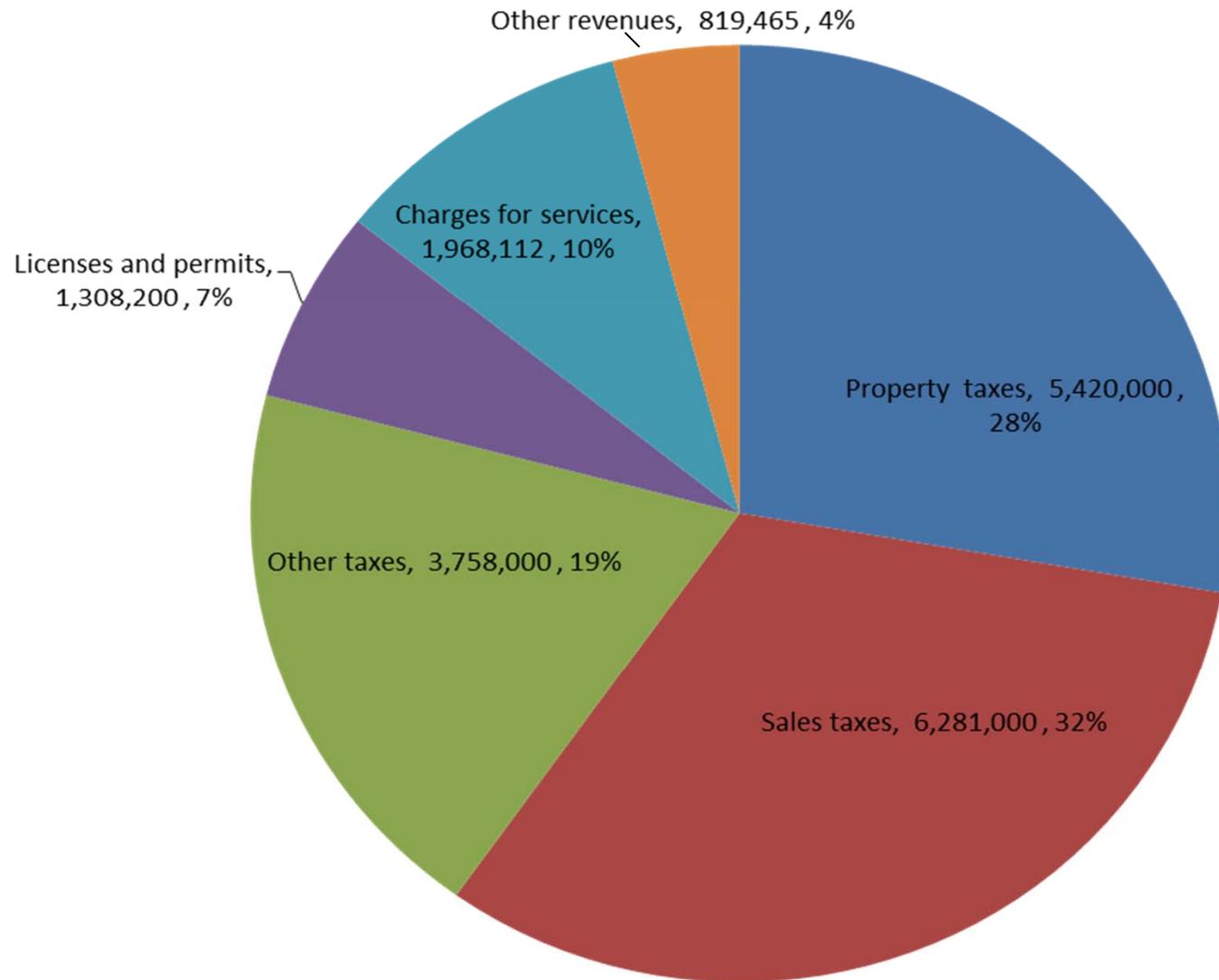
Projected Actual FY2014	Draft Budget FY2015	Difference
\$19,030,801	\$19,554,777	\$523,976



FY2015 Proposed General Fund Revenue Adjustments

- ❑ No new general tax or fee adjustments recommended for FY2015
- ❑ No increase in number of available non-resident pool passes
- ❑ 2% fee adjustments recommended for pool and day camp participants
- ❑ Budgeting no increase in sales tax revenue

Total GF Revenues \$19,554,777

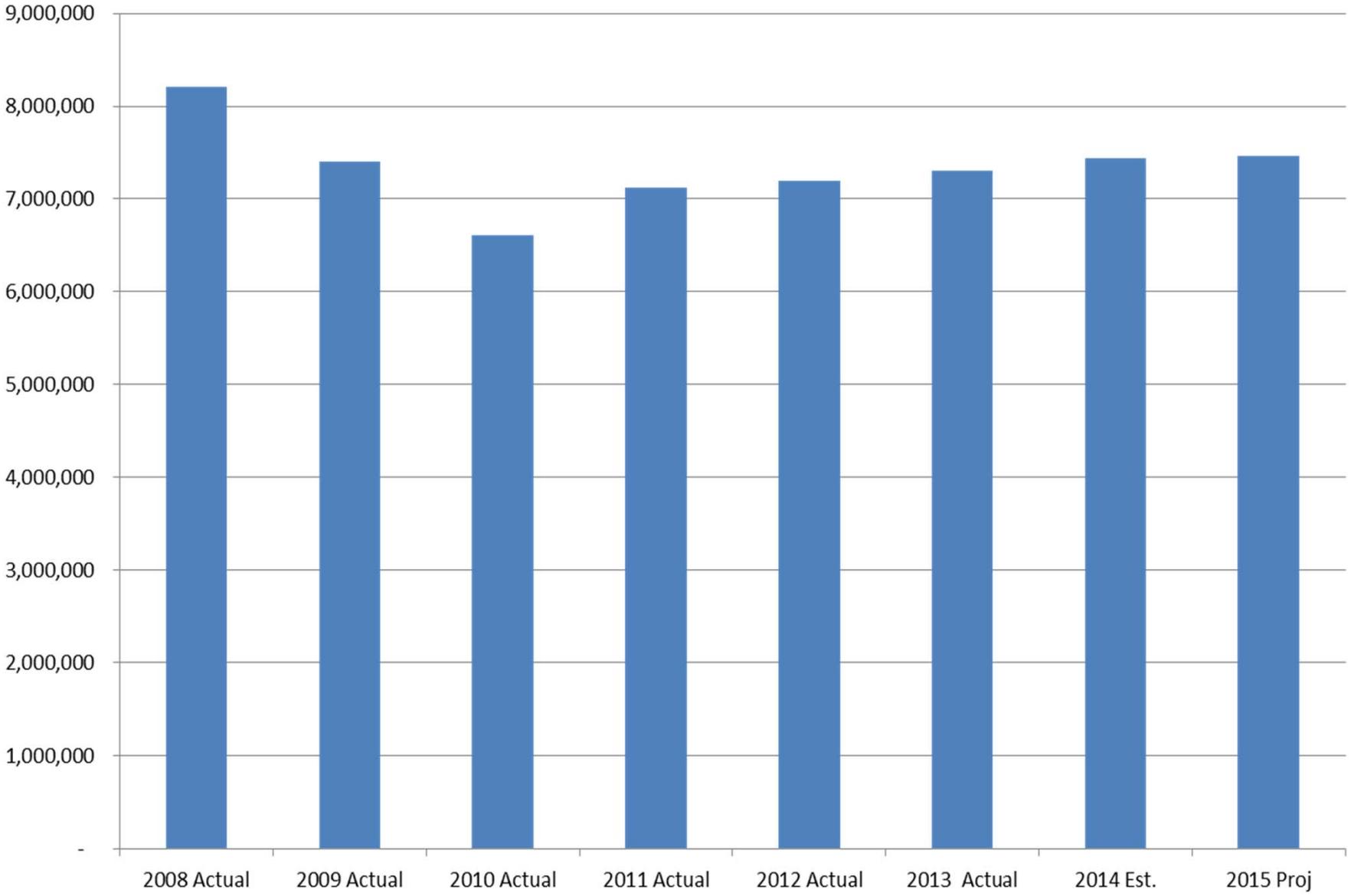


FY 2015 GF Revenue Key Issues

	Projected Actual FY2014	Draft Budget FY2015	Difference
<u>Revenue</u>	\$19,030,801	\$19,554,777	\$523,976

<u>Revenue Item</u>	<u>FY2014/FY2015 Variance</u>
<input type="checkbox"/> Property tax	\$ 75,000
<input type="checkbox"/> Building permit fees (Purple Hotel site)	250,000
<input type="checkbox"/> Reimbursements (legal and engineering)	
purple hotel site development	100,000
<input type="checkbox"/> Sales tax – no increase	0

Total Sales Tax History

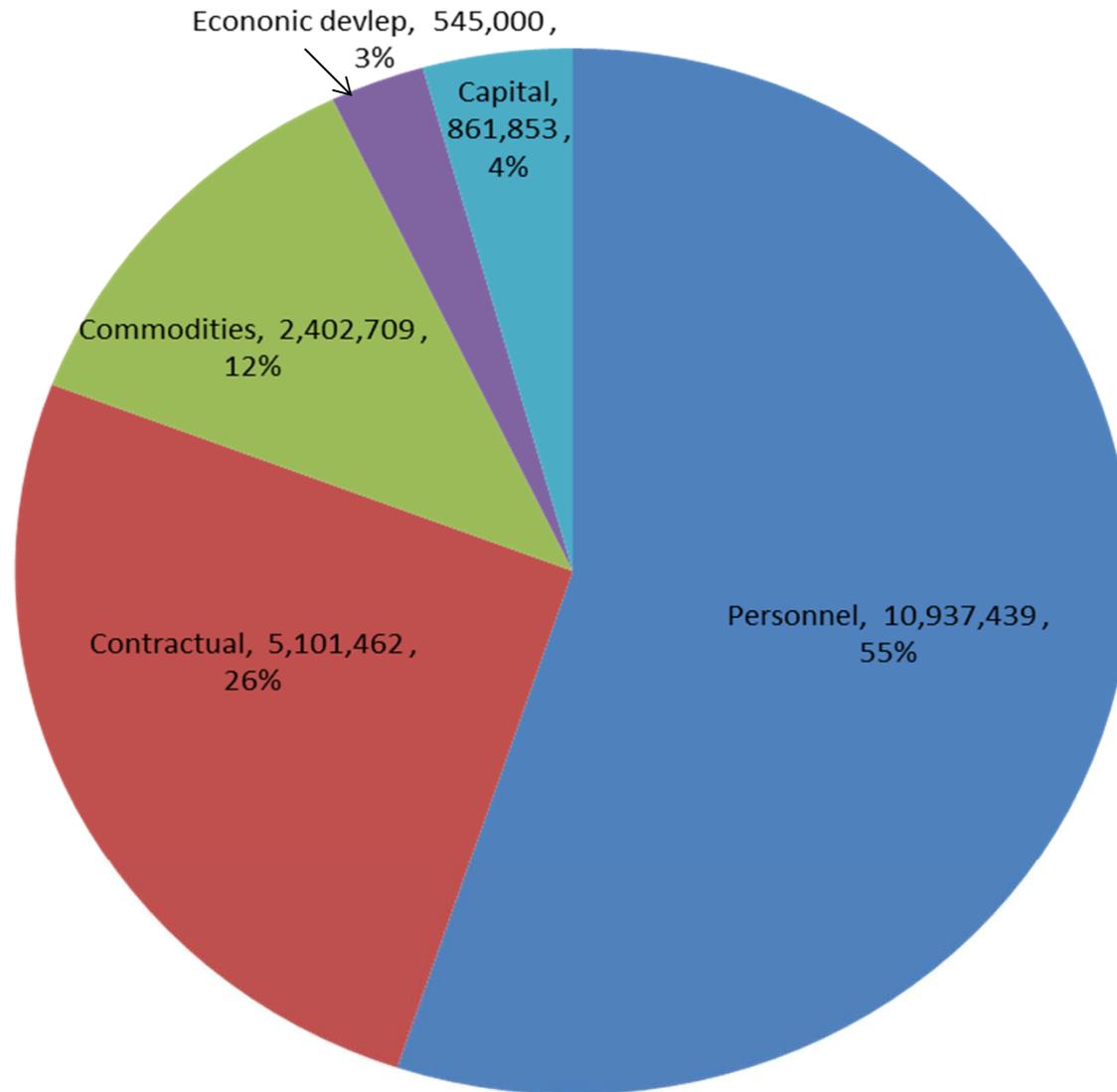




Proposed G.F. Expenditures FY2015

Projected Actual FY2014	Draft Budget FY2015	Difference
\$18,855,285	\$19,848,463	\$993,178

Total GF Expenses \$19,848,463



FY 2015 GF Expenditure Key Issues

	Projected Actual	Draft Budget	Difference
	FY2014	FY2015	
<u>Expenses</u>	\$18,855,285	\$19,848,463	\$993,178

<u>Expenditure Item</u>	<u>FY2014/FY2015 Variance</u>
□ Salaries and benefits	\$ 348,000
□ Consultant fees (Purple Hotel site)	232,000
□ I/T expenses New World, replace servers and replace security system	94,600
□ Replacement of trees due to EAB	105,000
□ Installation of fiber optic line from PW to VH	136,000

Proposed FY2015 G.F. Transfer Activity

Transfers in-to GF:	Amount
Water Fund	\$200,000
NEID TIF	130,000
Touhy/Lawndale TIF	<u>5,000</u>
	<u>\$335,000</u>
Transfers out of GF:	
Comm. Ed. ROW Bike Path	248,000
PEP Grant Program	50,000
Debt Service -fire vehicle & field lighting	123,247
E-911	<u>60,000</u>
	<u>481,247</u>
Net Transfer	\$(146,247)



