

MEMORANDUM

TO: President Turry and Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

DATE: February 5, 2015

SUBJECT: **""Village Board Budget Workshop**

As a reminder, we have scheduled the FY 2015/16 Budget Workshop for February 9 beginning at **6:00 p.m.** in the **Council Chambers**.

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 FY2015/16 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 2014/15 Departmental Goals Status and Proposed FY 2015/16 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 2015/16 budget.

Since time on Monday 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 FY2015/16. 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 Monday evening. There are several 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 significant capital items:

- 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 \$110,370 in the proposed budget to replace three Police vehicles. Also [attached](#), for reference purpose, is the schedule for replacing Fire and Public Works vehicles.
- 2) Replacement of the Police Dispatching E911 equipment - \$134,000. [Attached](#) is a memorandum from the Police Chief summarizing the need to replace our outdated communications equipment in order to continue to offer Police dispatching services.
- 3) Replacement of the Fire Engine - \$255,000 (this year, plus \$285,000 proposed for next year) – [Attached](#) is a memorandum from the Fire Chief summarizing the need to replace our Fire Engine. Staff is proposing to break the total replacement cost of \$540,000 into two years, with this year’s budget to fund the chassis for the new truck and next year’s budget to fund the remaining costs. If this purchase is approved, the Village’s two most expensive vehicles (this truck) and the Fire Ladder Truck (purchased four years ago) will be upgraded, and won’t need to be replaced for approximately 15 years.
- 4) Proesel Park Shelter Repairs - \$100,000 – [Attached](#) is a memorandum from the Parks Director summarizing the need to begin an evaluation and start of improvements to improve the appearance and functionality of the shelter. Staff is proposing that funding from the non-profit Friends of the Community Center be used for this purpose.
- 5) Replacement of the Vac-con in the Water Fund - \$375,000 – [Attached](#) is a memorandum from the Public Works Director summarizing the need to replace this vehicle, which would be funded in the Water Fund.

V) Proposed Revenue Enhancements – Staff has identified the following revenue enhancements for the proposed budget:

- 1) Fee adjustments – Total new revenue: \$42,000 - Every year staff reviews all of the fees charged for various Village services to determine if any adjustments are necessary/warranted. [Attached](#) is a summary of the proposed fee adjustments and also [attached](#) is a memorandum from the Police Chief concerning the proposed adjustments to the false alarm fees and parking violation fines.

- 2) Gas tax adjustment of \$.02/gallon – New revenue - \$280,000 – Currently the Village assesses a \$.03/gallon tax on gas sold at stations in the Village. The first \$.02 goes to the Village’s Transportation Improvement Fund and is reserved for transportation related improvements. Currently this is the funding source for the replacement of streetlights throughout the Village. The \$.01 of the current tax is for the General Fund and is used to cover general expenses. [Attached](#) is a memorandum from the Finance Director providing the rationale for adjusting this tax to a total of \$.05/gallon, with the \$.02 increase being dedicated to the Police Pension Fund to help bring the fund up to the State’s required 90% funding levels by the year 2040. This revenue is not included in the proposed budget.

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
VILLAGE BOARD BUDGET WORKSHOP
COUNCIL CHAMBERS
6:00 P.M., FEBRUARY 9, 2015**

AGENDA

- I) Call to Order**
- II) Roll Call**
- III) Regular Business**
 - 1) Discussion Concerning the Village's Fiscal Year 2014/15 Year-End Projections
 - 2) Discussion Concerning the Village's Fiscal Year 2015/16 Financial Forecast
 - 3) Discussion Concerning Fiscal Year 2015/16 Discretionary Spending
- IV) Executive Session to Discuss Personnel**
- V) Adjournment**

Posted: February 5, 2015

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 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.

The Village completed the installation of wireless microphones in the Village Council Chambers allowing for the televising of 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.

At the December 16, 2014 Committee of the Whole meeting the Village Board authorized staff to proceed with creating a Nextdoor.com account and working with Nextdoor.com to define the Village’s boundaries in their system. Staff is in the initial phases of creating a Lincolnwood Nextdoor.com account and working with Nextdoor.com to establish neighborhood boundaries using GIS.

- 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.

The Village launched the New Resident Packet program in December of 2014 as a partnership with the Lincolnwood taxing bodies and the Chamber of Commerce and has provided materials to five new residents to date. Further, staff created a New Resident Guide for information that is of interest to new residents and has distributed it to 12 new residents. This guide is included in the New Resident Packet and available on the Village website.

- 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.

The Village Manager's Office worked with the Village's broker, GCG Financial, to implement changes related to PPACA for 2014 and 2015. The Village Manager's Office will continue to implement changes as proscribed by PPACA and will notify the Village Board of any necessary changes to benefits that may be required as a result of the law.

- 5) The Village Manager's Office will increase its Facebook subscribers by 20% through a campaign that includes promotional events and activities.

The Village Manager's Office has increased the number of subscribers to the Village's Facebook page by 25%. This goal has been achieved by increasing advertising of the Village's Facebook page through other media outlets including the Village newsletter and cable channel. The Social Media Manager has also expanded interest in the Village's page and increased page views by collaborating with other organizations and sharing material on the Village's page and posting videos and photos more frequently.

- 6) 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.

This year the Village joined the Location One Information System (LOIS) which is a national, searchable, online economic development database. Membership in LOIS is complimentary for Illinois Municipalities through the State of Illinois. LOIS is the oldest and largest economic development building, site, and community database system in the country. Staff has direct access to LOIS and has updated LOIS with all of the Village's vacant sites including photos, rental rates, zoning information, size of vacant commercial properties and buildings. LOIS can be found at www.locationone.com.

Proposed Goals

- 1) The Human Resources Division will reduce the use of paper, expand electronic and online access for applicants, and increase efficiency by implementing the Springbrook Applicant Tracking Module.

- 2) The Village Manager's Office will increase the total number of residents signed up for the Village's public information subscription list by 10% through a media campaign.
- 3) The Information Technology Division will enhance disaster recovery preparedness by creating a Business Continuity Plan which is a plan to continue Village operations in case of floods, power outages, and other unexpected occurrences.
- 4) The Human Resources Division will enhance its New Employee Orientation program by implementing new resources to include in the New Employee Orientation Packet including Village maps and a software training guide. The Division will expand its orientation program through an introductory one-on-one software training session.
- 5) The Village Manager's Office will create a database to aid in the analysis of worker's compensation, general liability, and damage to Village property claims. Staff will work with the GIS Specialist to create an online mapping system that can be shared by multiple departments. The system will allow staff to better identify trends in accidents and assist departments in determining and implementing effective risk management strategies in an effort to reduce future claims.
- 6) The Village Manager's Office will partner with other local government organizations, such as School District 74 and the Lincolnwood Library, to provide coordinated services to Village residents. The Office will also identify services that could be shared with other agencies to reduce costs.
- 7) The Village Manager's Office will identify options to expand mass transit opportunities available to Lincolnwood residents.

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 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 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 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.

The Finance Department assisted with the installation of the new Springbrook software update in July, 2014. The installation was completed in August, 2014 and the implementation has allowed users to work more efficiently in performing their daily tasks.

- 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.

The inventory module was installed in August, 2014. Staff recorded all current inventories of parts and small tools and equipment. The Village is in the process of purchasing hand held scanning devices that will allow for the easy use of recording inventory transactions.

- 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.

The Finance Department has met with the developer of the old Purple Hotel site, Village legal counsel and staff to draft a development agreement that was approved in FY2015. The agreement provides funding necessary for the developer to proceed with the plans to build a mixed-use development for retail and service providers.

- 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.

The Finance Department has purchased a software package that interfaces with the upgraded payroll module that allows each department to upload their employees' payroll records electronically. This procedure decreases the time each department has to enter employee dated into each bi-weekly payroll submission.

Proposed Goals

- 1) The Finance Department will assist the Village's Police Pension Board in reviewing and suggesting funding strategies to ensure the Village is compliant with the funding requirements mandated by the State legislature.
- 2) The Finance Department will assist the Village Manager's Office in reviewing alternate solutions for the purchase of potable water for the Village. The Village's current water supplier has continually increased the water rates over the last 10 years. These increases have dramatically affected Village residents' and businesses' financial conditions.
- 3) The Finance Department will start the implementation of enhancing the online bill payment features to include the purchase and payment of Village issued vehicle stickers. Currently, residents can purchase vehicle stickers through the mail or in person at Village Hall.
- 4) The Finance Department will use Crystal software to enhance Springbrook's reporting capabilities. Crystal is a business intelligence report writing software. It allows users to modify existing reports to improve the readability and information content by tailoring the reports to their individual needs. Finance will work with each Village Department to create and enhance reporting capabilities that will increase the productivity of users of Springbrook software.
- 5) The Finance Department will reduce the Village's reliance on paper and increase the productivity of staff by implementing a paperless check requisition and purchase order system.

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) 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.

A standardized review form has been and will be implemented with all Team development reviews occurring in calendar year 2015.

- 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.

This task is awaiting completion of Springbrook upgrades needed in order to create this GIS layer. Currently the address system utilized by Springbrook and other needed work is expected to be completed in February 2015. Once this work is completed this task can proceed.

- 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.

Preliminary PUD Plan Approval and business points for an economic incentive have been either completed or agreed and substantial work has been completed on the qualification documents for the proposed Touhy Lincoln Business District. Further work however is now awaiting action by the developer and final plan submittal.

- 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.

An improved record-keeping system for public hearings has now been implemented in the department. This new system improves the physical filing and tracking of required documents (applications, legal notices, staff reports, etc.) for each public hearing. The benefit of the new system is that it helps provide easy document retrieval and ensures that hearing requirements are met. One of the related refinements is implementation of a Case numbering system for public hearings which will begin with the New Year.

- 5) Develop steps to implement the key recommendations of the Urban Land Institute 2013 Report on the Devon Avenue Corridor.

Since release of the ULI report in early 2014, the Devon-Lincoln TIF District was established and the Village Engineer has begun work on the preparation of a Streetscape Plan for the Corridor. Further, staff has developed an Implementation Plan to guide additional actions for the 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.

The Department Director attended the 2014 ICSC Chicagoland Retail Connection Program held in August in Rosemont. The Director anticipates attending the ICSC Spring Illinois Alliance Program.

Proposed Goals

- 1) To improve customer service and department efficiency, establish an automated telephone answering system in the department that provides a menu of choices to route callers to the appropriate personnel.
- 2) To guide future decision making toward achieving the community vision, provide assistance and staff support to the Ad Hoc citizens committee and consultant in the preparation of a new Comprehensive Plan for the Village.
- 3) Shepherd through the Village's consideration process, the remaining approval steps for the proposed Shoppes at Lincoln Pointe, a key development at the major intersection of Touhy and Lincoln Avenues, that promises to be a catalyst for further community redevelopment.

