Return to COTW Memo

VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
5:45 P.M., MARCH 17, 2015

AGENDA

I) Call to Order

II) Roll Call

III) Minutes – Committee of the Whole Meeting – March 3, 2015

IV) Regular Business

1) Discussion Concerning the Plan Commission's Deliberations Regarding the Recommended Zoning Code Text Amendment to Allow Residential Uses on Devon Avenue (5:45 – 6:00 p.m.)

2) Discussion Concerning the Proposed Fiscal Year 2015/16 Budget (6:00 – 6:30 p.m.)

3) Discussion Concerning a Request from Airoom for Designated Parkway Parking (6:30 – 7:30 p.m.)

V) Public Comment

VI) Adjournment

DATE POSTED: March 13, 2015

VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
MARCH 3, 2015

Call to Order

President Pro-Tem Patel called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:45 PM, Tuesday, March 3, 2015 in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:
PRESENT: President Pro-Tem Patel, Trustees Elster, Klatzco, Sprogis-Marohn, President Turry via phone
ABSENT: Trustees Cope, Leftakes

A quorum was present. Also present: Timothy Wiberg, Village Manager; Charles Meyer, Assistant to the Village Manager; Douglas Petroshius, Assistant Village Manager; Mark Burkland, Village Attorney; Amanda Williams, Management Analyst; Timothy Clarke, Director of Community Development; Plan Commission Chair Paul Eisterhold; Jackie Boland of the Lincolnwood Chamber of Commerce; Ashley Engelmann, Public Works Director; Jim Emilio,Village Engineer.

Approval of Minutes

Minutes of the February 17, 2015 Committee of the Whole meeting were distributed in advance of the meeting and were examined. Trustee Sprogis-Marohn moved to approve the minutes as presented. Trustee Klatzco seconded the motion. The motion passed with a Voice Vote

Regular Business

1. Status Report Concerning the Proposed Devon Avenue Streetscape Project

The item was presented by Mrs. Engelmann and Mr. Emilio.

Background

*June 24, 2014 – The Devon-Lincoln TIF was established from Lincoln Avenue to McCormick Blvd

*September 2013 – Urban Land Institute (ULI) engaged to provide recommendations for the TIF District area

*October 28, 2013 – Village Board endorsed the ULI Report

*October 7, 2014 - Village Board approves a proposal from the Village Engineer to develop four cross sections, of which one will be developed into a concept plan.

- Alternative 1 – Parkway enhancements on the north side only
- Alternative 2 – Parkway enhancements on the north and south sides
- Alternative 3 – Road diet (lane reduction) for bike lane and landscaped medians
- Alternative 4 – Road diet for bike lane and widened parkways

*Village Board directs staff to meet with the City of Chicago to determine their interest in the project

Project Status

*Cross sections developed further to include cost estimates and timelines
*Discussion with the Illinois Department of Transportation and the Metropolitan Water Reclamation District
*October 27, 2014 – Meeting with Alderman Silverstein
*February 23, 2015 – Meeting with Chicago's Department of Transportation

Timeline, costs and potential improvement renderings were exhibited, including existing situation and five alternatives.
Post construction photos of IDOT, CDOT, CBBEL Streetscape projects were presented.

Meeting with Alderman Silverstein

*Four typical cross sections reviewed
*Project well received
*Funding possible challenge
*Chicago may not support a bike lane

Meeting with CDOT Deputy Commissioner

*Four typical cross sections reviewed
*Interest in Alternative 4

- Pedestrian safety concerns within the corridor
- Protected crosswalk near the post office

*Develop an Alternative 5 to include a dedicated bike lane (not shared with the driving lane)
*Proposed vehicular traffic right-ins and right-outs for businesses
*Surface transportation funding

Project Funding

*TIF Funds
*Grant Opportunities

- Surface Transportation Funding (STP)
    - Applications Due March 31, 2015 – Every 2 – 3 years calls for projects

STP Funding Breakdown

Alternative 4 or 5

*Total Project Cost $4.3 Million
*STP Grant Funds: $2 Million
*Remaining Local Match: $2.3 Million

- Lincolnwood: $1.5 Million (TIF funds eligible)
- Chicago: $1.5 Million

Three Options were presented.

Staff Recommendation

*Option A

- Submit STP application on March 31, 2015
    - Does not commit us to a project

*Conduct a Traffic Commission meeting with local stakeholders to obtain a recommendation regarding a road diet
*Conduct an Economic Development Commission meeting to review concept plans for a road diet
*Present the Traffic Commission and Economic Development Commission's recommendations to the Village Board

Requested Action

Receive direction regarding developing a concept plan for the Devon-Lincoln TIF as well as submitting STP Grant for a portion of the project

Discussion and questions ensued with clarification by Mrs. Engelmann and Village Engineers.

Consensus was to move forward.
Mr. Wiberg stated that the city of Chicago has been remarkably cooperative.

Adjournment

At 7:30 PM Trustee Klatzco moved to adjourn the Committee of the Whole, seconded by Trustee Elster. The motion passed with a Voice Vote.

Respectfully Submitted

Beryl Herman
Village Clerk

Return to COTW Memo

MEMORANDUM

TO: President Turry and Members of the Village Board

FROM: Timothy C. Wiberg, Village Manager

DATE: March 13, 2015

SUBJECT: **March 17 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **5:45 p.m.** on Tuesday evening. Dinner will be available starting at 5:00 p.m. in the Village Hall Board Conference Room. Please find below a summary of the items on the COTW agenda:

1) **Discussion Concerning the Plan Commission's Deliberations Regarding the Recommended Zoning Code Text Amendment to Allow Residential Uses on Devon Avenue (5:45 – 6:00 p.m.)**

At its meeting of March 3, the Plan Commission considered the Village Board's referral of a potential Zoning Code Text Amendment to allow residential uses above first floor commercial uses, as a Special Use, in the Devon Avenue corridor from McCormick to Lincoln. The Plan Commission voted 5-1 to recommend approval of this Text Amendment. Commissioner Jakubowski was the sole negative vote. Mr. Jakubowski raised concerns of a lack of public notice concerning this item and indicated that he believed the southeast portion of the Village should have been notified of this issue. He is therefore recommending that this item be brought back to the Plan Commission after a mailing has been sent to every home in the southeast portion of the Village. Staff has concerns related to the precedent this request could present to the Village. There is no current development plan containing residential for this area. The Village has never sent mass mailings prior to a Zoning Code Text Amendment and the concern is defining the appropriate limits of where such a mailing should be sent for a Text Amendment. An important point to note is that if this Text Amendment is approved by the Village Board, any development proposal requesting residential uses in this area would require a Special Use. Our public notification process for all Special Uses require the following public notifications: a legal notice in a newspaper, a sign is installed in front of the property alerting the public to the request, a mailing is sent to all property owners within 250 feet of the affected property, anyone that has signed up to receive email notifications of Village Board and Commission meetings would receive the information prior to the Plan Commission meeting and the Village's website contains information concerning the request.

Attached is the staff report and the draft minutes from the March 3 Plan Commission meeting. On Tuesday evening, the Board will be asked whether it desires this issue to be referred back to the Plan Commission following mailings being sent to all homes in the southeast portion of the Village.

2) **Discussion Concerning the Proposed Fiscal Year 2015/16 Proposed Budget (6:00 – 6:30 p.m.)**

Attached is the proposed budget for FY 2015/16. The department heads have prepared their department budgets and they have been approved by the Village Manager. The Board provided input at the Budget Workshop held last month and the Board's Finance Committee has reviewed the document and provided its input. Staff will discuss the attached presentation which summarizes the key components of the recommended budget on Tuesday evening.

3) **Discussion Concerning a Request from Airoom for Designated Parkway Parking (6:30 – 7:30 p.m.)**

For several years, Village staff has been working with Airoom to try to address their general lack of parking and to reduce the number of their employee vehicles that park in the adjacent neighborhood. The Village Board updated the Village Code to encourage the use of Village parkways for parking, as long as the parking area meets specific criteria. Attached is a memorandum from the Police Chief summarizing the process to date concerning Airoom's request which has ultimately lead to a revised proposal from Airoom for parkway parking. Direction is being sought from the Board concerning the revised proposal. If the Board endorses the proposal, an Ordinance would have to be approved by the Board formally approving the parkway parking.

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

Return to COTW Memo

Plan Commission Staff Report
Case #PC-05-15
March 4, 2015

Subject Properties:
3300-3520 West Devon Avenue

Zoning District: B-2 General Business District

Petitioner: Village Board

Notification: Notice of the March 4, 2015 Public Hearing was published in the Lincolnwood Review on February 12, 2015.



Nature of Request: Consideration of a Residential Overlay on certain properties along Devon Avenue between McCormick Boulevard and Drake Avenue within the B-2 District. The requested action requires a Text Amendment.

Summary of Request

At the October 21, 2014 Committee of the Whole meeting, the Village Board reviewed a proposed mixed-use development for the Whistler's Restaurant property located at 3420 West Devon Avenue. This proposal provided ground level commercial space along with 2 upper levels of residential units. Central to this discussion was residential use, since residential use is currently prohibited in the B-2 Zoning District which comprises the Devon Avenue Business Corridor located between McCormick Boulevard and Drake Avenue. At this meeting, the Village Board requested that the Economic Development Commission review this matter and provide its recommendation concerning residential use in this Corridor.

At its November 19, 2014 meeting, the Economic Development Commission considered whether the current residential prohibition in this Corridor should be changed. In considering this matter, the Commission reviewed current Village policies and plans, including the recent Urban Land Institute (ULI) report, the proposed development for the Whistler's site, as well as techniques that could be used to allow residential use, if desired.

In its deliberations, the Commission found that creating a zoning technique that would allow residential as part of a mixed-use development in the Devon Avenue Corridor could spur

beneficial Corridor revitalization. Specifically, the Commission found that allowing residential units above ground level commercial space could assist in this revitalization. In this discussion, the Chairman noted that there is much interest by Chicago-area developers in undertaking mixed-use development.

Commissioners also considered whether residential use alone, without having ground level commercial, would also be a benefit, but Commissioners found there was a benefit for requiring ground level commercial in the Corridor. Discussion also occurred as to whether residential use should be considered a Special Use or Permitted Use, and Commissioners found that classifying residential use above the ground level as a Special Use would allow specific project review and approval and this process would help to ensure parking adequacy and compatibility with surrounding properties. The Commission also considered whether similar uses, such as senior housing, assisted living, or nursing facilities, all presently also prohibited in the B-2 Zoning District, should also be made Special Uses in the Devon Corridor in addition to residential use. Commissioners determined to limit their recommendation to only residential use.

Accordingly, by a 7-0 vote, the Economic Development Commission (EDC) recommended to the Village Board that an overlay the Devon Avenue Corridor (McCormick Boulevard to Drake Avenue) should be established, to allow as a Special Use, residential units above the ground level commercial. To effectuate this recommendation, a Text Amendment to the Zoning Code is required.

At their January 20, 2105 meeting, the Village Board considered the recommendation of the EDC and referred to the Plan Commission for public hearing and deliberation of the recommendation made by the EDC.

Conclusion

Should the Plan Commission support the recommendation to allow as a Special Use, residential units above ground level commercial, a Text Amendment to the land use table is appropriate. Staff recommends rather than establishing an Overlay District, which necessitates a Map Amendment, that a Text Amendment to the Land Use table is sufficient to achieve the desired change along Devon Avenue.

Documents Attached

1. March 4, 2015 Plan Commission Minutes (Draft)
2. RBA to Village Board January 20, 2015
    a. EDC Minutes November 19, 2014 (Draft)
    b. Staff Memorandum to Commission
    c. Concept Plans for 3420 Devon Avenue
    d. Comprehensive Plan Excerpt
    e. ULI Report
    f. Commercial Corridor Narrative
    g. Residential Narrative
    h. Business Inventory

DRAFT **MEETING MINUTES**
OF THE
PLAN COMMISSION
MARCH 4, 2015 – 7:00 P.M.

LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712

MEMBERS PRESENT:
Chairman Paul Eisterhold
Irving Fishman
Patricia Goldfein (arrived at 7:09 p.m.)
Steven Jakubowski (arrived at 7:28 p.m.)
Anthony Pauletto
Mark Yohanna

MEMBERS ABSENT:
Don Sampen

STAFF PRESENT:
Aaron N. Cook, AICP, Community Development Manager

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

Chairman Eisterhold noted a quorum of four members and called the meeting to order at 7:03 p.m.

III. APPROVAL OF MINUTES

Motion to approve the February 4, 2015 Meeting Minutes was made by Commissioner Yohanna, and seconded by Commissioner Fishman as amended.

Aye: Yohanna, Fishman, Pauletto, and Eisterhold
Nay: None
Motion Approved: 4-0

Motion to approve the February 18, 2015 Joint Zoning Board of Appeals/Plan Commission Meeting Minutes was made by Commissioner Pauletto, and seconded by Commissioner Yohanna.
. .
Aye: Pauletto, Yohanna, and Eisterhold
Nay: None
Abstained: Fishman
Motion Approved: 3-0-1

Motion to approve the February 25, 2015 Workshop Meeting Minutes was made by Commissioner Yohanna, and seconded by Commissioner Fishman as amended.

.

Aye: Yohanna, Fishman, Pauletto, and Eisterhold
Nay: None
Motion Approved: 4-0

IV. Case #PC-03-15: Public Hearing: 6430 North Hamlin Avenue – Special Use

Chairman Eisterhold swore in the Petitioners, Mr. Ira Piltz, Mr. Craig Frank, Mr. Simzha Frank, and Mr. Ari Shulman.

Mr. Cook presented the Special Use request for Hatzalah Chicago located at 6430 North Hamlin Avenue in the M-B Manufacturing/Business District. Hatzalah Chicago provides emergency medical response services. The property will be used to store and warehouse their ambulance equipment. Hatzalah Chicago seeks a Special Use to operate 24 hours a day. The Zoning Code requires a Special Use for any business operating before 7:00 a.m. and/or after 11:00 p.m. within 150 feet of a residentially zoned property. Staff was able to find nine Special Use requests pertaining to hours of operation since 1992.

Commissioner Yohanna asked if any letters were received for or against this Special Use request. Mr. Cook replied there were none.

Mr. Piltz, counsel for Hatzalah Chicago, stated that the entire operation is staffed by volunteers. The company is a duly registered nonprofit entity in the state of Illinois. Hatzalah provides rapid medical response services to residents of Lincolnwood, Skokie, and Chicago.

Mr. Simzha Frank stated that there will only be a couple of dispatchers at the facility. When a call is received, they arrive at the facility and respond via ambulance. There will be two ambulances at this facility, and no maintenance will be performed there. No sirens will be operated within 150 feet of the residential area.

When asked about their response time, Mr. Ari Shulman responded that their emergency medical technicians can be there 3-4 minutes before a responding 911 ambulance. They work in conjunction with 911 and are hooked up with their systems to relay information.

Mr. Simzha Frank additionally stated that their response time is 2-3 minutes. They have about 40 volunteers spread out among the three communities. All responding personnel are licensed EMTs. With regards to call volume, Mr. Frank responded that they average two calls a days during normal business hours, and approximately two calls a week during the overnight hours.

Chairman Eisterhold asked staff that if they decided to turn the facility into a bunkhouse, would that change the Special Use. Mr. Cook answered that a text amendment would be required. This use is categorized as indoor warehousing/storage. Any changes would require another Special Use. Mr. Piltz said that they have no plans to do that.

With regards to parking, they have 31 spaces available. They do not see more than two to four cars there at any one time.

Chairman Goldfein asked Mr. Piltz to explain their business practice. Mr. Piltz replied that a call is made to a dispatcher, which is then forwarded to a Hatzalah technician as well as the appropriate 911 service. Hatzalah is a private company and do not compete with 911. Mr. Frank explained that they are called directly due to quicker response times, religious reasons, especially on the Sabbath or holidays, or to transport to other hospital where medically appropriate. Their primary hospitals include Evanston Hospital, Skokie Hospital, and Northwestern Memorial Hospital.

Chairman Eisterhold asked if anyone in the audience would like to address the Plan Commission regarding this Public Hearing. Let the record show that no one came forward.

Motion to approve the Special Use request for an emergency medical facility service business at 6430 North Hamlin Avenue to operate 24 hours a day was made by Commissioner Pauletto, and seconded by Commissioner Fishman.

Aye: Pauletto, Fishman, Goldfein, Jakubowski, Yohanna, and Eisterhold
Nay: None
Motion Approved: 6-0

V. Case #PC-04-15: Public Hearing: Proposed Text Amendment

This Public Hearing is to approve the elimination of Section 7.11 and 7.12 of the Zoning Code in its entirety relating to the parking and storage of commercial and recreational vehicles. This matter has been discussed by different committees and commissions dating back to October 2013 with the Traffic Commission requesting the restrictions on boats, boat trailers, recreational vehicles, snowmobiles, livery vehicles and commercial vehicles on all residential streets and driveways.

Consequently, the question of how to regulate such vehicles was referred to the Plan Commission from the Committee of the Whole for a Public Hearing to eliminate these standards from the Zoning Code. This referral is not for the purpose of eliminating these regulations on commercial vehicles in its entirety, but rather to simply house all of the governing regulations in one place in the Municipal Code instead of having regulations in both the Municipal Code and Zoning Code. These regulations will cover both public and private parking.

When asked about the current standards already in place with regard to commercial or recreational vehicle parking, Mr. Cook answered that these are the standards that are being revisited with regard to commercial and recreational vehicles. Additionally, Commissioner Fishman said that these standards need to be enforced, otherwise they are meaningless.

All rules and regulations are under review relative to commercial and recreational vehicles. There have been no final determination; this is just a review. The only determination is that these standards should be placed in one area of the Municipal Code. While under review, they can be removed from the Zoning Code and moved to its new location. The verbiage will be the same until it is eliminated or changed. The Municipal Code is under the purview of the Village Board. Tonight's action gives the Village Board the authority to act on removing these Sections from the Zoning Code.

The Commissioners discussed the importance that there be no gaps in coverage of Section 7.11 and 7.12 until such time that the Village Board adopts the appropriate language.

Chairman Eisterhold asked if anyone in the audience would like to address the Plan Commission regarding this Public Hearing. Let the record show that no one came forward.

Motion to recommend to the Village Board that Sections 7.11 and 7.12 be eliminated from the Zoning Code upon such time that the Village adopts regulations replacing these with appropriate standards in the Municipal Code was made by Commissioner Fishman, and seconded by Commissioner Pauletto.

Aye: Fishman, Pauletto, Goldfein, Jakubowski, Yohanna, and Eisterhold
Nay: None
Motion Approved: 6-0

Chairman Eisterhold read into the record an open memo to the Village Board with regards to neighborhood appearance.

Commissioners Fishman, Pauletto, Yohanna, and Jakubowski joined Chairman Eisterhold in his open memo to adopt these provisions and to make every effort to have them enforced. A discussion ensued with regards to the placement and enforcement of garbage totes. Commissioner Jakubowski specifically commented on increasing the penalties for multiple violators.

VI. Case #PC-05-15: Public Hearing: Proposed Text Amendment

DRAFT

This proposed text amendment is consideration of a Residential Overlay Zone along Devon Avenue. Staff does not envision a true Overlay District be established along this section of Devon Avenue. Rather, this is a text amendment to the Land Use Table. This text amendment will establish residential units above first floor commercial as a Special Use. The area in question is generally between 3300-3520 West Devon Avenue in the B-2 General Retail District. At the present time, no residential uses are allowed in the B-2 District.

On October 21, 2014, the Committee of the Whole (COTW) reviewed a concept plan for a mixed-use development at the Whistler's Restaurant property at 3420 West Devon Avenue. The proposal included ground level commercial space with two floors of residential above. The COTW requested the Economic Development Commission (EDC) review residential uses along the Devon Avenue Corridor (McCormick Boulevard and Drake Avenue). A concept rendering was presented for review. The EDC reviewed current Village policies and plans from the Urban Land Institute and possible techniques to permit residential uses, if desired. The EDC found that allowing residential as part of a mixed-use development in the Devon Avenue Corridor could spur revitalization. The EDC specifically identified residential above ground level commercial space as preferable. The recommendation does not include senior housing, assisted living, etc.

By a vote of 7-0, the EDC forwarded a recommendation to the Village Board to allow, as a Special Use, residential units above ground level commercial within the Devon Avenue Corridor. The Village Board received and considered the recommendation of the EDC at the January 20, 2015 Village Board meeting. The recommendation was referred to the Plan Commission for a Public Hearing to consider upper level residential, as a Special Use, above first floor commercial within the Devon Avenue Corridor by a vote of 6-1.

When asked if the Whistler's property has been sold, Mr. Cook indicated he is aware of two parties interested in residential development. The reason this matter is before the Plan Commission is because the Village Board, in review of possible redevelopment, wanted to get the Plan Commission's opinion on what

residential uses may do for redevelopment within the larger Corridor. The Village Board thought there may be some merit to this redevelopment. A text amendment is needed before any specific developer on a specific property may propose a mixed-use development having a residential component.

Commissioner Goldfein asked Staff if it is appropriate at this time that the Plan Commission should regulate the height of these buildings, separate from general height requirements. Mr. Cook answered that the height requirement in the B-2 District is 38 feet or three stories. The Plan Commission needs to decide if residential is appropriate in this Corridor and if a residential development is unique enough that it should have its own height requirements.

Commissioner Jakubowski asked if this use is even appropriate for this area. Commissioner Jakubowski further stated that this is a single-family neighborhood and this is introducing a major change to the neighborhood.

Commissioner Fishman believes that this is the right direction to take. This retail stretch has suffered and is greatly underutilized. There has been no success in attracting retail into this area. The multi-family use has revitalized many adjoining communities.