Significant Capital Expenditures Included in General Fund Draft Budget for FY2015

□ Playground renovation – O’Brien Park	\$ 100,000
□ Replacement of three squad cars	96,000
□ Replacement of back-up command vehicle –Fire Dept.	33,000
□ Replacement of emerald ash trees	105,000
□ Replacement of Police servers - New World	64,600
□ Replacement of video security system – split between General and Water and Sewer Funds (total cost \$60,000)	30,000

O'Brien Park
Playground
Equipment
Replacement



O'Brien Park
Playground
Equipment
Replacement



Police Vehicle Replacement Plan

SQUAD NO.	YEAR	ASSIGNED	DESCRIPTION	Approximate Mileage	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Squads and Patrol Vehicles											
210	2012	Patrol	Dodge Charger	32k			Planned Replacement				Planned Replacement
211	2014	Patrol	Ford Explorer					Planned Replacement			
212	2009	Patrol	Crown Victoria	52k	Planned Replacement				Planned Replacement		
213	2011	Patrol	Crown Victoria	45k			Planned Replacement				Planned Replacement
214	2014	Patrol	Ford Explorer					Planned Replacement			
215	2010	Patrol	Crown Victoria	50k		Planned Replacement				Planned Replacement	
216	2011	Patrol	Crown Victoria	50k		Planned Replacement				Planned Replacement	
217	2011	Patrol	Crown Victoria	53k	Planned Replacement				Planned Replacement		
218	2010	Patrol	Crown Victoria	42k	Replacement Deferred	Rescheduled Replacement				Planned Replacement	
21	2009	Patrol (TAC)	Silver Crown Victoria	64k	Planned Replacement					Planned Replacement	
22	2003	Patrol TAC/Pool	Green Taurus		Assess Condition						
33	2006	Patrol (TAC)	Gray Chevrolet Impala		Assess Condition			Planned Replacement			
200	2007	Pool Car	Brown Crown Victoria	100k		Assess Condition					
222	2005	NIPAS	Black Crown Victoria	95K	Assess Condition						
CSO Vehicles											
7	2004	CSO Truck	Ford F150	62k			Assess Condition		Planned Replacement		
9	2005	CSO Vehicle	Crown Victoria	60k	Assess Condition						
Administrative Vehicles											
1	2014	Chief	Black Ford Taurus						Planned Replacement		
2	2013	Deputy Chief	Gray Ford Sedan								
Detective Vehicles											
31	2007	Detective	Gray Ford Taurus	42K			Planned Replacement				
32	2013	Detective	Gray Ford Utility	New							
34	2004	Detective	Land Rover						Assess Condition		
35	2009	Detective	Honda SUV			Assess Condition					
TOTAL					3	3+	3+	3+	3	3+	3

Village of Lincolnwood							
CIP - Capital Vehicles/Equipment - Department Summary							
For The Periods as Shown							
Department							
		F/Y	F/Y	F/Y	F/Y	F/Y	
Fire Department		<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>Total</u>
Replacement Pumper			513,102				513,102
Air Pack compressor, Fill Station 4 bottles			65,000				65,000
Replacement Ambulance					249,179		249,179
Ford Expedition		33,000					33,000
Ford F250 Pickup 4X4						58,455	58,455
Cardiac Monitors (2)		69,752					69,752
Police Department							
Replacement of Police Vehicles		96,000	94,500	94,500	94,500	94,500	474,000
Public Works Department							
Small Chipper (Streets)				28,500			28,500
Sewer Televising Equipment (Water)				100,000			100,000
Vac-Con (sewer cleaning truck)			400,000				400,000
Truck 18 (Water and Sewer Fund)					125,000		125,000
Truck 2 (Water and Sewer Fund)		35,000					35,000
Truck 22 (Pick-up truck- Parks)		35,000					35,000
Street Sweeper #2 (Streets)						400,000	400,000
Totals		268,752	1,072,602	223,000	468,679	552,955	2,585,988

Public Works Fleet Replacement Guidelines

Vehicle Type	Age Criteria -APWA	Lincolnwood Replacement Schedule*
Pickup Trucks	10 years	10 years
Heavy Dump Trucks	10-15 years	15-20 years
Light Dump Trucks	10 years	10 years
Backhoe	8-10 years	15-20 years
Field Tractors	10 years	15-20 years
Front End Loader	10 years	15-20 years
Street Sweeper	10 years	15-20 years
Vac-Con	15-20 years	15-20 years

*Maintenance records are also reviewed and number of break-downs, downtime, cost of repairs, body condition, type of work the vehicle is used for, mechanical failures and hours of use are also considered.

Neighboring Communities' Replacement Guidelines

Northwest Municipal Conference Survey

Municipality	Dump Trucks	Pick-up Trucks
Buffalo Grove	12-15 Years	5-7 Years
Evanston	12-15 years	9-12 years
Libertyville	As needed and funding availability	As needed and funding availability
Mount Prospect	15-16 Years	9-10 Years
Palatine	10-12 Years	5-7 Years
Park Ridge	15-18 Years	12-14 Years
Rolling Meadows	9-12 Years	9-12 Years
Schaumburg	10 Years	5 Years
Vernon Hills	10-15 Years	8-12 Years
Wheeling	10-15 Years	6-8 Years

Fire and Police Fleet Replacement Guidelines

Vehicle Type	Per NWMC Survey	Lincolnwood Replacement Schedule*
Fire Engine	20 years	20 years
Ambulance	7-10 years	7-10 years
Police Squads	4 years	4 years

*Maintenance records are also reviewed and number of break-downs, downtime, cost of repairs, body condition, type of work the vehicle is used for, mechanical failures and hours of use are also considered.

IT Strategic Plan Summary (FY2015 Total is Included in Budget)

Strategy	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Document Management	14,560	10,100		
Expand Citizen Communication Using the Internet	2,500	7,100	22,100	19,600
Expand Audio/Visual Capabilities	12,500	7,680	15,680	15,680
GIS Integration	9,500			
Mobile Worker Connectivity	8,840			
Cloud Based Computing	20,000			
Maximize Efficiencies Gained through Application Software		31,000	TBD	TBD
Increase Productivity through the Use of Technology	102,000	176,000	65,500	65,500
Utilize Technology for Public Safety		186,000	75,000	20,750
Disaster Recovery Preparedness		40,000	72,500	35,000
IT Security	30,500	25,000		
IT Infrastructure Improvements	170,000	55,000		
GRAND TOTAL	\$370,400	\$537,880	\$250,780	\$156,530



Other New Items Included in the Draft Budget

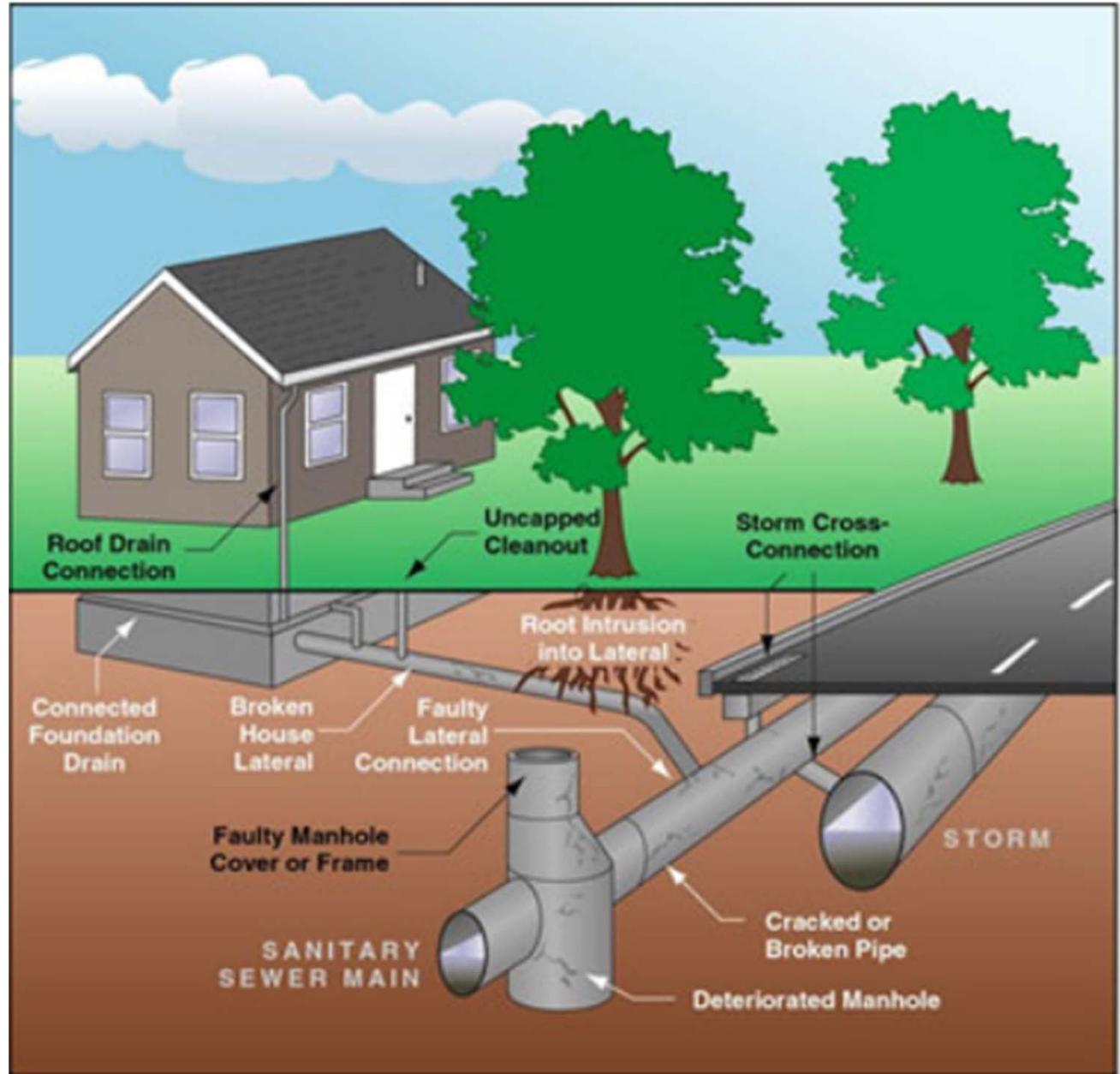
- Citizen Survey - \$10,000
- Joining the North Shore Convention Bureau - \$15,000



Significant Initiatives Not Included in General Fund Draft Budget for FY2015

- ❑ Consultant cost to study and prepare an Alley Maintenance Program - \$35,000
- ❑ Fund to assist the replacement of private sewer lines - \$20,000
- ❑ Village gateway signs - \$50,000 each
- ❑ Consultant to assist updating the Comprehensive Plan - \$50,000

Private Sewer Line Replacement Funding Assistance



Key:

← Inflow Source

← Infiltration Source



Private Sewer Line Funding Assistance

- Options:
 - Status quo – No Village assistance
 - Budget \$20,000 in Water Fund – provide up to \$2,000 grant, or 30% of the replacement cost
 - Only provide assistance if break is in Village right-of-way
 - Use \$100,000 of excess GF fund balance to establish a revolving loan – property is liened, Village paid back once home is sold

Board Approved Gateway Sign

- Approximately \$50,000 per sign
- Potential Locations:
Devon/McCormick,
Lincoln/Jarvis,
Touhy/Cicero,
Cicero/Devon



FY 2015 General Fund Draft Budget

Revenues	\$19,554,777
Expenditures	19,848,463
Deficit	(293,686)
Net Transfers	(146,247)
Net change to fund balance	\$ (439,933)



Options to Balance \$400,000 Anticipated GF Deficit

- Utilize existing excess GF Fund Balance
- NEID TIF Surplus Distribution



GF Fund Balance Policy

- Current policy- fund balance shall be maintained at 25% to 35% of annual general fund revenue
- If unreserved fund balance is greater than 35%, Village shall designate the excess to provide available funds for the purchase of new equipment and capital projects



Projected G.F. Fund Balance FY2015

Projected Fund Balance as of 4/30/15	\$9,641,698
Required Max. Fund Balance for FY 2015	\$6,660,780
“Excess” fund balance available for capital projects as of 4/30/15	\$2,980,918



NEID TIF – Fund Options

- Budgeted items for FY 15 leave approximately \$4.8 million in fund balance
- Staff recommends distribution of \$2 million of reserves (anticipated grant revenue) to taxing districts
 - Village GF would receive \$188,000 (Village approximately 9% of tax bill)
 - Village's GF would not have to pay Development Benefit of \$386,000 for next two years
- Total FY 2015 GF increased revenue: \$558,000