- 4) To improve customer service and ease in completing application forms, create customer fillable application forms for public hearing requests and building permits and post these to the Village website.
- 5) Review Village Contractor licensing requirements, related best practices and survey area communities to ascertain whether changes or elimination of Contractor licensing should be recommended.
- 6) Establish an improved records and tracking system for building plan reviews which will take advantage of the recent Springbrook upgrades. It is anticipated that establishing this system will improve department efficiency and will improve the tracking of plan reviews through various stages, especially where many reviewers or disciplines are involved.

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) 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.

Staff assessed school district affiliation when hiring. It was essential to have a mix of students from areas outside of School District 219 to accommodate the schedule change. Early in the season, a staff survey was conducted to assess availability for the end of the summer. As a trade-off to customers, not knowing what the impact of the schedule change would be, the pool remained open during the final week of August which has never happened in the history of the "new" pool. Staff worked with Northeastern

University to ensure early morning swimming for pass holders when portions of the pool had to be closed. Additional staff recruitment and a certification class were conducted prior to August to add additional staff to the roster.

- 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.

Lincolnwood Lights, the second annual holiday tree lighting was held with approximately 75 people in attendance, about double the attendance of 2013. Three additional costumed characters were added this year and all the characters arrived to The Promenade via Lincolnwood Fire truck. The Richard Ruderman family of Lincolnwood sang and played holiday music on the guitar. A sponsor was secured this year to cover the cost of cookies and brownies. The sponsor also served the food and gave out complimentary lip balm.

- 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.

The renovation of O'Brien Park will take place in the spring season as soon as the ground thaws. Once again, staff will work with Kids Around the World, a non-profit organization, will disassemble and refurbish the playground to be able to assemble it in a city or country in need. A public input process will be conducted at the Parks and Recreation Board meetings and through the after-school program to choose a design from a number of submittals. The neighborhood will be notified through U.S. Mail to participate in the process.

- 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.

The Village Board approved the ComEd lease in August. However, further negotiation was necessary with the property owners at Lincoln and Jarvis regarding the Village assuming a portion of their lease. The goal is to put the project construction out to bid through IDOT in January and build when weather permits in the spring.

Negotiations continue with the Union Pacific railway. The goal is to purchase the land, bid the project in April and complete construction during the summer months.

Proposed Goals

- 1) Enhance pass holder benefits by adding three special events at the Proesel Park Family Aquatic Center including a movie night, the return of a modified family night utilizing “noodles”, Theme Nights including a Hawaiian Luau and a Salute to Veterans over the Fourth of July during the 2015 season.
- 2) Complete the construction of the Union Pacific and ComEd bike paths by November 1, 2015.
- 3) Partnering with a Lincolnwood family, coordinate the installation of 6-8 pieces of outdoor fitness equipment and signage in Proesel Park adjacent to the sidewalk that goes around the park by October 1, 2015. The cost of the equipment and signage will be covered by a donation and will serve as a memorial to their daughter.
- 4) Facilitate aquatic center improvements including the replacement of the shade structures and some of the deck chairs, and the installation of safety fencing adjacent to the mechanical room and chemical storage area.
- 5) Complete a master plan by April 30, 2016 for the Proesel Park Family Aquatic Center to inventory the current facility amenities and mechanics, and to plan for future maintenance, facility updates and repairs. This document will assist in the procurement of grants and donations for the facility.

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 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.

This training was delayed due to the assignment of Lt. Larry Martin, Program Coordinator, to the Northwestern Illinois University School of Police Staff and Command (SPSC). Lt. Martin graduated on January 16, 2015 and will conduct the training in the spring.

- 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.

This goal is complete. The system has been installed, implemented, and is fully operational.

- 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.

This goal was delayed while the Village reviewed proposals for combining communication dispatching with other communities. To date, no cost effective proposal has been received. Therefore, staff is proposing to include funding for a replacement 9-1-1 System in the Fiscal Year 2015/16 budget for this purpose.

- 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.

Funding is being proposed in the Fiscal Year 2015/16 budget for this purpose.

- 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.

This item was not approved in the FY2014-15 Budget. It was requested in the FY2015-16 Budget.

- 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.

This goal is complete. The LEADS parsing feature has been installed, implemented, and is fully operational.

- 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.

This goal was interrupted when it was determined that the cost of the software necessary to support the program is \$3,500. Staff is conducting further research to determine the project's feasibility.

Proposed Goals

- 1) The current E9-1-1 telephone system was originally purchased in 1999. In 2012, the system was designated to be at its End of Life (EOL). When a system is declared to be EOL, the vendor will no longer provide upgrades or guarantee the availability of replacement parts. The current system is based on outdated technology and is not capable of supporting an internet protocol based environment or remaining current with emerging next generation E9-1-1 technologies. In addition, since the equipment is obsolete, the vendor's service maintenance and agreement specifies that repairs will only be performed on a best effort basis. Staff will prepare and publish a request for proposal, identify the lowest qualified vendor, and install and implement a new system by December.
- 2) Lexipol is a widely acclaimed law enforcement policy and training manual. It offers a consistent, integrated program of risk management designed by law enforcement professionals and researched by attorneys specializing in law enforcement litigation. The service is constantly updated to reflect the changing and unique needs of the Police Department. Currently, there are approximately 155 agencies in Illinois, and 47 in Cook County that subscribe to the service. The Intergovernmental Risk Management Association (IRMA) has financially sponsored the program by offering a grant of up to \$1,500 for the first year. Staff will contract with the vendor, train staff and implement the system by February, 2016.
- 3) Effective January 1, 2015, state statute requires that all in person and photographic line-ups be audio and video recorded. The full integration with the L-3 Video Camera System will allow the Police Department to store all audio and video data in one central location and allow the creation of audio and digital copies for the courts. This is a very specialized recording system which can effectively record audio and video with very poor acoustics. The strength of this system is critical to the collection of evidence necessary for the successful prosecution of criminal cases. Staff will negotiate with the vendor for a turn-key system, develop internal policies and procedures, and install and implement the system by July.
- 4) The current Northern Illinois Police Alarm System (NIPAS) Mobile Field Force (MFF) officer has served for 20 years. The average assignment is less than 10 years. The NIPAS MFF officer was promoted in 2013. His assignment creates scheduling and overtime demands for the supervisory staff and limits opportunities to develop other personnel, thereby limiting organizational growth. The cost of the transition is associated with equipment and may vary depending on the new officer's assignment. Some equipment is transferable to the new officer. Staff will conduct an internal selection process and send a minimum of two qualified candidates for review and selection by NIPAS staff. A new officer will be selected and trained by December.

- 5) The CourtSmart Officer Training Program is oriented towards search and seizure for police officers. It includes an updated hard copy and electronic version of the "Illinois Officers Legal Source Book/The Peace Officers Bible," access to the author regarding legal questions, legal opinions regarding recent court decisions, access to the CourtSmart website for articles, advice, a monthly newsletter, and a one-day training session per-year at the Police Department. Staff will incorporate the CourtSmart Officer Training Program by October.
- 6) Police Legal Science (PLS) provides a comprehensive, cost-effective reality-based on-line training program for communication operators (CO). Each month, CO's experience the stress associated with two actual and relevant emergency 9-1-1 calls. Each lesson focuses on developing key call management and interpersonal skills. The analysis of the call is divided into four segments: Visualizing the Scene, Professionalism, Customer Service, and Outcome of the Call and Outside the Call. A unique feature of PLS Dispatch Pro is the Outside the Call segment. This segment of the lesson includes background material, facts, and statics regarding the emergencies reviewed. Staff will incorporate PLS into monthly CO training by November, and 100% of the CO's will participate in the training each month.
- 7) The Police Department will develop and implement a New Supervisor Mentoring Program to supplement the two week basic supervision and 10 week School of Police Staff and Command training. The program will also be used to provide training and an evaluation for police officers assigned as acting watch commander. The program will include daily responsibilities, roll-call preparation, patrol scheduling, media relations, performance review, building security and maintenance, adherence to lock-up facility standards, citizen compliments and complaints, mutual aid requests, and the investigation of safety related incidents. Staff will complete the program by October, and every officer promoted after November 1st will participate.

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) Staff will apply for an Assistance to Firefighters Grant to purchase 2 new cardiac monitor/defibrillators for the 2 primary ambulances.

The Department applied for this grant, made it to the second round but was eliminated from competition with a grant rejection letter.

- 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.

Staff has met with St. Francis CEO and is in the process of a second meeting to discuss patient discharge information for Lincolnwood residents. Illinois Department of Public Health is reviewing Mobile Integrated Healthcare proposals from the State Sub-Committee. We anticipate developing a "Pilot" Program with Illinois Department of Public Health and St. Francis Hospital dealing with patient readmission rates and how we can help reduce them and develop a possible funding stream through the hospital or their affiliate Accountable Care Organization (ACO).

- 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.

This project was completed and a new policy was developed.

- 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.

This was a year-long project with completion of the Village Mitigation Annex as well as the County Plan being approved by FEMA. The Board will approve these in January 2015.

- 5) The department will develop policies that address our role in an active shooter incident. We need to coordinate EMS responsibilities with police activities that 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.

Drills were held jointly between Police & Fire Departments and a new protocol will be completed in 2nd Quarter 2015.

Proposed Goals

- 1) Part of the IT budget for this fiscal year is the purchase of a new software program called Command Scope that will enhance our capabilities with real-time Pre-plan information that is tied to the Computerized Aided Dispatch System (CAD) with RED Center. Pre-plans are drawings that have been completed that show the building layout, location of the utilities and any known hazardous materials of firefighter hazards. Niles FD and Lincolnwood Place have purchased this program and we will be able to see their pre-plans as we go mutual aid to Niles and respond to Lincolnwood Place. Mutual aid fire response agencies would receive our pre-plan information in-route.
- 2) This is a continuation of last year's goal with Mobile Integrated HealthCare (MIH). Staff will be working with St Francis Hospital in exploring collaboration with MIH Pilot Programs. Illinois Department of Public Health (IDPH) is reviewing the final draft submitted for approval to allow these types of Pilot Study Programs.
- 3) Update our Emergency Medical System Data set with Illinois Department of Public Health (IDPH). This data set is used by the paramedics when they completed their Patients Care Report (PCR) whenever we care for or come in contact with a patient. The dataset we currently utilize is Version 2 and as IDPH and our St. Francis Hospital EMS System transitions over to National Emergency Medical Services Information System (NEMSIS) Version 3, staff will be working with IDPH to make this transition a successful one.
- 4) Staff will develop specifications and oversee the construction for a new fire engine that will be built in 2015 and be delivered in May of 2016. Staff will also formulate plans to rebuild our original 1989 Engine body and refurbish the fire pump on the engine. When completed this vehicle will become our first out engine until the delivery of new engine in 2016. The body repairs will be completed in-house while the rebuilding of the pump will be outsourced.
- 5) Participate in a research project with St. Francis Hospital and Zoll Medical in evaluating newer technologies that will enhance the effect on Cardio-Pulmonary Resuscitation (CPR) with our cardiac arrest patients. Zoll has developed new pads that can be put on a patient's chest that are in cardiac arrest. These pads would give immediate feedback to the paramedics as to the correct rate and depth of compression while the paramedic is performing CPR. Data of these events will be stored for future research use and verification of accurate CPR efforts.