Mr. Chris Dimas, owner of Whistler's Restaurant for the last 37 years, said the area needs to be updated and believes the redevelopment is going to attract other development.

Chairman Eisterhold mentioned the COTW heard a presentation relative to the streetscapes along Devon Avenue. The Village will be submitting an application for grant money. The Traffic Commission will schedule a Public Hearing regarding this subject with special notification provided.

Commissioner Jakubowski believes that this issue is being jammed through and adequate notice was not provided, given the fact that there is no one is present at tonight's meeting, even though notice was published in the *Lincolnwood Review*. He further believes that residents do not understand the ramifications of this type of development. He believes that every resident of east Lincolnwood should be notified and to present this to the Village Board without notifying the residents first is unfair. Building first floor commercial space does not guarantee success. More thought should be put into changing a business district into a residential district.

Chairman Eisterhold asked if anyone in the audience would like to address the Plan Commission regarding this Public Hearing. He asked that the record show that no one came forward.

Motion to approve a text amendment to the land use table which would be sufficient to allow consideration of residential units above first floor commercial, on the properties along Devon Avenue between McCormick Boulevard and Drake Avenue in the B-2 District, as a Special Use was made by Commissioner Pauletto, and seconded by Commissioner Yohanna.

Aye: Pauletto, Yohanna, Fishman, Goldfein, and Eisterhold
Nay: Jakubowski
Motion Approved: 5-1

VII. Case #PC-06-15: Public Hearing: Proposed Text Amendment

This proposed text amendment is a discussion to review the parking regulations for multi-family residential uses to consider open-air guest parking standards. During the discussion of the Whistler's property

redevelopment, the EDC discussed at length the lack of open air or clearly identified and/or clearly found guest parking. Should there be standards placed on multi-family developments which require a certain number of open air guest parking.

Parking on the given property should accommodate, on average, the parking needs for residents and guests. Guests may not know where to go to find parking within the appropriately allotted parking spaces. If parking for all visitors, guests, and residents are within a secured garage, how do you know to go there or if you need to park somewhere else if you're a guest. Should the Village have a regulation that makes it obvious to them to know where to park.

Research of comparable communities shows that this is not a common thing. Only Skokie identifies the need for ten percent of required parking should be open air for elderly housing only. Des Plaines only requires directional signage. The discussion centers on whether open air parking should be regulated by the Zoning Code as a Special Use.

Commissioner Jakubowski believes multi-family developments should require additional spaces for guest parking. Commissioner Yohanna agreed with Commissioner Jakubowski and the Plan Commission should make a recommendation to the Village Board to have a Public Hearing on this issue.

The Commission discussed, at staff's urging, a specific requirement.

Chairman Eisterhold asked if anyone in the audience would like to address the Plan Commission regarding this Public Hearing. Let the record show that no one came forward.

Motion to recommend to the Village Board to establish ten percent of the required parking spaces to be open-air guest parking for multi-family developments was made by Commissioner Jakubowski, and seconded by Commissioner Yohanna.

Aye: Jakubowski, Yohanna, and Eisterhold
Nay: Fishman, Goldfein, and Pauletto
Motion Failed: 3-3

Staff indicated the Plan Commission could make a different motion on the matter as the last motion failed. The Commission declined to make another motion.

VII. Case #PC-02-15: Public Hearing: Proposed Text Amendment

Motion to continue Case #PC-02-15 to the April 1, 2015 Plan Commission meeting was made by Commissioner Yohanna, and seconded by Commissioner Fishman.

Aye: Yohanna, Fishman, Goldfein, Jakubowski, Pauletto, and Eisterhold
Nay: None
Motion Approved: 6-0

VI. NEXT MEETING

Chairman Eisterhold announced that the next Plan Commission meeting will be held on Wednesday, April 1, 2015.

VII. ADJOURNMENT

Hearing no further business, **motion to adjourn** was made by Commissioner Yohanna, and seconded by Commissioner Pauletto. Meeting adjourned at 9:20 p.m.

Aye: Yohanna, Pauletto, Fishman, Goldfein, Jakubowski, and Eisterhold
Nay: None
Motion Approved: 6-0

Respectfully Submitted,

Kathryn M. Kasprzyk
Community Development Coordinator

Request For Board Action

REFERRED TO BOARD: January 20, 2015 **AGENDA ITEM NO: 5**

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Consideration of Recommendations by the Economic Development Commission Concerning Residential Uses in the Devon Avenue Corridor and Residential Parking Standards for Multi-Family Development

This matter was initially considered at the December 16, 2014 Village Board meeting at which time it was continued to the January 20, 2015 meeting to allow full Village Board consideration. The material below was provided for the December 16, 2014 Village Board meeting.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
At the October 21, 2014 Committee of the Whole meeting, the Village Board reviewed a proposed mixed-use development for the Whistler's Restaurant property located at 3420 West Devon Avenue. This proposal provided ground level commercial space along with 2 upper levels of residential units. Central to this discussion was residential use, since residential use is currently prohibited in the B-2 Zoning District which comprises the Devon Avenue Business Corridor located between McCormick Boulevard and Drake Avenue. At this meeting, the Village Board requested that the Economic Development Commission review this matter and provide its recommendation concerning residential use in this Corridor.

At its November 19, 2014 meeting, the Economic Development Commission considered whether the current residential prohibition in this Corridor should be changed. In considering this matter, the Commission reviewed current Village policies and plans, including the recent Urban Land Institute (ULI) report, the proposed development for the Whistler's site, as well as techniques that could be used to allow residential use, if desired.

In its deliberations, the Commission found that creating a zoning technique that would allow residential as part of a mixed use development in the Devon Avenue Corridor could spur beneficial Corridor revitalization. Specifically, the Commission found that allowing residential units above ground level commercial space could assist in this revitalization. In this discussion, the Chairman noted that there is much interest by Chicago-area developers in undertaking mixed-use development.

Commissioners also considered whether residential use alone, without having ground level commercial, would also be a benefit, but Commissioners found there was a benefit for requiring ground level commercial in the Corridor. Discussion also occurred as to whether residential use should be considered a Special Use or Permitted Use, and Commissioners found that classifying residential use above the ground level as a Special Use would allow specific project review and approval and this process would help to ensure parking adequacy and compatibility with surrounding properties. Commissioners found

that implementation of an overlay zone for the Devon Avenue Corridor, similar to the enacted retail overlay zone implemented along Touhy Avenue in the MB zone, was the best technique to use. The Commission also considered whether similar uses, such as senior housing, assisted living, or nursing facilities, all presently also prohibited in the B-2 Zoning District, should also be made Special Uses in the Devon Corridor in addition to residential use. Commissioners determined to limit their recommendation to only residential use.

Accordingly, by a 7-0 vote, the Economic Development Commission is recommending that the Village create an overlay zone along the Devon Avenue Corridor (McCormick Boulevard to Drake Avenue), to allow as a Special Use, residential units above the ground level. To effectuate this recommendation, a Text Amendment to the Zoning Code would be required.

In the Commission's review of the proposed mixed-use development for the Whistler's site, many Commissioners found the proposal to have many attractive elements. Much discussion, however, occurred regarding parking demand created by the project and current area parking supply.

In this discussion, it was noted that while there was adjacent off-street parking available, parking for the proposed development was only provided in an enclosed garage and that there was no open-air, off-street parking provided for guests of the proposed residential units. In discussing this matter, it was noted that presently the Village has no requirement for multi-family developments to have any open-air, off-street parking for guests and this was found by the Commission to be a deficiency in the existing Zoning Code.

Accordingly, by a 7-0 vote, the Commission is also recommending that the Village require some off-street open-air guest parking spaces for multi-family developments. To effectuate this recommendation, a Text Amendment to the Zoning Code would be required.

Should the Village Board support either of these recommendations or desire further consideration of them, the next procedural step would be to refer the recommendation(s) to the Plan Commission for a Public Hearing and further deliberations. The recommended motions below are consistent with the next step.

FINANCIAL IMPACT:
None

DOCUMENTS ATTACHED:
1. EDC Minutes November 19, 2014 (Draft)
2. Staff Memorandum to Commission
3. Concept Plans for 3420 Devon Avenue
4. Comprehensive Plan Excerpt
5. ULI Report
6. Commercial Corridor Narrative
7. Residential Narrative
8. Business Inventory

RECOMMENDED MOTIONS:
1. **Move to refer** to the Plan Commission for Public Hearing and deliberation the Economic Development Commission recommendation concerning an overlay zone for residential use in the Devon Avenue Corridor.
2. **Move to refer** to the Plan Commission for Public Hearing and deliberation the Economic Development Commission recommendation concerning guest parking requirements for multi-family developments.

DRAFT

Economic Development Commission

Wednesday, November 19, 2014
Council Chambers Room

Minutes

Commissioners Present
James Persino, Chairman
James Kucienski, Vice-Chair
James Berger
Paul Levine
Patrick McCoy
Nadia Seniuta
Terrence Strauch

Commissioners Absent
Maureen Ehrenberg
William Pabst

Staff Present
Timothy M. Clarke AICP, Community Development Director
Aaron N. Cook AICP, Development Manager
Robert Merkel, Finance Director

Others Present
Village Trustee Jesal Patel
Jackie Boland, Lincolnwood Chamber of Commerce
Alberto Gonzales, Owner of 90 Miles Cuban Café
Chris Dimas, Whistler's Restaurant
Laszlo Simovic, Laszlo, Simovic, Architects, LLC
Kevin Murphy, KE Murphy Masonry

1. **Call to Order/ Quorum Declaration**
   Noting that a quorum of 6 members was present, the meeting was called to order at 8:04AM by Vice Chairman Kucienski.

2. **Welcome to 90 Miles Cuban Café Restaurant**
   Commissioners welcomed to the meeting, Alberto Gonzales, owner of 90 Miles Cuban Café. Alberto, who is also an 18 year resident of the Village, advised the Commission of his exciting plan to open his third restaurant in the former Ruby Tuesday space at the Town Center. He noted an aggressive timeline for completing interior renovation but was hopeful to open by the end of the year. He sated this would be his largest restaurant at approximately 7,100 square feet. He thanked Commissioners for their warm welcome.

3. Minutes Approval

Commissioner Berger moved to approve as presented, the proposed October 22, 2014 meeting minutes of the Commission. Commissioner Strauch seconded the motion. Motion approved by voice vote, 5-0.

4. Residential Use in Devon Corridor

Chairman Persino and Commissioner Levine arrived to the meeting at the beginning of this item. Director Clarke began by summarizing the matter for Commissioners, noting the Village Board has invited Commissioner input on this issue. Clarke proceeded to provide a power point, giving background and current status of residential use in the Devon Corridor, located between McCormick and Drake. He also continued by summarizing a zoning overlay technique that could be utilized to allow for residential use if desired in the corridor as well as summarizing current policies and plans affecting residential in the corridor. He then provided an overview of a proposed mixed use development for the Whistler's site located at 3420 Devon Avenue. He ended his presentation noting that staff has available block-by-block slides of the corridor should Commissioners have specific questions or wish to review current conditions in the corridor.

Chairman Persino noted that currently in the Chicago area there is much developer interest in mixed use development and they have largely embraced this form of development. Chairman Persino suggested that such development might be needed to spur revitalization of this corridor. He noted however a specific concern regarding guest parking for the proposed Whistler's mixed use development because it lacked off street open air parking spaces for guests. Discussion continued on possible parking impacts of this proposed development for both the corridor and in the adjacent neighborhood. Commissioner McCoy noted much of the street parking found on this block is consumed by traffic produced by the Post Office across the street. Commissioner Levine indicated he believed the proposed Whistler's mixed use project was attractive and would improve the corridor. It was noted that the density, height and location of the proposed building toward Devon Avenue were attractive features of this proposed development.

Commissioners discussed the retail viability of the corridor and whether the addition of residential use would be beneficial. Commissioner's generally concurred that residential use would be beneficial to the corridor but believed it was important to maintain the ground floor for commercial uses, limiting residential units to only upper floors.

While noting the importance of creating a new streetscape for the corridor and the recent establishment of a TIF District for the area, Commissioners generally believed that mixed use development in the Devon Corridor would provide an impetus for other beneficial development in the corridor. It was further noted that allowing mixed use development in the

corridor was generally consistent with various planning and policy documents and the recent ULI study.

The overlay technique was then examined by Commissioners and whether Residential Use above the ground level should be listed as a Permitted or Special Use in such a proposed overlay zone. Chairman Persino noted that he generally does not favor using Special Use as a technique since it delays approvals and often is view as a potential obstacle in the development community.

Discussion continued regarding the Special Use technique and how it could be used on a case-by-case basis to review parking matters and address possible guest parking concerns on site specific plans, as was expressed earlier in the meeting. At the conclusion of this discussion, there was general concurrence that listing Residential Use above the ground level as a Special Use rather than as a Permitted Use was most appropriate at this time. In considering this matter, Chairman Persino noted that the Village should review its residential parking standards to address guest parking issues.

Commissioners considered whether an overlay zone should allow other related uses, such as senior housing, assisted living or nursing homes. By consensus, Commissioners believed a use change should only be related to residential use in the corridor.

Hearing no other discussion, Commissioner Kucienski made a motion, seconded by Commissioner Levine, to recommend to the Village Board the creation of an overlay zone for the Devon Avenue Corridor (McCormick Blvd. to Drake Avenue) which would allow as a Special Use, Residential units above the ground floor. Roll Call vote was taken. Supporting the Motion: Strauch; Berger; McCoy; Seniuta; Kucienski; Levine; and Persino. Opposing the Motion: none. Motion approved 7-0.

A motion was then made by Commissioner Kucienski, seconded by Commissioner Strauch to recommend to the Village Board that it consider a zoning code text amendment to address open air, off street guest parking at multifamily developments. Roll Call vote was taken. Supporting the Motion" Strauch; Berger; McCoy; Seniuta; Kucienski; Levine; and Persino. Opposing the Motion: none. Motion approved 7-0.

Director Clarke indicated he expected these recommendations to be considered by the Village Board on December 16, 2014.

5. Development Update Report

Director Clarke summarized the written Update report noting, noting interest in potential development on two parcels along Touhy Avenue.

6. Other Business
No other business came before the Commission.

7. Public Forum
No member of the public desired to address the Commission.

8. Adjournment
The meeting was adjourned by consensus at 9:17AM.

Respectfully Submitted,

_____
Timothy M. Clarke, AICP
Community Development Director

Memorandum

To: Chair and Members
Economic Development Commission

From: Timothy M. Clarke, AICP
Community Development Director

Date: November 7, 2014

Subject: Residential Use in the Devon Avenue Corridor

Presently no type of residential use is allowed in the Village's B2 General Business District Zoning District. This zoning district is found in several locations in the Village including at certain locations along Cicero, Touhy, and Devon Avenues. The Devon Avenue Corridor, located between McCormick and Drake Avenue is zoned B2 and does not now allow for any residential use.

The matter being brought to the Commission only relates to the existing residential prohibition as it relates to the Devon Avenue Corridor. Recently, a mixed use development has been proposed for the Whistler's site located at 3420 Devon Avenue (see attachments) and the Village Board has invited the Economic Development Commission to provide its recommendation concerning residential use in the Devon Avenue Corridor.

Concept Plan for 3420 Devon
As conceived, the proposal for the Whistler's site would include approximately 5,173 square feet of ground level commercial space, identified on the plans for 4 tenants, as well as 18 residential dwellings located on the second and third floors in a 3 story, 38 foot tall building. A one -level indoor parking garage containing 36 parking spaces for the residential component and 7 parking spaces for the commercial component, is also indicated.

The 38 foot, 3 story proposed building height is at the maximum height currently allowed in the B2 Zoning District. As proposed, there would be 2 off-street parking spaces for each of the residential units. This parking amount exceeds the Village's current requirement of 1.5 spaces for each residential unit located above 1st floor commercial.

The Village's minimum parking requirement for commercial space is dependent on the specific type of each commercial tenant and therefore cannot be currently calculated. Applying the Village's parking requirement of 3.3 spaces required for standard commercial space to the indicated gross commercial space of 5,172.8 square feet, would require a minimum of 17 off street parking spaces for the commercial component. The Code does provide certain exclusions in calculating this parking requirement, such as for washrooms, so the actual off street parking requirement for general commercial space may be somewhat less. Based on this brief analysis and with the concept plan

showing 7 of street parking spaces for the commercial component, a parking variation for the commercial component is probably likely. That said, there is a dedicated parking lane located on this block along Devon Avenue and although it is not striped for individual spaces, it appears that this parking lane could accommodate up to 10 vehicles, with additional parking possible if some adjustments to the mailbox drop off area located on this block were made.

Except for a possible parking variation for the commercial component, based on a review of the submitted concept plans, the only additional relief required for this development would be a change in the prohibition on residential use at this location. Attached are drawings of this concept development for 3420 Devon Avenue.

Comprehensive Plan

The Village's Comprehensive Plan, prepared in 2001, identifies the Devon Corridor as a "Potential Redevelopment Area" and while this Plan states the preferred land use for this corridor is commercial, it also notes that retail may not be practical and in such cases consideration should be given to multi-family residential. Attached is an excerpt from this Plan concerning the Devon Avenue commercial corridor.

ULI Corridor Study

Earlier this year, the Urban Land Institute (ULI) released its report from its study of the Devon Avenue Corridor. This report identifies the Whistler Restaurant site as one of the 5 key sites where corridor redevelopment efforts should be focused. Much of the reason this site was chosen by ULI is because of the current single ownership of the approximate 28,800 square foot site which currently has about 70 parking spaces in addition to the restaurant building. For this property, the ULI report suggests upgrading the existing restaurant, or redeveloping it as a new destination-oriented single or multi-tenant restaurant, could create a large draw for the corridor. Separately within this report, ULI suggests that the Village consider toward the west end of the corridor, 3-4 story Senior Housing, indicating also that a similarly sized residential development might also fit in. Attached is the entire ULI report for the Corridor.

Devon-Lincoln TIF District

The subject property at 3420 Devon Avenue is located in the newly created Devon-Lincoln TIF District. Pursuant to the Intergovernmental Agreement with the overlapping school districts and the documents adopted for this TIF District, in the event that residential development occurs in this TIF District, the Village is required to declare surplus, TIF Funds equal to the incremental revenue generated by the new residential development, minus any amounts paid the school districts as required by the TIF Act. This Intergovernmental Agreement and the Devon-Lincoln TIF Documents further prohibit the use of TIF Funds to support residential development in this TIF District. The developer/owner has not requested any Village financial assistance for their proposed mixed use development.

Commission Review

What is before the Commission is not specifically the redevelopment proposal for 3420 Devon Avenue, but whether a change in zoning should be made in the Devon Avenue Corridor to allow for residential use. That said, representatives for the Whistler's proposed redevelopment are expected to attend the Commission's meeting and can answer any specific questions Commissioners may have concerning that proposal.

If the Commission is inclined to recommend a change in zoning to allow for residential use, this could be accomplished through the implementation of an overlay district limited only to the B2 Zoning District along Devon Avenue. Such an overlay district could allow residential use as either a permitted or special use, and it could allow residential as a single use of a property or only as part of a mixed use development, such as requiring the ground level to be commercial. Assisted living, independent living for seniors, as well as nursing homes, are also prohibited uses in this zoning district, and the Commission may wish to consider whether a change in zoning should be made for these uses as well.

There are presently 11 separate property ownerships along the Devon Corridor between McCormick and Lincoln. In considering this matter, Commissioners may wish to consider whether allowing residential use would both create sufficient private market incentive to undertake desired Corridor redevelopment and whether the introduction of residential would help sustain or revitalize the commercial district. Further, given the 11 separate property ownerships, the Commission may also wish to consider whether residential use would, even if allowed, likely occur on the other smaller properties in the corridor given their size and typical challenges with land assembly.

For Commissioner reference, attached is a narrative description on commercial development and residential use in the corridor prepared by staff last year to brief ULI as well as a Business inventory listing. The residential narrative summarizes past discussions concerning residential use in the corridor and a prior proposal for residential development on the Whistler's property.