FY 2015 General Fund Draft Budget Re-Forecasted

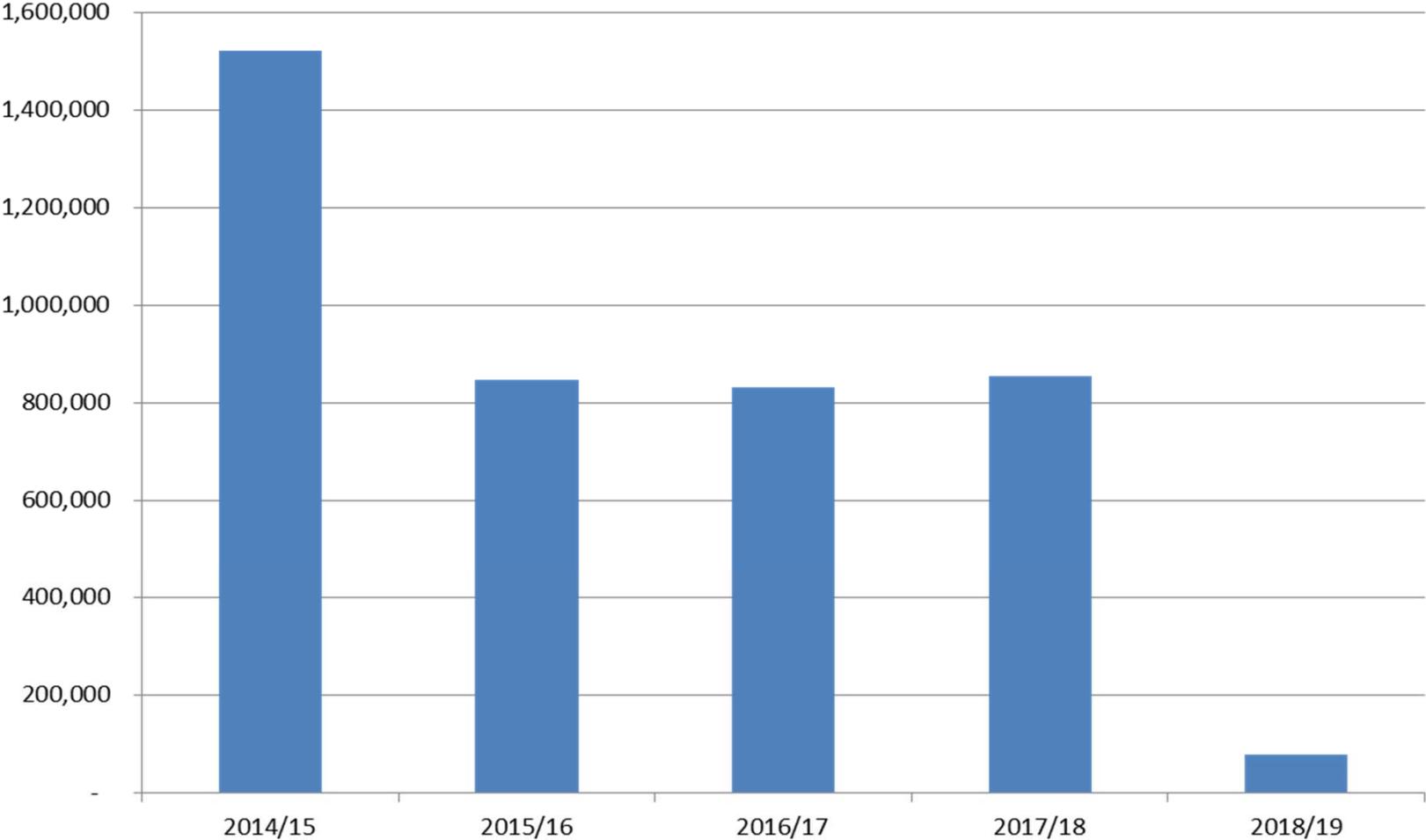
Revenues	\$19,544,777
Expenditures	<u>19,848,463</u>
Proposed Deficit before surplus distribution from NEID TIF	(293,686)
Village share of surplus distribution from NEID TIF	188,000
Reduction in payment to SD#74 as a result of surplus distribution	<u>386,000</u>
Change to fund balance before transfers	280,314
Net Transfers	(146,247)
Net change to fund balance	\$ 134,067



Issues Affecting FY2015 Budget and Beyond

- ❑ Police and IMRF Pension Costs
- ❑ Village has started to experience increase in health care costs after being stagnant for the last few years – Obamacare effect in future years
- ❑ Impact of Purple Hotel site development on expenses and revenue
- ❑ Final debt service payment in FY 15; will save GF \$700,000 beginning next year

Village Debt Principal Re-Payment Schedule



Other Funds



NEID TIF Budget

Estimated Fund Balance 5-1-2014 **\$6,399,174**

(TIF to expire in 2019)

- Construction of Bike Path \$ 200,000
- PEP and GIFT Programs 300,000
- Final phase of construction of Public Works yard 750,000
- Installation of fiber optic line to VH 34,000
- Debt payments (last payment FY2018) 312,525

NEID TIF Projections 2014-2019

Revenue	2014	2015	2016	2017	2018	2019	Total
Increment	800,000	1,000,000	1,050,000	1,010,000	1,015,000	1,020,000	5,895,000
Interest	10,000	10,000	10,000	100,000	100,000	100,000	330,000
Grant	1,600,000						1,600,000
	2,410,000	1,010,000	1,060,000	1,110,000	1,115,000	1,120,000	7,825,000
Expenses							
Bonds	310,650	312,525	310,500	312,150	313,650		1,559,475
Transfer	130,000	130,000	130,000	130,000	130,000	130,000	780,000
UP Acquisition	2,000,000						2,000,000
Bike path construction		200,000					200,000
Engineering/ construction expenses	101,000	155,000					256,000
Other maintenance		15,000					15,000
Bike path cleanup	55,000	40,000					95,000
PW yard Phase 2		750,000					750,000
PEP grants	24,063	300,000	300,000	300,000	300,000	300,000	1,524,063
power supply update	300,000						300,000
Streetlights Touhy Ave.				450,000			450,000
Other adm. Expenses	11,500	15,375	12,000	15,000	15,000	15,000	83,875
New sidewalks/landscaping		45,000					45,000
Fiber optic		34,000					34,000
Signage		40,000					40,000
Parking lot construction		670,000					670,000
	2,932,213	2,706,900	752,500	1,207,150	758,650	445,000	8,802,413
Net income/loss	(522,213)	(1,696,900)	307,500	(97,150)	356,350	675,000	(977,413)
Beginning fund balance	6,921,387	6,399,174	2,702,274	3,009,774	2,912,624	3,268,974	6,921,387
Pay-out of surplus		(2,000,000)					(2,000,000)
Projected fund balances	6,399,174	2,702,274	3,009,774	2,912,624	3,268,974	3,943,974	3,943,974



Lincoln/Touhy TIF

Estimated Fund Balance 5-1-2014 **\$(59,987)**

TIF to expire in 2034

□ Legal fees for TIF work \$5,000



Touhy/Lawndale TIF

Estimated Fund Balance 5-1-2014 **\$260,000**

(TIF to expire in 2021)

- Final Payment of TIF increment
to Lowes per agreement **\$520,000**



Transportation Improvement Fund

Estimated Fund Balance 4-30-2014 \$1,567,291

- Streetlight replacement- Crawford Ave.: \$936,796
(\$187,359 paid to Cook County per year over a five year period)
- Completion of Pratt avenue streetlights:
\$200,000



Motor Fuel Transportation Fund (MFT)

Estimated Fund Balance 5-1-2014 \$3,264,449

- Maintenance of traffic signals 35,000
- Universal Cross walk striping 50,000



E-911 Fund

Estimated Fund Balance 5-1-2014 \$ None

- Requires transfer of \$60,000 from General Fund to keep fund balance at break-even



Debt Service Fund

- Debt service for General Obligation bonds
and loans payable - \$1,499,839



Property Enhancement Fund

- Village budgets for grants up to \$10,000 for five businesses - \$50,000
- Village General Fund transfers monies to pay for these grants



Water and Sewer Fund – Water Rate Adjustment

Estimated Fund Balance 5-1-2014 \$2,170,000

- Chicago increase: 15% effective 1-1-2014
- Current Village policy: adjust rate commensurate with the Chicago rate increase
- Staff recommendation - Increase rates 15%
 - Water rate increases \$.94 per unit (1000 gallons) to \$7.20 per unit
 - Effective May 1

Impact on Customer's Water Bill

Annual Consumption (1 unit =1,000 gallons)	Current Water Bill	Water Bill with Proposed Increase	Annual Difference
40 units	\$319.55	\$357.15	\$37.60
90 units	\$701.55	\$786.15	\$84.60
165 units	\$1274.55	\$1429.65	\$155.10



Water and Sewer Fund – FY 15 Budget

- Pilot program for Stormwater program \$460,000
- Crawford Avenue related improvements – paid
to Cook County over Five Years:
 - Water main replacement
 - Fire hydrants
 - Flow meter
- Total First Year Payment \$302,118
- Purchase of water from Chicago \$2,001,000
- Debt service payments IEPA loan \$380,156

FY2015 Capital Improvements - Significant Programs

Project	Total Cost	Grant	General Fund Cost	Other Fund Cost
Bike path construction NEID TIF	\$1,000,000	\$800,000	\$0	\$200,000
Com.ED ROW Bike Path and Overpass	1,242,000	994,000	248,000	
Street light replacement- Crawford Ave.	187,359			187,359
Water Fund - Water main replacement - Crawford Ave.	302,118			302,118
Water Fund Pilot area storm water project	460,000			460,000
Totals	\$3,191,477	\$1,794,000	\$248,000	\$1,149,477

Capital Improvement Program 2015-2019

DEPARTMENT	PROJECT NAME	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	TOTAL COST
Administration							
	Emergency Backup Power Preparedness		846,978				846,978
	Fiber Connection from Municipal Center to Public Works (lease	170,000	22,500	22,500	22,500		237,500
Community Development							
	McCormick Blvd Median Landscape & Sidewalk				500,000		500,000
	Edens Sidewalk & Landscape Project					500,000	500,000
	Lincoln Avenue Streetscape Improvements			2,150,170	2,069,100	2,127,180	6,346,450
Public Works							
	Sidewalk Replacement Program	85,000	90,000	95,000	100,000	105,000	475,000
	Parkway Tree Planting Program	105,000	105,000	35,000	35,000	35,000	315,000
	Street Light Replacement Program	200,000	1,849,313	1,764,410	1,952,395	184,463	5,950,581
	Touhy Overpass for Skokie Valley Bike Trail	192,000		314,000			506,000
	Bike Lane Lining and Signing	15,000	33,000				48,000
	Crawford Avenue- Street Lights & Sidewalk	187,359	187,359	187,359	187,359	187,359	936,795
	Pratt and Central Traffic Signal	120,000					120,000
	Universal Crosswalk Striping/Signage Program	50,000	50,000	50,000			150,000
Parks and Recreation							
	ComEd Bike Path Engineering and Construction	300,000	110,000	157,000	157,000		724,000
	Union Pacific Bike Path Engineering	300,000					300,000
	Community Center Expansion				2,700,000	2,700,000	5,400,000
	Playground Replacement Program	100,000	200,000	100,000	120,000		520,000
	Channel Runne Park Project Phase III		400,000				400,000
	Proesel Park Aquatic Center Renovations		110,000	35,000	250,000	250,000	645,000
Public Works/NEID TIF Fund							
	Parkway Tree Planting and Sidewalk Installation	45,000	45,000	30,000	30,000	30,000	180,000
	Public Works Yard Expansion	750,000					750,000
	Parking Lot Construction	670,000					
Water Fund							
	Sewer Televising Repair and Maintenance Program	50,000					50,000
	Stormwater Improvement-Berms and Restrictors	460,000	2,000,000	2,000,000	2,000,000		6,460,000
	Crawford Avenue- Water Mains, Hydrants and Flow Meter	302,118	302,118	302,118	302,118	302,118	1,510,590
Total Capital Improvement Project Costs		4,101,477	6,351,268	7,242,557	10,425,472	6,421,120	34,541,894



Executive Session

Personnel Issues

Police Vehicle Replacement Plan

SQUAD NO.	YEAR	ASSIGNED	DESCRIPTION	Approximate Mileage	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Squads and Patrol Vehicles											
210	2012	Patrol	Dodge Charger	32k			Planned Replacement				Planned Replacement
211	2014	Patrol	Ford Explorer					Planned Replacement			
212	2009	Patrol	Crown Victoria	52k	Planned Replacement				Planned Replacement		
213	2011	Patrol	Crown Victoria	45k			Planned Replacement				Planned Replacement
214	2014	Patrol	Ford Explorer					Planned Replacement			
215	2010	Patrol	Crown Victoria	50k		Planned Replacement				Planned Replacement	
216	2011	Patrol	Crown Victoria	50k		Planned Replacement				Planned Replacement	
217	2011	Patrol	Crown Victoria	53k	Planned Replacement				Planned Replacement		
218	2010	Patrol	Crown Victoria	42k	Replacement Deferred	Rescheduled Replacement				Planned Replacement	
21	2009	Patrol (TAC)	Silver Crown Victoria	64k	Planned Replacement					Planned Replacement	
22	2003	Patrol TAC/Pool	Green Taurus		Assess Condition						
33	2006	Patrol (TAC)	Gray Chevrolet Impala		Assess Condition			Planned Replacement			
200	2007	Pool Car	Brown Crown Victoria	100k		Assess Condition					
222	2005	NIPAS	Black Crown Victoria	95K	Assess Condition						
CSO Vehicles											
7	2004	CSO Truck	Ford F150	62k			Assess Condition		Planned Replacement		
9	2005	CSO Vehicle	Crown Victoria	60k	Assess Condition						
Administrative Vehicles											
1	2014	Chief	Black Ford Taurus						Planned Replacement		
2	2013	Deputy Chief	Gray Ford Sedan								
Detective Vehicles											
31	2007	Detective	Gray Ford Taurus	42K			Planned Replacement				
32	2013	Detective	Gray Ford Utility	New							
34	2004	Detective	Land Rover						Assess Condition		
35	2009	Detective	Honda SUV			Assess Condition					
TOTAL				3	3+	3+	3+	3	3+	3	3

Public Works Fleet Replacement Guidelines

Vehicle Type	Age Criteria -APWA	Lincolnwood Replacement Schedule*
Pickup Trucks	10 years	10 years
Heavy Dump Trucks	10-15 years	15-20 years
Light Dump Trucks	10 years	10 years
Backhoe	8-10 years	15-20 years
Field Tractors	10 years	15-20 years
Front End Loader	10 years	15-20 years
Street Sweeper	10 years	15-20 years
Vac-Con	15-20 years	15-20 years

*Maintenance records are also reviewed and number of break-downs, downtime, cost of repairs, body condition, type of work the vehicle is used for, mechanical failures and hours of use are also considered.