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, and maintenance of Village-owned buildings, operations of the water and sewer system, and parks maintenance. The Department also coordinates with the Village's refuse disposal contractor. In addition, the Department coordinates and complies with all local, state, and federal agencies necessary to ensure the proper maintenance of major arterial roadways and the Village's water distribution and stormwater management systems.

The Public Works Department is staffed by 27 full-time employees, three of which comprise the Administration Division.

Prior Year's Goals Status

- 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.

All inventory within department guidelines has been added into the Springbrook system. Training and implementation of the handheld scanner which will be used to scan equipment on a daily basis was held on January 27 and 28. Once the system is up and running quarterly audits will be conducted.

- 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.

The Department found that it would be more cost effective to purchase an iPad and utilize a collector application to obtain utility information. A \$5,000 savings was realized by purchasing the iPad instead of a GPS unit. An iPad was purchased and staff began using it in October to collect utility information. To date, 15% of the Village's water meter pit covers and b-boxes have been placed into GIS. Staff will continue to utilize the collector application to inventory utilities and store maintenance records.

- 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.

The Village's engineering firm Christopher Burke Engineering was awarded a contract in September of 2014 to begin updating the Village's potable water system model and to analyze it for future capital improvements. A recommended capital improvement plan will be provided to the Village along with a report at the completion of the analysis which will occur by April 30, 2015.

- 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.

The Village hired a new Village Engineer in June of 2014. An alley assessment will be completed by the Village Engineer during FY 2015/2016. Based on discussions with the Village Engineer he recommends that staff requests \$10,000 in funds to complete an evaluation and develop a recommendation plan.

- 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.

Staff is working with the Village Engineer to develop an infrastructure master plan. Due to the fact that the water distribution system analysis is not yet complete and the alley evaluation will be completed in FY 2015/2016 the infrastructure master plan will continue to be a work in progress as more information is obtained from these analyses so that it may be integrated into the plan.

- 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.

Staff is in the process of researching all of the items necessary to make super mix in-house. Research includes obtaining information from neighboring communities as well as the company that originally set-up the Village's anti-icing program. If it is found that cost savings may be achieved staff will request funds for the Fiscal Year 2015/2016 budget to purchase the infrastructure necessary to begin making super mix in-house.

- 7) Sewer repair cost sharing. Some residential properties confront an unexpected sewer line collapse 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.

During FY 2014/2015 funds were budgeted to provide residents with a reimbursement of up to \$2,000 for repairs to sewer laterals within the Village right-of-way. The program requires that the repair occur within the Village right-of-way and that the problem is a direct result of a tree root system from a Village tree. The Public Works Department has received two completed applications which are currently under review; one additional application has been requested by property owners but has not been submitted at this time.

Proposed Goals

- 1) Develop individual training plans for each employee which provide a detailed schedule of trainings that need to be completed each year as well as goals for specific trainings that may be necessary based on each employees skillset.
- 2) Evaluate the existing radio communications methods within the Department and determine if an alternative communication method can be employed. Currently, the Department spends approximately \$1,600 a year on radios that are not used regularly by employees. However, radio or another type of communication for various jobs that are completed by the Department is necessary. Such as confined space entry and the use of the bucket truck for tree trimming. The system will be evaluated to determine if there is a better, more cost effective approach.
- 3) Most of the Village's public buildings are over 20 years old. As a result, many of them will be in need of replacement or improvements to items such as the floors, carpeting, bathroom stalls and sinks, roofs, etc. Staff will conduct an evaluation of the infrastructure and put together a capital plan to improve and/or replace any necessary items.
- 4) Work with the Village Engineer to determine the cost and potential energy savings to retrofit the existing street lighting on Cicero and McCormick Avenues that was replaced three years ago to LED lighting. As part of this review staff will also investigate grant opportunities through the Department of Commerce and Economic Opportunity to retrofit existing lighting.
- 5) Evaluate local roads within the Village to determine if any can be reclassified as Federal Aid Routes (FAU) so that the Village may be eligible for federal grants to pay for improvements such as road resurfacing and streetscape. Currently, staff is in the process of discussing a possible application for East Prairie Road and is working with the Village Engineer to determine its eligibility.



Fiscal Year 2015/2016 Budget Workshop

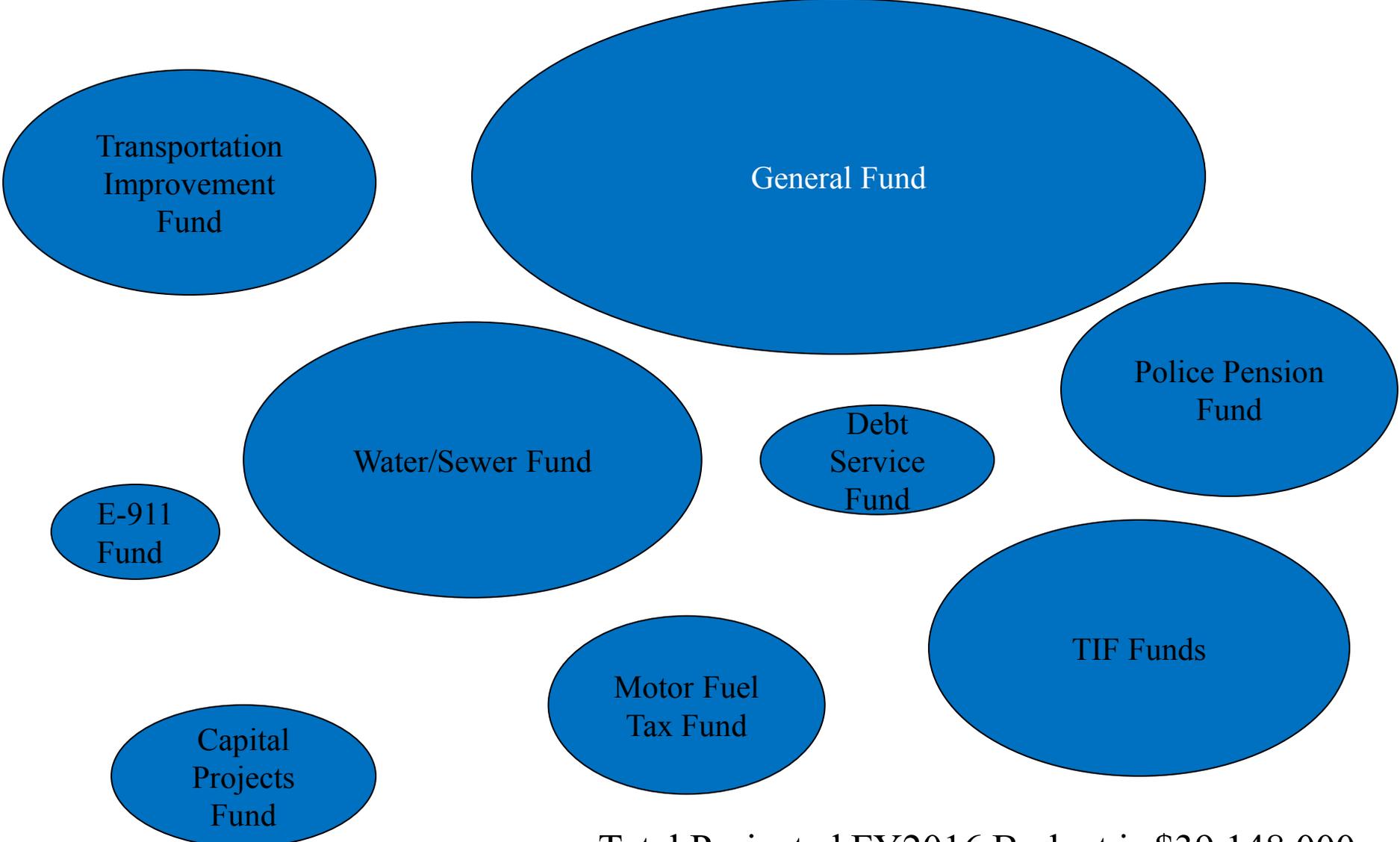
February 9, 2015



Budget Workshop Agenda

- Summarize budget process/Village operating structure
- Summarize FY 2014/15 fiscal performance
- Anticipate FY 2015/16 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 FY2016 Budget is \$39,148,000

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 seven 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 tree 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 FY2016 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 FY2016
- **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 FY2016 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** – FY2016 budget is presented for formal consideration to the VB
- **May** – New fiscal year begins. Budget is monitored and updates provided to VB



FY 2014/15 Year-End General Fund Projection

General Fund Projections – April 30, 2015

	Adopted Budget FY14/15	Projected Actual FY14/15	Increase/ (Decrease)
Revenues	\$19,736,489	\$19,161,881	\$(574,608)
Expenditures	19,540,242	19,452,517	(87,725)
Surplus (Deficit)	196,247	(290,636)	(486,883)

FY 2015 Year-End GF Revenue Issues

	Adopted Budget FY 14/15	Projected Actual FY14/15	Difference
<u>Revenue</u>	\$19,736,489	\$19,161,881	\$(574,608)

Revenue Item

Adopted/Projected Variance

- NEID TIF did not make UP-related grant surplus distribution**
\$ (180,000)
- Other fees- Shoppes at Lincoln Pointe**
(250,000)
- Telecommunication tax**
(100,000)

FY 2015 Year-End GF Expenditure Issues

	Adopted Budget FY 14/15	Projected Actual FY14/15	Difference
<u>Expenditures</u>	\$19,540,242	\$19,452,517	\$(87,725)

<u>Expenditure Item</u>	<u>Adopted/Projected Variance</u>
<input type="checkbox"/> SD 74 development benefit payment	\$ 390,000
<input type="checkbox"/> Reduction in liability insurance	(40,000)
<input type="checkbox"/> Reduction in personnel costs	(152,000)
<input type="checkbox"/> Reduction in camp and pool expenses	(30,000)
<input type="checkbox"/> Reduction in other contractual costs	(162,000)

General Fund Projections – April 30, 2015

	Adopted Budget FY14/15	Projected Actual FY14/15	Increase/ (Decrease)
Revenues	\$19,736,489	\$19,161,881	\$(574,608)
Expenditures	19,540,242	19,452,517	(87,725)
Surplus (Deficit)	196,247	(290,636)	(486,883)
Transfers-net	(196,247)	65,753	(262,000)
Net Change to Fund Balance	0	(224,883)	(224,883)

Projected FY 2015 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	248,000	50,000
Private Water Line Assistance	50,000	16,000
E-911	60,000	70,000
PEP Grant Program	50,000	10,000
Debt Service - fire vehicle & field lighting	<u>123,247</u>	<u>123,247</u>
	<u>\$531,247</u>	<u>\$269,247</u>
Net Transfer	\$ (196,247)	\$65,753