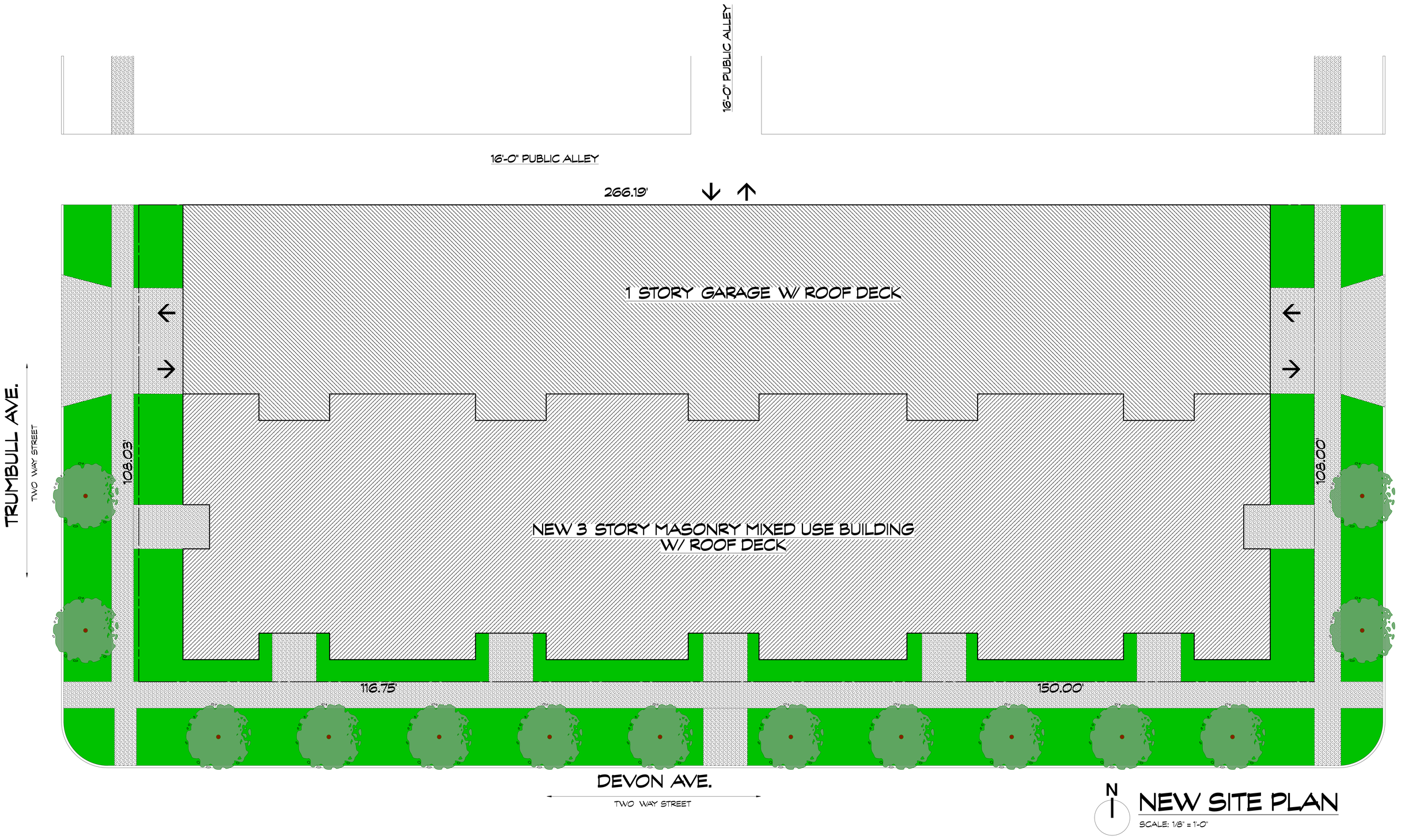
Attachments

1. Concept Plans for 3420 Devon
2. Comprehensive Plan Excerpt
3. ULI Report
4. Commercial Corridor Narrative
5. Residential Narrative
6. Business Inventory

Return to COTW Memo



Return to COTW Memo



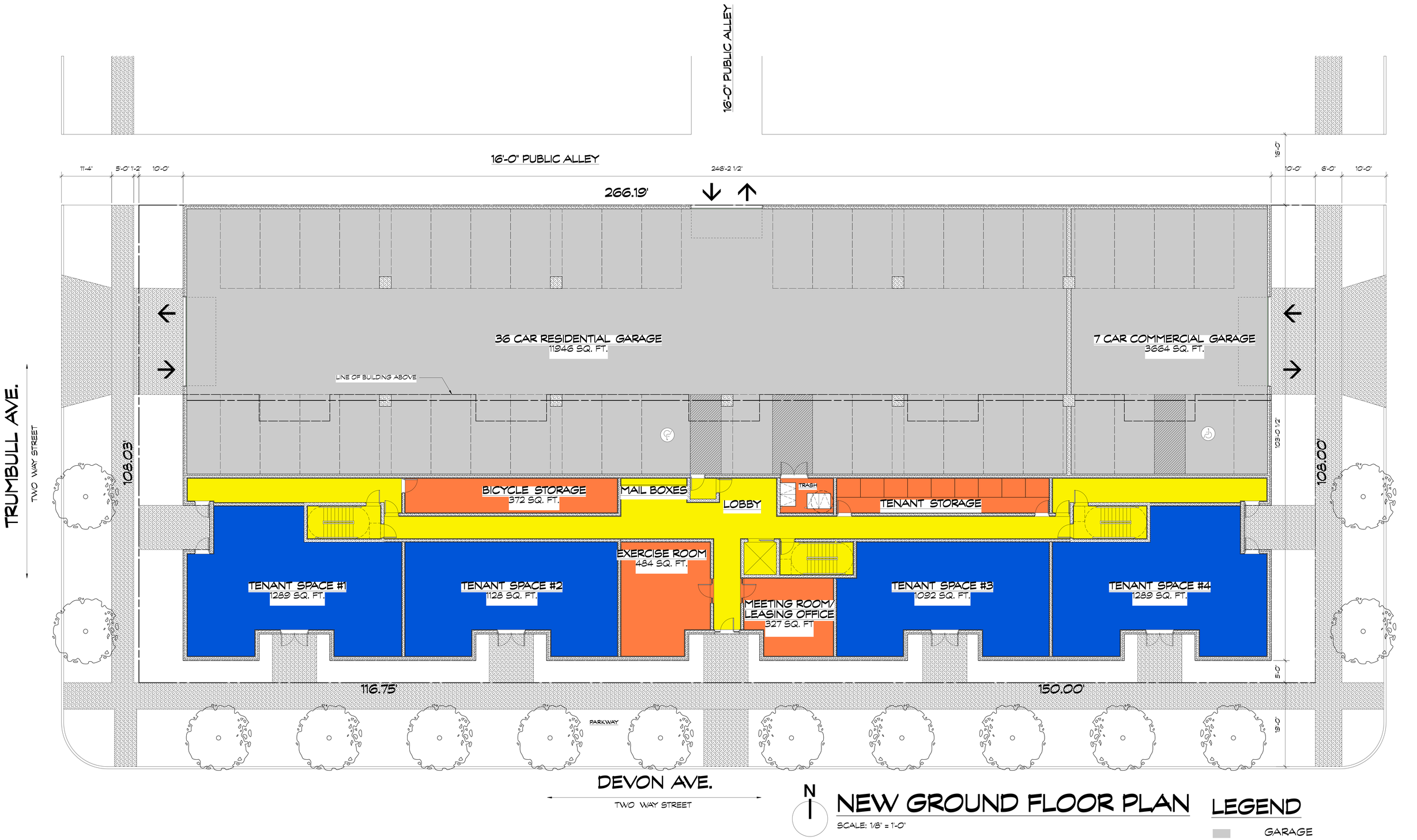
NEW SITE PLAN

SCALE: 1/8" = 1'-0"

LASZLO SIMOVIC, ARCHITECTS, L.L.C.
6512 N. ARTESIAN AVE.
CHICAGO, IL. 60645-5328
EMAIL: LASZLO@LASZLOARCH.COM
FAX: 773-338-2226 TEL: 773-338-2225

BUILDING INFORMATION

TOTAL F.A.R. (INCLUDING GARAGE)	52243.8 SQ. FT.
TOTAL AREA OF GARAGE	15099.6 SQ. FT.
TOTAL HEIGHT (TO TOP OF PARAPET)	38'-0" / 3 STORIES
TOTAL NUMBER OF DWELLING UNITS	18 DWELLING UNITS
TOTAL AREA OF COMMERCIAL UNITS	5172.8 SQ. FT.



NEW GROUND FLOOR PLAN

SCALE: 1/8" = 1'-0"

LEGEND

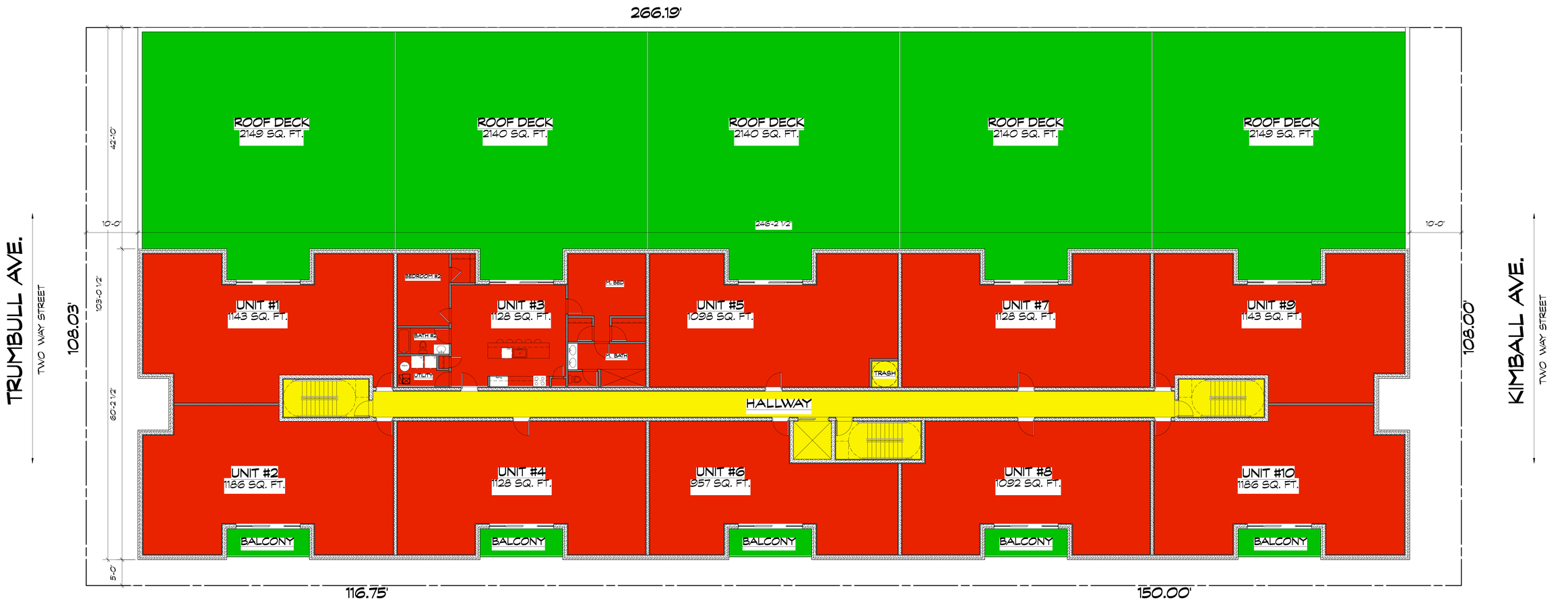
- GARAGE
- COMMERCIAL UNIT
- CIRCULATION SPACE
- RESIDENTIAL UNIT
- BUILDING COMMON SPACE
- EXTERIOR SPACE

LASZLO SIMOVIC, ARCHITECTS, L.L.C.
6512 N. ARTESIAN AVE.
CHICAGO, IL. 60645-5328
EMAIL: LASZLO@LASZLOARCH.COM
FAX: 773-338-2226 TEL: 773-338-2225

BUILDING INFORMATION

TOTAL FOOT PRINT GROUND FLOOR	24764.8 SQ. FT
TOTAL UNITS THIS FLOOR	4 COMMERCIAL UNITS
TOTAL PARKING THIS FLOOR	43 PARKING SPACES

Return to COTW Memo



N

NEW SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

LASZLO SIMOVIC, ARCHITECTS, L.L.C.
6512 N. ARTESIAN AVE.
CHICAGO, IL. 60645-5328
EMAIL: LASZLO@LASZLOARCH.COM
FAX: 773-338-2226 TEL: 773-338-2225

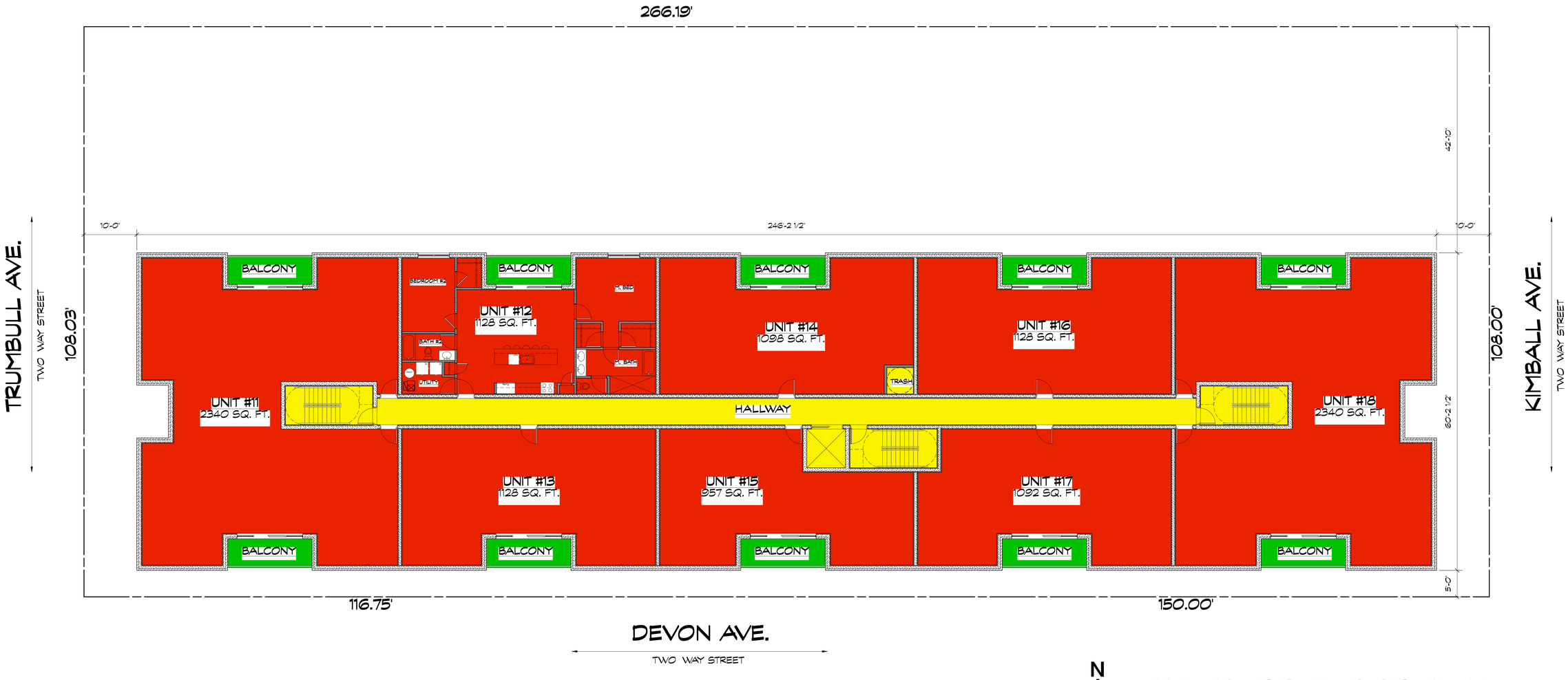
BUILDING INFORMATION

TOTAL FOOT PRINT 2ND FLOOR	13739.5 SQ. FT
TOTAL UNITS THIS FLOOR	10 DWELLING UNITS

LEGEND

- GARAGE
- COMMERCIAL UNIT
- CIRCULATION SPACE
- RESIDENTIAL UNIT
- BUILDING COMMON SPACE
- EXTERIOR SPACE

Return to COTW Memo



NEW THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

LEGEND

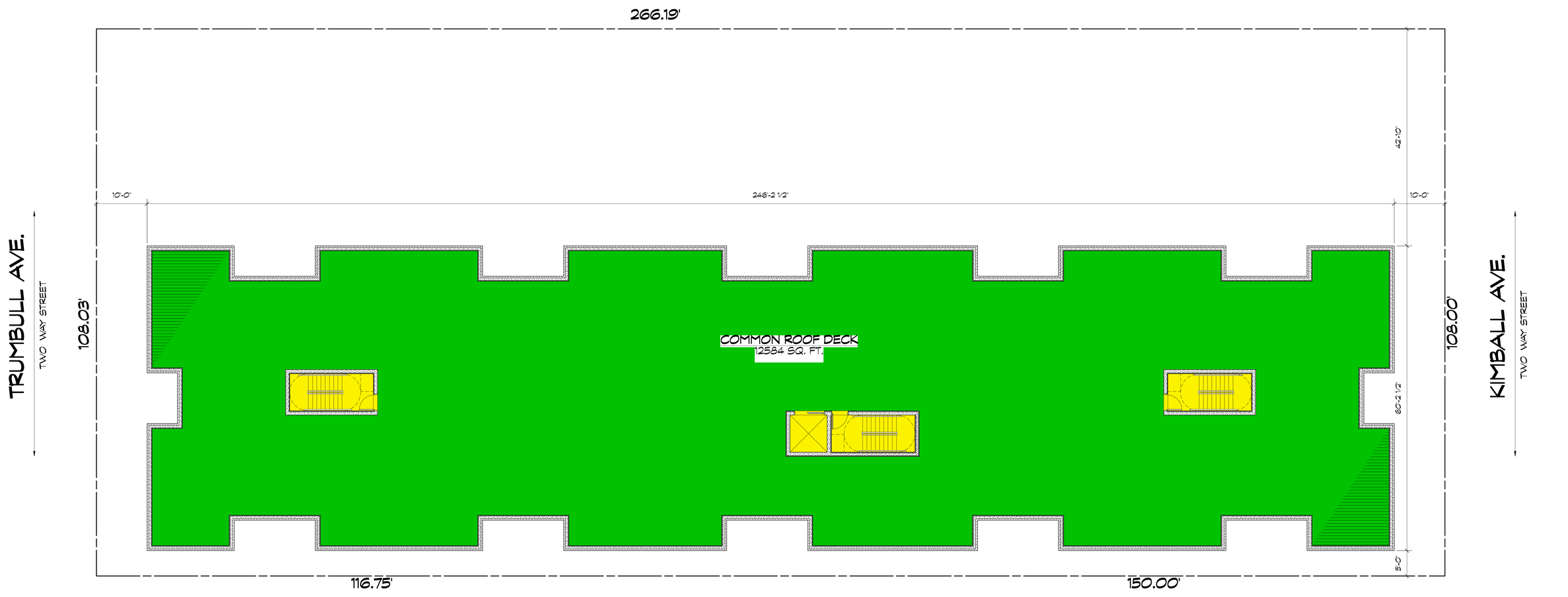
- GARAGE
- COMMERCIAL UNIT
- CIRCULATION SPACE
- RESIDENTIAL UNIT
- BUILDING COMMON SPACE
- EXTERIOR SPACE

BUILDING INFORMATION

TOTAL FOOT PRINT 3RD FLOOR	13739.5 SQ. FT
TOTAL UNITS THIS FLOOR	8 DWELLING UNITS

LASZLO SIMOVIC, ARCHITECTS, L.L.C.
6512 N. ARTESIAN AVE.
CHICAGO, IL. 60645-5328
EMAIL: LASZLO@LASZLOARCH.COM
FAX: 773-338-2226 TEL: 773-338-2225

Return to COTW Memo



N

NEW ROOF PLAN

SCALE: 1/8" = 1'-0"

BUILDING INFORMATION

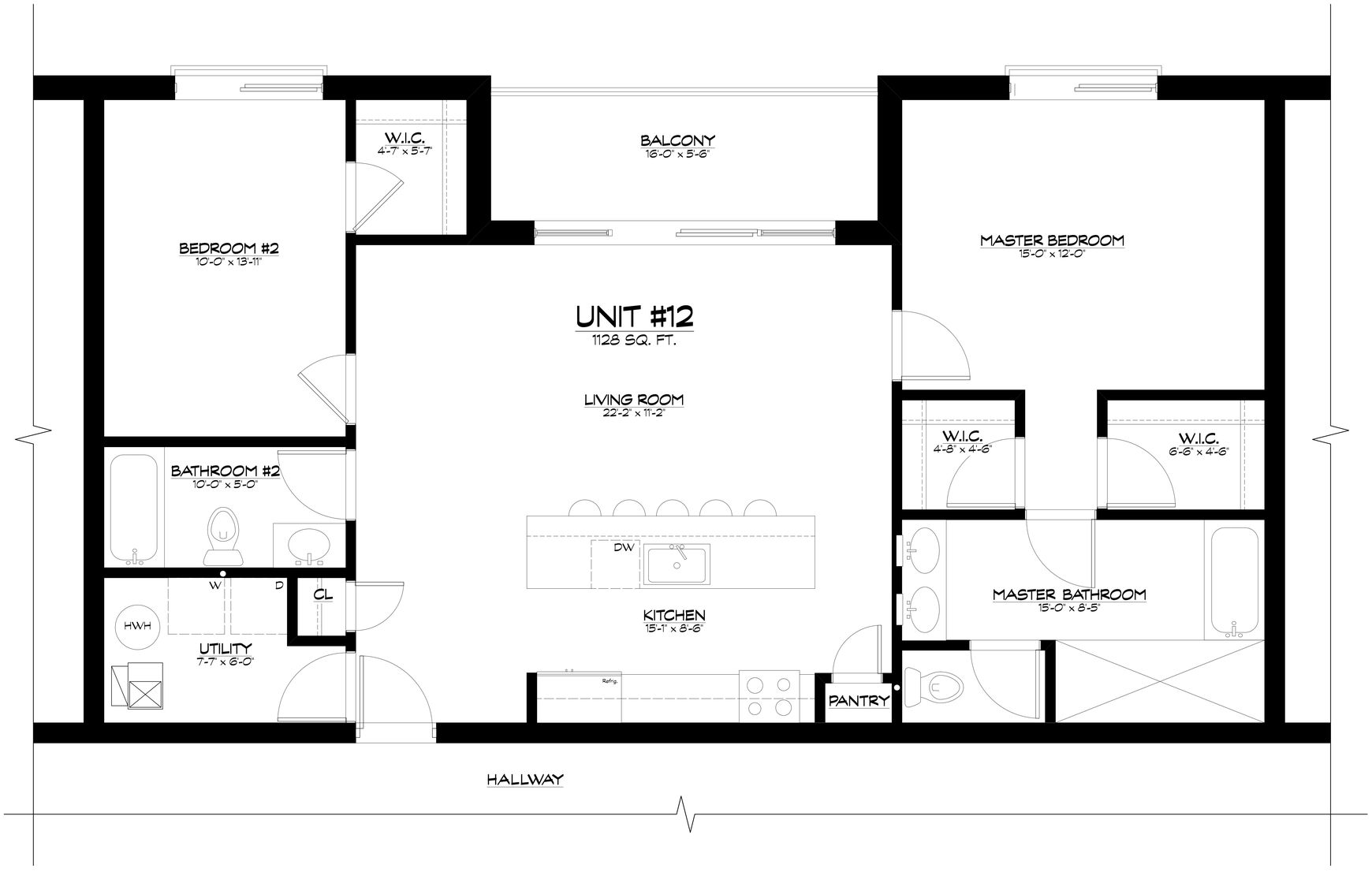
TOTAL FOOT PRINT ROOF 13739.5 SQ. FT.