Neighboring Communities' Replacement Guidelines

Northwest Municipal Conference Survey

Municipality	Dump Trucks	Pick-up Trucks
Buffalo Grove	12-15 Years	5-7 Years
Evanston	12-15 years	9-12 years
Libertyville	As needed and funding availability	As needed and funding availability
Mount Prospect	15-16 Years	9-10 Years
Palatine	10-12 Years	5-7 Years
Park Ridge	15-18 Years	12-14 Years
Rolling Meadows	9-12 Years	9-12 Years
Schaumburg	10 Years	5 Years
Vernon Hills	10-15 Years	8-12 Years
Wheeling	10-15 Years	6-8 Years

Fire and Police Fleet Replacement Guidelines

Vehicle Type	Per NWMC Survey	Lincolnwood Replacement Schedule*
Fire Engine	20 years	20 years
Ambulance	7-10 years	7-10 years
Police Squads	4 years	4 years

*Maintenance records are also reviewed and number of break-downs, downtime, cost of repairs, body condition, type of work the vehicle is used for, mechanical failures and hours of use are also considered.



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager

CC: Douglas Petroschius, Assistant Village Manager; Robert Merkel, Finance Director

FROM: Francheska Martin, Public Works Coordinator

DATE: January 17, 2014

SUBJECT: Vehicle and Equipment Purchases

Background: The Public Works Department utilizes a fleet of vehicles and equipment to provide services for the Village. The American Public Works Association recommends the replacement of small trucks/vehicles every 7-10 years as a best management practice. Following is a summary of the vehicle and equipment purchase requests that are being made for the fiscal year 2014-2015 budget.

*Replacement of Truck # 2 with Plow- Utilized in the Water and Sewer
Department*

- \$35,000 budget request
- 11 years old
 - Summary of Repairs/Problems (the last 3 years)
 - Replaced Fuel Filter (twice)
 - Replaced electrical connector for fuel pump
 - Repaired a non-start problem
 - Replaced Battery
 - Repaired a stalling issue
 - Brakes
 - Sensor and bracket
 - Replaced ignition key cylinder
 - Repaired Lighting system
 - Replaced front brakes
 - Replaced of Fuel pump
 - Replaced tank pump
 - Hydraulic motor leaks
 - Replaced steering front ends parts, ball joints and wheel bearing

Replacement of Truck# 22 with Plow- Utilized in the Parks Department

- \$35,000 budget requested
- 11 years old
 - Summary of Repair/Problems (the last 3 years)
 - Replaced Hydraulic Brake line
 - Replaced blown fuses
 - Make new brake line
 - Replaced plow motor solenoid
 - Repaired brake fluid leak

Budget Implications: Staff is requesting \$70,000 for vehicle and equipment purchases for the fiscal year 2014-2015 budget. The breakdown of funds may be found below:

<i>Item</i>	<i>Parks/Water</i>
Truck #22 with plow	\$35,000
Truck #2 with plow	\$35,000
Totals	\$70,000

Total Funding Request \$70,000



LINCOLNWOOD FIRE DEPARTMENT

TO: Tim Wiberg
Village Manager

Bob Merkel
Finance Director

FROM: Mike Hansen
Fire Chief

DATE: January 18, 2014

Budget Consideration: Replacement of 2000 Ford Expedition

The fire department staff is budgeting \$33,000 for the replacement of the 2000 Ford Expedition. This vehicle is at the end of its useful life and additional repairs are not cost effective considering its age and the amount of body rust on the vehicle. Staff has already replaced the rear end once before at 23,000 miles with an in-house repair. The rear end has been growling again and will need to be replaced soon. Based on the condition of the vehicle and its age, staff is recommending the purchase of a replacement vehicle.

This vehicle is important to the fire department's fleet of vehicles. It is one of only two vehicles that have four-wheel drive. Many times we have used this vehicle as the back-up command vehicle when heavy snow makes it impossible to get down the streets. We abandon the Command Van and switch over to the Expedition.

The fire department also uses this vehicle to get down the streets during heavy snow or high flood water as the vehicle's high profile allows this access. The firefighters have moved patients from their homes to this vehicle and transfer them to the ambulance for treatment and transport as the ambulances sometimes can't get to some of these locations.

The department also uses this vehicle to transport personnel and gear to outside fire classes at NIPSTA and IFSI in Champaign. It can carry 4 passengers comfortably and have the space in the back for all of the fire gear and equipment.

Currently the Expedition has over 40,000 miles but because of the rust on the body and frame, the likelihood of replacing the rear end soon and with the vehicle approaching 15 years of service, staff is recommending replacing this vehicle during this budget year.



MEMORANDUM

TO: Timothy Wiberg, Village Manager
FROM: Manuel Castaneda, Public Works Director
DATE: February 10, 2014
SUBJECT: Parkway Tree Planting Program

Background: The Emerald Ash Borer (EAB) is a small destructive beetle that is native to Asia and Eastern Russia. It is an invasive species that is highly destructive to Ash trees. It was first discovered in America in Wisconsin in June of 2002. In 2006 the Village was placed within the Illinois Department of Agriculture's EAB quarantine zone. In 2009 there were visual signs of appearance of Emerald Ash Borer in the Village.

Purpose of Discussion: To provide direction to replace all Ash trees within the Village right of way with diversity species and to discuss budget implication.

Current Ash Tree Population:

- 9,000 total street trees
 - Current Ash Population 1,225 Ash (14% of total population)
 - 926 Green Ash
 - 299 White Ash

Replacement: In 2006 a complete tree inventory was conducted of street trees within Lincolnwood. 9,000 total street trees were inventoried. Of the 9,000 total street trees, 1,714 were Ash trees or 19% of the total population. As of 2013, 1,225 Ash trees or 14% of the total street tree population exist. Approximately 60% of the Ash population is in fair or worse condition due to EAB. All Village owned Ash trees have been put into three categories for management.

The breakdown as follows:

- Level 1- 225 trees were removed during the summer of 2013
- Level 2- 300 trees were removed during winter 2013-2014
- Level 3- 700 trees will be re-inspected during the summer of 20

Find below the cost associated with the tree removal.

525 trees removed x 3,208 hrs.	\$102,656.00
Removal of Logs	\$10,000.00
Top Soil	\$4,200.00
Grass Seeds	\$650.00
Blanket	\$350.00
Total	\$117,856.00

A total of 525 trees were removed and 291 replaced with new species by the end of winter 2013, 58 additional trees will be replaced on spring 2014. By the end of fiscal year 2013-2014 349 trees total will be replaced out of the 525 trees.

In total, we anticipated replacing 876 Ash trees it is suggested that these trees are spread thought three fiscal years. At this time there are no grant opportunities that have been announced, however it is anticipated that the IDNR will offer another \$15,000 grant in the near future. Should grant opportunities become available staff will submit applications for them.

Potential Budget Implications:

Below find the breakdown of recommendations for the following fiscal years:

Budget Year	Amount
2014-2015	\$110,000
2015-2016	\$110,000
2016-2017	\$110,000



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Charles Meyer, Assistant to the Village Manager

DATE: January 24, 2014

SUBJECT: Citizen Survey

In April 2007, the Village conducted a Citizen Survey through the National Research Center, Inc. (NRC). The purpose of the Citizen Survey was to gauge the residents' opinions on the quality of Village services and the quality of life in the Village. This is a useful tool helps staff assess resident satisfaction with community amenities and government services. The data derived from this process will help the Village identify areas of high performance and possible improvement areas. The NRC offers a customizable turn-key Citizen Survey. It is a best practice in local government to conduct a Citizen Survey once every three years. It has been seven years since the Village last conducted a Citizen Survey. This project was deferred by the Village Board in FY 2010/11 and FY 2011/12.

A brief survey of neighboring communities found that most cities have completed a citizen survey within the last two years, but show varying schedules for completing these surveys.

Community	Frequency of Survey	Last Year Survey was Performed
Bloomingtondale	No set schedule	2013
Gurnee	Every two years	2012
Kenilworth	No set schedule	2010
Roselle	No set schedule	2013
Skokie	Every three years	2012
Warrenville	Every five years	2013
Westmont	Every year	2013

When the survey was last conducted, residents rated 35 services. Of those services 89% were rated above national norms, 9% were similar to national norms, and one was below national norms. The one service rated below national norms was stormwater drainage.

For the proposed FY 2014/15 budget, staff is requesting \$10,000 be included to conduct a Citizen Survey. This pricing is based on what the Village proposed in the FY 2011/12 Budget. The NRC would mail the survey to 1,200 randomly selected residents, collect the data, conduct data entry and analysis, and create both a report of the results and a report of the comparisons with other jurisdictions. The survey would ask questions in seven general areas and allow the Village to ask three customized questions. Once the results were received, staff would present the findings to the Village Board.



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager

FROM: Douglas J. Petroshius, Assistant Village Manager

DATE: February 6, 2014

SUBJECT: Chicago's North Shore Convention and Visitors Bureau

The North Shore Convention and Visitors Bureau (CNSCVB) is an organization that serves the north suburban communities as its chief marketing agent and is the official Destination Marketing Organization for the North Shore region of Chicago as designated by the Illinois Department of Commerce and Economic Opportunity's Office of Tourism. It was founded in 2002, operates on a budget of \$1.3 million, and employs a staff of five sales and marketing professionals.

The mission of the CNSCVB is to strengthen the positive awareness of Chicago's North Shore as a business, meeting, event, and visitor destination. Through aggressive sales and marketing initiatives, the CNSCVB promotes the area as an outstanding destination for business and leisure pursuits in order to increase tax revenues and stimulate economic development and growth for its member municipalities. Half of the Bureau's annual budget comes from the State of Illinois' Office of Tourism. The other half is derived from local member communities and private sector business members. Member communities are:

- ✚ Evanston
- ✚ Skokie
- ✚ Glenview
- ✚ Northbrook
- ✚ Winnetka
- ✚ Prospect Heights
- ✚ Wilmette

Private sector membership includes 500 businesses such as hotels, restaurants, retailers, attractions, and event/meeting service and suppliers. **Local business membership is only accepted if their municipal government is a member of the CNSCVB.** Therefore, Lincolnwood businesses cannot participate until the Village of Lincolnwood becomes a member.

Services Provided

The CNSCVB offers the following services that benefit businesses and municipalities. It is important to reiterate that none of the following benefits are available to Lincolnwood businesses until the Village joins the CNSCVB.

- Printed materials such as visitor guides, meeting and event resources, public transportation guides, and group getaways
- The CNSCVB website receives over 30,000 unique visitor pages each month and caters to visitors, locals, and event planners
- The CNSCVB e-newsletter is sent monthly to a dedicated list of over 9,000 highlighting North Shore happenings and events
- Seasonal Promotions for special events
- Extensive professional photography is performed of each member community that can be used for other purposes such as the Village website
- Restaurant grid for members' restaurants (see attached)
- Trade show attendance to promote to CNSCVB
 - Hospitality
 - Marketers
 - Event Planning
- Strong Social Media presence on Facebook (7,714 followers), Twitter (3,903 followers), and LinkedIn (1,751 followers) with contributions from CNSCVB member businesses posted multiple times per day
 - Members can send postings which become live on their site within 24 hours
 - Social media feeds are rated the most influential on the North Shore with an extended reach of 102,000 viewers a week
 - Enables restaurants to announce their daily specials to a broader audience
- Print and Online Advertising across 31 publications including
 - Illinois Meetings and Events
 - Chicago Tribune (regular paper and Triblocal)
 - Group Tour Magazine
 - Leisure Group Travel
 - Evanston Roundtable
 - Bank Travel Management
 - North Shore Weekend
 - Daily Herald
 - Choose Chicago Visitors Guide
 - Google Adwords
 - Facebook Advertising
 - CTA Advertising
 - Crain's Chicago Business (online and print)
 - Chicago Convention and Tourism Bureau Travel Planner

Benefit to Lincolnwood

The main benefit for the Village is to become part of the North Shore's marketing brand and take advantage of its \$1.3 million annual sales and marketing program. Even with the best branding campaign on the local level, it would take a full time marketing and public relations person with a sizeable annual budget to promote the Village and its business community. Even then the

Village would be challenged by the highly competitive market of over one hundred Chicagoland communities with well-funded convention and visitors bureaus.