FY 2015/16 General Fund Draft Budget

FY 2016 General Fund Draft Budget

Revenues	\$20,513,735
Expenditures	20,161,534
Surplus	352,201
Net Transfers	(662,225)
Net change to fund balance (can use excess fund reserves to balance budget)	\$ (310,024)

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 FY2016

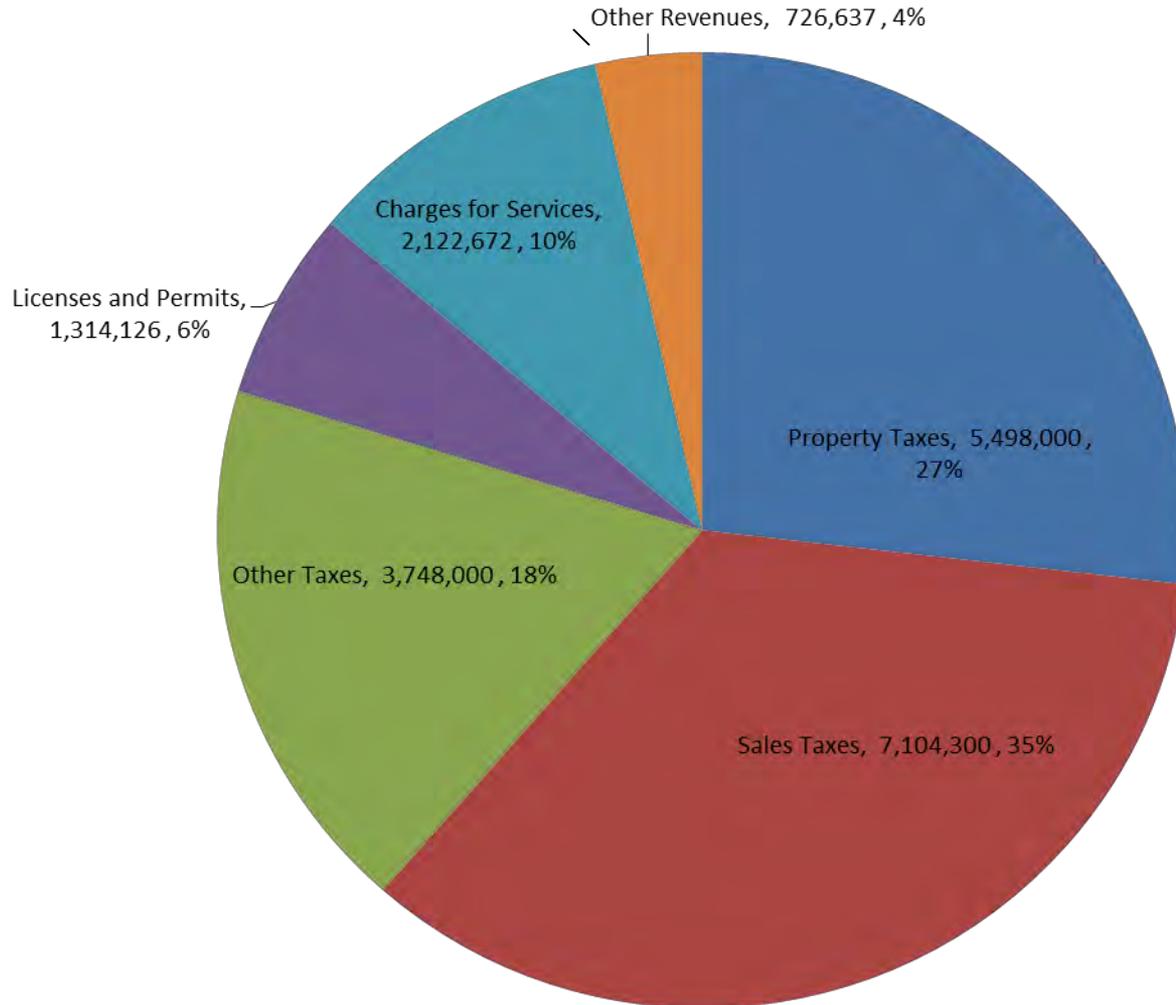
Projected Fund Balance as of 4/30/16	\$10,106,562
Required Max. Fund Balance for FY 2016	\$7,180,000
“Excess” fund balance available for equipment purchases and capital projects - as of 4/30/16	\$2,926,562



Proposed GF Revenues FY 2016

Projected Actual FY2015	Draft Budget FY2016	Difference
\$19,161,881	\$20,513,735	\$1,351,854

Total GF Revenues \$20,513,735





FY2016 Proposed General Fund Revenue Highlights

- Fee adjustments of approx. \$40,000 recommended for FY2016
(Detailed on following slides)
- No increase in number of available non-resident pool passes
- No increase in pool pass costs for both residents and non-residents
- No increase in camp fees for both residents and non-residents

Proposed Fee Changes 2015-16

Code Section	2014-15 Fee Name	2014-15 Fee	Proposed Fee Name	Proposed 2015-16 Fee	Estimated Additional Revenue
5-2-3(A)	Alarm User Initial Fee	\$15	Alarm User Initial Fee	\$25	\$15,000
5-2-3(A)	Alarm User Renewal Fee	\$10	Alarm User Renewal Fee	\$25	
5-2-3(E)	Alarm User Late Renewal Fee	\$15	Alarm User Late Renewal Fee	\$30	
5-2-5(A)(1)	Each false alarm in excess of 9 per calendar year	\$100 per false alarm	Each false alarm in excess of 9 per calendar year	\$250 per false alarm	\$7,000
5-2-14	None	None	Alarm Disconnection Fee	\$89	\$89

Proposed Fee Changes 2015-16

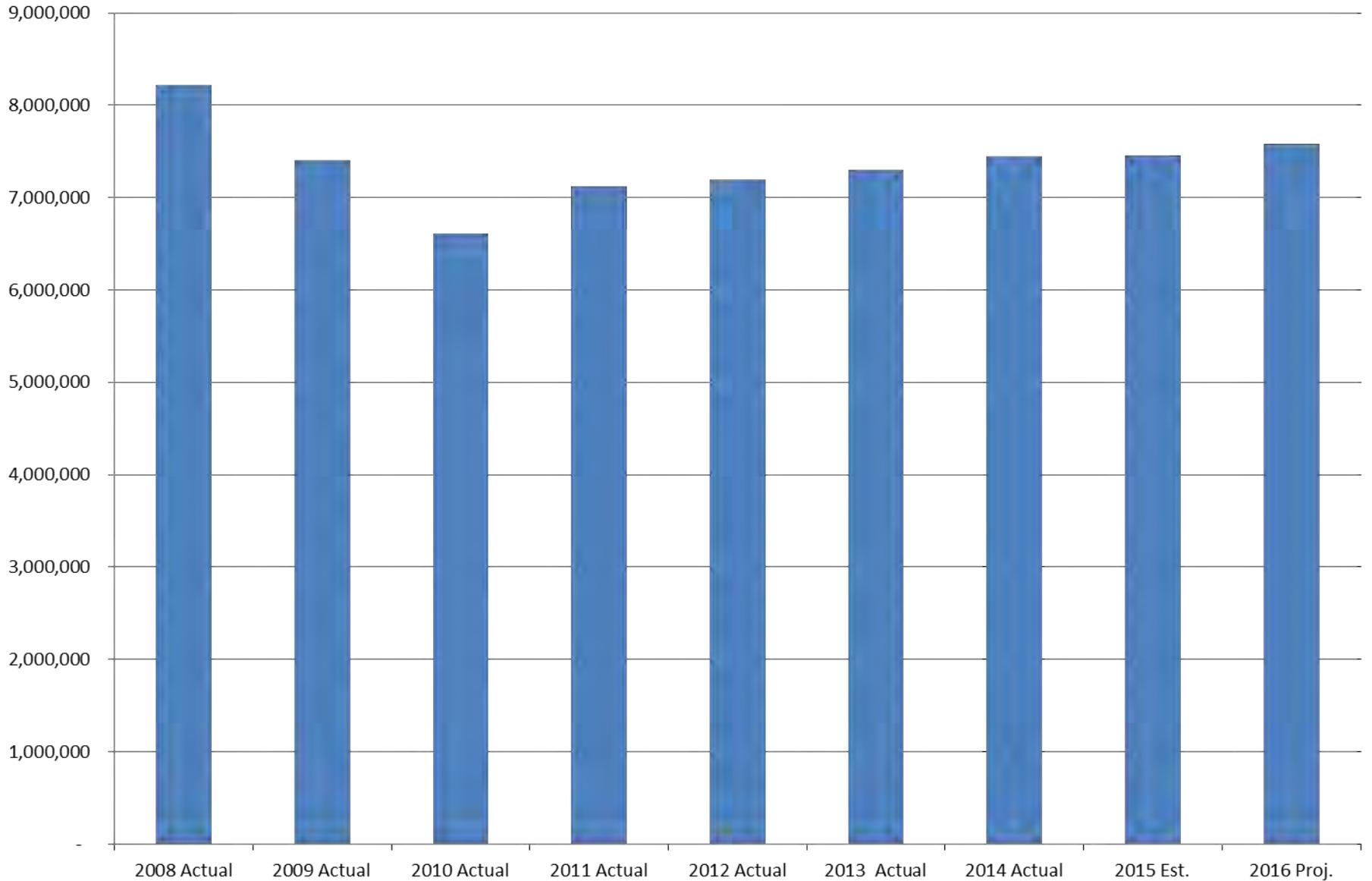
Code Section	2014-15 Fee Name	2014-15 Fee	Proposed Fee Name	Proposed 2015-16 Fee	Estimated Additional Revenue
7-2-31(A)	General parking penalty; settlement within 10 days	\$20	General parking penalty; settlement within 10 days	\$30	\$15,000 - \$20,000
	All other stopping, standing or parking prohibited in specific places	\$20	All other stopping, standing or parking prohibited in specific places	\$30	
	Prohibited parking on certain streets	\$20	Prohibited parking on certain streets	\$30	
	Restricted parking on certain streets	\$20	Restricted parking on certain streets	\$30	
	All other violations of this article	\$20	All other violations of this article	\$30	

FY 2016 GF Revenue Key Issues

	Projected Actual FY2015	Draft Budget FY2016	Difference
<u>Revenue</u>	\$19,161,881	\$20,513,735	\$1,351,854

<u>Revenue Item</u>	<u>FY2015/FY2016 Variance</u>
<input type="checkbox"/> Property tax	\$ 40,000
<input type="checkbox"/> Building permit fees (Purple Hotel site)	250,000
<input type="checkbox"/> Reduction of debt service payment	710,000
<input type="checkbox"/> Donations for Proesel Park Shelter Renovations	100,000
<input type="checkbox"/> Sales tax	130,000
<input type="checkbox"/> State income tax? – Possible reduction due to State of Illinois economic situation	