LEGEND

- GARAGE
- COMMERCIAL UNIT
- CIRCULATION SPACE
- RESIDENTIAL UNIT
- BUILDING COMMON SPACE
- EXTERIOR SPACE

LASZLO SIMOVIC, ARCHITECTS, L.L.C.
6512 N. ARTESIAN AVE.
CHICAGO, IL. 60645-5328
EMAIL: LASZLO@LASZLOARCH.COM
FAX: 773-338-2226 TEL: 773-338-2225

Return to COTW Memo



N

TYPICAL UNIT PLAN

SCALE: 1/2" = 1'-0"

LASZLO SIMOVIC, ARCHITECTS, L.L.C.
6512 N. ARTESIAN AVE.
CHICAGO, IL. 60645-5328
EMAIL: LASZLO@LASZLOARCH.COM
FAX: 773-338-2226 TEL: 773-338-2225

Return to COTW Memo



DEVON ELEVATION

SCALE: 1/8" = 1'-0"



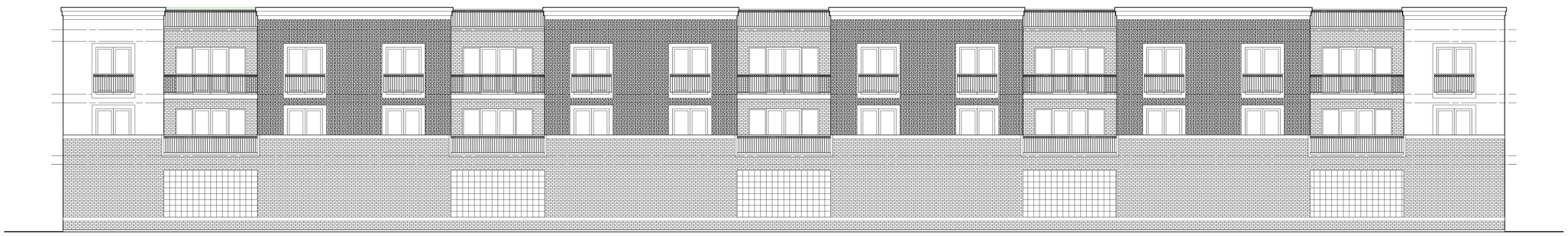
KIMBALL ELEVATION

SCALE: 1/8" = 1'-0"



TRUMBULL ELEVATION

SCALE: 1/8" = 1'-0"



ALLEY ELEVATION

SCALE: 1/8" = 1'-0"

LASZLO SIMOVIC, ARCHITECTS, L.L.C.
6512 N. ARTESIAN AVE.
CHICAGO, IL. 60645-5328
EMAIL: LASZLO@LASZLOARCH.COM
FAX: 773-338-2226 TEL: 773-338-2225

Devon Avenue Commercial Area

The Devon Avenue commercial area is a six block long strip of commercial frontage between Lincoln and McCormick Avenues. Current uses include a variety of commercial uses with limited off-street parking that is accessed from the alley, as well as two strip centers, a restaurant and the 1st National Bank of Lincolnwood, which all have off-street customer parking that can be accessed from Devon Avenue. Uses on the Chicago side of Devon Avenue include a Super Kmart, U.S. Post Office and a variety of other retail uses.

There is a relatively large parcel of vacant land north on Drake Avenue immediately north of the 1st National Bank of Lincolnwood that is currently zoned B1 Restricted Business District. A bowling alley formerly occupied the site. The remainder of the Devon Avenue commercial frontage is zoned B2 General Business District.

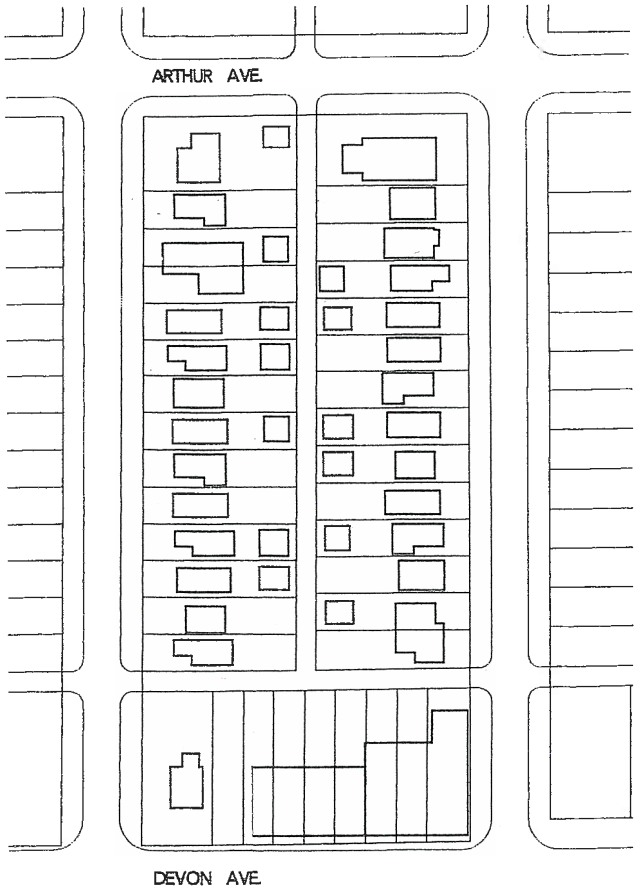
One of the primary issues affecting both existing uses and the redevelopment potential of this subarea is the relatively shallow 125-foot lot depth of properties fronting on Devon Avenue. There is a narrow one-way alley that separates these commercial uses from the single-family residential neighborhood to the north. There is little or no landscaping or fencing to buffer commercial properties from these residential uses.

The following land use policies have been established to guide future land use decisions regarding this subarea:

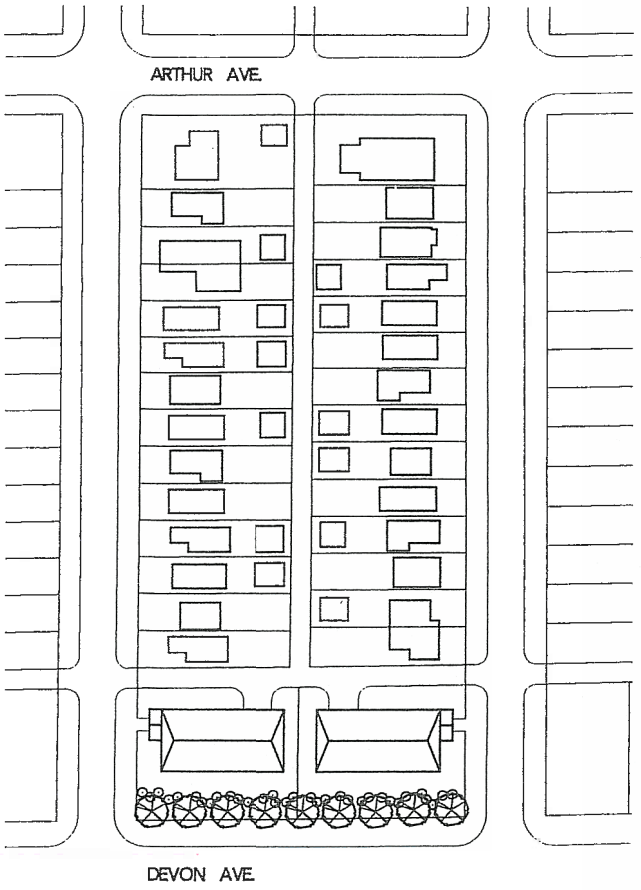
1. Enhance the property and sales tax base.
2. Protect residential blocks to the north from cut-through traffic.
3. Require uses to provide adequate on-site parking.
4. Improve buffering between commercial and residential uses.
5. Encourage small-scale commercial uses that are compatible with the adjacent single-family neighborhood.
6. Consider allowing low-density multiple family residential development along Devon Avenue east of Drake Avenue.
7. Consider selective cul-de-sacing of residential streets to reduce excess traffic and allow the development of additional parking for commercial uses.
8. Encourage high quality development at the northeast corner of Lincoln and Devon Avenues as a signature entrance to the community.

The preferred land use for the Devon Avenue commercial corridor is retail or other commercial uses. Rezoning of the vacant land on Drake Avenue north of Devon Avenue for two-family residential use is recommended, consistent with the development pattern immediately north of this site. Given the shallow lot depths along this corridor, redevelopment of obsolete commercial properties for retail use may not be practical. In such cases consideration should be given to allowing such sites to recycle as multi-family residential development. Wherever possible, such uses should be oriented to the side streets, which are currently residential in character. *Figure 9: Commercial/Residential Redevelopment Transition* illustrates how lots could be replatted to facilitate this type of development.

The banking facility at the corner of Devon and Lincoln Avenue could continue as a bank/office development or eventually be redeveloped as a retail or high-density multiple family residential development. However, given the prominent location of the site, it is essential that any redevelopment proposal be a high-quality development to enhance this community gateway location.



EXISTING CONDITION



COMMERCIAL/ RESIDENTIAL
REDEVELOPMENT TRANSITION

FIGURE 9

COMMERCIAL/ RESIDENTIAL REDEVELOPMENT TRANSITION

LINCOLNWOOD, ILLINOIS

0' 50' 100' NORTH

CAMIROS

Planning, Zoning, Economic Development, Landscape Architecture
111 South Wells Street, Chicago, Illinois 60606 Phone: (312) 922-4911

Return to COTW Memo

A TECHNICAL ASSISTANCE PANEL REPORT

Devon Avenue Corridor

Lincolnwood and Chicago, IL

September 10-11, 2013





Urban Land Institute
Chicago

Chicago Metropolitan Agency for Planning

Urban Land Institute Chicago

The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.

ULI Chicago, a District Council of the Urban Land Institute, has more than 1,200 members in the Chicago region spanning the land use industry including developers, builders, engineers, attorneys, planners, investors, financial advisors, academics, architects and public officials.

TAP Sponsors

Village of Lincolnwood
President Gerald C. Turry

City of Chicago
Alderman Debra Silverstein, 50th Ward

James Cox
Department of Housing and Economic Development

Benet Haller
Department of Housing and Economic Development

TAP Partner

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry and Will. CMAP developed and now leads the implementation of GOTO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.

This project was supported through CMAP's Local Technical Assistance (LTA) program, which is funded by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), U.S. Department of Housing and Urban Development (HUD), Illinois Department of Transportation (IDOT), and the Chicago Community Trust. The Village of Lincolnwood, City of Chicago, Urban Land Institute Chicago, and CMAP would like to thank these funders for their support for this project.

Sustaining Support

ULI Chicago gratefully acknowledges its 2013 sponsors, whose support is critical to local ULI initiatives:

PATRON
Golub & Company LLC

BENEFACTOR
CohnReznick LLP

LEADERSHIP
DLA Piper LLP (US)

SUSTAINER
Associated Bank
Bank of America Merrill Lynch
Chicago Title Insurance Company
Crown Community Development
Epstein
Ernst & Young LLP
Gould & Ratner LLP
Pearlmark Real Estate Partners, L.L.C.
SB Friedman Development Advisors
Solomon Cordwell Buenz
Walsh Construction Company
Wells Fargo

CONTRIBUTOR
Bryan Cave LLP
Bucksbaum Retail Properties, LLC
Deloitte
Jones Lang LaSalle
Plante & Moran, PLLC
Regional Transportation Authority

SUPPORTER
Edward R. James Partners, LLC
Kensington Realty Advisors, Inc.

Devon Avenue Corridor

Lincolnwood and Chicago, IL

September 10-11, 2013

CONTENTS

2 Introduction

2 Challenges Facing the Devon Avenue Corridor

4 The TAP Process and Framing Questions

4 Key Recommendations

12 Financing the Improvements

13 Conclusion

Introduction

The Village of Lincolnwood and the City of Chicago engaged the Urban Land Institute (ULI), through the Chicago Metropolitan Agency for Planning (CMAP), to provide recommendations for redevelopment of a six-block span on Devon Avenue, between McCormick Boulevard to the east and Lincoln Avenue to the west (Figure 1). The inter-jurisdictional Technical Assistance Panel (TAP) was held September 10-11, 2013.

Positioned on the northern border of Chicago, Lincolnwood is a diverse community surrounded by vibrant ethnic neighborhoods. More than half of its approximately 12,000 residents speak a language other than English at home. Its population is mostly upper-middle-class and aging, and many residents hope to age in place as they have lived in Lincolnwood for decades.

Along most of its eastern boundary, the Village is bordered by the North Shore Channel, a man-made canal that is navigable by boat or canoe. The Channel, completed in 1909, along with the nearby railway, spurred initial development in the area, and the Village was incorporated in 1911 with 359 residents. Today the Channel is part of a larger Chicago River Corridor Development Plan and features bike and walking trails that draw residents from across the region. The Channel also forms a natural habitat for a variety of wildlife and migrating birds.

Challenges Facing the Devon Avenue Corridor

The focus of the TAP, a six-block corridor on Devon Avenue, was once a vibrant stretch of retail which has declined in recent years. Two long-time retail businesses that were a main draw for the area — Smart Jewelers and Avenue Fashions—departed two years ago, following their customer base north. Their departure has left a void and drained significant energy from the strip, making it hard to attract new retail. Currently, more than 25% of the storefronts in the corridor are vacant. A new business that was slated for the highly visible northwest corner of Devon



Figure 1: Devon Avenue Corridor Study Area

and McCormick has halted construction midstream because of financing issues, leaving the impression that retail in the area is struggling.

The area, many feel, lacks an identity or brand, and as one community resident put it, "it's a forgotten part of town: unappealing and unattractive."

Contributing to this perception is the lack of a unified streetscape on the north and south sides of Devon Avenue. Devon Avenue is the dividing line between Lincolnwood and Chicago, and national chains such as Home Depot and other large retail stores have located on the Chicago side (south side) of the street. These businesses do not always front Devon Avenue and have large surface parking lots, creating a different sense of scale than on the north side of the street.

The businesses on the Lincolnwood side of Devon, in contrast, are in smaller buildings built in a mix of architectural styles, and directly front the sidewalk. Many of these storefronts are currently occupied by small, independently owned businesses ranging from a check-cashing outlet to a real estate office. Most businesses on the Lincolnwood side rely on on-street parking for their customers. Ironically, as many noted, the retail on the Chicago-side is more suburban in character than the actual suburban side of the street.

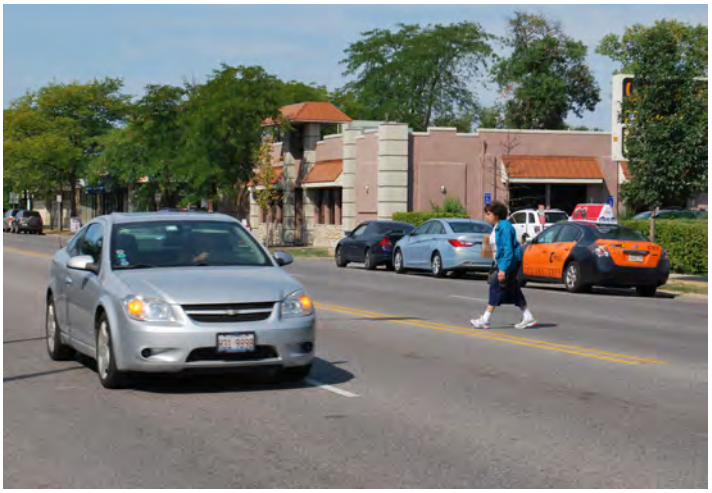
Another challenge in the corridor is pedestrian and bike safety. In the study area, Devon Avenue is a heavily trafficked stretch of four lanes carrying high-speed traffic. The panel found the Corridor to be highly auto-centric, but with limited parking options and few pedestrian amenities to ensure safe crossings. Lincolnwood and Chicago officials as well as local residents regard pedestrian safety as a big concern, especially near the Post Office, which attracts significant foot traffic.



Home Depot on the Chicago (south) side of Devon Avenue



Storefronts on the Lincolnwood (north) side of Devon Avenue



Devon Avenue lacks pedestrian crosswalks in the study area

The TAP Process and Framing Questions

The Village's vision for the corridor is a dynamic, safe, and attractive commercial district that provides various goods and services that complement the residential neighborhood immediately to the north. A vibrant commercial district and enhanced streetscape, the Village hopes, will also help establish an attractive gateway into the Village. Recognizing the importance of collaboration, the Village of Lincolnwood partnered with the City of Chicago to jointly sponsor this TAP. By coordinating efforts across jurisdictional lines the Village hopes to create a cohesive identity for the area.

The Village of Lincolnwood and the City of Chicago identified several complementary questions and issues that they hoped the TAP could address. These are:

1. What is the market for commercial redevelopment in the corridor? If commercial market demand is limited, what are other uses that could be successful in the corridor?

2. Would streetscaping have an impact on the viability of development? What impact would pedestrian and median improvements have? What type of streetscaping would be most valuable?

3. How can the corridor take advantage of nearby transportation assets such as the North Shore Channel Trail, PACE, and CTA bus routes? What opportunities are there for connections to Sauganash and Weber Spur trails across Devon Avenue?

4. What is the plan for the site at the northeast corner of Devon and McCormick (immediately adjacent to the study area)?

ULI Chicago convened a panel of experts to provide technical assistance to the Village and the City by developing realistic, implementable strategies to address the issues along Devon Avenue. The ten-member panel met over two days and included experts from a variety of fields including transportation planning, real estate redevelopment, sustainable design, and, landscape design. The panel was chaired by John Mays, a lawyer specializing in real estate development at Gould & Ratner, LLP, a mid-sized Chicago law firm.

To prepare for the panel, all panelists reviewed detailed background briefing material in advance. During the two day panel, the panelists toured the study area, heard from City of Chicago and Village of Lincolnwood representatives, and met with 40 area stakeholders, including residents and business owners. Using this information, the panelists worked together to develop several near term and longer term strategies to rejuvenate the study area.

Key Recommendations

The Village has several strengths to capitalize on, including its location, diverse demographics, high median income, strong retail base, and good fiscal health. However, socio-economic realities, including an aging population and the existence of retail elsewhere in the Village that competes with the corridor, limit the potential of the study area. Further, within the corridor, smaller lots, limited parking, and a small buffer area (alleyway) with the single-family residential neighborhoods, create challenging conditions for retail.

To restore vitality to the corridor, the Village must adapt to demographic changes, the changing retail landscape they usher in, as well as the physical constraints of the corridor. Additionally, the Village and the City must continue to collaborate to ensure that future developments and improvements create a more cohesive and a safer experience for all users along the corridor.

The panel's recommendations to address the questions posed by the Village and the City, focus on:

- **Redevelopment Opportunities,**
- **Transportation Improvements - Safety and Access, and**
- **Streetscape Enhancements**

Redevelopment Opportunities

1. Focus Redevelopment Efforts on Key Sites
The panel recommends focusing on key sites that have the most development potential and can re-energize the rest of the corridor (Figure 2). These sites include:
A: Northwest corner of Devon Avenue and McCormick Boulevard,
B: Northwest corner of Lincoln and Devon Avenues,
C: Whistler's Restaurant,
D: Vacant lot on Drake Avenue
E: Vacant MovieTheater Site

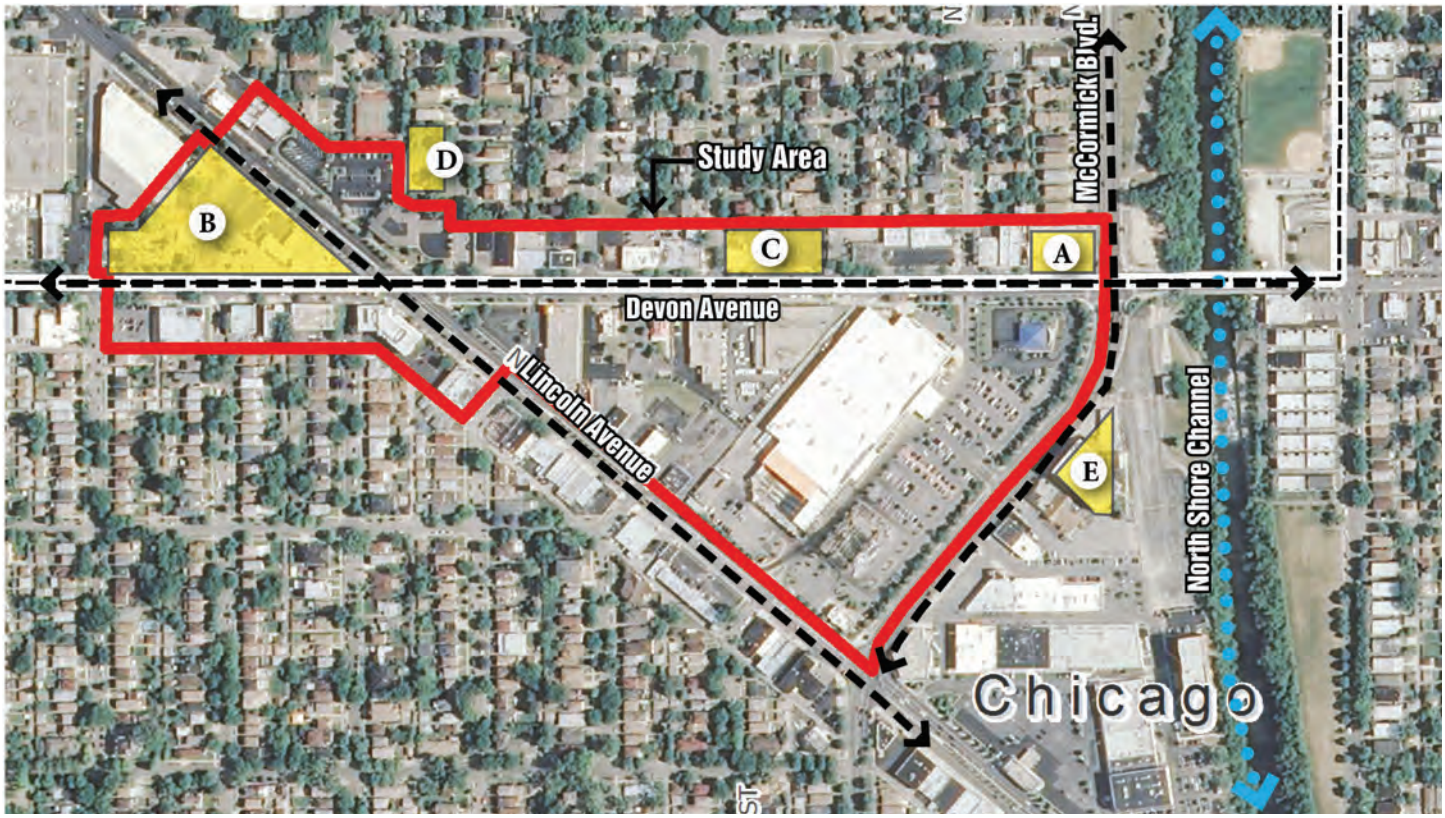


Figure 2: Key Redevelopment Opportunities

Site A: Northwest corner of Devon and McCormick.
This 21,300 square feet parcel, as a key bookend to the corridor and with strong potential for redevelopment, should be a primary, and immediate, focus for the Village. If the current tenant is unable to complete construction and start operations in a timely fashion, Lincolnwood should recruit another business for this location. The site and the currency exchange to its west are under the same ownership and could be assembled for redevelopment. Because of its high visibility, the panel recommends a retail focus for this location. A developer could use Tax Increment Financing (TIF) proceeds to renovate or rebuild.