In the Village Board 2012 – 2015 Strategic Plan there are five goals that relate to economic development and attracting visitors to the Village. Below are specific Strategic Goals that that would be achieved by the Village joining the CNSCVB:

- Goal 2: “Develop the Purple Hotel as a central gathering destination”
 - The CNSCVB would assist with the promotion of retail, hotels, and events at the Purple Hotel site when it is developed
 - The CNSCVB hotel data reports that 50% of the North Shore draw consists of Chicago residents, which places the Village in a strategic position
- Goal 3: “Further define and develop the brand and identity for the Village”
 - The CNSCVB would help achieve this goal through its full time marketing staff and services that would be provided on an ongoing basis, instead of the one-time cost associated with hiring a community branding firm
- Goal 5: “Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area”
 - The CNSCVB promotes events for malls in other communities such as Old Orchard in Skokie and would therefore be able to promote events for the Lincolnwood Town Center
- Goal 6: “Bring more restaurants to the community”
 - The CNSCVB provides targeted marketing and promotion for restaurants which would further raise the Village’s profile in the restaurant community as a place to open a business
- Goal 7: “Become a “friendly to do business with” government, assisting and attracting developing business”
 - By joining the CNSCVB the Village would be providing a service to its business community by attracting visitors and promoting business events and allowing businesses to become a member of this organization

There would also be a Parks and Recreation benefit to joining this organization. All member Park Districts have joined the CNSCVB and leverage the marketing services to boost their attendance at events. The Village would benefit for the following reasons:

- Promotion of rentals at the Community Center for business events and workshops
- Promotion of field rentals for large tournaments or special events
- Sponsorship appeals to the regional and state market
- Bike/Pedestrian Path information for residents of the region and tourists, promoting businesses in Lincolnwood as cyclists enter the community
- Promotion of Lincolnwood Fest and other community events
- Promotion of Centennial Park activities such as fishing, kayaking, and disc golf

4500 Touhy Avenue Development Project

One of the potential users in the proposed 4500 West Touhy Avenue development is a 160 room Springhill Suites hotel. According to the CNSCVB hoteliers expect municipalities to be members in convention bureaus before they establish themselves in the community. Typically, hotels will start selling and marketing their property well in advance of opening their doors. The

companies that manage hotels typically expect local support from the CNSCVB in terms of sales leads, maps, photography, and Smith Travel Research Reports.

Financial Impact

As a “non-hotel” community the Village’s annual CNSCVB membership fee would be \$10,000, plus a one-time new member fee of \$5,000. This membership fee is supplemented by a dollar-for-dollar match by the State of Illinois.

Staff recommends the funding source for this membership fee to be the Food and Beverage Tax because there is a rational nexus between promoting the Village as a place to dine which creates more Food and Beverage Tax revenue. If a hotel were to be developed in the Village, the Village could transfer the funding source to the Hotel Tax Fund. If the Springhill Suites were developed the Village would continue to pay \$10,000 for the first 18 months and then pay an estimated \$18,000 every year after.

Recommendation

Staff recommends joining the CNSCVB for a first-year membership fee of \$15,000 and \$10,000 every year after (as a non-hotel community). Membership in this organization will bolster many of the goals the Village has been striving to achieve in the past several years including:

- Helping the business community and being “business-friendly”
- Be welcoming to visitors and enhance economic development
- Marketing parks and recreation events and activities
- Proactively promote the Village’s brand and identity
- Develop intergovernmental partnerships to leverage economies of scale
- Put the Village in a stronger position to attract hotels and retail

Attachments:

1. CNSCVB Fiscal Year 2013-14 Trade Show Calendar
2. Sample Evanston Amenities Map
3. Member Dining Grid

CNSCVB FY 13-14 Tradeshow Calendar

July 1, 2013 - June 30, 2014

Producing Organization	Organization Description	Meeting Dates	Meeting Name	Meeting Description	Markets	# Attendees	Meeting Location	CNSCVB Rep	Exhibits?
Illinois Council of Convention & Visitor Bureaus (ICCVB)	ICCVB is the association of all certified, state-funded CVBs in Illinois. The purpose of ICCVB is to do cooperative marketing programs targeting the leisure group tour, meetings and sports markets.	Oct. 2013/Feb. 2014/May 2014	General Board Meeting & all Trade Meetings (Meet, Team & Sports)	Plan trade shows and cooperative advertising programs ICCVB will be supporting in all markets for the FY 08 fiscal year, as well as logistics of upcoming tradeshow, events produced by group as part of tradeshow and premiums devised for each show.	All Markets	100	Various IL Locations	GS/KW/JC/CS	No
		July 17 2013	Illinois Train Day		Leisure		Union Station (Chicago, IL)	CS	No
Illinois Society of Association Executives (ISAE)	State-wide organization that represents over 200 Springfield-based association planners.	July 24-26 2013	Summer Session	Annual summer educational and networking event for Springfield-based association planners.	Meetings (Association)	100	Eagle Ridge Resort (Galena, IL)	KW	No
Chicago's North Shore Convention & Visitors Bureau (CNSCVB)	Chicago's North Shore Convention & Visitors Bureau is the premier destination marketing organization for the communities of Evanston, Skokie, Northbrook, Glenview & Winnetka, IL.	Aug. 21 2013	"Journey" Ravinia Client Event	Annual summer networking event for local area meeting planners.	Meetings	30	Ravinia Music Festival (Highland Park, IL)	GS/KW	No
J. Vero & Associates		Aug. 21-24, 2013	Travel Media Showcase	Travel Media Showcase offers a unique opportunity for top travel journalists and travel industry professionals to meet one-on-one for the purpose of exchanging information and developing personal contacts.	Leisure	125	Rockford, IL	GS/JE	No
Collinson Publishing		Aug. 22-24, 2013	Connect Marketplace	An innovative new conference for planners and suppliers in the social/military/education & fraternal markets.	Meetings (SMERF - social/military/educational/religious/fraternal)	200	Milwaukee, WI	KW	No
Illinois Society of Association Executives (ISAE) & Society of Government Meeting Planners (SGMP)	State-wide organizations that represent over 250+ Springfield-based association & government meeting planners.	Sept./Oct. 2013	ISAE monthly luncheon & SGMP quarterly educational event/"Movers & Shakers" networking event	ISAE's monthly luncheons are educational networking events with local association meeting planners. SGMP's quarterly educational event & "Movers & Shakers" networking event are with local government meeting planners.	Association & SMERF	75	Springfield, IL	KW	No
Training Resources		Sept. 8-10, 2013	Upper Midwest CVB Fall Conference	Regional educational event for convention & visitor bureau staff.	N/A	125	Alsip, IL	GS/JC/JE	No
Chicago's North Shore Convention & Visitors Bureau (CNSCVB)	Chicago's North Shore Convention & Visitors Bureau is the premier destination marketing organization for the communities of Evanston, Skokie, Northbrook, Glenview & Winnetka, IL.	Sept. 26-27, 2013	CNSCVB Familiarization Trip	The event showcases the many hotels, attractions and restaurants the North Shore has to offer to the tour & travel market.	Tour & Travel	20	Chicago North Shore	CS	No

Producing Organization	Organization Description	Meeting Dates	Meeting Name	Meeting Description	Markets	# Attendees	Meeting Location	CNSCVB Rep	Exhibits?
Destination Marketing Association International (DMAI)	The world's largest & most reliable source for destination marketing organizations (DMO's), DMAI is dedicated to improving the effectiveness of over 1,300 professionals from over 600+ destination marketing organizations in over 25+ countries.	Oct. 8-11, 2013	Membership Shirtsleeves	Educational event for membership people of convention & visitor bureaus.	N/A	80	Toronto (Canada)	JE	No

CNSCVB FY 13-14 Tradeshow Calendar

July 1, 2013 - June 30, 2014

Producing Organization	Organization Description	Meeting Dates	Meeting Name	Meeting Description	Markets	# Attendees	Meeting Location	CNSCVB Rep	Exhibits?
Destination Marketing Association International (DMAI)	The world's largest & most reliable source for destination marketing organizations (DMO's), DMAI is dedicated to improving the effectiveness of over 1,300 professionals from over 600+ destination marketing organizations in over 25+ countries.	Oct. 20-23, 2013	2013 Technology, Operations & Finance Forum	Educational event for finance people of convention & visitor bureaus.	N/A	N/A	Niagara Falls, NY	JC	No
Bridal Expo		Oct. 20, 2013		Expo opportunity for bridal suppliers to make brides aware of their products & services.	Social	350	Marriott Chicago O'Hare (Rosemont, IL)	JE	No
Collinson Publishing		Oct. 28-30, 2013	Rejuvenate Marketplace	An appointment-based tradeshow & innovative conference for planners & suppliers of the faith-based meetings market.	Meetings (SMERF - social/military/educational/religious/fraternal)	200	Daytona Beach, FL	KW	No
World Travel Market		Nov. 4-7, 2013		World Travel Market brings together the most influential figures in and around the travel industry who offer the latest insights, trends & invaluable knowledge.	All Markets	5,000	London (England)	GS	No
Boomers In Groups (BIG)		Nov. 15-17, 2013	2013 Conference	Appointment-based tour operator tradeshow focusing on capturing the "baby boomer" market.	Tour & Travel	100	Cleveland, OH	CS	No
Meet in Illinois (MII)	Niche meetings-based marketing group of the Illinois Council of Convention & Visitors Bureaus (ICCVB - description above)	Nov. 19-21, 2013	2nd Quarter Sales Mission	MII will sponsor the Meeting Professionals Int'l-Wisconsin Chapter's pre-tradeshow welcome reception, exhibit in the tradeshow & do sales calls around the show.	Meetings (Association, Corporate & SMERF)	50	Milwaukee, WI	KW	No
Association Forum of Chicagoland	Local chapter of American Society of Association Executives. This chapter is the nation's 2nd largest in the nation representing 33,000 employees who book over \$8 billion in meetings & trade show annually.	Dec. 17, 2013	Holiday Showcase	Well known and respected show that all Chicago area meeting planners attend. CNSCVB has a booth within the Illinois aisle.	Meetings (Association)	1,330	Hyatt Regency (Chicago, IL)	KW	Yes
American Bus Association (ABA)	ABA represents over 950 motorcoach and tour operators in the U.S. and Canada. Another 2,300 member organizations are associate members of the organization.	Jan. 11-15, 2014	ABA Marketplace	One of the motorcoach and group travel industry's leading trade shows. North American motorcoach and tour operators meet ABA member destinations and suppliers in pre-scheduled appointments.	Tour & Travel	3,000	Nashville, TN	CS	No
Illinois Society of Association Executives (ISAE)	Professional association for Illinois state-based associations.	Jan. 21, 2013	Annual Convention	Educational event for IL state-based & government meeting planners.	Meetings (Association & SMERF - government)	200	Springfield, IL	KW	No

CNSCVB FY 13-14 Tradeshow Calendar

July 1, 2013 - June 30, 2014

Producing Organization	Organization Description	Meeting Dates	Meeting Name	Meeting Description	Markets	# Attendees	Meeting Location	CNSCVB Rep	Exhibits?
Illinois Association of Park Districts/Illinois Parks & Recreation Association (IAPD/IPRA)	The IAPD is a nonprofit service, research and education organization that serves park districts, forest preserves, conservation, municipal park and recreation, and special recreation agencies. The association advances these agencies, their citizen board members and professional staff in their ability to provide outstanding park and recreation opportunities, preserve natural resources and improve the quality of life for all people of Illinois.	Jan. 23-25, 2014	IAPD/IPRA Soaring to New Heights Conference		Tour & Travel	800	Chicago, IL (Hyatt Regency Chicago)	CS	Yes
Woman's American ORT	The largest private contributor to the worldwide ORT (the Russian acronym for the Organization for the Distribution of Artisanal & Agricultural skills) program; an integral part in providing funds and leadership to enrich entire communities by educating individuals within them.	Jan. 26, 2014	ORT Party Planning Showcase	Well known and respected Trade Show on the North Shore, known for its bar and bat mitzvah contacts.	Social	800	Lincolnshire, IL	JE	Yes
Choose Chicago	Choose Chicago is the official destination marketing organization of the City.	Feb. 5, 2014	RCMA Chicago Meeting Planner Dinner	Annual Choose Chicago meeting planner dinner during the RCMA conference.	Meetings (SMERF - religious)	80	Sacramento, CA	KW	No
Religious Conference Management Association (RCMA)	The country's leading society for Religious Meeting professionals. RCMA is the premier organization representing planners who book religious meetings, conferences and conventions of all sizes.	Feb. 4-6, 2014	World Conference & Expo	RCMA's annual landmark conference is an exceptional opportunity for suppliers (i.e. religious goods, destinations, hotels, and destination services and suppliers) to showcase their product to key decision makers in the religious conference planning field.	Meetings (SMERF - religious)	400	Sacramento, CA	KW	Yes
U.S. Travel Association	The U.S. Travel Association is the unique national organization that leverages the collective strength of those who benefit from travel to grow their business beyond what they can do individually.	Feb. 26-27, 2014	Lobby Day		ALL Markets		Washington, DC	GS	No
Bridal Expo		Feb. 23, 2014		Expo opportunity for bridal suppliers to make brides aware of their products & services.	Social	350	Hyatt Regency O'Hare (Rosemont, IL)	JE	No
Meeting Professionals International (MPI)	Meeting Professionals International is the leading global association that defines and shapes the meetings & events profession.	Feb. 2014	MPI-CAC Educational Conference	Educational event for meeting planners & suppliers.	Meetings (Corporate)	200	Chicago-Area Location TBD	KW	No