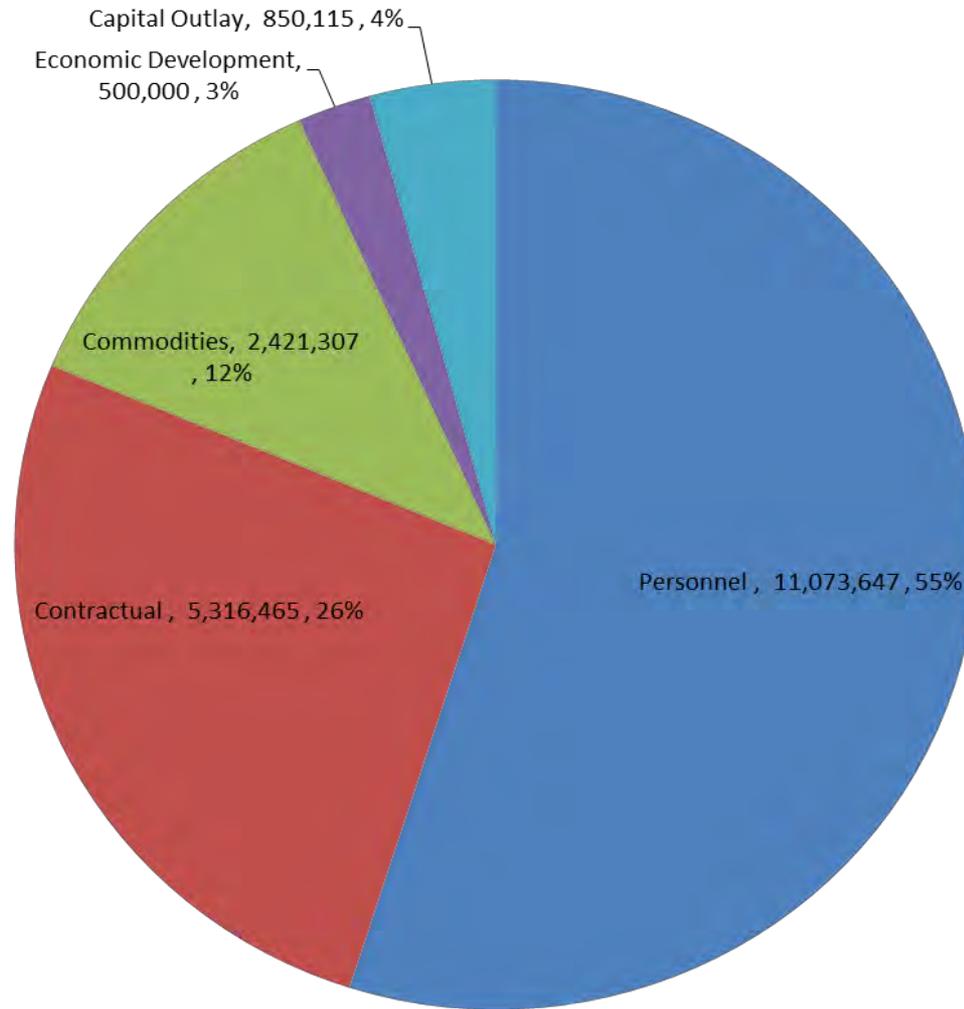
Total Sales Tax History



Proposed G.F. Expenditures FY2016

Projected Actual FY2015	Draft Budget FY2016	Difference
\$19,452,517	\$20,161,534	\$709,017

Total GF Expenses \$20,161,534



FY 2016 GF Expenditure Key Issues

	Projected Actual	Draft Budget	Difference
	FY2015	FY2016	
<u>Expenses</u>	\$19,452,517	\$20,161,534	\$709,017

<u>Expenditure Item</u>	<u>FY2015/FY2016 Variance</u>
<input type="checkbox"/> Salaries and benefits	\$ 211,000
<input type="checkbox"/> Consultant fees (Purple Hotel site)	132,000
<input type="checkbox"/> Purchase of fire engine chassis	255,000

Proposed FY2016 G.F. Transfer Activity

Transfers in-to GF:	Amount
Water Fund	\$200,000
NEID TIF	130,000
	<u>\$330,000</u>
Transfers out of GF:	
Comm. Ed. ROW Bike Path	248,000
PEP Grant Program	50,000
Private Sewer Replacement Assistance Fund	25,000
Debt Service -fire vehicle & field lighting	459,225
E-911	<u>210,000</u>
	<u>992,225</u>
Net Transfer	\$(662,225)



Proposed FY2016 G.F. Transfer Activity Highlights

- Village will pre-pay Fire Truck loan of approx. \$400,000 this year – the prepayment was planned to occur after Village paid off 2004 GO bond in FY2015
- Transfer to E-911 Fund includes \$134,000 for replacement of telephone system and voice logging system



Significant Capital Expenditures Included in General Fund Draft Budget for FY2015

□ Proesel Park shelter facelift	\$ 100,000
□ Replacement of three squad cars	110,370
□ Replacement of emerald ash trees (year 2 of 3)	105,000
□ Purchase of new Fire Engine Chassis	255,000



Proesel Park Shelter Facelift

- Village's major park and the most utilized by residents and visitors
- Shelter is used to host parties, picnics and programs every weekend from May through September – Village receives rental revenue from these events
- Hosts Park Department day camp program
- This year's proposed improvements will be funded through a donation from the Friends of the Park

Proesel Park Shelter Facelift

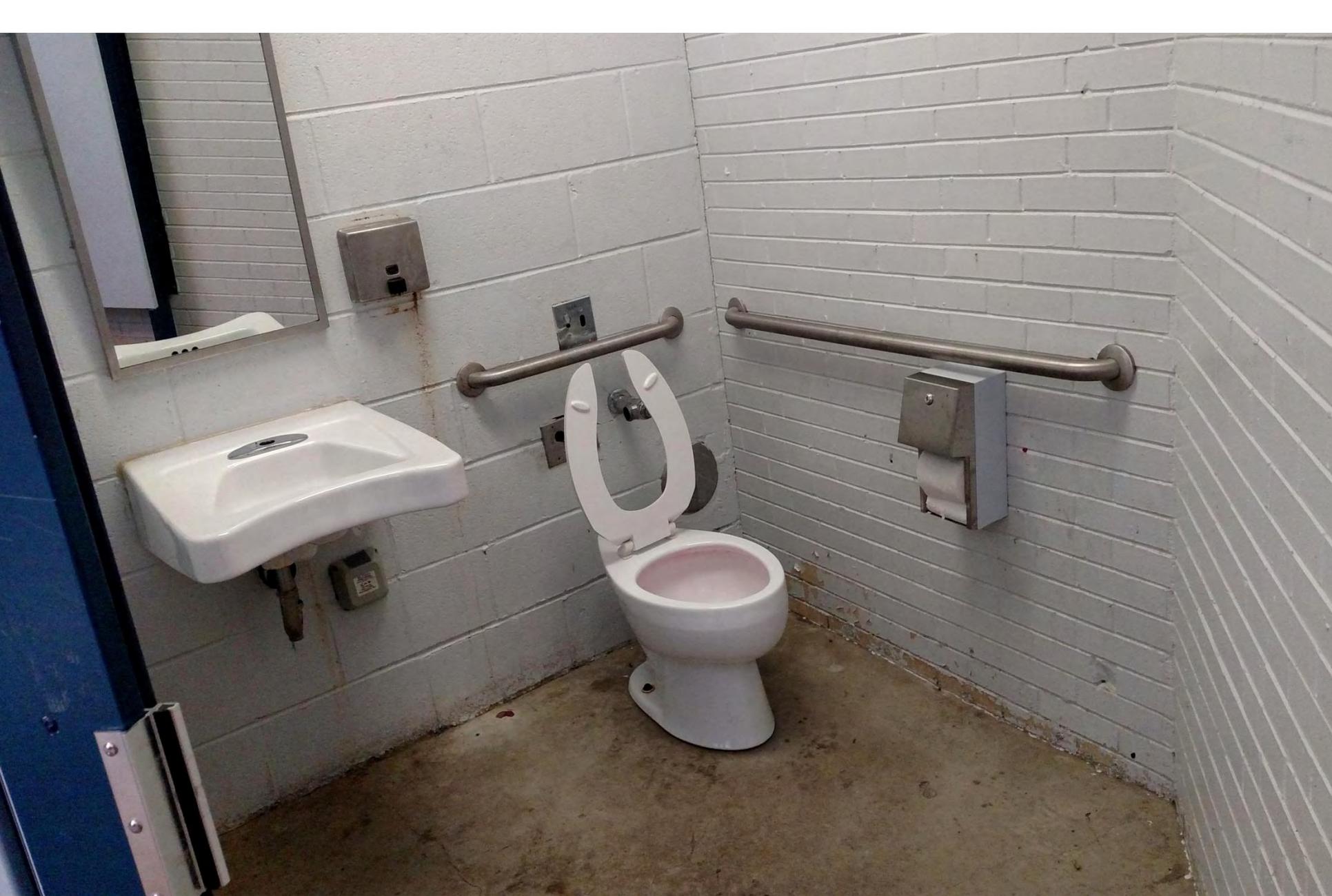
- ❑ Identified needs include, but are not limited to:
- ❑ Upgrade of the picnic area- Shelter floor is cracked and needs repair
- ❑ Upgrade of public restroom facility and water fountain replacement
- ❑ Repair of roof elements – Certain areas need repairs/replacement
- ❑ Brick exterior needs attention













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.