Construction remains halted on the site at the NW corner of Devon and McCormick

Site B: Northwest corner of Lincoln and Devon Avenues. This 2.9 acre site, which forms the other bookend of the study area, consists of three parcels currently occupied by a Shell gas station, miniature golf, and a parking lot, as well as a Village-owned street that could be vacated.

As an assembled site with one owner, this corner is another attractive option for redevelopment. TIF status would be particularly helpful for redevelopment. Because of the need to assemble the parcel, vacate the street and potentially complete an environmental clean-up, this site should be viewed as a longer-term redevelopment opportunity.



Northwest corner of Devon and Lincoln Avenues is currently under-utilized

Site C: Whistler's Restaurant. Located between Kimball and Trumbull Avenues, Whistler's is a key redevelopment site because of its size (28,800 square feet), large parking area (70 spaces), and single ownership. By upgrading the existing restaurant, or redeveloping it as a new destination-oriented single or multiple tenant restaurant, this site can become a big draw on Devon Avenue. A new or upgraded restaurant could potentially attract many more people to the area, increasing the customer base for other nearby businesses.



Whistler's has the large on-site surface parking lot on the north side of Devon

Site D: Vacant lot on Drake between Devon and Arthur Avenues. This 26,400 square feet site, which is privately owned and has been vacant for more than 50 years, is a prime residential development opportunity, and should be included in any TIF district that is established for the Devon Corridor. The lot, which is zoned R-4, could be developed as townhomes or market-rate senior housing. It could also be developed as usable open space. If developed, this property would generate additional tax revenue for the TIF.



Vacant private property on Drake Avenue

Site E: Vacant Movie Theater Site. Although not within the immediate study area, the vacant movie theater site at the southeast corner of McCormick and Devon, offers another significant redevelopment opportunity. Because the site is located in Chicago, Lincolnwood should collaborate with the City of Chicago including the 50th Ward Alderman's office, to incorporate the site as an important component of the future plans for the overall area. If redeveloped, a retail use similar to Walgreens could be appropriate for this site.

2. Focus on Service-based Commercial Uses
Once some of the key sites, especially the northwest corner of Devon and McCormick, are redeveloped, it will be easier to attract smaller businesses to fill vacancies in the rest of the corridor. For these spaces, the panel recommends that the Village focus its efforts on attracting service-based commercial outlets providing services such as dentists, physical therapy, real estate, and similar uses.

The reason to focus on service business rather than traditional retail in this area is because the retail market along the six-block corridor on the Lincolnwood side of Devon is currently weak. Vacancy rates exceed 25 percent. The lots are shallow (125 feet deep), and a narrow alleyway behind the properties offers little barrier between the Devon business corridor and the residential neighborhood. Further, most of the buildings are privately owned, some with long tenures, and the rents are low. Together, these conditions suggest that tearing down existing buildings and replacing with newer retail would be difficult and not an effective use of funds.

In addition, there are already strong retail options elsewhere in the Village. In some ways, the decline of the corridor is a result of the Village doing an excellent job elsewhere in attracting retail. The Lincolnwood Mall, the planned development for the "Purple Hotel" site, and the retail options in the Touhy-Crawford area have saturated the Village with retail options. Therefore developing more retail in the Devon corridor would likely be self-defeating, and risk cannibalizing retail elsewhere.

3. Consider Market-rate Senior Housing
In addition, at the west end of the corridor, several parcels could be assembled to create market-rate, independent living, senior housing to accommodate the aging demographics in the area, which is also reflective of the national trend. The location is a prime spot, near the Swedish Covenant medical facility and a park, and could spur improvements in the buildings and parcels nearby. Zoning would need to be altered to accommodate higher density—three or four stories—to make this option viable. Because the surrounding architecture is three- to four-story buildings, a similarly sized residential building would fit in, and the development could add energy to the corridor. Indeed, senior housing is a growth market with many developers seeking opportunities in the market.



Many storefronts are vacant on the Lincolnwood side of Devon Avenue

4. Build Relationships with Property Owners
To build out the commercial/service tenants in the four sites and along the full corridor, it will be critical that the Village build strong relationships with the current owners of the parcels and gather pertinent information to have on hand when courting real estate developers. Vacancy rates, zoning options, and lot sizes and prices, are the types of information that real estate developers will seek when making decisions where to invest. Having that information readily available will be critical.

Transportation Improvements - Safety and Access

The Devon corridor is a heavily trafficked span. However, it also has the potential to be a walkable, inviting stretch, with certain safety improvements. While motorists are important, so too are pedestrians. The visible activity that a highly walkable street filled with pedestrians encourages, sends a signal that the area is a good place to shop and linger.

A unique feature of the area is its Orthodox Jewish community, which is forbidden to drive on the Sabbath. Therefore, there is a built-in walking community already, which with some encouragement via high-quality design, could be convinced to abandon their cars and walk on other days of the week as well. In addition, people are coming from other parts of the region to use the trails along the North Shore Channel. Once completed, the Saugansah Trail and the Weber Spur Trail along with the existing North Shore Channel Trail, will form a strong regional bike network, a significant portion of which will traverse through Lincolnwood. Improving bike and pedestrian access to the Devon corridor from these trails would encourage additional visitors.

Creating opportunities for people to "trip-chain"—park and shop in two or more places—makes for a more vibrant area, as does the seamless integration of public transit. Encouraging a more walkable area also reduces the need for additional parking, because customers can park once and walk between shops.

With some effort, the six-block stretch of Devon could be a "complete" street—a street attractive to all users.

1. Improve Pedestrian Safety

A key element in any plan to attract more pedestrians is to improve safety. Two of the most frequent comments from residents were that the area does not have a cohesive look and that the lack of pedestrian crossings was dangerous. This latter concern was confirmed by looking at accident data, which shows higher incidences of pedestrian and bicycle accidents in the study area, compared to the other segments of Devon Avenue. (Figure 3)

To transform this auto-oriented stretch of Devon into a "complete" street, Lincolnwood and Chicago should work together to develop a shared vision for the corridor. Also because the Illinois Department of

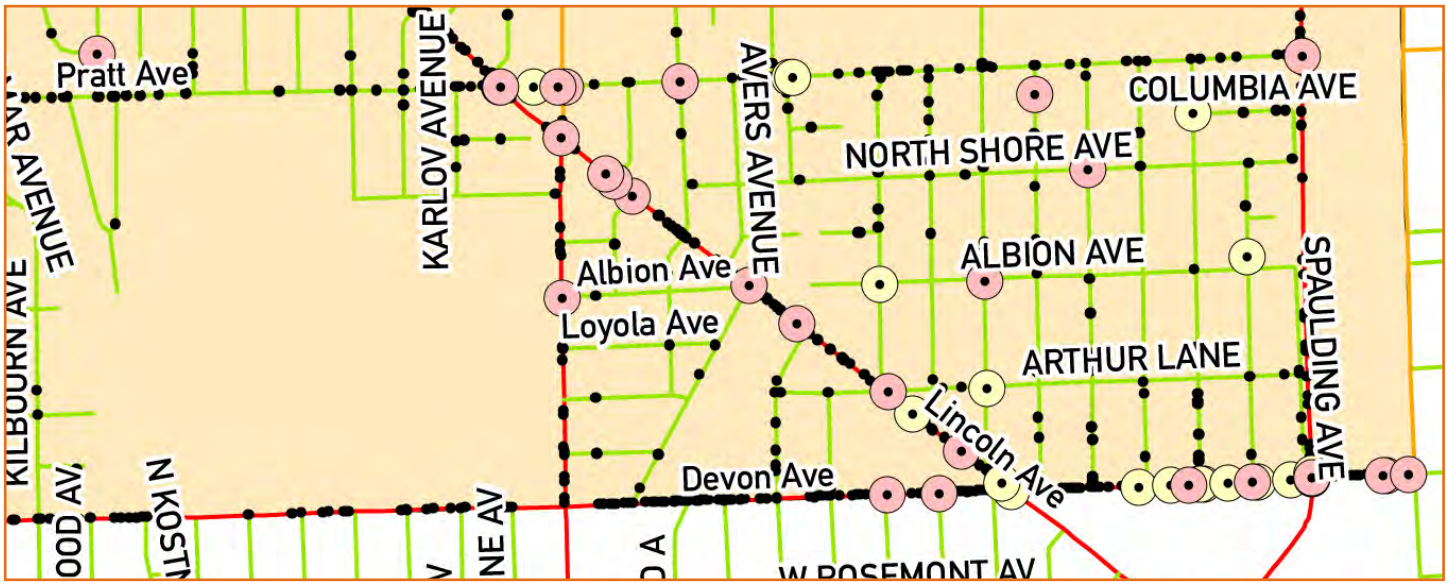


Figure 3: Study Area Crash Map
Prepared by Active Transportation Alliance, Source: IDOT 2006-2011

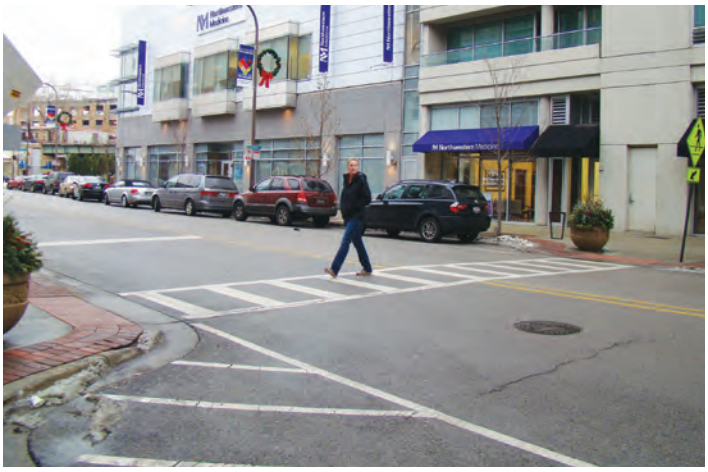
Transportation (IDOT) has jurisdiction over Devon Avenue, Lincolnwood and Chicago should jointly approach IDOT to make safety improvements. Features such as refuge islands, curb bump-outs, and improved sidewalks, will certainly help.

Create refuge Islands. Pedestrian safety can be improved by creating a median with pedestrian refuge islands. This allows people to cross halfway and then safely pause before crossing the other half of the street.

Add pedestrian crosswalks. The panel recommends installing a crosswalk with pedestrian-activated flashing beacons near the Post Office at Devon and Kimball. The beacons signal to drivers that a pedestrian is about to cross. Although a signal at the intersection is the best option for safety, it is also the most expensive.

Create Curb Bump-outs. The panel also recommends curb bump-outs at intersections with residential streets. Bump-outs shorten the distance from one side of the street to the other for pedestrians, making their passage safer.

Complete Sidewalks. The Village should complete the missing sidewalk between Lincoln and Hamlin streets, and should maintain continuous sidewalks along Devon.



Mid-block crosswalks and curb bump outs allow pedestrians to cross safely

A landscaped "end-cap" for on-street parking enhances safety and appearance

2. Create Bike Lanes

The Panel recommends adding a bike lane, both to slow traffic and to increase transportation options in the corridor. Making Devon Avenue bike-friendly will make the bike trail along the Channel more accessible from the proposed Saugansah and Weber Spur trails, further strengthening the regional bike network.



Bike lanes increase transportation options

3. Improve Parking Options

The panel recommends that the Village consider creating angled parking on residential streets at intersections with Devon. Angled parking will significantly increase the amount of parking in the area and is likely to work within the existing street width. The Village could also approach MB Bank to share some of the parking in the large bank lot with area businesses, especially during the evening, when the bank is closed, but the other businesses are open. Additionally, the Village should create end-caps for street parking to enhance pedestrian safety.



A detailed engineering study will be needed to develop a new "complete street" design for Devon Avenue. However, based on preliminary roadway measurements provided by the Village of Lincolnwood, Devon Avenue is approximately 60 feet wide from curb to curb in the study area, which is sufficient to incorporate many of the safety recommendations. Over a longer term, by reconstructing curbs and redesigning the entire right-of-way, which is almost 100 feet, Devon Avenue can be transformed into a street that is safe and attractive for all users. Figure 4 presents a roadway cross-section concept developed by the Active Transportation Alliance which illustrates several pedestrian and bike safety features recommended for Devon Avenue.

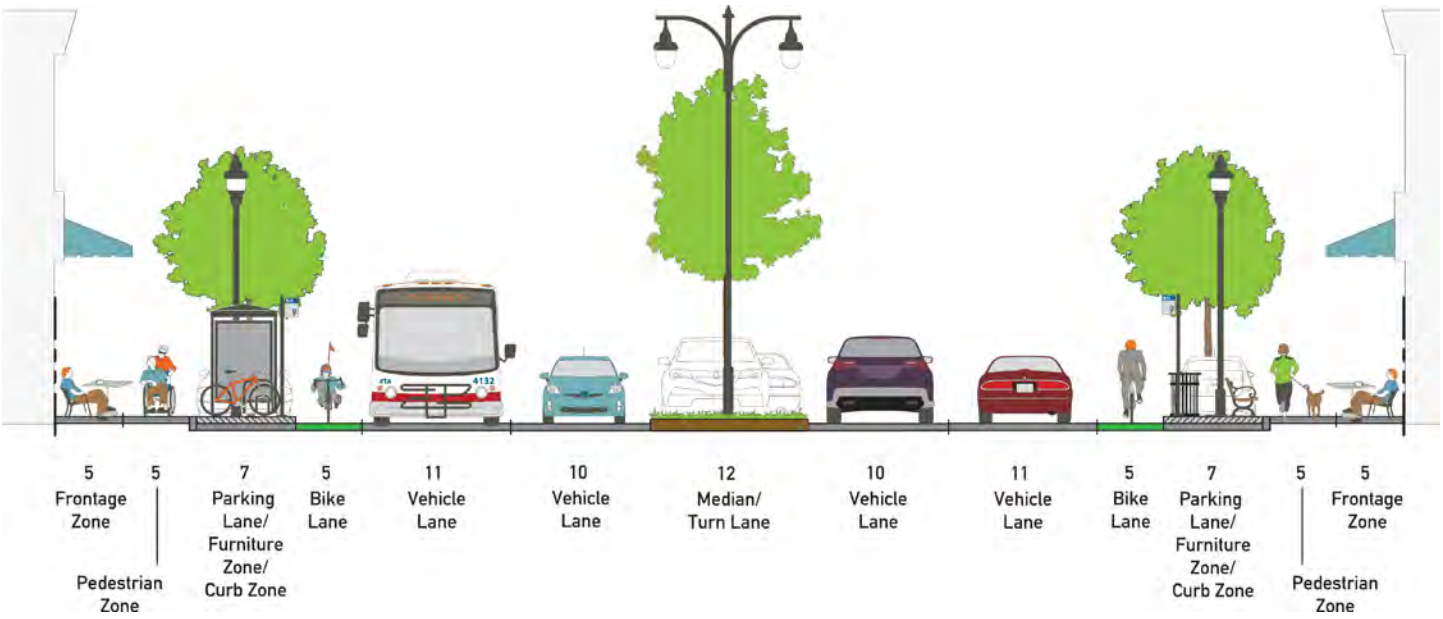


Figure 4: Typical Cross-Section for a Urban Commercial Mixed Use Boulevard
Source: Complete Streets, Complete Networks Design Manual by the Active Transportation Alliance

Streetscape Enhancements

An improved streetscape along Devon Avenue can help build enthusiasm for the area and signal visually that the area is rejuvenated. As one resident said, "The worst case outcome is to do nothing."

To improve the look and feel of the corridor, the corridor should be tied into the North Shore Channel and trail on the east, and Lincoln Avenue on the west side. To make shoppers feel welcome and engaged in the shopping experience, the panel suggests several beautification strategies, some immediate, others short-term, as well as longer-term plans. The panel feels strongly that the investment in landscaping and beautification would reap dividends in increased shoppers, and several features could greatly improve safety. Furthermore, streetscape is an essential investment if private developers are to show any interest.

50th Ward Alderman, Debra Silverstein, reported that Devon Avenue just east of the study area will undergo major streetscaping starting in 2014. With funding from an established TIF district and the State of Illinois, Devon Avenue from Kedzie Avenue to Leavitt Street in Chicago, will see new street lighting, wider sidewalks with decorative pavers, trees, benches, new crosswalks and community identifiers, among other improvements. To remain an attractive draw for shoppers and service seekers, the panel recommends that Lincolnwood focus on improving its own streetscape along Devon Avenue, drawing from the existing Streetscape Plan adopted by the Village for Lincoln Avenue. In addition to aligning with the design elements of Lincoln Avenue, key elements of the new streetscape should include public art and public spaces (Figures 5a and 5b). More specifically, the panel recommends that the Village do the following:

1. Clean up the Area
Encourage current building owners to invest in their own properties to make them more attractive for leasing. In addition, have the Village Public Works Department do an immediate clean-up, focusing on sidewalks, trash, weeds, and other eyesores.

2. Create Gateways
The panel recommends focusing on the corner of Devon and McCormick as the gateway into the Village from the south and the east, and the corner of Devon and Lincoln as a gateway to the north and west. The panel recommends creating gateways as a way to visually bring attention to the transition into the Village and to slow traffic, giving drivers a reason to pause and look around.

The panel further recommends creating a gateway green space on the empty lot owned by the Metropolitan Water Reclamation District (MWRD), on the east side of McCormick. Because MWRD's preference is to create and maintain developed open space along the Channel, the panel proposes creating a public space that could also be used for a farmer's market or local food trucks. The area is tied directly to the bike trails, which can encourage bikers to stop and explore the Village.

3. Install Public Art
The MWRD lot could be the beginning of several public art displays throughout the Devon corridor, which can be used as an element of continuity in the streetscape. Art is already on display along the bike paths, and there are many nonprofit and commercial organizations anxious to support public art installations. Some of the art could also be functional, such as bike racks or a bus stop. The panel recommends that the art installations begin on the northeast corner of Devon and McCormick, and continue down Devon.