CNSCVB FY 13-14 Tradeshow Calendar

July 1, 2013 - June 30, 2014

Producing Organization	Organization Description	Meeting Dates	Meeting Name	Meeting Description	Markets	# Attendees	Meeting Location	CNSCVB Rep	Exhibits?
Illinois Bureau of Tourism (IBOT)	State agency governing Illinois' 42 Convention and Visitors Bureaus	Feb. 2014	IL Governor's Conference on Tourism	The state's annual conference on tourism where industry members attend educational sessions, network and are presented with the state's plans for the upcoming fiscal year for the expenditure of the \$40 million dollar state tourism budget.	Tour & Travel	600	Rosemont, IL	GS, CS & JC	No
Bank Travel Conference	Loyalty Program Directors	March 30 - Apr. 1, 2014	Group Leaders of America	Prescheduled appointments with Bank Loyalty Club Directors.	Tour & Travel	500	Huntsville, AL	CS	No
Bridal Show		Mar. 23, 2014		Expo opportunity for bridal suppliers to make brides aware of their products & services.	Social	350	Swissotel (Chicago, IL)	JE	No
Destination Marketing Association International (DMAI)	The world's largest & most reliable source for destination marketing organizations (DMO's), DMAI is dedicated to improving the effectiveness of over 1,300 professionals from over 600+ destination marketing organizations in over 25+ countries.	Mar. 2014	Destinations Showcase	Tradeshow that puts hundreds of CVB's in DIRECT contact with thousands of meeting professionals - who come seeking locations for their next events.	Meetings (Association & Corporate)	800	Washington, DC	KW	Yes
Tour Illinois	Niche meetings-based marketing group of the Illinois Council of Convention & Visitors Bureaus (ICCVB - description above)	Mar. 2014	Sales Mission		Tour & Travel			CS	No
Chicago's North Shore Convention & Visitors Bureau (CNSCVB)	Chicago's North Shore Convention & Visitors Bureau is the premier destination marketing organization for the communities of Evanston, Skokie, Northbrook, Glenview & Winnetka, IL.	April, 2014	Annual North Shore Showcase	The event showcases the hotels of the North Shore to meeting planners.	Meetings (Association, Corporate & SMERF)	20	(North Shore)	KW	No
The Hospitality Sales & Marketing Association Int'l (HSMIA)	The Hospitality Sales & Marketing Association International is committed to growing business for hotels and their partners, and is the industry's leading advocate for intelligent, sustainable hotel revenue growth.	April, 2014	HSMIA's MEET	Tradeshow that puts meeting suppliers in touch with meeting planners.	Meetings (Association & Corporate)	200	Navy Pier (Chicago, IL)	KW	Yes
U.S. Travel Association	The U.S. Travel Association is the unique national organization that leverages the collective strength of those who benefit from travel to grow their business beyond what they can do individually.	April 5-9, 2014	POW WOW	Prescheduled appointments with international tour operators.	Tour & Travel	1,000	Chicago, IL	GS	No

CNSCVB FY 13-14 Tradeshow Calendar

July 1, 2013 - June 30, 2014

Producing Organization	Organization Description	Meeting Dates	Meeting Name	Meeting Description	Markets	# Attendees	Meeting Location	CNSCVB Rep	Exhibits?
Destination Marketing Association International (DMAI)	The world's largest & most reliable source for destination marketing organizations (DMO's), DMAI is dedicated to improving the effectiveness of over 1,300 professionals from over 600+ destination marketing organizations in over 25+ countries.	May, 2014	Destinations Showcase	Tradeshow that puts hundreds of CVB's in DIRECT contact with thousands of meeting professionals - who come seeking locations for their next events.	Meetings (Association & Corporate)	300	Rosemont, IL	KW	Yes
Circle Wisconsin Midwest Marketplace		May 4-6, 2014			Tour & Travel	100	Marriott Madison West (Middleton, WI)	CS	No
Choose Chicago	Choose Chicago is the official destination marketing organization of the City.	June, 2014	SMERF Round Table	Educational event for SMERF meeting planners.	Meetings (SMERF)	75	Chicagoland Area	KW	No
Meeting Professionals International (MPI)	Meeting Professionals International is the leading global association that defines and shapes the meetings & events profession.	June, 2014	MPI-CAC Annual Awards & Recognition Event	Well-known awards event for Chicago-area meeting planners.	Meetings (Corporate)	200	Local venue TBD	KW	No
Meeting Professionals International (MPI)	Meeting Professionals International is the leading global association that defines and shapes the meetings & events profession.	June, 2014	MPI-WI/WSAE Annual Golf Outing	Annual golf outing for WI-area meeting planners and association executives.	Meetings (Corporate)	200	WI-Area Location TBD	KW	No
Collinson Publishing		June 12-14, 2014	Collaborate Marketplace	An appointment-based tradeshow & innovative conference for planners & suppliers of the corporate market.	Meetings (SMERF)	200	Portland, OR	KW	No
Meeting Professionals International (MPI)	Meeting Professionals International is the leading global association that defines and shapes the meetings & events profession.	June, 2014	MPI-CAC Annual Golf Outing	Annual golf outing for Chicago-area meeting planners.	Meetings (Corporate)	200	Chicagoland Area	KW	No
Fraternity Executives Association (FEA)	FEA is an individual membership association consisting of the chief official of general college fraternities & sororities.	July, 2014	Annual Conference	The purpose of the FEA conference is to have free discussion, an interchange of ideas and procedures of mutual interest & peer support. A popular event during the conference is the tradeshow - where fraternity execs get a chance to meet suppliers of their needed services - such as destination information for upcoming conventions, retreats, meetings, fundraisers and other related events.	Meetings (SMERF - Fraternal)	125	Naples, FL	KW	Yes

**While the CNSCVB pays for all the exhibit booth costs, co-exhibitors are responsible for paying any applicable, individual: registration, exhibit booth personnel and travel-related costs.*

Please Note: 1) If a Bureau Representative drives to an event, and a co-exhibitor carools with her, the Bureau would cover the mileage 2) When co-exhibiting in a CNSCVB booth, everyone represents all hotels, attractions, restaurants, service-suppliers, etc. in the Bureau's service region (i.e. Skokie, Evanston, Northbrook, Glenview & Winnetka). Individual property representation, within the Bureau's service region only, is secondary or a "soft sell".



hotels

- 1 Best Western University Plaza
- 2 Hilton Garden Inn
- 3 The Homestead
- 4 Hotel Orrington
- 5 Janet's Place Bed & Breakfast
- 6 Margarita European Inn

attractions

- 7 Evanston Art Center
- 8 Evanston Historical Society/Dawes House
- 9 Frances E. Willard House
- 10 Grosse Point Lighthouse
- 11 Mary & Leigh Block Museum of Art
- 12 Northwestern University
- 13 Noyes Cultural Center
- 14 Rotary International Headquarters
- 15 Sigma Alpha Epsilon Levere Memorial Temple

shopping

- A Downtown Evanston
- B Central Street
- C Chicago & Dempster Retail District
- D Main & Chicago Retail District
- E Howard & Chicago Retail District

recreation

- 16 Burnham Shore Park Dempster Street Beach Aquatic Center
- 17 Centennial Park Clark Street Beach
- 18 Dawes Park Greenwood Beach
- 19 Elliot Park Lee Street Beach
- 20 Ladd Memorial Arboretum & Ecology Center
- 21 Lighthouse Landing Beach
- 22 Peter N. Jans Community Golf Course
- 23 Robert Crown Ice Complex & Community Center

legend

- CTA purple line stop
- CTA yellow line stop
- CTA red line stop
- metra stop
- ⊕ hospital
- ⌂ golf course

	CUISINE	BREAKFAST	LUNCH	DINNER	ALCOHOL	PRICE RANGE	PRIVATE ROOMS FOR GROUPS
	Cajun/Creole	•	•	•	•	\$\$	
St.	Asian		•	•	•	\$\$	
ve.	American		•	•	•	\$\$	•
	Asian	•	•	•	•	\$\$	•
& Café	American	•	•			\$	
n Ave.	Japanese		•	•	•	\$\$\$	•
a	Italian		•	•		\$	
Ave.	Italian		•	•	•	\$\$\$	•
za	Italian		•	•	•	\$\$	
Bar n Ave.	American	•	•	•	•	\$\$	•
ic Ave.	Greek	•	•	•	•	\$	•
ouse of Pancakes e.	American	•	•	•		\$	
rie e.	French		•	•	•	\$\$\$	•
y Rd.	American		•	•	•	\$\$\$	
e	Asian		•	•		\$\$	
Ave.	Japanese		•	•	•	\$\$	
nston	American			•	•	\$	
ve.	Caribbean		•	•		\$\$	

EVANSTON

	CUISINE	BREAKFAST	LUNCH	DINNER	ALCOHOL	PRICE RANGE	PRIVATE ROOMS FOR GROUPS
Koi Chinese and Sushi 624 Davis St. 847.866.6969	Chinese Japanese		•	•	•	\$\$	
Kuni's Japanese Restaurant 511 Main St. 847.328.2004	Japanese		•	•	•	\$\$	
Las Palmas 817 University Place 847.328.2555	Mexican		•	•	•	\$\$	
Le Peep Restaurant 827 Church St. 847.328.4880	American	•	•			\$	
Little Wok 2426 Main St. 847.328.6666	Japanese Chinese		•	•		\$\$	
Lou Malnati's Pizzeria 1850 Sherman Ave. 847.328.5400	Italian		•	•	•	\$\$	
Lucky Platter 514 Main St. 847.869.4064	American	•	•	•	•	\$\$	
Lulu's Dim Sum & Then Sum 804 Davis St. 847.869.4343	Asian		•	•	•	\$\$	
Lupita's 700 Main St. 847.328.2255	Mexican		•	•	•	\$\$	
Mandarin House 819 Noyes St. 847.869.4344	Korean		•	•		\$\$	
Merle's #1 Barbecue 1727 Benson Ave. 847.475.7766	American		•	•	•	\$\$	
Mt. Everest 630 Church St. 847.491.1069	Indian		•	•	•	\$\$	
Noodle Garden 1241 Chicago Ave. 847.332.2775	Thai		•	•	•	\$\$	
Noodles & Company 930 Church St. 847.733.1200	Asian		•	•	•	\$	
Noyes St. Café 828 Noyes St. 847.475.8683	Greek		•	•	•	\$\$	
Oceanique 505 Main St. 847.864.3435	French			•	•	\$\$\$\$	
Old Neighborhood Grill 2902 Central St. 847.492.9500	Greek American		•	•		\$	
The Olive Mountain 610 Davis St. 847.475.0380	Middle Eastern		•	•		\$\$	



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager

CC: Douglas Petroschius, Assistant Village Manager; Robert Merkel, Finance Director

FROM: Manuel Castaneda, Public Works Director

DATE: February 12, 2014

SUBJECT: Alleys

Background: In 1995 Gewalt Hamilton conducted a preliminary alley condition and evaluation report; there are approximately 6.7 miles of unpaved alleys and 1.9 miles of paved alleys in the Village. Back in 1995 the Village decided not to pave the alleys. The Village determined that gravel alleys should not be paved in order to help with the storm water management; due to the fact that gravel may act as a pervious surface. The Village directed Public Works to continue to repair paved alleys and also to keep grading the gravel alleys as well to filling up the potholes. Over the years this improvements has caused some alleys to be raised causing drainage problems into backyards. Business owners inquire every year regarding when unpaved and paved alleys are going to be re-surfaced due to water ponding, potholes, deterioration of alleys, rodents, and mosquitos are some of their concerns.

Purpose of Discussion: Staff is looking for preliminary costs to prepare a conceptual program that could evaluate all alleys (paved and unpaved), provide limited topographic survey work, provide condition assessment of pavement in paved alleys, perform conceptual storm sewer design where needed, take soil boings of paved alleys, prepare a final report and evaluation of an alley repaving program. This report could result an improvement program being broken into a multi-year rehabilitation program. The report would include exhibits, conceptual costs and estimates for each alley, core reports, and associated figures as needed. It would not be a detailed construction drawing.

Staff Recommendation: Staff is recommending hiring a consultant to do a study with a multi-year rehabilitation plan program.

Budget Implications: Staff is requesting \$35,000 from the Transportation Improvement Funds.



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager

CC: Douglas Petroschius, Assistant Village Manager; Robert Merkel, Finance Director

FROM: Manuel Castaneda, Public Works Director

DATE: February 12, 2014

SUBJECT: Private Sewer Repair Cost Sharing

Background: The Public Works Department receives many phone calls every year inquiring about funding to help cover the cost of replacement of collapsed sewer line that are often caused by tree roots system causing a blockage or breaking of the pipes. Most of the sewer lines collapses come from older homes that have clay pipe. Newer homes installed sewer lines out of pvc pipes therefore a newer home will not experience any problems due to tree roots. Last year 17 residents requested permits to fix their collapsed sewers. The cost to repair the sewers range from \$2,100.00 to \$12,400.00. The Village has an Ordinance that states the sewer service line from the house to the main sewer system, including the connection, is the resident's responsibility.

Purpose of Discussion: To provide some assistance to those residents that confront a financial impact to repair the collapsed sewer due to tree root systems within the Village right of way.

Neighboring Community Survey: Staff conducted a survey through neighboring communities and also to the Northwest Municipal Conference and found that only one community provide assistance to their residents. Skokie has some Community Block Grants that residents could apply to. The city of Des Plaines offers a 30% reimbursement cost up to \$2,000 if the blockage is within Village right of way or easement.

Community	Provide Assistance to Repair Collapse Sewer
Des Plaines	Yes, Maximum of \$2,00.00
City of Chicago	Yes*
Skokie	Low Cost Financial Program**
Evanston	No
Glenview	No
Niles	No
Arlington Heights	No
Park Ridge	No
Wilmette	No

*City of Chicago offers 100% cover for the entire repair within the city right of way.

**Village of Skokie applies for Community Development Block Grants Funds in order to help the residents to subsidize the cost. Unfortunately the Village of Lincolnwood does not meet all the requirements to participate in the Community Development Block Grants program.

Staff Recommendations: Staff recommends that 30% of the total repair cost up to \$2,000 should be provided to the residents confronting this problem.

Budget Implications: Staff is requesting \$20,000 from the Water and Sewer funds.