Police Vehicle Replacement Plan

SQUAD NO.	YEAR	ASSIGNED	DESCRIPTION	Approximate Mileage (as of 1-7-15)	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	
Squads and Patrol Vehicles												
210	2012	Patrol	Dodge Charger	46k	Planned Replacement Repurposed to CSO				Planned Replacement			
211	2014	Patrol	Ford Explorer	25k			Planned Replacement				Planned Replacement	
212	2009	Patrol	Crown Victoria	70k	Planned Replacement				Planned Replacement			
213	2011	Patrol	Crown Victoria	65k		Planned Replacement				Planned Replacement		
214	2014	Patrol	Ford Explorer	N/A				Planned Replacement				
215	2010	Patrol	Crown Victoria	61k	Planned Replacement				Planned Replacement			
216	2011	Patrol	Crown Victoria	75k				Planned Replacement				
217	2011	Patrol	Crown Victoria	75k				Planned Replacement				
218	2010	Patrol	Crown Victoria	52k	Deferred Replacement	Planned Replacement				Planned Replacement		
21	2009	Patrol (TAC)	Silver Crown Victoria	78k						Planned Replacement		
33	2006	Patrol (TAC)	Gray Chevrolet Impala	82k			Planned Replacement				Planned Replacement	
200	2007	Pool Car	Brown Crown Victoria	118k		Planned Replacement						
222	2005	NIPAS	Black Crown Victoria	117k	Deferred Replacement		Planned Replacement					
CSO Vehicles												
7	2004	CSO Truck	Ford F150	68k			Planned Replacement				Planned Replacement	
9	2005	CSO Vehicle	Crown Victoria	67k	Replaced with Dodge Charger (#210)							
Administrative Vehicles												
1	2014	Chief	Black Ford Taurus	21k						Planned Replacement		
2	2013	Deputy Chief	Gray Ford Sedan	17k					Planned Replacement			
Detective Vehicles												
31	2007	Detective	Gray Ford Taurus	46k		Planned Replacement						
32	2013	Detective	Gray Ford Utility	11k					Planned Replacement			
34	2004	Detective	Land Rover	73k							Planned Replacement	
35	2009	Detective	Honda SUV	16k							Planned Replacement	
TOTAL						3	4	4	3	5	4	5



Fire Department

Engine 15 Replacement



Engine 15



- ❑ Purchased 1999
- ❑ Frontline Engine for 15 years
- ❑ Responds to 98% of our calls
- ❑ Total calls responded to: 29,517
- ❑ Mileage: 100,610
- ❑ \$21,546 : Engine 15 repairs the last 2 years
- ❑ Motor problems Detroit Series 40
- ❑ Better trade in than Engine 15R



Budget Considerations

- Replacement Cost: \$540,000
Purchase Option -
- Prepay Chassis in FY2015/16: \$255,000
- Take Delivery in FY2016/17: \$285,000



FY 2016 Policy Issues

Municipal Motor Fuel Tax - Gas Tax

- Village currently has a three cent (0.03) tax per gallon - Two cents is placed in the Transportation Improvement Fund for transportation projects - Currently used for the streetlight replacement program
- One cent is placed in the General Fund for general expenditures
 - Each 0.01 = \$140,000



Municipal Motor Fuel Tax - Gas Tax

- Staff is recommending an adjustment from 0.03 to 0.05 per gallon
 - Last adjustment was 2012
- Adjustment would generate approximately \$280,000 per year
- This new revenue would help the Village reach its required 90% funding levels in the Police Pension Fund by 2040
 - The Fund is currently 49% funded

Municipal Motor Fuel Tax - Gas Tax

- Survey of Communities in surrounding Municipalities

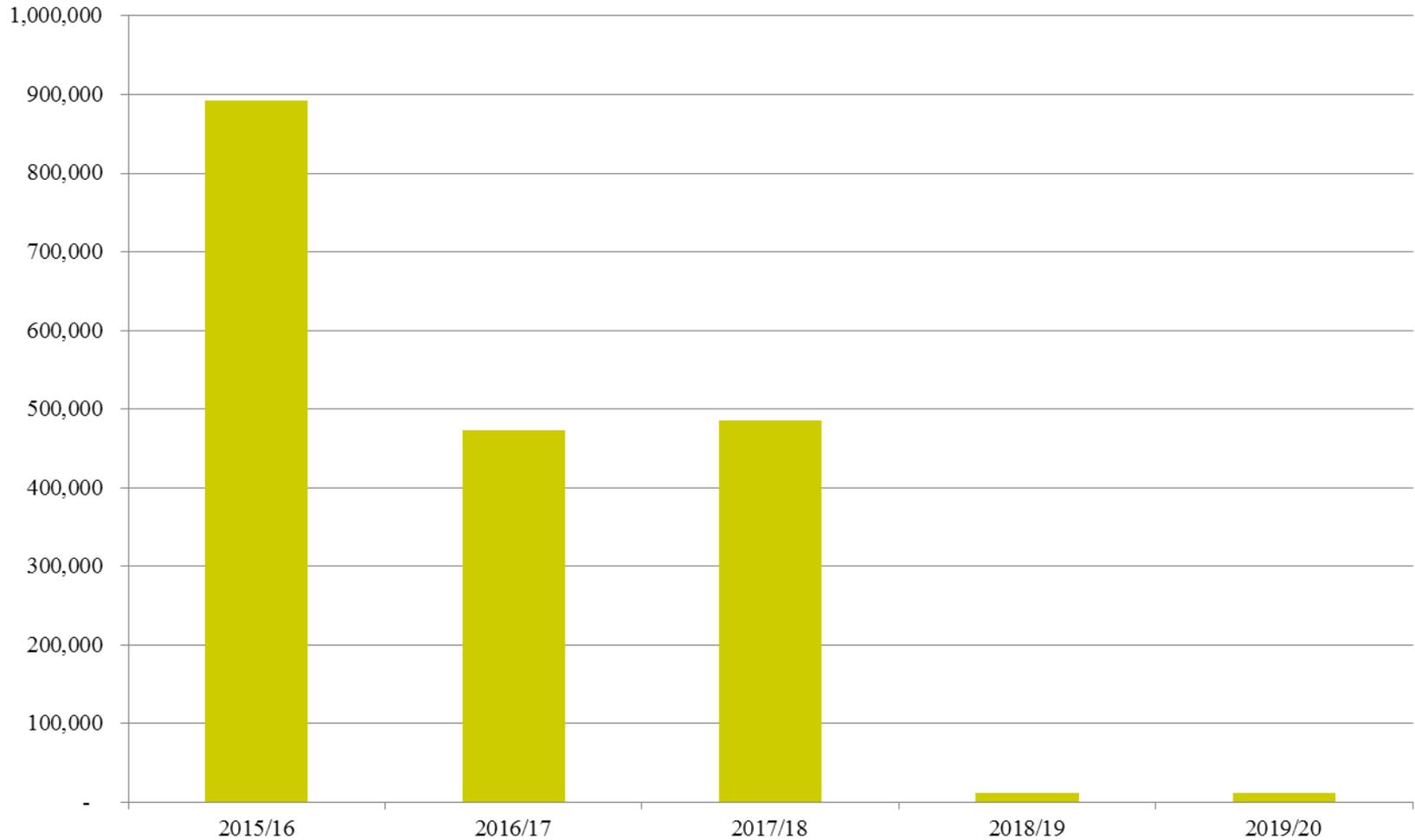
	Local Motor Fuel Tax (cents per gallon)
Chicago	5
Evanston	4
Skokie	5
Niles	2.5
Morton Grove	2
Lincolnwood	3



Issues Affecting FY2016 Budget and Beyond

- Police Pension Funding Costs
- Impact of Purple Hotel site development on revenue and expenses
- Redevelopment of former Dominick's site
- Possible reduction of state revenue sharing to municipalities due to financial condition of the State of Illinois

Village Debt Principal Re-Payment Schedule General Fund Obligations



Other Funds

NEID TIF Budget

Estimated Fund Balance 5-1-2015

\$7,364,500

(TIF to expire in 2019)

- Purchase of UP right of way
(80% of purchase funded by grant)
- Construction of Bike Path 240,000
- PEP and GIFT Programs 150,000
- Transfer to Devon/Lincoln TIF 2,905,000

- Debt payments (last payment FY2018) 310,500



Lincoln/Touhy TIF

Estimated Fund Balance 5-1-2015 **\$(63,017)**

TIF to expire in 2034

- Legal and consulting fees for TIF work \$2,000
- Installation of streetlights 300,000



Touhy/Lawndale TIF

Estimated Fund Balance 5-1-2015 **\$247,000**

- Consulting fees 10,000

- TIF can be closed in FY2016 and surplus sent to Cook County for distribution to taxing districts

Devon/Lincoln TIF

Estimated Fund Balance 5-1-2015

None

- | | |
|--|------------|
| □ Streetlight replacement - Devon Ave | \$ 650,000 |
| □ Streetscape improvements - Devon Ave | 1,600,000 |
| □ PEP grants | 200,000 |



Transportation Improvement Fund

Estimated Fund Balance 5-1-2015 \$1,496,328

- Streetlight replacement- Lincoln Ave. \$899,313

- Second payment to Cook County for Crawford Ave streetlight replacement \$202,403



Debt Service Fund

- Debt service for General Obligation bonds
and loans - \$1,142,428
(includes early pay-off of Fire Truck loan –
approx. \$400,000)



Property Enhancement Program

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



Private Sewer Line Assistance Fund

- Village budgets for grants up to \$2,000 for residents for sewer line replacement
Total budgeted - \$25,000
- Village General Fund transfers pays for these grants

Water and Sewer Fund – Water Rate Adjustment

Estimated Fund Balance 5-1-2015 \$2,000,000

- Chicago increase: 15% effective 1-1-2015 Current Village policy: adjust rate commensurate with the Chicago rate increase (future increases should be approx. 5% per year)
- Staff recommendation - Increase rates 15%
 - Water rate increases \$.94 per unit (1000 gallons) to \$8.28 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	\$357.15	\$412.35	\$55.20
90 units	\$786.15	\$910.35	\$124.20
165 units	\$1429.65	\$1657.35	\$227.70

Water and Sewer Fund – FY2016 Budget

- Pilot program for Stormwater program \$ 410,000
- Crawford Avenue related improvements – paid
to Cook County over Five Years:
 - Water main replacement
 - Fire hydrants
 - Flow meter
- Payment two of five 302,119
- Purchase of water from Chicago 2,100,000
- Debt service payments IEPA loan 380,154
- Replacement of Vac Con 375,000
- Engineering for alternate water supplier 125,000

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



Water and Sewer Fund Vac-Con Replacement

- 17 years old
- 19,429 miles
- Programmed for replacement during Fiscal Year 2013-2014, deferred
- Used on a daily basis to clean the Village's combined sewer system
 - In 2008, the Village's system was given a 93.7% good condition rating

5-Year Repair History

- Hydraulic system leaks
 - New water pump
 - FY 14-15 \$ 4,500
 - FY 13-14 \$12,000
 - FY 12-13 \$ 2,000
 - FY 11-12 \$ 1,000
 - FY 10-11 \$ 1,000
 - New engine
 - Repairs to the boom
 - Auxiliary motor repairs
 - Electrical system issues
 - Fan belt replacements
 - Radiator hose replacements
 - New alternator
 - Brake replacement
-
- TOTAL \$20,500**
- In 2014 the vehicle experienced three months of total down time due to required repairs
 - The water pumps no longer provide the same level of pressure to clean the sewers