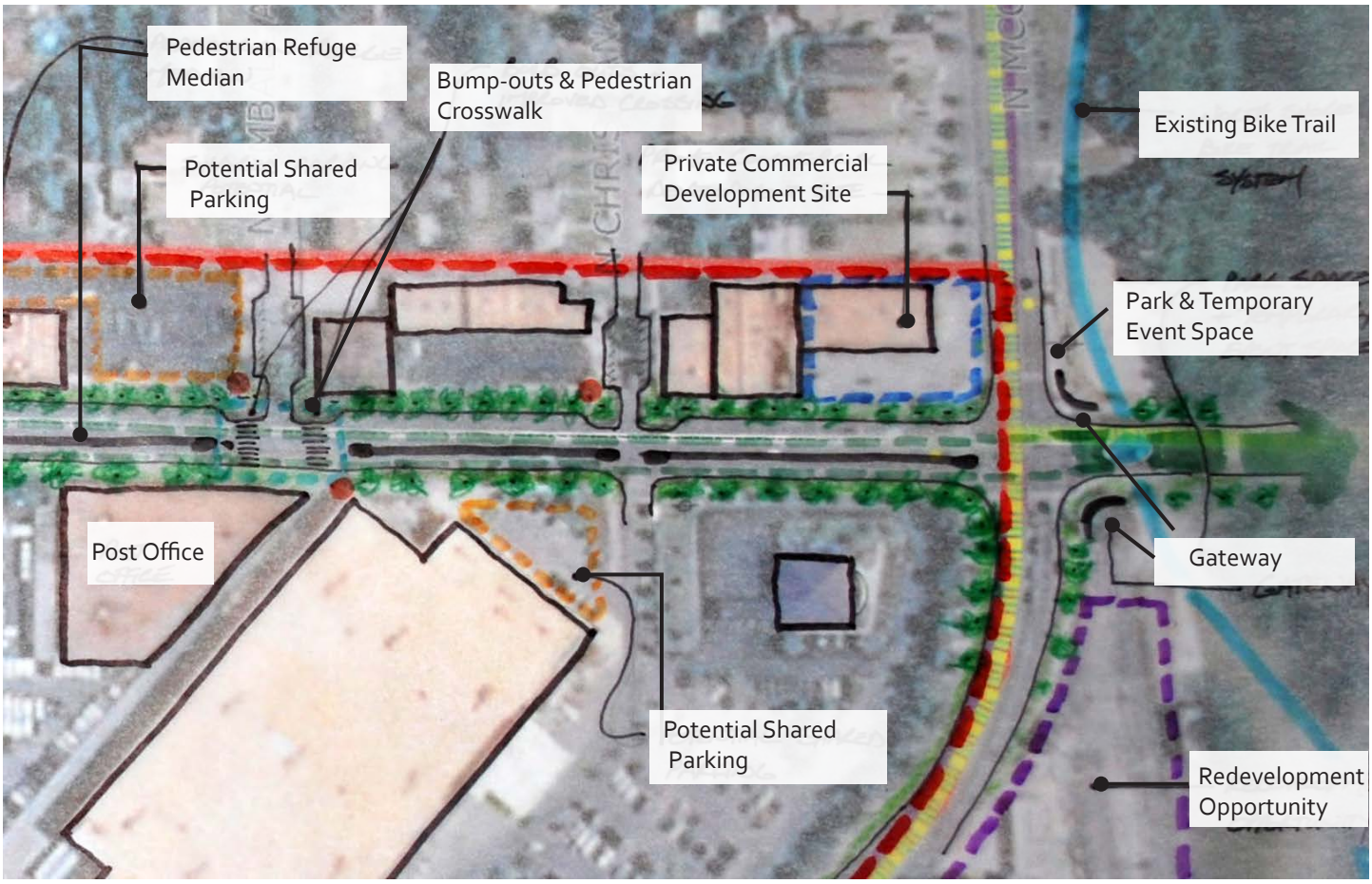


Figure 5a: Redevelopment Sketch for the eastern portion of the study area prepared during the two day panel

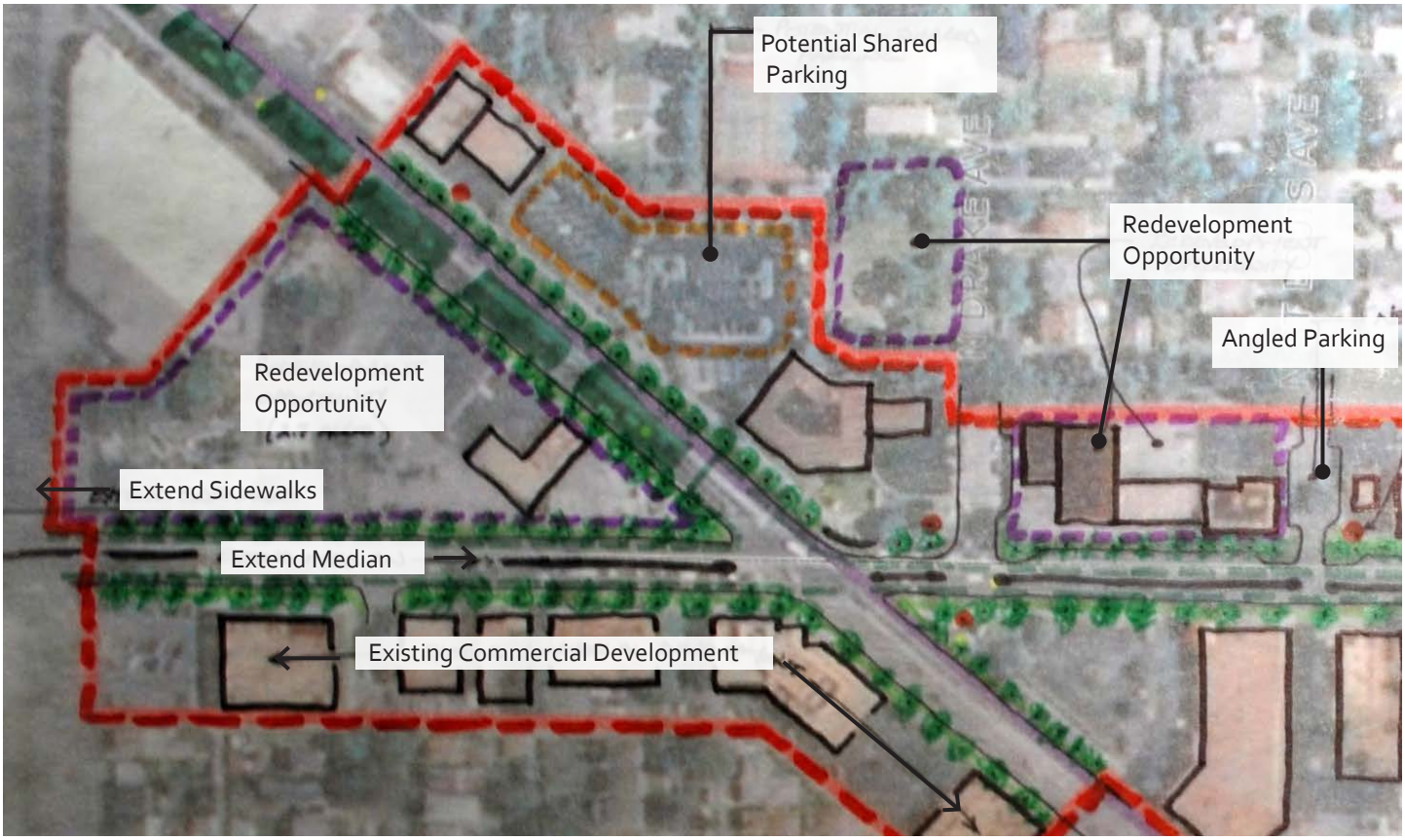


Figure 5b: Redevelopment Sketch for the western portion of the study area prepared during the two day panel

4. Create a Unified Corridor Design

Visual elements indicated in the Lincoln Avenue Streetscape Plan can be extended down into Devon Avenue. These elements include trees, benches, planter boxes, lighting, and signage. The elements should be placed on both sides of Devon, Lincolnwood and Chicago, to tie the street together visually.



Examples of Recommended Street Furnishings
Source: Lincoln Avenue Streetscape Plan, Village of Lincolnwood

Financing the Improvements

The key to successful commercial/service redevelopment, the panel notes, will be to establish a Tax Increment Finance (TIF) district. TIF districts capture increases in property tax revenues in a specific area without changing the actual tax rate for property owners. Any increased tax revenue is held in a specific TIF fund, which is used to help finance improvements aimed at stimulating economic growth within the district. Village opponents of a TIF on Devon have argued that current taxing bodies, such as the school system, could lose revenue because under a TIF, their share of the property tax would be limited to the

equalized assessed value of the area at the time the TIF was approved. While the TIF district is in place, tax revenue from increased property values generated within the TIF boundaries go into the TIF fund and then are reinvested in that area.

Although acknowledging the community resistance to a TIF, the panel feels strongly that short of floating a bond, this form of financing is the best option to rejuvenate the area. A TIF would be a clear draw to real estate developers, whose investment can stem the deterioration of the corridor. Without a TIF, the area will continue to decline and with it, the overall tax base. Ultimately, the infrastructure improvements in the area will benefit the public, not the private developers, as some opponents to the TIF have worried.

In addition to a TIF, the panel encourages the Village to reach out to local businesses to support beautification efforts. Home Depot, for example, has already volunteered trees for the streetscape project. In addition, the Village could target $25,000 annually in Property Enhancement Program funding for four years for the Devon Corridor in the budget. The Property Enhancement Program is designed to provide an incentive to business owners to make improvements to their building's exterior or other property enhancement that will improve the appearance of a business district. The panel also encourages the Village to coordinate with the City of Chicago on beautification planning.

To finance the pedestrian- and bike-safety improvements, the panel recommends approaching IDOT for funds through its Highway Safety Improvements Program. Finally, the panel recommends timing the more major renovations along Devon to align with the eventual sewer repairs to be done by MWRD, as a way to "dig once," and save money.

Conclusion

The panel recommends that the Village focus on improving the look and safety of the Devon Corridor as a gateway to the Village and to encourage a service use focus for the area with retail on key sites. The panel also identified options for funding the recommended upgrades and redevelopment efforts. Additionally, the panel has created a set of immediate and longer-term steps the Village can take to implement the recommendations presented in this report.

Immediate Actions

- Establish a TIF, without which developer interest will wane.
- Send Village crews to clean up trash, weeds, and other eyesores along Devon.
- Address the issues at the languishing, highly visible site at the northwest corner of Devon/McCormick.
- Establish relationships with local business and land owners in the corridor; develop a database of information such as rents and vacancies that are critical to developers.
- Reach out to businesses for potential sponsorships of public art and streetscaping elements.
- Actively engage with MWRD for the post-remediation use of the site on the northeast corner of McCormick and Devon.
- Establish regular meetings with the Chicago Alderman's office, and the City planning staff to build a strong relationship between the Village and the City.

Longer-term Initiatives

- Establish a zoning overlay district with flexibility in use and density to entice redevelopment on key sites.
- Approach the entire street with a consistent visual design plan and provide incentives for current owners to upgrade their properties.
- Address safety as a part of street design. Partner with the City of Chicago to jointly approach IDOT regarding implementing pedestrian and bike safety improvements along Devon.
- Address parking issues including angled parking on side streets off Devon as a part of overall street design. Identify potential funders for the public art related recommendations.
- Work with owners of key sites to facilitate land assembly and/or redevelopment.

ULI Chicago Technical Assistance Panel Members

Chair
John H. Mays
Gould & Ratner LLP

Panel Members
Patrick Ahern
Associated Bank

Chris Lambert
Cannon Design

Keith Privett
Chicago Department of Transportation

Nic Pryor
Cannon Design

Lucas Sivertsen
Village of Wilmette

Shawn Temple
Weston Solutions Green Development

Peter Tortorello
Newcastle Limited

Brandon Whyte
Active Transportation Alliance

Diane Williams
Business Districts, Inc.

Staff Writer
Barbara Ray, Hiredpen, Inc.

Village of Lincolnwood Representatives
Gerald C. Turry
President, Village of LIncolnwood

Timothy Clarke
Director, Department of Community Development

Aaron Cook
Development Manager, Department of Community Development

City of Chicago Representatives
Debra Silverstein
Alderman, 50th Ward, City of Chicago

James Cox
Project Manager, Department of Housing and Economic Development

Benet Haller
Director of Urban Design and Planning, Department of Housing and Economic Development

CMAP Representatives
Bob Dean
Deputy Executive Director for Local Planning

Elizabeth Panella
Associate Planner

Justine Reisinger
Communications Associate

ULI Chicago
Cynthia McSherry
Executive Director

Swasti Shah
Director of Community Engagement

ULI Chicago
1700 West Irving Park Road
Suite 208
Chicago, IL 60613
773-549-4972
773-472-3076 (f)
chicago.uli.org

Chicago Metrpolitan Agency for Planning (CMAP)
233 South Wacker Drive
Suite 800
Chicago, IL 60606
312-454-0400
312-454-0411 (f)
cmap.illinois.gov

Village of Lincolnwood
Devon Avenue Corridor

(Study Area: north side of Devon Avenue between McCormick and Lincoln Avenues)

Commercial Development

The Devon Avenue corridor, located between McCormick Blvd. and Lincoln Avenue and within the Village of Lincolnwood, is comprised of 6 blocks, having approximately 22 businesses, 6 vacancies and 11 separate property ownerships. There is no established local business association or organization specifically for this corridor, although businesses may join the Lincolnwood Chamber of Commerce which serves the entire community. Attached is an inventory of the existing businesses located within the Devon Avenue corridor.

The Lincolnwood side of this corridor is characterized by a traditional urban development form with most buildings fronting directly onto the public sidewalk. For these properties, there is either no off-street parking or off-street parking is limited and located to the rear of the building, accessible via an alleyway.

Although the general condition is for the buildings to front directly onto the public sidewalk, 2 properties on the Lincolnwood side of the corridor are developed in a more traditional suburban strip pattern, with the 2 buildings situated toward the rear of the property with off-street parking occurring toward the street front. In the approximate middle of the corridor, an independent restaurant with a large adjoining off-street parking lot, comprises the entire block.

The corridor is generally characterized by single story buildings. Four properties however have second stories. While construction dates of the existing buildings located in the corridor is generally not known, most buildings appear to date to the 1950's-1960's. The one exception is the MB Financial Bank building located at the corner of Lincoln and Devon Avenues which was constructed in approximately 2003 (and which replaced another bank building at this location).

An alleyway separates the Devon Avenue commercial corridor properties from an adjacent well established residential area immediately to the north. Except for this alleyway however, there is little if any buffer between these land uses.

While there is no statistical data available, anecdotally a large orthodox Jewish population resides in this neighborhood north of the corridor. Within the Devon Corridor itself, a Community Kollel has been established on the Village side of the corridor and west of Lincoln Avenue along Devon in Chicago, two synagogues exist, one denoted as an orthodox synagogue.

In addition to religious diversity present, 26.6% of the Village's population is of Asian race, and more than half of the Village population speaks a foreign language at home, with 37.5% of the population foreign born. The largest Asian ethnic groups present in the Village are Asian Indian,

followed by Filipino and Korean. In 2009, the median household income of the Village was $82,875. 71% of residents have either a college degree or some college.

In October 2010, the Village commissioned a study, prepared by Houseal Lavigne Associates, to study the feasibility of retail in an area of the Village located five blocks north of the Devon Avenue Corridor. This area, locally identified as the Lincolnwood Business Park, is an industrial area adjoining the newer Lincolnwood Town Center Mall development. While this study focused on the feasibility of retail in the Lincolnwood Business Park area, the report identified the Devon/McCormick/Lincoln Triangle as one of the retail concentrations located in Lincolnwood's primary market area. For reference, attached is this report.

Attachments

1. Inventory of Businesses in Corridor
2. Houseal Lavigne Retail Report

Village of Lincolnwood
Devon Avenue Corridor

(Study Area: north side of Devon Avenue between McCormick and Lincoln Avenues)

Residential Development

The Devon Avenue corridor within the Village of Lincolnwood is presently zoned B2 General Business District, from McCormick Blvd., westward to Drake Avenue. This zoning district does not allow for any type of residential development and there are no existing residential units found along this corridor, nor any currently planned.

Westward of Drake Avenue, including properties adjacent to the Devon/Lincoln Avenue intersection and taking in other properties north along Lincoln Avenue, the properties are presently zoned B1 Traditional Business District with a Mixed Use overlay zone. Within this Devon/Lincoln hub area, residential housing in not a Permitted Use; however, multifamily housing may be authorized with specific Special Use approval by the Village Board.

Whether to allow through any means, residential uses, including multifamily housing in the Mixed Use, Devon/Lincoln overlay zone, was of some controversy when the Village considered adopting new zoning in the 2007-08 time period. Some in the community did not believe it was appropriate that residential housing should be allowed at this Lincoln/Devon gateway area into the community.

On Lincoln Avenue, properties located north of approximately Arthur Avenue and northward for some distance, current zoning allows for residential development of up to three stories, although recently the Village Board has requested the Plan Commission to review whether any residential development along Lincoln Avenue south of Pratt Avenue to Devon Avenue is appropriate. This review has not yet occurred.

In 2008, at the time the Village adopted a comprehensive amendment to its zoning code, a proposal to allow residential development in the B2 District along Devon Avenue east of Drake, to McCormick Blvd., was made. This proposal was put forward in response to a plan by Whistler's Restaurant to develop a multi-story condominium building with first floor retail on this property within the corridor. This proposal became somewhat controversial in the community with concerns of the impact new residential units would have on local schools voiced and a call for further study before any change in the code was made allowing for residential in the Devon Avenue corridor. This proposal to allow for residential development in the Devon Avenue Corridor was subsequently defeated and no further interest or action concerning residential use in the corridor has been made.

Notwithstanding that presently residential is not allowed within the B2 zone of the Devon Avenue Corridor and the most recent land use consideration has been not to change this policy, the Village's 2001 Comprehensive Plan (updated in 2006 which added changes for Lincoln Avenue) recommends consideration of low density multifamily residential See attached excerpt.

The area immediately north of the Devon Avenue corridor within the Village is zoned R4 Residential District, which allows for single family, duplex, townhouse and multifamily dwellings on minimum lot sizes of 5,400 square feet. While properties which front Spaulding Avenue (facing McCormick Blvd.) are largely 3 flats and there exists some duplexes, the character of this area immediately north of the Devon corridor is generally single family residential. Prior to the economic downturn in 2008, residential teardowns and rebuilds occurred in this area. Foreclosures in this area do not appear excessive.

Attachments

1. Excerpt Lincolnwood Comprehensive Plan Devon Avenue Corridor (2001)

Return to COTW Memo

Village of Lincolnwood
Devon Avenue Corridor Business Inventory

Address	Business Name	Business Type	Approximate Size*	Off Street Parking	Comments
McCormick Intersection					
3300 Devon	Jaffa Bagels (not open)	Restaurant	4600 sq ft	15 spaces (in front)	Premises Under Construction
3310 Devon (2 story)	Currency Exchange	Financial	1000 sq ft	3 spaces (to side)	
3318 Devon (2 story)	Shore Galleries	Firearm Shop	4400 sq ft	None	
3320 Devon	CD One Price Cleaners	Dry Cleaner	3300 sq ft	6 spaces (in rear)	
Christiana Intersection					
3350-56 Devon	Vacant	N/A	3000 sq ft	29 spaces shared (in front)	Previously Smart Jewelers
3362 Devon	Vacant	N/A	1300 sq ft	See above	
3364 Devon	Vacant	N/A	1300 sq ft	See above	Previously World Unlimited Travel
3366 Devon	Vacant	N/A	1300 sq ft	See above	
3368-70 Devon	Eye on Devon	Optometry Office	2600 sq ft	See above	Previously Avenue Fashion
3372 Devon	Vacant	N/A	5000 sq ft	10 spaces	Previously Monty Levenson Golf
Kimball Intersection					
3420 Devon	Whistler's Restaurant	Restaurant	5200 sq ft	70 spaces	
Trumbull Intersection					
3450 Devon	Fast Signs	Sign and Banner Shop	2800 sq ft	None	
3454 Devon	Global Podiatry	Medical	3600 sq ft	8 spaces (in rear)	
3456 Devon	Allstate	Insurance	1400 sq ft	14 spaces shared (in rear)	
3458 Devon	Mr. Refund	Financial (tax services)	1400 sq ft	See above	
3462 Devon	Lincolnwood Community Kollel	Religious Center	3000 sq ft	See above	
3472 Devon	Dairy Star	Restaurant (ice cream)	980 sq ft	16 spaces	
St.Louis Intersection					
3500 Devon (2 story)	Siddharth Jewelers	Jeweler	2600 sq ft	18 spaces shared (in rear)	
	Dianoor Collectibles	Specialty		See above	
	Memsaheb Boutique	Clothing		See above	
	Senior Helpers of Niles/Lincolnwoo	Senior care		See above	On Second Floor
	Dream Life Realty	Real Estate		See above	
	Shree Balaji Travel & Tours	Travel Agency		See above	On Second Floor
3508-3510 Devon	E-Tech Services	IT/Computer Repair	2300 sq ft	24 spaces shared (in rear)	
3514 Devon	Vacant		1600 sq ft	See above	
3516 Devon	Jerger Design Services	Window Coverings	2600 sq ft	None	
3518 Devon	Jackson Hewitt	Financial (tax services)	2600 sq ft	None	
3520 Devon	Prudential Realty	Real Estate	5200 sq ft	None	
Drake Intersection					
6401 Lincoln (2 story)	MB Financial	Bank, Financial Services	10300 sq ft	77 spaces	Property includes drive-thru
Lincoln Intersection					
Notes					
Parking count is estimated from aerial maps					
Business space is estimated from aerials; only ground square footage is shown					
Businesses are located on ground level unless otherwise noted					
All properties along the corridor are one story unless otherwise noted					