Memorandum

To: Timothy C. Wiberg
Village Manager

From: Timothy M. Clarke, AICP
Community Development Director

Date: February 10, 2014

Subject: Gateway Signs

Village Gateway Signs

In 1999, Land Design Collaborative (LDC) in concert with the Beautification Committee prepared a Beautification Opportunities Study for the Village. This study, in part, recommended installation of a series of Village gateway signs to be located at various entranceways into the Village. This study recommended that the Village develop two sign prototypes, one for use at major entryways into the Village and another, smaller gateway sign design, for use at more minor gateways into the Village. This study identified locations for these gateway signs as follows:

Gateway Sign Locations (Major)

Lincoln/Devon
Cicero/Touhy
Cicero/Devon
Touhy/McCormick
McCormick/Devon

Gateway Sign Locations (Minor)

Central/Pratt
Central/Ionia
Lincoln/Jarvis
Crawford/Jarvis
Crawford /Devon

In considering this matter, the Village Board subsequently authorized the engagement of LDC to prepare gateway sign designs and the Beautification Committee was tasked with reviewing alternate designs and recommending a design for these signs. In June 2002, the Village Board accepted the design recommendation made by the Beautification Committee for gateway signs. This recommendation called for the use of the same sign design for both major and minor gateway locations but to use a larger (taller) gateway sign at major entryways and a smaller sign utilizing the same design, at lesser gateways to the Village. The specific design elements for these gateway signs are attached.

The basic form of the adopted gateway sign design is a 4-sided column, comprised of brick and architectural cast stone panel, either being 14.4 feet tall for major gateways or 9 feet in height for minor entryways, although these established heights could vary depending on specific site constraints. The approved gateway sign design also allows, where site conditions and budget allows, for the addition of a raised base and planter. A vertical column form was selected for these gateway signs since many of the probable specific locations for the gateway signs were viewed as being constrained, warranting a narrow and vertical design form for these signs.

This approved gateway sign design has only been implemented at one location in the Village. This gateway sign (larger version) is located at Lincoln/Devon and its installation (2003) was made part of the approval for the new MB Bank Facility at that location. The total cost of this Lincoln/Devon Gateway Sign was approximately \$44,000, paid for in its entirety by MB Financial. This cost figure included lighting and site landscaping costs (approximately \$ 10,000) in addition to the actual sign cost of approximately \$34,000. In 2002, the smaller version of the gateway sign was estimated to range in cost from \$13,000-\$18,000 without landscaping or lighting elements. Attached are images of the gateway sign installed at Lincoln and Devon.

In addition to lighting, planter base and site landscaping components, other variables that affect the cost of the Gateway Sign as designed include the height and the number of sides of the column which are comprised of the architectural cast stone panel (depending on location, not all sides of the monument would require a stone cast panel). In today's dollars, it is estimated that the range of costs for the smaller gateway sign is \$25,000 - \$32,000 and the cost of the larger gateway sign ranges \$42,000 - \$49,000.

In addition to being recommended in the 1999 Beautification Opportunities Study, Village gateway signs along the Village's Devon border were more recently recommended by the Urban Land Institute in their study of the Devon Corridor, especially at Devon and McCormick Blvd.

Lincoln Avenue Entryway Markers

The installation of entryway markers, of a different design, within the median of Lincoln Avenue, at the entranceways into the Village, were also put forth as part of the 2009 Lincoln Avenue Streetscape Plan. An image of this suggested entry sign design is attached. This conceptual design was estimated in 2009 to cost in the range of \$8,500-\$15,000 per sign with an additional cost of \$1,200-\$2,500 for lighting.

Attachments

1. Lincoln/Devon Gateway Sign Photos
2. Adopted Gateway Sign Design Elements
3. Lincoln Avenue Streetscape Plan Entryway Marker Illustrations

Adopted Sign Design

Lincoln/Devon Gateway Sign:



Adopted Village Gateway Sign Design Elements

Gateway Sign Program

Placement of gateway signs at major and minor entranceways throughout the Village which are designed to convey the quality and image of the Village and which provide a uniform design theme that may be modified for specific site conditions

Sign Type

Square Column with a cap, comprised of brick with an Architectural Cast Stone panel. Two basic heights (14'4" and 9 feet) which carry the same design, a larger column for major gateways and a smaller column for minor gateway locations. Actual sizes of the Column could vary if necessary, depending on specific site conditions. This sign design further provides flexibility in that depending on location, site conditions and budget constraints, a raised base and planter can be added to the sign column.

Column Setting

At major and minor entranceways to the Village. Where site or budget conditions do not allow for a raised planter system, base of column to be landscaped subject site conditions, in a manner to be determined.

Column Material

Brick, of a color matching that of Village Hall, with a light color Architectural Cast Stone (versus Limestone) panel in which text and logo is engraved. Architectural Cast Stone is recommended over Limestone.

Logo

Tree with a silhouette of Lincoln's profile embedded (versus only a Lincoln head) to be located near the top of the Column

Text

"Village of Lincolnwood", with the word, "Lincolnwood" positioned vertically on the column

Sides

Square column design allows for 4 sided text. Actual number of sides utilized for text at any given location to be determined based on specific sign location and site conditions for the column

Light

As conditions allow, up lights located on the ground to light column

2009 Lincoln Avenue Streetscape Plan

Entryway Markers for Lincoln Avenue





Memorandum

To: Timothy C. Wiberg
Village Manager

From: Timothy M. Clarke, AICP
Community Development Director

Date: February 11, 2014

Subject: Comprehensive Plan Update

The Village's current Comprehensive Plan was prepared in 2001 and updated in 2006 to include the sub area plan prepared by the Lincoln Avenue Task Force for Lincoln Avenue. Best practices indicate a Comprehensive Plan should be updated every five to ten years.

In 2012, along with the application for assistance for the Devon Corridor, the Village also applied for technical assistance from the Chicago Metropolitan Agency for Planning (CMAP) to update the Comprehensive Plan. While the Village was awarded technical assistance for the Devon corridor study, CMAP determined the Village was not eligible for assistance to update the Comprehensive Plan.

The Comprehensive Plan is the primary document which identifies the Village's land use policies and it forms the legal framework for the Zoning Code. Although land use policy is a basic element of any Comprehensive Plan, Comprehensive Plans also typically include policies on other elements important to the community such as: transportation, housing, recreation, energy, community health, and safety. Other topics or specific issues unique to a community are often also included in preparation of a Comprehensive Plan. In addition to identifying policies on a wide range of issues, Comprehensive Plans often include specific plans for implementation.

Development of a Comprehensive Plan typically is prepared with the assistance of an expert consultant. Costs involved in engaging an experienced consultant are highly dependent on two basic items: 1) the depth and breadth and scope of the Comprehensive Plan that is to be prepared, including how many topics or issues are addressed; and, 2) the size of the community. The Village's current Comprehensive Plan could be categorized as a basic plan with sections on land use, potential future redevelopment areas and transportation.

Below are recent costs incurred by other Chicago area communities in preparing their comprehensive plan. Camiros, Ltd., who assisted the Village in 2001 with the Village Comprehensive Plan update, has suggested an appropriate budget figure of \$100,000 for the update. Teska and Associates, who assisted the Village in preparing the Village's 2008 Zoning Code update, has suggested that a simple update

might be in the \$50,000-\$70,000 range, but a new plan with extensive public input and with special focused areas could be more in the \$100,000-\$150,000 range.

Itasca \$40,000
Kenilworth \$87,800
Villa Park \$95,000
Mundelein \$125,000
St. Charles \$170,000
Downers Grove \$185,000
Elmhurst \$200,000
Oak Park \$200,000

Another consideration in pursuing an update to the Comprehensive Plan is to ascertain what group or body should be tasked in guiding its preparation. Typically this is a responsibility of the Plan Commission, however for the 2001 update; the Village chose to assemble a Blue Ribbon Committee of citizens to oversee this work.

Fire and Police Fleet Replacement Guidelines

Vehicle Type	Per NWMC Survey	Lincolnwood Replacement Schedule*
Fire Engine	20 years	20 years
Ambulance	7-10 years	7-10 years
Police Squads	4 years	4 years

*Maintenance records are also reviewed and number of break-downs, downtime, cost of repairs, body condition, type of work the vehicle is used for, mechanical failures and hours of use are also considered.

IT Strategic Plan Summary (FY2015 Total is Included in Budget)

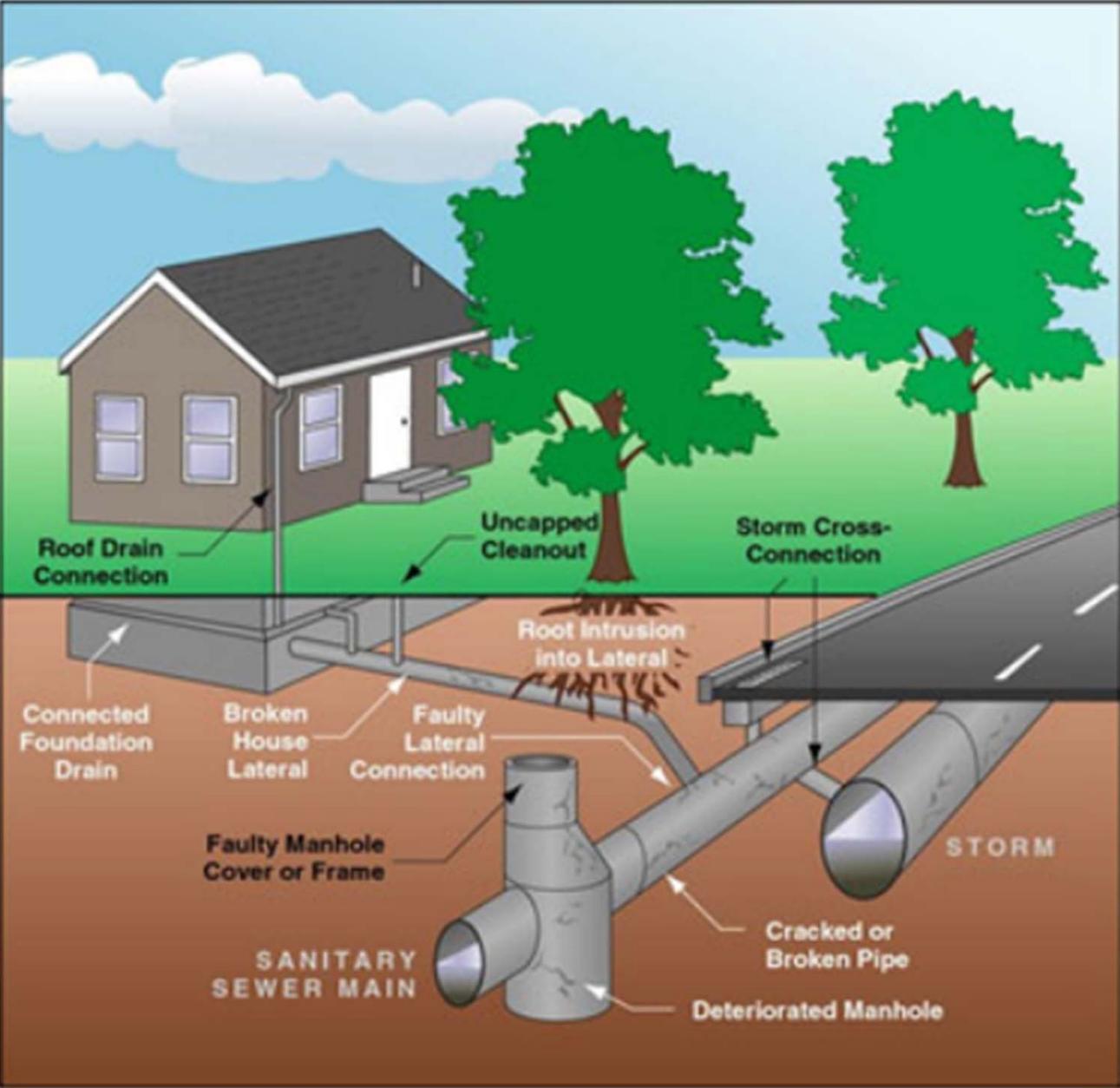
Strategy	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Document Management	14,560	10,100		
Expand Citizen Communication Using the Internet	2,500	7,100	22,100	19,600
Expand Audio/Visual Capabilities	12,500	7,680	15,680	15,680
GIS Integration	9,500			
Mobile Worker Connectivity	8,840			
Cloud Based Computing	20,000			
Maximize Efficiencies Gained through Application Software		31,000	TBD	TBD
Increase Productivity through the Use of Technology	102,000	176,000	65,500	65,500
Utilize Technology for Public Safety		186,000	75,000	20,750
Disaster Recovery Preparedness		40,000	72,500	35,000
IT Security	30,500	25,000		
IT Infrastructure Improvements	170,000	55,000		
GRAND TOTAL	\$370,400	\$537,880	\$250,780	\$156,530



Significant Initiatives Not Included in General Fund Draft Budget for FY2015

- Consultant cost to study and prepare an Alley Maintenance Program - \$35,000
- Fund to assist the replacement of private sewer lines - \$20,000
- Village gateway signs - \$50,000 each
- Consultant to assist updating the Comprehensive Plan - \$50,000

Private Sewer
Line
Replacement
Funding
Assistance





Private Sewer Line Funding Assistance

- Options:
 - Status quo – No Village assistance
 - Budget \$20,000 in Water Fund – provide up to \$2,000 grant, or 30% of the replacement cost
 - Only provide assistance if break is in Village right-of-way
 - Use \$100,000 of excess GF fund balance to establish a revolving loan – property is liened, Village paid back once home is sold

Board Approved Gateway Sign

- Approximately \$50,000 per sign
- Potential Locations:
Devon/McCormick,
Lincoln/Jarvis,
Touhy/Cicero,
Cicero/Devon



FY 2015 General Fund Draft Budget

Revenues	\$19,554,777
Expenditures	19,848,463
Deficit	(293,686)
Net Transfers	(146,247)
Net change to fund balance	\$ (439,933)