Capital Improvement Program 2016-2020

DEPARTMENT	PROJECT NAME	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	TOTAL COST
Administration							
	Replacement of Municipal Center Generator	-	-	846,978	-	-	846,978
							-
							-
Community Development							
	McCormick Blvd Median Landscape & Sidewalk	-	-	-	-	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	90,000	95,000	100,000	105,000	110,000	500,000
	Parkway Tree Planting Program	110,000	110,000	40,000	40,000	40,000	340,000
	Touhy Overpass for Skokie Valley Bike Trail	212,000	740,000	-	-	-	952,000
	Bike Lane Lining and Signing	16,000	33,000	-	-	-	49,000
	Pratt and Central Traffic Signal	30,900	274,400	-	-	-	305,300
	Universal Crosswalk Striping/Signage Program	50,000	50,000	-	-	-	100,000
	Village Parking Lot	-	10,000	210,000	-	-	220,000
	Street Lighting	2,051,716	1,966,813	2,154,798	202,403	-	6,375,730
							-
Parks and Recreation							
	ComEd Bike Path Engineering and Construction	285,000	157,000	157,000	-	-	599,000
	Community Center Expansion	-	-	-	2,500,000	2,500,000	5,000,000
	Playground Replacement Program	-	200,000	100,000	100,000	100,000	500,000
	Channel Runne Park Project Phase III	-	-	-	300,000	-	300,000
	Proesel Park Renovations	172,000	-	-	-	-	172,000
							-
							-
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	18,000	750,000	-	-	-	768,000
	Union Pacific Bike Path Engineering and Construction	380,000	-	-	-	-	380,000
							-
Water Fund							
	Stormwater Improvement-Berms and Restrictors	450,000	2,000,000	2,000,000	2,000,000	-	6,450,000
	Water Main Improvements	25,000	295,000	295,000	295,000	-	910,000
	Transmission Main Engineering	125,000	475,000	3,800,000	-	-	4,400,000
	Crawford Avenue- Water Mains, Hydrants and Flow Meter	302,119	302,119	302,119	302,119	-	1,208,476
							-
Devon TIF							
	Devon Avenue Streetscape	2,050,000	240,000	-	-	-	2,290,000
Total Capital Improvement Project Costs		6,412,735	9,893,502	12,104,995	8,001,702	3,280,000	39,692,934

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	Total
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Fire Department						
Replacement Pumper	255,000	285,000				540,000
Air Pack compressor, Fill Station 4 bottles			65,000			65,000
Replacement Ambulance		249,179				249,179
Ford F250 Pickup 4X4		35,000				35,000
Cardiac Monitors (2)	66,000					66,000
Police Department						
Replacement of Police Vehicles	110,000	110,000	112,000	112,000	114,000	558,000
E-911 Phone System	134,000					134,000
Public Works Department						
Small Chipper (Streets)		28,500				28,500
Sewer Televising Equipment (Water)		100,000				100,000
Vac-Con (sewer cleaning truck)	375,000					375,000
Truck 18 (Water and Sewer Fund)			125,000			125,000
Street Sweeper #2 (Streets)				400,000		400,000
Tractor 2 (Parks)					75,000	75,000
Totals	940,000	807,679	302,000	512,000	189,000	2,750,679

Proposed Technology Initiatives 2016-2019

Strategy	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	Total
Document Management		\$10,100			\$10,100
Expand Citizen Communication Using the Internet	\$12,500	\$2,500			\$15,000
Expand Audio/Visual Capabilities	\$24,000	\$15,680	\$15,680		\$55,360
GIS Integration	Complete				\$0
Mobile Worker Connectivity		\$20,500			\$20,500
Cloud Based Computing	Complete				\$0
Maximize Efficiencies Gained through Application Software	\$24,600	\$32,900	TBD		\$57,500
Increase Productivity through the Use of Technology	\$130,000	\$65,000	\$65,500	\$65,500	\$326,000
Utilize Technology for Public Safety	\$130,600	\$54,100			\$184,700
Disaster Recovery Preparedness	\$5,000	\$96,500			\$101,500
IT Security	\$30,500				\$30,500
IT Infrastructure Improvements	\$12,500	\$47,500	\$25,000		\$85,000
GRAND TOTAL	\$369,700	\$344,780	\$106,180	\$65,500	\$886,160

FY2016 Capital Improvements - Significant Programs

Project	Total Cost	Grant	General Fund Cost	Other Fund Cost
Streetscape – Devon Ave.	\$1,600,000	\$0	\$0	\$1,600,000
Bike path construction	1,000,000	800,000	0	200,000
Com.ED ROW Bike Path and Overpass	1,242,000	994,000	248,000	0
Street light replacement-Lincoln Ave.	1,849,313	0	0	1,849,313
Water Fund - Water main replacement - Crawford Ave.	302,118	0	0	302,118
Water Fund - Pilot area storm water project	410,000	0	0	410,000
Totals	\$6,403,431	\$1,794,000	\$248,000	\$4,361,431

Executive Session

Personnel Issues



LINCOLNWOOD POLICE DEPARTMENT

INTER-OFFICE MEMO

Robert LaMantia
Chief of Police

To: Mr. Timothy C. Wiberg, Village Manager

From: Robert LaMantia, Chief of Police

Date: January 12, 2015

Subject: E9-1-1 System Request and
Summary of Combined Communications Costs

The Village's E9-1-1 System is obsolete and should be replaced. Replacing the E9-1-1 System will also necessitate replacing the voice logging system. The current voice logging system is not compatible with next generation E9-1-1 technology. The cost of replacing both systems is \$135,000. The life expectancy of each system is 10 years. Prorated over 10 years, the cost is \$13,500 annually.

Over the past five years, the Police Department has researched combined communications with the following four agencies: Village of Glenview, Village of Skokie, the now defunct North Suburban Emergency Communications Center (NSECC) previously located in Des Plaines, and West Suburban Consolidated Dispatch. To date, none have proved to be a more cost effective option than the Village of Lincolnwood's stand-alone emergency communication center. The reason is that the costs associated with staffing the front desk in Lincolnwood to supervise prisoners, assist walk-in traffic, process administrative telephone calls, and perform routine data entry offset any savings.

Village of Glenview

In 2009, the Village of Glenview projected it could provide emergency communications for \$560,000 to \$703,000 annually, depending on whether or not the Police Department would be willing to change its radio frequency. Changing the radio frequency would leave officers without automatic aid provided by the Skokie Police Department and is not recommended. The estimate projected FY2014-15 costs to range from \$651,000 to \$846,000, depending on staffing.

Village of Skokie

In 2009, the Village of Skokie estimated it could provide emergency communications for \$616,000 annually. The advantage of contracting with the Village of Skokie is the Police Department already shares the same radio frequency. In 2014, the Village of Skokie reviewed its original research and determined that after adjustment for inflation,

the 2014-15 estimated cost is \$687,000.

North Suburban Emergency Communications Center

In 2011, the NSECC estimated it could provide emergency communications for \$821,000 to \$1,212,000, depending on whether or not the Police Department would be willing to change its radio frequency. As stated previously, changing the Police Department's radio frequency is not recommended. NSECC is now defunct and 2014-15 costs are not available. The City of Des Plaines recently entered into contract for emergency communications with the Village of Wheeling.

West Suburban Consolidated Dispatch Center

In 2014, the West Suburban Consolidated Dispatch Center estimated it could provide emergency communications for \$691,000 annually, plus a onetime capital fee of \$150,000 and operational fee of \$226,000. The quote would require the Police Department to change its radio frequency, and consequently, not recommended. It should be noted that this option would likely result in a savings on the cost of radio equipment and maintenance in the future.

Cost Comparison

The following table contains a summary of the cost of each proposal without consideration of the costs associated with staffing the desk in Lincolnwood to supervise prisoners, assist walk-in traffic, process administrative telephone calls, and perform routine clerical and data entry tasks.

2014-15 Combined Communications Cost Comparison		
	Change to Radio Frequency	No Change to Radio Frequency
Glenview	\$651,000	\$846,000
Lincolnwood	-	\$712,000
NESCC*	\$821,000	\$1,212,000
Skokie	-	\$687,000
West Suburban	\$691,000**	-

* Now closed

**Does not include onetime capital fee of \$150,000 and operational fee of \$226,000

Summary

A stand-alone emergency communications center remains the most cost effective solution for the Village of Lincolnwood. The reason is because Lincolnwood communication operators perform a variety of non-emergency functions that would not be assumed by a combined center. This is not an unusual. There are many small to medium stand-alone communications communication centers that perform non-emergency tasks, making them cost effective.

In the Village of Lincolnwood's situation, any savings in consolidating emergency communications would be offset by the cost of the additional staff necessary to perform these non-emergency functions. The cost to hire one Full Time Equivalent (FTE) clerk ranges from 37,000 to \$50,000 annually, plus 30% in benefits. It would require a minimum of two FTE's (\$96,200 for the first year) to staff the front desk for each eight

hour shift.

Recommendation

I recommend the Village continue providing a stand-alone emergency communications center and purchase a new E9-1-1 and voice logging system. When prorated over the life to the equipment (10 years), the cost is \$13,500 annually, plus the cost of the annual service and maintenance contract.

The Village's cost of providing emergency communications and non-emergency functions such as supervising of prisoners, processing of administrative telephone calls, data entry, and assisting walk-in traffic 24/7 is projected to be \$725,500, annually. The cost is less than the cost of combining with the Village of Skokie for \$687,000 annually and hiring additional clerical personnel at the minimum cost of \$96,000 per eight hour shift.

Thank you for your consideration in this matter.

c: Robert Merkel, Finance Director



LINCOLNWOOD FIRE DEPARTMENT

INTER-OFFICE MEMO

Mike Hansen
Fire Chief

To: Tim Wiberg, Village Manager
From: Mike Hansen, Fire Chief
Date: January 13, 2015
Subject: New Fire Engine, 2015/16 Budget

The Fire Department is requesting \$538,757.00 for replacement of our frontline 1999 fire engine. (Engine 15) This apparatus responds to 98% of all of Fire Department responses. Our normal budgetary request would be to replace the 1989 Pierce Arrow engine (Engine 15 Reserve) since this vehicle is our oldest engine and has been our reserve engine since 1999, but there are reasons why staff is recommending replacing the Engine 15 instead of our Engine 15R.

The first consideration is the mileage as Engine 15 has 100,610 miles while Engine 15R only has 78,289 miles. The reason for this difference is that during our first 10 years of the Fire Department Engine 15R averaged 1,629.6 calls per year for a total of 16,296 calls. Engine 15 has been in front live service for 15 years and has averaged 1,967.8 calls per year or responded to 29,517 calls during this time. In 2014, the Department responded to 2184 calls, the highest call volume in our 25 year history.

Our second consideration for replacing the Engine 15 and not putting it into a reserve capacity is the actual motor that is in this vehicle. It is a Series 40 Detroit Diesel engine which was very problematic for the industry. This motor is obsolete and parts are very difficult to obtain. If staff had to find a replacement motor for this engine, estimates received were a minimum of \$50,000. Because of the vehicle miles and our past maintenance history with this Series of motor, we are more comfortable recommending making repairs to the body of Engine 15R and its internal fire pump rather than keeping the Engine 15. By offering Engine 15 as trade, we would maximize our trade in value as Engine 15R wouldn't have any trade-in value except for scrap steel.



Staff also found that Engine 15 repair costs have escalated over the last few years with \$6,736.81 spent in repairs for 2014 and \$14,809.18 for 2013.

Staff recommends that a fire engine should be used as frontline vehicle for 10 years and remains in reserve status for another 10 years. This happened with Engine 15R when it went into reserve status with the purchase of Engine 15 in 2009 but, budgetary considerations and the economic downturn precluded staff from continuing this replacement schedule. One benefit of not

following this replacement schedule is now our truck and engine purchases are separated by a few years thus the Village will not have a truck and engine purchase within the same budget year.