Village of Lincolnwood
Draft Operating Budget
For Fiscal Year 2015-16

Village of Lincolnwood

2015-2016 Budget

Village Board of Trustees

Gerald C. Turry, President

Ronald S. Cope Lawrence A. Elster Craig L. Klatzco

Nicholas Leftakes Jesal B. Patel, Sr. Renee Sprogis-Marohn

Timothy C.Wiberg, Village Manager

Robert J. Merkel, Finance Director

Return to COTW Memo

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of Lincolnwood

Illinois

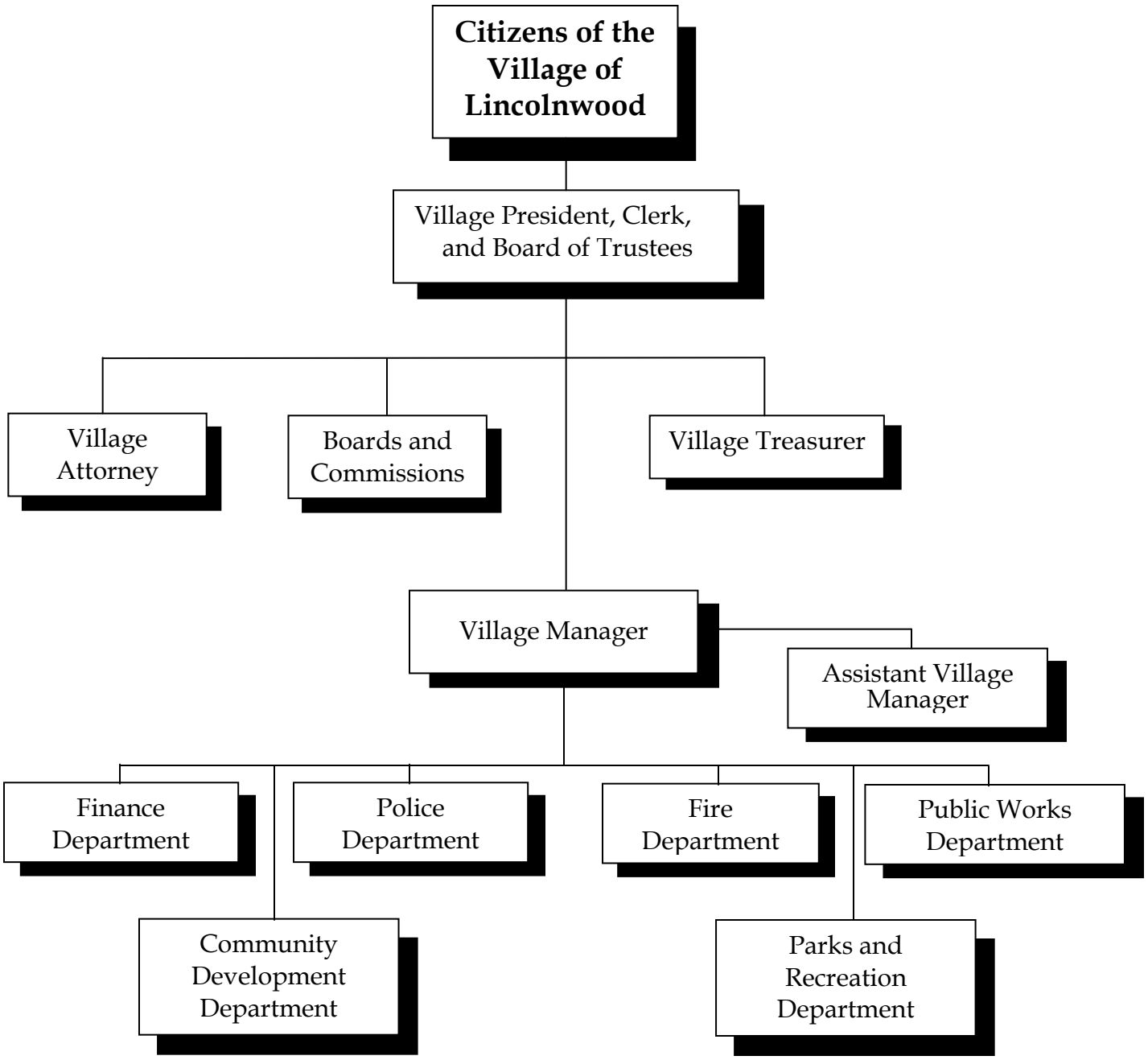
For the Fiscal Year Beginning

May 1, 2014

Executive Director

VILLAGE OF LINCOLNWOOD

Fiscal Year 2014/15
Organizational Chart
Elected and Appointed Officers



VILLAGE OF LINCOLNWOOD
FY2015-16 BUDGET

BUDGET OVERVIEW

The Fiscal 2016 Village budget strives to be a policy document which includes organizational financial policies and goals that address long-term concerns and issues; a financial plan that includes in detail all funds that are subject to appropriation; a communication device which provides summary information identifying budgetary issues; and an operations guide that describes all activities, services and functions in the organization.

A statement of financial policies approved by the Village Board was used as a guide to prepare the annual Village budget. The Fiscal 2016 budget meets all the operating budget procedures. The General Fund meets the unreserved fund balance policy which is to maintain a balance of 25% of current revenues. Capital budget policies have also been met, as funding for infrastructure equals annual funding requirements.

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

About the Budget Document

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

Budget Summary

The Budget Summary consists of the Fiscal 2016 budget message which provides an overview of Fiscal 2015 year-end results and an overview of the proposed Fiscal 2016 budget. Key issues for the General Fund and other operating funds are also discussed.

This section also explains the budget structure and budget process of the Village and lists details of budgeted revenue, expense, transfers and estimated change in fund balance for all funds for the proposed Fiscal 2016 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

Personnel Summary

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

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

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

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

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

Budget Message

Return to COTW Memo

VILLAGE PRESIDENT
Gerald C. Turry

VILLAGE CLERK
Beryl Herman

VILLAGE MANAGER
Timothy C. Wiberg

TRUSTEES
Ronald S. Cope
Lawrence A. Elster
Craig L. Klatzco
Nicholas T. Leftakes
Jesal B. Patel, Sr.
Renee Sprogis-Marohn

March 13, 2015

TO: President Turry and Members of the Village Board

SUBJECT: **Proposed Budget for Fiscal Year 2015/16 (Fiscal 2016)**

On behalf of the entire staff, I am pleased to present the proposed Village of Lincolnwood Fiscal 2016 budget. The proposed budget maintains the quality of services our residents have come to expect and reflects the general priorities and policy direction provided by the Village Board at the February 9, 2015 Budget Workshop and furthers the initiatives in the 2014 – 2016 Strategic Planning Report which was adopted by the Village Board on May 6, 2014. The Village Board's Finance Committee met on February 25, 2015 to review the budget document in detail and a public meeting presenting the final draft budget document to the Village Board was held on March 17, 2015.

The total budget proposed for Fiscal 2016 is $39,390,828. This represents an increase of 18.1% from last year's budget. A significant reason for this increase is the anticipated purchase of the Union Pacific right-of-way during the upcoming Fiscal Year from the Northeast Industrial Tax Increment Financing (TIF) District Fund, which will be converted into a recreational path and passive open space. The General Fund operating budget is $20,404,689, which amounts to an increase of 4.4% over last year's adopted budget. The financial condition of the Village remains strong despite the continued uneven economic recovery the United States and local economies are experiencing, and the General Fund budget, as presented, is balanced with the use of excess fund balance reserves. Infrastructure improvements, such as the continuation of the Streetlight Replacement Program and Water and Sewer Infrastructure Improvements will continue as planned.

Fiscal 2015 Review

Last year's Budget Message suggested that Fiscal 2015 would be a year of uncertain economic conditions where the Village would need to closely monitor revenue estimates and adjust actual expenditures when necessary. While the local economy has not regained the business-generated revenue of seven years ago, other revenues continue to increase. Economic development has shown some improvement as evidenced by a continued increase in building permits and business licenses, and most significantly, development plans have been submitted for the major redevelopment of the former Purple Hotel site into an ambitious mixed-use development. The Village continued to carefully monitor revenues and held expenditures at or below budgeted amounts.

Other Items of Note in Fiscal 2015

- The Village again received the distinguished budget presentation and excellence in financial reporting awards from the Government Finance Officers Association.

- The Village adjusted its staffing levels of full-time employees by hiring one Police Officer to enhance traffic enforcement. The Village had previously frozen one Police Officer position in 2009 in response to the recession of 2008-10.

- The Village replaced the playground equipment at Charles L. O'Brien Park as part of our Playground Replacement Program.

- The Village replaced street lights on Pratt Avenue outside of the Northeast Industrial TIF District with new Light-Emitting Diode (LED) lighting which requires less street light poles and utilizes less electricity. This is part of a multi-year street-light replacement program focusing on all major thoroughfares in the Village.

- The Village completed a multi-jurisdictional project consisting of a new dedicated left-turn lane and new traffic signals at the Pratt Avenue and Central Avenue intersection, involving the City of Chicago and the Village of Skokie that reduced congestion and improved pedestrian access in that area.

- The Village installed a fiber optic line that connects the Public Works Facility to the Municipal Center and consolidated three wireless connections, significantly enhancing network speeds, improved the stability of security camera feeds, and improved the sound quality of telephone calls to customers.

- The Village completed a four-year Sewer System repair program that was the result of the sewer system televising that was performed in Fiscal 2011.

- The Village upgraded its financial enterprise software system to its latest ".NET" version providing additional service enhancements and increasing staff productivity.

- Village staff worked with Cook County in reconstructing Crawford Avenue. The Village took advantage of the County's project to complete critical infrastructure upgrades including the replacement of a 90 year-old water main, replaced streetlights and fire hydrants and installed new sidewalks. This project will continue and be completed in Fiscal 2016.

During the continued economic recovery, the Village's property values remain stable and the community continues to attract new residents, businesses, and visitors. The Village's fiscal condition remains sound.

Fiscal 2016 Key Issues

The Fiscal 2016 budget represents the Village's plan for expected expenditures over the coming year and identifies the means by which those expenditures will be funded. The budget has been prepared, as in past years, in conjunction with the goals that were established in the Village's Strategic Plan.

On February 21, 2012 the Strategic Planning Report for 2012 – 2014 was adopted by the Village Board. On May 6, 2014 the Village Board adopted a new Strategic Plan thus creating new goals and objectives. The report identifies the strengths and weaknesses of the Village and opportunities to improve Village life for residents and businesses.

The following are the goals stated in the Strategic Plan and a summary of how the Fiscal 2016 budget will help achieve these goals:

1) Continue development of Shoppes at Lincoln Pointe – creating a positive community impression and implications

   On March 4, 2014 North Capital Group, LLC presented its updated development plans to the Village Board for a mixed-use, high-end hotel operation at 4500 Touhy Avenue. The proposed name for the development is the "Shoppes at Lincoln Pointe." The Plan Commission, Economic Development Commission, and Village Board will oversee the final stages of this legislative review in Fiscal 2016. If approved it is estimated that this project will be complete within two years.

2) Continue development and implementation of the Capital Improvement Plan

   The Village's Capital Improvement Plan is included in the proposed budget and it contains the capital priorities identified by the Village Board.

3) Maintain the Village's relatively low real-estate property tax rate

   The Village continues its practice of optimizing non-General Fund revenues to support ongoing operations. The proposed budget includes funds in the Tax Increment Financing District budgets to improve the Business Districts with the goal of creating a more conducive environment to attract private investment. In addition, grant funding will be utilized to develop two new recreation trails, construct a new overpass for Touhy Avenue, and to pursue streetscape enhancements for Devon Avenue. Finally, the Village continues to operate a Parks and Recreation Department (while most area communities burden taxpayers with a separate Park District) that derives more than half of its operating revenue from program fees.

4) Continue the Village's realistic fiscal policy

   Staff estimates revenues conservatively and expenses for each year based on local, regional and global economic trends. Through continued careful financial planning the Village carries a very low debt load which will result in the Village's General Fund being completely debt free by Fiscal Year 2018.

5) Reexamine and create a new Comprehensive Plan

   In Fiscal 2015 the Village engaged Houseal Lavigne Associates and appointed an Ad-hoc Committee to develop a new Comprehensive Plan. The budget for this project is $50,000 with the first half being budgeted in Fiscal 2015 and the second half being budgeted in Fiscal 2016. This project will be complete in Fiscal 2016.

6) Study and establish a comprehensive transportation plan – (incorporate Devon Avenue transportation to Edgebrook and Jefferson Park)

In Fiscal 2015 staff and the Village Board met with CTA and PACE representatives to discuss public transportation options to connect the Village to other inter-modal transportation hubs. Staff conducted a citizen survey to gauge the level of interest in establishing new bus routes in the Village and the Board has directed staff to research options for establishing a fixed bus route in the Village.

7) Finalize the Village's Stormwater Management Plan

The Fiscal 2016 budget includes $410,000 to engineer and construct berms and underground restrictors in the southeast area of the Village ("pilot" area), to gauge the impact of utilizing the public streets as temporary water storage during heavy rainfalls. Once this pilot program is implemented additional analysis will be undertaken to determine the next appropriate sewer system improvements.

8) Consider the creation of a new Tax Increment Financing District in the Devon/Lincoln area

The Devon/Lincoln TIF District was created in Fiscal 2015. Funds are available in the Fiscal 2016 Devon/Lincoln TIF District Fund for replacing street lights in the new TIF, creating a new streetscape along the Devon corridor between Lincoln Avenue and McCormick Boulevard, and offering Property Enhancement Program and Green Initiatives for Tomorrow Grant programs for existing businesses.

9) Develop a new potable water source

The Village continues to discuss the prospect of a new source of potable water with neighboring municipalities. The Fiscal 2016 budget includes $125,000 for engineering costs to develop plans for any possible alternate water supplier.

10) Review the Lincoln Avenue taskforce plan and identify Implementation Priorities

This goal will be pursued as a component of the Comprehensive Plan update as referenced above.

11) Work to Redevelop the former Dominick's site

In Fiscal 2014 Safeway closed all Dominick's locations in the Chicago market. The Lincolnwood Dominick's closed in December of 2013. Early in calendar year 2014 Cermak Fresh Market purchased the site and may request a subsidy from the Village to assist with its redevelopment plans. Village staff continues to meet with interested parties to discuss the redevelopment of this site.

12) Develop the Bell and Howell Site

The Village continues to meet with Centerpoint, the owners of the site, to discuss possible uses for the vacant property.

Fiscal 2016 Proposed Budget Overview

At the February 9, 2015 Budget Workshop staff presented a preliminary balanced budget that will require the use of General Fund excess reserves. This has been achieved without the use of any new taxes or fees. As a result the fund balance remains in excess of the maximum required in the Village's Financial Policies. Major General Fund expenditures discussed at the Budget Workshop include the renovation of the Proesel Park Shelter, the replacement of public property trees which were removed due to the Emerald Ash Borer infestation, replacement of the E-911 Police dispatching system (as a transfer to the E-911 Fund which is operating at a deficit) and the first payment of a two-year process to replace Fire Engine 15.

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

The proposed total budget is summarized below:

	FY15/16	FY14/15	% Change
All Funds	$39,390,828	$33,351,676	18.1%
General Fund	$20,404,689	$19,540,242	4.4%

The total budget increase is primarily the result of the anticipated purchase of the Union Pacific railroad property in one of the Village's TIF districts which should be completed by the end of Fiscal 2016, and the Devon Avenue streetscape project budgeted in one of the Village's TIF districts. The budget for the General Fund increased 4.4% from the previous year. Fiscal 2016 budgeted highlights are as follows:

- Sales Tax – Total sales tax revenue, including State and Home Rule sales taxes is budgeted for $7,585,100. This is an increase of $127,035 from the Fiscal 2015 budget and an increase of $143,035 (1.9%) from the Fiscal 2014 year-end estimate. Sales tax receipts have remained generally flat. The chart on the next page traces the trend in total sales tax revenue over the past five years:

Fiscal 2016 Proposed Budget Overview

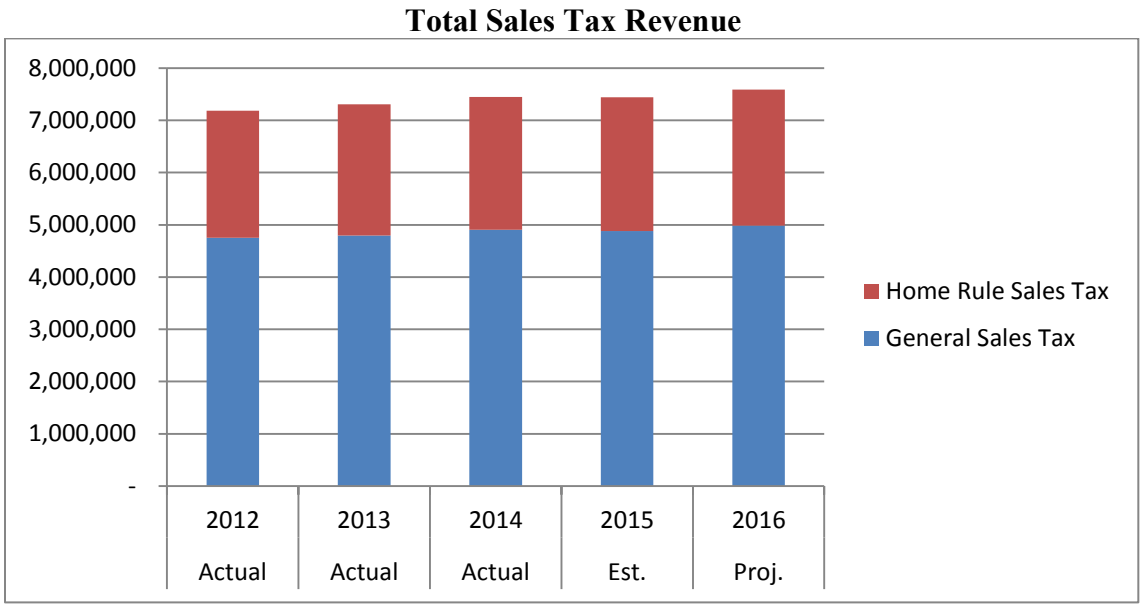
At the February 9, 2015 Budget Workshop staff presented a preliminary balanced budget that will require the use of General Fund excess reserves. This has been achieved without the use of any new taxes or fees. As a result the fund balance remains in excess of the maximum required in the Village's Financial Policies. Major General Fund expenditures discussed at the Budget Workshop include the renovation of the Proesel Park Shelter, the replacement of public property trees which were removed due to the Emerald Ash Borer infestation, replacement of the E-911 Police dispatching system (as a transfer to the E-911 Fund which is operating at a deficit) and the first payment of a two-year process to replace Fire Engine 15.

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

	FY15/16	FY14/15	% Change
All Funds	$39,390,828	$33,351,676	18.1%
General Fund	$20,404,689	$19,540,242	4.4%

The total budget increase is primarily the result of the anticipated purchase of the Union Pacific railroad property in one of the Village's TIF districts which should be completed by the end of Fiscal 2016, and the Devon Avenue streetscape project budgeted in one of the Village's TIF districts. The budget for the General Fund increased 4.4% from the previous year and is largely due to the purchase of a new fire engine. Fiscal 2016 budgeted highlights are as follows:

- Sales Tax – Total sales tax revenue, including State and Home Rule sales taxes is budgeted for $7,585,100. This is an increase of $127,035 from the Fiscal 2015 budget and an increase of $143,035 (1.9%) from the Fiscal 2015 year-end estimate. Sales tax receipts have remained generally flat. The chart below traces the trend in total sales tax revenue over the past five years:



	Actual 4/30/2012	Actual 4/30/2013	Actual 4/30/2014	Estimated 4/30/2015	Projected 4/30/2016
Home Rule Sales Tax	2,430,540	2,510,404	2,537,703	2,563,758	2,599,293
General Sales Tax	4,749,741	4,791,850	4,905,594	4,878,307	4,985,807
Total	7,180,281	7,302,254	7,443,297	7,442,065	7,585,100

- Water and Sewer Fund – The Fiscal 2016 budget includes $410,000 to implement recommendations from the Stormwater Management Plan to install berms and hanging traps in a "pilot" area of the Village and $375,000 to replace a 17 year old piece of equipment that is known as the "Vac-con" that is used daily to keep sewers clean and assist in water main breaks. The Fiscal 2016 budget also includes a water rate increase of 15% to adjust for the increase for the purchase of potable water from the City of Chicago which went into effect on January 1, 2015. The Village's financial policies state that the entire increase from the City of Chicago will be passed onto its water customers. In light of this and previous water rate increases from the City of Chicago, $125,000 is budgeted to perform an engineering study to consider alternative water suppliers.

- Refuse – The Village expenditures relating to the solid waste, recycling, and yard waste collections are accounted for in the General Fund. The total budget for this expense is $1,097,775. The funding for refuse collection is property taxes. Of the total amount, $820,775 is paid to Groot Industries, Inc. for refuse collection and $277,000 is paid to the Solid Waste Agency of Northern Cook County for landfill deposits.

- Personnel Costs – Personnel costs in Fiscal 2016 are budgeted to be $12,345,168. There is a 2% cost of living wage increase for non-union employees and contractually-obligated wage increases of 2% for the Communications Operators and 2.25% for the Fraternal Order of Police Patrol Union contract. The Public Works Teamsters contract is set to expire on April 30, 2015. The wage increase will be determined by contract negotiations that are expected to be complete in Fiscal 2016.

Teamsters contract is set to expire on April 30, 2015. The wage increase will be determined by contract negotiations that are expected to be complete in Fiscal 2016.

- Police Pension Funding – Fiscal 2016 includes a $0.02 per gallon increase in the Gasoline Tax. This estimated additional revenue of $280,000 will be allocated to the Police Pension Fund in addition to the Village's annual required pension obligation from the General Fund. This is being done to help the Village reach its required 90% funding levels in the Police Pension Fund by 2040. The Police Pension Fund is currently 49% funded.

Capital Improvements

The Fiscal 2016 budget includes the following capital improvements projects:

- $202,403 is budgeted in the Transportation Improvement Fund for the second payment of the replacement of Village street lighting on Crawford Avenue. Through an intergovernmental agreement, Cook County will be reconstructing the entire length of Crawford Avenue in Lincolnwood from Devon Avenue north to Jarvis Avenue. This project will be complete in Fiscal 2016. An additional $899,313 is budgeted for the replacement of street lights on Lincoln Avenue in Fiscal 2016.

- $134,000 is budgeted in the E-911 Fund to replacement the telephone and voice logging system located in the Police Dispatch Center. This equipment is beyond its useful life and is essential to Police dispatching operations.

- $255,000 is budgeted to purchase the Chassis for the replacement of Fire Engine 15 that was purchased in 1999. The remainder of the vehicle will be received and purchased in Fiscal 2017 which is estimated to be $285,000.

- $100,000 is budgeted for a "facelift" and repairs to the Proesel Park Shelter. This project is being funded by a grant from the Friends of the Community Center whose by-laws permit the funding of improvements in Lincolnwood parks.