Options to Balance \$400,000 Anticipated GF Deficit

- Utilize existing excess GF Fund Balance
- NEID TIF Surplus Distribution



GF Fund Balance Policy

- Current policy- fund balance shall be maintained at 25% to 35% of annual general fund revenue
- If unreserved fund balance is greater than 35%, Village shall designate the excess to provide available funds for the purchase of new equipment and capital projects



Projected G.F. Fund Balance FY2015

Projected Fund Balance as of 4/30/15	\$9,641,698
Required Max. Fund Balance for FY 2015	\$6,660,780
“Excess” fund balance available for capital projects as of 4/30/15	\$2,980,918



NEID TIF – Fund Options

- Budgeted items for FY 15 leave approximately \$4.8 million in fund balance
- Staff recommends distribution of \$2 million of reserves (anticipated grant revenue) to taxing districts
 - Village GF would receive \$188,000 (Village approximately 9% of tax bill)
 - Village's GF would not have to pay Development Benefit of \$386,000 for next two years
- Total FY 2015 GF increased revenue: \$558,000

FY 2015 General Fund Draft Budget Re-Forecasted

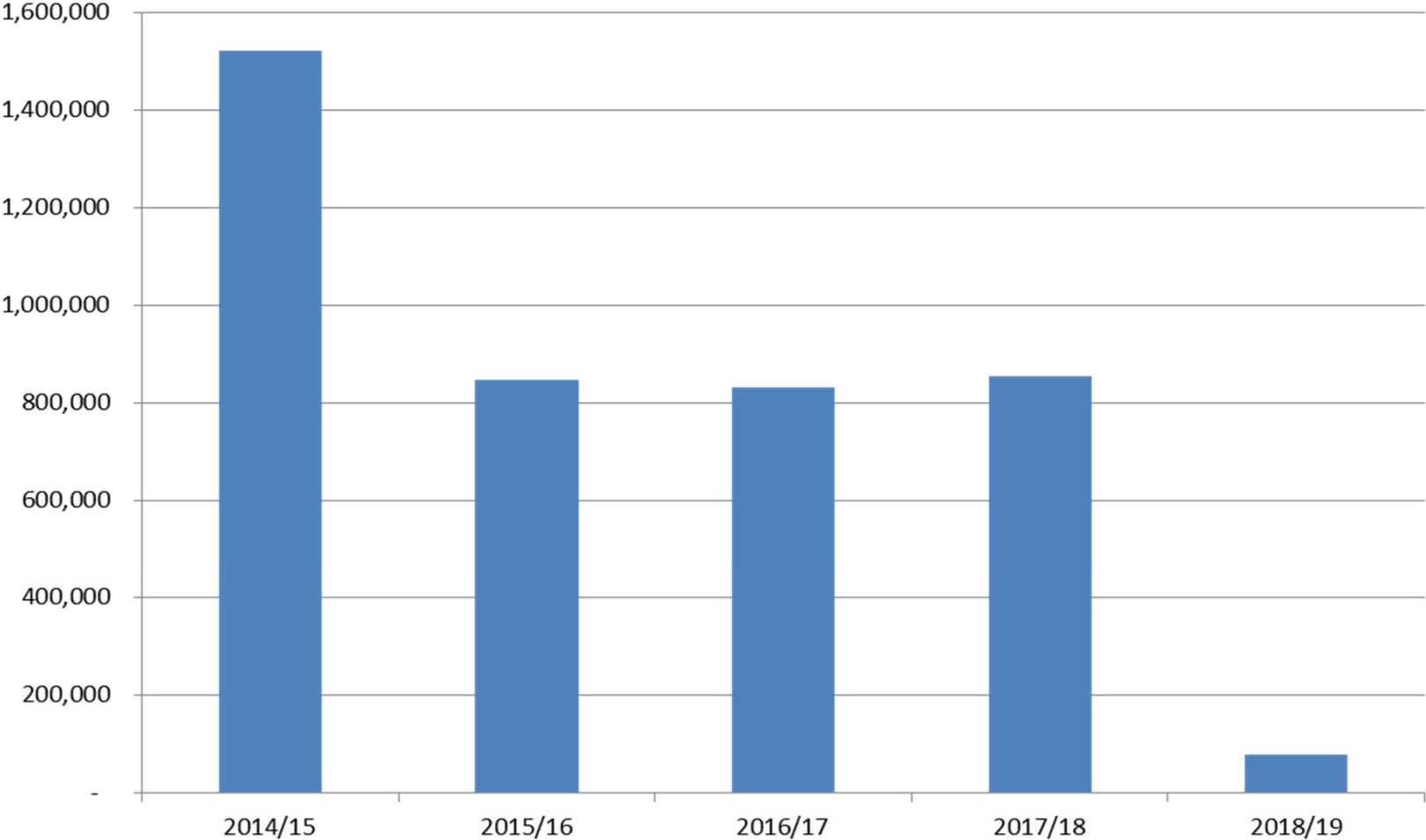
Revenues	\$19,544,777
Expenditures	<u>19,848,463</u>
Proposed Deficit before surplus distribution from NEID TIF	(293,686)
Village share of surplus distribution from NEID TIF	188,000
Reduction in payment to SD#74 as a result of surplus distribution	<u>386,000</u>
Change to fund balance before transfers	280,314
Net Transfers	(146,247)
Net change to fund balance	\$ 134,067



Issues Affecting FY2015 Budget and Beyond

- Police and IMRF Pension Costs
- Village has started to experience increase in health care costs after being stagnant for the last few years – Obamacare effect in future years
- Impact of Purple Hotel site development on expenses and revenue
- Final debt service payment in FY 15; will save GF \$700,000 beginning next year

Village Debt Principal Re-Payment Schedule



Other Funds



NEID TIF Budget

Estimated Fund Balance 5-1-2014	<u>\$6,399,174</u>
--	---------------------------

(TIF to expire in 2019)

- | | |
|--|------------|
| <input type="checkbox"/> Construction of Bike Path | \$ 200,000 |
| <input type="checkbox"/> PEP and GIFT Programs | 300,000 |
| <input type="checkbox"/> Final phase of construction of Public
Works yard | 750,000 |
| <input type="checkbox"/> Installation of fiber optic line to VH | 34,000 |
| <input type="checkbox"/> Debt payments (last payment FY2018) | 312,525 |

NEID TIF Projections 2014-2019

Revenue	2014	2015	2016	2017	2018	2019	Total
Increment	800,000	1,000,000	1,050,000	1,010,000	1,015,000	1,020,000	5,895,000
Interest	10,000	10,000	10,000	100,000	100,000	100,000	330,000
Grant	1,600,000						1,600,000
	<u>2,410,000</u>	<u>1,010,000</u>	<u>1,060,000</u>	<u>1,110,000</u>	<u>1,115,000</u>	<u>1,120,000</u>	<u>7,825,000</u>
Expenses							
Bonds	310,650	312,525	310,500	312,150	313,650		1,559,475
Transfer	130,000	130,000	130,000	130,000	130,000	130,000	780,000
UP Acquisition	2,000,000						2,000,000
Bike path construction		200,000					200,000
Engineering/ construction expenses	101,000	155,000					256,000
Other maintenance		15,000					15,000
Bike path cleanup	55,000	40,000					95,000
PW yard Phase 2		750,000					750,000
PEP grants	24,063	300,000	300,000	300,000	300,000	300,000	1,524,063
power supply update	300,000						300,000
Streetlights Touhy Ave.				450,000			450,000
Other adm. Expenses	11,500	15,375	12,000	15,000	15,000	15,000	83,875
New sidewalks/landscaping		45,000					45,000
Fiber optic		34,000					34,000
Signage		40,000					40,000
Parking lot construction		670,000					670,000
	<u>2,932,213</u>	<u>2,706,900</u>	<u>752,500</u>	<u>1,207,150</u>	<u>758,650</u>	<u>445,000</u>	<u>8,802,413</u>
Net income/loss	<u>(522,213)</u>	<u>(1,696,900)</u>	<u>307,500</u>	<u>(97,150)</u>	<u>356,350</u>	<u>675,000</u>	<u>(977,413)</u>
Beginning fund balance	6,921,387	6,399,174	2,702,274	3,009,774	2,912,624	3,268,974	6,921,387
Pay-out of surplus		(2,000,000)					(2,000,000)
Projected fund balances	<u>6,399,174</u>	<u>2,702,274</u>	<u>3,009,774</u>	<u>2,912,624</u>	<u>3,268,974</u>	<u>3,943,974</u>	<u>3,943,974</u>



Lincoln/Touhy TIF

Estimated Fund Balance 5-1-2014 **\$(59,987)**

TIF to expire in 2034

□ Legal fees for TIF work \$5,000



Touhy/Lawndale TIF

Estimated Fund Balance 5-1-2014 **\$260,000**

(TIF to expire in 2021)

- Final Payment of TIF increment
to Lowes per agreement **\$520,000**



Transportation Improvement Fund

Estimated Fund Balance 4-30-2014 \$1,567,291

- Streetlight replacement- Crawford Ave.: \$936,796
(\$187,359 paid to Cook County per year over a five year period)
- Completion of Pratt avenue streetlights:
\$200,000



Motor Fuel Transportation Fund (MFT)

Estimated Fund Balance 5-1-2014 \$3,264,449

- Maintenance of traffic signals 35,000
- Universal Cross walk striping 50,000



E-911 Fund

Estimated Fund Balance 5-1-2014 \$ None

- Requires transfer of \$60,000 from General Fund to keep fund balance at break-even



Debt Service Fund

- Debt service for General Obligation bonds
and loans payable - \$1,499,839



Property Enhancement Fund

- Village budgets for grants up to \$10,000 for five businesses - \$50,000
- Village General Fund transfers monies to pay for these grants



Water and Sewer Fund – Water Rate Adjustment

Estimated Fund Balance 5-1-2014 \$2,170,000

- Chicago increase: 15% effective 1-1-2014
- Current Village policy: adjust rate commensurate with the Chicago rate increase
- Staff recommendation - Increase rates 15%
 - Water rate increases \$.94 per unit (1000 gallons) to \$7.20 per unit
 - Effective May 1



Impact on Customer's Water Bill

Annual Consumption (1 unit =1,000 gallons)	Current Water Bill	Water Bill with Proposed Increase	Annual Difference
40 units	\$319.55	\$357.15	\$37.60
90 units	\$701.55	\$786.15	\$84.60
165 units	\$1274.55	\$1429.65	\$155.10



Water and Sewer Fund – FY 15 Budget

- Pilot program for Stormwater program \$460,000
- Crawford Avenue related improvements – paid
to Cook County over Five Years:
 - Water main replacement
 - Fire hydrants
 - Flow meter
- Total First Year Payment \$302,118
- Purchase of water from Chicago \$2,001,000
- Debt service payments IEPA loan \$380,156

FY2015 Capital Improvements - Significant Programs

Project	Total Cost	Grant	General Fund Cost	Other Fund Cost
Bike path construction NEID TIF	\$1,000,000	\$800,000	\$0	\$200,000
Com.ED ROW Bike Path and Overpass	1,242,000	994,000	248,000	
Street light replacement- Crawford Ave.	187,359			187,359
Water Fund - Water main replacement - Crawford Ave.	302,118			302,118
Water Fund Pilot area storm water project	460,000			460,000
Totals	\$3,191,477	\$1,794,000	\$248,000	\$1,149,477

Capital Improvement Program 2015-2019

DEPARTMENT	PROJECT NAME	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	TOTAL COST
Administration							
	Emergency Backup Power Preparedness		846,978				846,978
	Fiber Connection from Municipal Center to Public Works (lease	170,000	22,500	22,500	22,500		237,500
Community Development							
	McCormick Blvd Median Landscape & Sidewalk				500,000		500,000
	Edens Sidewalk & Landscape Project					500,000	500,000
	Lincoln Avenue Streetscape Improvements			2,150,170	2,069,100	2,127,180	6,346,450
Public Works							
	Sidewalk Replacement Program	85,000	90,000	95,000	100,000	105,000	475,000
	Parkway Tree Planting Program	105,000	105,000	35,000	35,000	35,000	315,000
	Street Light Replacement Program	200,000	1,849,313	1,764,410	1,952,395	184,463	5,950,581
	Touhy Overpass for Skokie Valley Bike Trail	192,000		314,000			506,000
	Bike Lane Lining and Signing	15,000	33,000				48,000
	Crawford Avenue- Street Lights & Sidewalk	187,359	187,359	187,359	187,359	187,359	936,795
	Pratt and Central Traffic Signal	120,000					120,000
	Universal Crosswalk Striping/Signage Program	50,000	50,000	50,000			150,000
Parks and Recreation							
	ComEd Bike Path Engineering and Construction	300,000	110,000	157,000	157,000		724,000
	Union Pacific Bike Path Engineering	300,000					300,000
	Community Center Expansion				2,700,000	2,700,000	5,400,000
	Playground Replacement Program	100,000	200,000	100,000	120,000		520,000
	Channel Runne Park Project Phase III		400,000				400,000
	Proesel Park Aquatic Center Renovations		110,000	35,000	250,000	250,000	645,000
Public Works/NEID TIF Fund							
	Parkway Tree Planting and Sidewalk Installation	45,000	45,000	30,000	30,000	30,000	180,000
	Public Works Yard Expansion	750,000					750,000
	Parking Lot Construction	670,000					
Water Fund							
	Sewer Televising Repair and Maintenance Program	50,000					50,000
	Stormwater Improvement-Berms and Restrictors	460,000	2,000,000	2,000,000	2,000,000		6,460,000
	Crawford Avenue- Water Mains, Hydrants and Flow Meter	302,118	302,118	302,118	302,118	302,118	1,510,590
Total Capital Improvement Project Costs		4,101,477	6,351,268	7,242,557	10,425,472	6,421,120	34,541,894

Executive Session

Personnel Issues