Staff is recommending the purchase of a new fire engine in budget year 2015/16. In order to lessen the financial impact on the Village, staff is recommending purchasing the chassis in FY2015, with delivery of the engine after May 1, 2016. This will spread the cost over two fiscal years. Included in FY 2015/16, staff is budgeting \$255,000.00 to cover the cost of the chassis and in the FY 2016/17 budget; \$285,000 will be included based on the final bid amount. As with the previous purchase of the fire truck, staff will assemble a committee to develop a set of engine specifications that will include trading in Engine 15.



In order to complete the work on Engine 15R staff has also included \$15,000 for out-of-house fire pump refurbishment, \$1,500 additional in-house body work supplies and \$500 for a new welder to complete this work in-house. Staff has started working on the body work now so this vehicle gets completed and staff can put Engine 15 R frontline and Engine 15 in the reserve status. This will prevent additional mileage on Engine 15's motor until staff can trade it in.



Engine 15R Before



Engine 15 R In Progress

With these repairs to Engine 15R, staff has readjusted the replacement of this vehicle to FY 2021/22 budget year.

Lincolnwood Parks & Recreation

MEMORANDUM

TO: Tim Wiberg, Village Manager

FROM: Jan Peterson Hincapie, Director of Parks and Recreation

DATE: February 4, 2015

RE: Shelter Renovations

Copy: Ashley Engelmann, Public Works Director
Robert Merkel, Finance Director
Chris Stachewicz, Superintendent of Parks & Facilities

This memorandum is written in support of the capital project included in the proposed 2015-2016 budget for the renovation of the Proesel Park shelter. There is \$100,000 budgeted for this project, with 100% of the cost being reimbursed by the Friends of the Community Center. The need to renovate the shelter was identified as a priority in the Comprehensive Parks and Recreation Master Plan approved by the Village Board in May, 2011.

The shelter is one of the most visible facilities of the Village, as it is located in our most popular park. Unfortunately, the shelter is starting to show its age and is in need of updating and repair. The shelter is used by numerous groups in the region. Its uses include:

- Serving as the site for Village programs such as day camp, Trot training, archery, and special events. This facility allows us to accommodate nearly 1,200 children in our day camp program, which couldn't be done without a large, safe covered area to supplement the space used in the park, tent and the Community Center. Day camp net revenue in 2014 was just under \$70,000.
- Use as a rentable facility by our constituency for parties, picnics, ceremonies and reunions during the months of May through September. In 2014 there were 43 rentals, bringing in \$8,600 in revenue.
- Housing employee picnics by members of our business community
- Serving as the site for other community gatherings coordinated by School District #74, local public and private schools, religious institutions, Scouts, YMCA, and Lincolnwood Baseball

With this heavy use comes wear and tear on the facility. In fact, an email was received from a resident in June voicing concern regarding the condition of the shelter. He also included many suggestions which we took into account as we developed this plan. The Parks and Recreation Department would like to complete the following renovations within the shelter and surrounding area:

- Renovation of bathrooms
- Replace the roof
- Upgrade the lighting throughout the shelter, bathrooms and area surrounding playground
- Replace aging wood and paint trim
- Replace the fascia, soffit and gutters on shelter, evaluate drainage from precipitation
- Repair and paint the rafters inside the shelter
- Repair and paint the floor of the shelter and storage area
- Power wash and replace missing mortar in brickwork in and outside of the shelter
- Replace drinking fountain
- Evaluate electrical service
- Put a handicapped accessible picnic table on a slab near sidewalk
- Install ADA accessible bench near slab and picnic table
- Repair sidewalk around shelter
- Replace glass bricks
- Replace sink and piping in the storage room
- Repair the landscape wall adjacent to playground
- Seed area around shelter
- Replace landscaping adjacent to playground
- Reorganize the storage room and make it more efficient

It was uncertain how much funding will be available through the Friends of the Community Center at the time of budget preparation. In the event the total \$100,000 is not available the projects will be completed as listed in priority order. The project will be completed in the off-season so as to not impact programming or rental of the facility.



MEMORANDUM

TO: Timothy Wiberg, Village Manager

CC: Robert Merkel, Finance Director

FROM: Ashley Engelmann, Public Works Director

DATE: January 2, 2015

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 large equipment/vehicles every 12-15 years as a best management practice. The Public Works Department capital equipment replacement plan has the vac-con scheduled for replacement this year. The vac-con is 17 years old and has 19,429 miles of use. It was programmed for replacement during FY 2013/2014 however it was deferred due to other capital expenditures taking precedent.

The vac-con is used on a daily basis by the Water and Sewer Division to clean the Village's combined sewer system. The Department cleans 50% of the sewers one year and 50% the next. In 2008 the Village's entire combined sewer system was televised to evaluate its condition. The system was rated as 93.7% being in good condition. The vac-con is critical to this operation and maintaining a good condition rating.

Due to the age of the vac-con it is in frequent need of repair. In the last five years many large repairs have been necessary to keep the vac-con in working order. A summary of these repairs may be found below:

- Hydraulic system leaks
- New water pump

- New engine
- Hose reel repairs
- Repairs to the boom
- Auxiliary motor repairs
- Electrical system issues
- Fan belt replacements
- Radiator hose replacements
- New alternator
- Brake replacement

Budget Implications: Staff is requesting \$375,000 in the Village's water and sewer fund to replace the vac-con.



LINCOLNWOOD POLICE DEPARTMENT

INTER-OFFICE MEMO

Robert LaMantia
Chief of Police

To: Timothy C. Wiberg, Village Manager
From: Robert LaMantia, Chief of Police
Date: February 5, 2015
Subject: FY2015-16 Parking Ticket Fine and Alarm Fee Adjustment Recommendation

Parking Ticket Fine Adjustment

As part of the FY2015-16 Budget Process, the Police Department conducted a survey to determine the typical fine for violating a "no parking anytime" restriction. The purpose of any fine should be to maximize the likelihood of voluntary compliance with the Code.

Twenty towns were surveyed. Fines range from \$15.00 to \$35.00. The average fine is \$29.00. Lincolnwood's fine is \$20.00.

Based on the findings in the table below, I recommend the Village increase the minimum fine for violating a "no parking anytime" restriction and all other parking violations that are currently less than \$25.00 to \$30.00.

<i>Town</i>	<i>Fee</i>	<i>Town</i>	<i>Fee</i>
<i>Bannockburn</i>	\$25.00	<i>Lincolnwood</i>	\$20.00
<i>Deerfield</i>	\$25.00	<i>Morton Grove</i>	\$30.00
<i>Evanston</i>	\$35.00	<i>Niles</i>	\$50.00
<i>Glencoe</i>	\$25.00	<i>Northbrook</i>	\$15.00
<i>Glenview</i>	\$35.00	<i>Northfield</i>	\$25.00
<i>Golf</i>	\$30.00	<i>Riverwoods</i>	\$30.00
<i>Highland Park</i>	\$25.00	<i>Skokie</i>	\$35.00
<i>Kenilworth</i>	\$35.00	<i>Wheeling</i>	\$30.00
<i>Lake Forest</i>	\$15.00	<i>Wilmette</i>	\$35.00
<i>Lake Bluff</i>	\$25.00	<i>Winnetka</i>	\$35.00
Average Parking Ticket Fine			\$29.00

Alarm Fee Adjustment

There are currently 1,054 alarms registered with the Village. Alarms may be direct-connect radio, central station or local. The following is summary of alarm permit and false alarm fees charged by the 13 neighboring NORPAC (police radio network) communities. (Attached)

All communities appear to follow a model ordinance regarding their alarm permit and false alarm fee structure. Fees are imposed to encourage the property owner to properly maintain their alarm and familiarize their family or staff in its operation.

Eleven of the 13 communities charge an annual permit fee. Of the 11 communities, Lincolnwood and one other community have the lowest annual fee: \$15.00 for the initial permit and \$10.00 for an annual renewal fee. The norm is \$25.00. An increase to \$25.00 is recommended.

All communities charge a false alarm fee. Twelve of the 13 communities provide two or three free false alarms per calendar year. Lincolnwood allows three false alarms at no charge per calendar year. No change is recommended.

The fees for four to six false alarms per calendar year range from \$25.00 to \$240.00. Lincolnwood charges \$50.00. No change is recommended.

The fees for seven and nine false alarms per calendar year range from \$50.00 to \$240.00 per year. Lincolnwood charges \$75.00. No change is recommended.

The fees for 10 or more false alarms per calendar year range from \$75.00 to \$1,000.00 each. Lincolnwood charges \$100.00. An increase to \$250.00 per false alarm for 10 or more is recommended. The recommendation is intended to motivate property owners to properly maintain their alarm and train their staff or families. Lincolnwood generally has between five and 10 property owners with 10 or more false alarms per calendar year. Property owners may appeal false alarm fees through the administrative hearing process.

Memo

To: Tim Wiberg, Village Manager

From: Bob Merkel

Date: February 5, 2015

Re: Possible Adjustment of Municipal Motor Fuel Tax

Background

The Village established a municipal motor fuel tax of two cents (0.02) per gallon effective July 1, 2005. The revenue received from the tax is placed in the Transportation Improvement Fund and has been utilized for transportation improvement projects. The revenue collected to date is currently being used to fund the Village streetlight replacement program. Streetlights have been replaced on McCormick and Cicero Avenues, Pratt Avenue, Crawford Avenue and streetlights will be replaced on Lincoln Avenue in FY2016.

The municipal motor fuel tax was adjusted effective May 1, 2012 from two cents to three cents. The additional one cent (0.01) is currently being used to fund General Fund expenditures.

Recommendation

Staff is recommending that the municipal motor fuel tax be increased from the current three cents to five cents as of May 1, 2015. The additional two cents will generate approximately \$280,000 that can be used to help fund the Village's

contribution to the Police Pension Fund. The Police Pension Fund is currently 51 percent unfunded. That is, the current actuarial determined liability of benefits owed to the members exceed the current assets of the fund by just over 50 percent. The Illinois State Legislature has required all pension funds to achieve a 90 percent funding ratio by the year 2040. The Village currently funds the pension at the minimum required actuarial contribution determined by the Illinois Department of Insurance. This additional contribution should help the Village to achieve the mandate of the State legislature.

The following is a chart that lists the motor fuel tax charged by the surrounding Municipalities:

	Local Motor Fuel Tax (cents per gallon)
Chicago	5
Evanston	4
Skokie	5
Niles	2.5
Morton Grove	2

If budgetary issues should arise in future years that would not allow the Village to make these additional pension payments, the proposed ordinance would be prepared to allow the proposed two cent revenue adjustment to be used for other than the funding of the Police Pension contribution. Any decision on how to spend these funds on non-pension expenditures would be made by the Village Board during that year's budget process.