- $410,000 is budgeted to implement recommendations from the Stormwater Management Plan to install berms and hanging traps in a "pilot" area of the Village. These efforts will be the first steps to achieving protection against a 10-year rain-event.

- $650,000 has been budgeted for street light replacement along Devon Avenue and $1,600,000 has been budgeted for streetscape improvements along Devon Avenue in the Devon-Lincoln TIF District. These improvements are intended to provide a more attractive corridor that will attract business and development to a corridor with retail vacancies and declining property values.

Adherence to Financial Policies

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

- The budget is balanced.
- The General Fund (GF) unreserved fund balance is maintained between 25% and 35% of annual GF revenue, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 1.5% property tax levy increase included in the Fiscal 2016 budget. This is in accordance with the financial policy to limit the property tax levy increase to the annual Cook County consumer price index (the same limit for Non-Home Rule communities).
- The Fiscal 2016 GF budget is balanced with the use of excess fund reserves in accordance with Village Financial Policies.
- The GF's support of the Parks and Recreation Department is limited to $1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Debt Service - Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses. The Village has not issued any new bond debt since Fiscal 2003 when the Village issued General Obligation bonds to fund the construction of the new aquatic facility and the new street known as Northeast Parkway.

Financial Condition of the Village

The Village continues to be in solid financial condition despite the uncertain economic times. Debt levels are low compared to national levels. In fact, the Village's General Fund will be debt free by Fiscal 2018. As part of a bond refunding process in Fiscal 2012 the Village upgraded its bond rating from Aa3 to Aa1 as provided by Moody's. The Village also continues to make its annual required pension contributions, maintain Village facilities and equipment and make vehicle and equipment purchases on a scheduled basis.

Conclusion

As the Village moves into the new Fiscal Year, staff will again be closely monitoring revenue estimates due to the uneven economic conditions and implement expenditure adjustments as necessary.

The preparation of the Fiscal 2016 budget could not have been achieved without the hard work and assistance of many throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. The President and Village Board continue to provide stable and visionary leadership that have

ultimately resulted in this year's accomplishments. Finally, particular thanks are extended to Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,

Timothy C. Wiberg
Village Manager

Strategic Planning Report
2014 - 2016

COTW Memo

STRATEGIC PLAN REPORT
2014 – 2016

MAY 2014

EXECUTIVE PARTNERS
EXPERT STRATEGY. EXECUTED. EMBRACED.

GO BEYOND.

14 Hidden Brook Drive
North Barrington, Illinois 60010
847 713 2600 office
847 713 2602 fax
executivepartners.com

VISION STATEMENT

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

The Village of Lincolnwood's vision includes a commitment to an even more business friendly environment. Attracting destination developments on several key Village sites is a focus for the community. Additional restaurants in the Village would be considered a plus. The development of a new community recreational center is also desired to enhance the parks programming opportunities.

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

COTW Memo

VILLAGE OF LINCOLNWOOD CORE VALUES

- Education
- Diversity
- Business development
- Integration of neighborhoods
- Parks and open space
- Sound/professional government
- Customer service

SWOT ANALYSIS – WHERE WE ARE TODAY

(Strengths, Weaknesses, Opportunities, Threats)

STRENGTHS

- Schools
- Improved maintenance and replacement of infrastructure cycle
- Fiscally sound
- Location
- Major development opportunities
- Solid employee management structure/veteran staff
- Educated constituents
- Diverse population
- Village Board working relationship
- Home rule community
- Essential public services
- Staff and Board relationship
- $ value for parks programs
- Agile - government

WEAKNESSES

- Need more planning
- Managing Lincolnwood's borders
- Reliance on car dealerships' sales tax revenue
- Traffic as a result of border communities
- State of IL – fiscal condition
- Aging population
- Fully developed community
- Aging housing stock
- Parking issues with development
- Discord between taxing bodies
- Overall size of community
- Increasing cost of water supply (Chicago)
- Unknown storm water costs and needs
- Public apathy
- Lack of public transportation
- Attracting new businesses
- Aging business property stock

OPPORTUNITIES

- Polling the public
- Property value increases
- Purple Hotel site
- Coordination with other government bodies – shared services
- Bell & Howell site
- Making friends in Springfield
- Promotion of green space
- New and expanded TIFs
- Alternative water sources
- Comprehensive plan
- Touhy retail overlay
- Coordinated effort with planning
- Vacant sites
- Devon Avenue
- Continuation of grant funding
- Bonds maturation
- Dominick's location redevelopment
- Commission openings and new talent

THREATS

- Springfield/Chicago/Cook County
- Bonds maturity
- Possible decline in Lowe's
- Possible downturn in economy
- If Washington stops municipal bonding
- If something happens to fire department and/or unionization
- Pension obligations
- State of IL insolvency
- Disproportionate decrease in property values
- Wal-Mart/Mariano's outside Lincolnwood
- Devon stagnation without a TIF
- Minimum wage
- Unionization of FD
- Lack of availability of part-time staff
- Internet sales – loss of tax revenue

DESIRED VISIONARY OUTCOMES BY ELEMENT – 3 TO 5 YEARS

What we want to look like five years from now

DEVELOPMENT
- ❑ Shoppes at Lincoln Pointe
- ❑ Lincoln Avenue at Devon renewed
- ❑ Bell & Howell site redeveloped
- ❑ Dominick's site reused
- ❑ Retail in Touhy Avenue overlay district considered
- ❑ Outlot at Lowe's developed
- ❑ Jaffa Bakery open
- ❑ Town Center warehouse building redeveloped
- ❑ Devon Avenue Center (Smart Jewelers) reoccupied
- ❑ A plan in place for infrastructure renewal

RESIDENTIAL
- ❑ Foreclosure stock diminished
- ❑ Reinvestment and rehab of residential properties happening

ECONOMICS
- ❑ Tax base diversified
- ❑ Auto/sales tax/property tax improved
- ❑ Not reliant on Chicago water
- ❑ Storm water management plan in place
- ❑ Waste management program in place (recycling opportunity)
- ❑ Municipal share of state income tax maintained
- ❑ State income tax rollback ?

LEADERSHIP/GOVERNANCE
- ❑ Shared services with other taxing bodies
- ❑ Lincolnwood with a voice in Springfield
- ❑ Strengthening of overall municipal power with State
- ❑ Involvement with NW Municipal Conference continues

COMMUNITY PLANNING
- ❑ Improved public transportation
- ❑ Comprehensive planning reviewed
- ❑ Commissions and Boards realigned
- ❑ Relations with other taxing bodies improved
- ❑ Lincolnwood is a destination
- ❑ Traffic planning with new development in/out of Lincolnwood
- ❑ Storm water plan in place

COMMUNICATION/COMMUNITY IMAGE
- ❑ Communicate information about Lincolnwood to those seeking housing in the community
- ❑ Collaboration with the Chamber of Commerce
- ❑ Parks programs are effectively promoted
- ❑ Sending clear, positive messages to the business community

VILLAGE SERVICES
- ❑ Improved perception and communication of Village services
- ❑ React quickly to business opportunities
- ❑ More open to various business opportunities
- ❑ Focused on solutions, not obstruction of business opportunities

GOALS - 2014 - 2016

1. Continue development of Shoppes at Lincoln Pointe – creating a positive community impression and implications
2. Continue development and implementation of a Capital Plan
3. Maintain low residential property tax
4. Continue the Village's realistic fiscal policy
5. Reexamine and update the Comprehensive Plan
6. Study and establish a Comprehensive Transportation Plan – (incorporate Devon Avenue transportation to Edgebrook and Jefferson Park)
7. Finalize Storm Water Plan
8. Review and determine opportunities to support Devon/Lincoln district
9. Develop a new competitively priced source of water
10. Review the Lincoln Avenue Taskforce Plan and determine actions
11. Reuse of Dominick's site
12. Redevelop Bell & Howell site

GOALS/OBJECTIVES - 2014 – 2016

GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Continue development of Shoppes at Lincoln Pointe – creating a positive community impression and implications	• Facilitate review process • Negotiate tax incentive package • Bring project forward to plan commission, EDC, Village Board • Maintain Village's interests throughout the process	Community development Finance Office of Village Manager
Continue development and implementation of a Capital Plan	• Hire new Village Engineer • Prioritize infrastructure needs: street, water, storm sewers, trees, parks, municipal building, sidewalks, lighting, equipment • Evaluate current infrastructure • Look for alternate funding sources • Lay out Capital Business Plan for Board direction	Finance Public works Parks Other departments as appropriate
Maintain low residential property tax	• Work on filling at least 25% of the challenged properties • Identify ways to diversity revenue (less reliance on property tax) • Create resource sharing with other government entities	Community development Finance Office of Village Manager
Continue the Village's realistic fiscal policy	• Continue to develop a conservative/balanced budget • Department head – develop balanced budget, manage to balanced budget, continue high-quality customer service	Finance Office of Village Manager All departments
Reexamine and update the Comprehensive Plan	• Identify recommended body to review Comprehensive Plan • Secure consultant to assist in preparation of Comprehensive Plan • Develop future population projections and factor into planning process • Obtain community input	Community development Office of Village Manager

GOALS/OBJECTIVES - 2014 – 2016 (continued)

GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Study and establish a Comprehensive Transportation Plan – (incorporate Devon Avenue transportation to Edgebrook and Jefferson Park)	• Begin conversations with CTA/Pace Bus line regarding Edgebrook/Jefferson Park connection • Promote non-vehicular transportation opportunities • Assess and review opportunities for senior transportation • Review traffic studies with new Village Engineer	Police department Public works Parks
Finalize Storm Water Plan	• Review and approve storm water engineering with Board • Engage community in understanding the engineering • Implement pilot design site • Develop alternative revenue sources • Make recommendation to Village Board on plan and implementation process	Public works Office of Village Manager Finance
Review and determine opportunities to support Devon/Lincoln district	• Create business case and implementation plan • Identify development priorities • Develop a street scape plan • Establish TIF or seek additional funding sources • Collaborate with other taxing bodies • Begin execution process	Community development Office of Village Manager
Develop a new competitively priced source of water	• Follow up with Skokie/Evanston options • Evaluate options and develop business case • Meet with fire and water committees • Make recommendation to the Village Board	Public works Office of Village Manager Finance
Review the Lincoln Avenue Taskforce Plan and determine actions	• Review as a part of comprehensive plan update • Initiate review by Plan Commission • Make recommendation to Village Board incorporating taskforce changes	Community development Office of Village Manager

GOALS/OBJECTIVES - 2014 – 2016 (continued)

GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Reuse of Dominick's site	• Work with potential purchase user • Negotiate incentive requests to Village • Facilitate alternate use, if appropriate	Community development Office of Village Manager
Redevelop Bell & Howell site	• Determine the priority level of this site • As a part of the comprehensive plan, identify vision and options for this property • Present options to the Village Board	Community development Office of Village Manager

Financial Policies

VILLAGE OF LINCOLNWOOD

FINANCIAL POLICIES

Introduction

Financial policies are the key elements of sound fiscal administration and responsibility. The Village Board should establish and follow financial policies when making financial decisions about the future of the Village of Lincolnwood. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision–making process while maintaining the Villages solid financial condition. These policies have been formally adopted by the Village Board and cover three (3) specific categories:

Revenues
Expenditures
Financial Planning

Financial policies allow the Village Board to view their current approach to financial management from an overall and long-range vantage point. The policies were developed in accordance with the Government Finance Officers Association's (GFOA) *Recommended Practices* for Budgeting and Fiscal Policy.

Revenues

□ **Maintain a diversified revenue structure**. The Village shall attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in a single revenue source. The Village shall diversify its revenue base in order to reduce its dependence upon Real Estate Property Taxes.

The Village shall follow an aggressive policy of collecting revenues and seeking public and private grants and other outside sources of revenue to fund projects.

□ **Setting of fees and user charges**. The Village shall establish Fees and User Charges at a level related to the total cost (i.e., operating, direct, indirect and capital expenditures and debt service) of providing that service. The Village shall review all fees and charges annually in order to keep pace with the cost of providing the service. The Village and Parks & Recreation Department shall strive to maintain the real estate tax levy subsidy at $1,000,000 to the Parks & Recreation Department. The balance of the Parks & Recreation department's operating costs shall be offset by user fees charged for services rendered. Fees shall not be set at a level that results in revenue that is used to subsidize other non-parks & recreation services.

The revenue system of the Village shall strive to maintain equality in its structure. The Village shall minimize or eliminate all forms of subsidization between funds, services, utilities and customers. However, it is recognized that Public Policy decisions may lead to subsidies in certain circumstances, e.g., Senior Citizen welfare.

□ **Limit total annual property tax levy increases to the Cook County consumer price index**. Although the Village is not restricted in its annual levy of taxes, the Village Board has a self-imposed cap on the annual increase in the property tax levy. The Village shall not increase the annual property tax levy in excess of the Cook County consumer price index increase

applicable as of the prior December. This will limit the Village's dependence on a single source of revenue and prevent property owners from being overburdened by spikes in the tax rate.

□ **Use of one time revenues**. The Village will not allocate one- time revenues towards the funding of continuing operating expenses. Any one-time revenue (i.e. sale of Village property) will be used to fund a one-time capital expenditure. The Village shall avoid using temporary revenues to fund routine operating expenses.

Expenditures

□ **Maintain adequate public safety programs**. The expenditure policy of the Village provides for the level of expenditures sufficient to ensure the ongoing health, safety and welfare of the citizens and the review of services to monitor if they are being provided effectively and efficiently as possible. The Village shall fully fund its Pension Plans consistent with the actuarial valuation requirements as presented by the Illinois Department of Insurance.

□ **Procurement system polices**. The Village Manager shall be responsible for the purchase and contract of goods and services on behalf of the Village and shall develop and implement administrative procedures in conformity with ordinances and state statutes to perform this function.

The Village shall maintain purchasing rules and regulations for internal use and shall distribute said rules to all eligible vendors at the appropriate time. The operation of the Village's purchasing system shall encourage full and open competition on all purchases and sales subject to the competitive bidding regulations, approval of the Village Board and formal quotations as written in the Municipal Code.

The Department Directors are authorized to use State contracts in lieu of issuing bids when it is to the economic advantage of the Village.

The Village shall purchase recycled or otherwise environmentally friendly products whenever possible.

Financial Planning

□ **Annual budget.** The budget process provides the primary mechanism by which key decisions will be made regarding the levels and types of services to be provided within the estimated available resources.

The annual budget shall be developed in accordance with the financial policies and priorities as set forth by the Village Board.

A balanced budget shall be adopted on a basis consistent with generally accepted accounting principles as promulgated by GASB. Revenues shall be recognized when measurable and available. Expenditures shall be charged against the budget when measurable, a liability has been incurred and due and payable. All budgetary policies shall conform to state regulations and generally accepted accounting principles.

The budget shall be adopted at the legal level of control of a Department within the Fund (i.e., the expenditures shall not exceed the total for any department within a fund without the Village Board approval). The Director of Finance shall have the authority to transfer within a department

within the same fund from one line item to other line items. Current costs shall be financed with current revenues, including the use of authorized fund balance. The Village shall not balance current expenditures through the obligation of future year's resources.

The Finance Department shall maintain a budgetary control system to ensure adherence to the Budget and shall prepare monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

The Enterprise (Water Fund) operation of the Village is to be self-supporting, i.e., current (charge for service) revenues shall cover current operating expenses, including Debt Service and Capital Expenditures and Improvements.

The Department Director shall integrate operating efficiency, operating effectiveness, customer satisfaction and human resource efficiency measurements into their department's budget. Department directors shall be required to link service levels to funding levels.

The Village shall strive to avoid short-term borrowings to meet current cash flow requirements. However, the Village may enter into short-term borrowing should a critical emergency need arise.

The Village shall estimate its budgeted revenues conservatively, using an objective and analytical approach.

□ **Fund Balance Reserve Policy**

The purpose of this policy is to establish guidelines in providing for an unrestricted reserve balance in the Village's General Fund as well as other operating and capital funds.

Adequate fund balance is necessary to provide for operational stability and to provide for needs caused by unforeseen events. Additional benefits of maintaining a strong fund balance include higher interest earnings to support the annual budget and the maintenance of the Village's bond rating. This policy provides for a minimum amount of unreserved fund balance the General Fund and other funds should maintain. All fund balances will be reviewed annually during the budget process.

General Fund

Fund balance shall be maintained at a level equal to 25-35% of the current fiscal year's revenues.

Should fund balance drop below the 25% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 25% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 35% level will be designated for the purchase of new or replacement capital equipment and capital expenditures.

Debt Service Fund

At the end of each fiscal year, there shall be a minimal fund balance in the debt service fund. The annual revenues comprised of state and home rule sale taxes should equal the annual expected bond principal and interest payments.

Water and Sewer Fund
Fund balance shall be maintained at a level equal to 30% of the current fiscal year's expenditures.

Should fund balance drop below the 30% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 30% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 30% level can be used to support ongoing water and sewer capital projects or to defer or decrease future rate increases.

Police Pension Fund
The fund balance shall be adequate to fully fund the Police Pension Fund by the date required. An annual actuarial study will be performed to determine the appropriate level of funding and will be paid by the Village and the Police Pension Fund on rotating years.

All Other Funds
All other funds are used primarily for capital improvements or special revenue purposes. These balances will be reviewed annually to determine their adequacy for the expenditures scheduled.

□ **Update the five-year operating forecast on an annual basis**. The Village shall prepare a five year revenue projection with an annual update. This projection shall be used for the preparation of the operating budget.

A revenue handbook shall be prepared and maintained annually. This handbook shall be utilized to adjust fees and user charges. The revenue handbook shall include at least the following information: the revenue source; legal authorization; method of collection; department responsible for collection; and rate or charge history

□ **Financial reporting**. The Village's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers' Association (GFOA).

An annual audit shall be performed by an independent certified public accounting firm.

The financial system shall include internal controls to monitor revenues, expenditures and program performances on an ongoing basis.

□ **Debt Service administration.** The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, evaluation of and reporting on all debt obligations issued by the Village.

The issuance of long-term debt shall be limited to capital projects, improvements or replacement equipment that cannot be financed from current resources.

When the Village utilizes long-term debt financing it shall ensure that the debt is financed soundly by: conservatively projecting the revenue sources that shall be utilized to repay the debt; every effort shall be made to limit the payback period of the debt to 80 percent of the useful life

of the capital expenditure; determine that the cost benefit of the capital expenditure including interest cost shall benefit future citizens; and the amount of long-term debt financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village's annual general fund principal and interest debt service cost shall not exceed 15 percent of the amount of general fund revenue.

The Director of Finance is responsible for maintaining relationships with the rating agencies that assign ratings to the Village's various debt obligations. This effort includes providing periodic updates on the Village's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issue.

The Village shall try to keep the average maturity of general obligation bonds at or below ten years.

The Village shall conduct financings on a competitive bid basis. However, negotiated financings may be used to market volatility or the use of an unusual or complex financing or security structure.

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

A CIP shall be developed for a period of five years. As resources are available the most current year of the CIP shall be incorporated into the current year operating budget. The CIP shall be reviewed and updated annually.

The Village's municipal gasoline tax shall be deposited into the Transportation Improvement Fund to provide for the necessary repair and replacement of streets and other transportation related improvements.

□ **Ethic policies.** Public service is a public trust. Each Village employee has a responsibility to the citizens of the Village of Lincolnwood for honesty, loyalty and the performance of their duties under the highest ethical principles.

All employees shall strive to avoid the appearance of wrongdoing by treating all contractors and vendors impartially, by not accepting gratuities, safeguarding proprietary information and avoiding conflicts of interest.

Any employee shall be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act, such as theft.

Adopted January, 2006
Updated March, 2013

Investment Policy

Village of Lincolnwood

Investment Policy

Investment Policy:

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

Prudence:

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

Objective:

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

Authority:

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

Ethics and Conflicts of Interest:

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

Authorized Investments:

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

Internal Control:

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

Investment Policy Adoption:

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

Adopted January, 2006

Budget Structure and Process

Village of Lincolnwood 2015-2016 Budget

Budget Structure

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

Major Governmental Funds

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

Major Special Revenue Fund – Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village has two major funds of this type: the Northeast Industrial District TIF Fund and the Motor Fuel Tax Fund.

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

Major Proprietary Fund

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

Non Major Governmental Funds

Special Revenue Funds- Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village budgets for four Special Revenue Funds:

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

Capital Projects Funds- Capital Projects Funds are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by the Enterprise Fund). The Village currently has three capital project funds.

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

Budget by Fund Structure

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

Budget Process

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

Long-Term Non-Financial Goals and Objectives

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

During 2014, the Board of Trustees, the Village Manager and Department Directors met to update the Strategic Planning Report process that started in 2005. The session was to review the prior plan and update where necessary goals that would 1) fulfill the Village's mission, 2) adapt to our changing environment, and 3) meet the needs of our residents and businesses. The Village feels that a comprehensive strategic plan will improve on existing budgeting and planning issues and link these goals into the individual department goals.

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

The Capital Improvement Plan

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of $10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the 2016 budget workshop, the 2016-2020 CIP was prepared.

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

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

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

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

Budgetary/Accounting Basis

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

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

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

Village of Lincolnwood 2015-2016 Budget

Budget Process with Dates of Budget Hearings and Notices

October 2014	Evaluate fiscal year financial forecasts and develop FY 2015/16 budgetary assumptions.
November	Village Manager (VM) discusses budgetary guidelines with department heads.
December	Department heads meet with Finance Director to discuss CIP. Staff prepares preliminary revenue estimates along with departmental expenditure targets.
December	Public hearing to approve 2014 Property Tax Levy.
January 2015	VM meets with each department head to discuss proposed budgets. Budgets revised following VM's approval.
February	Village Board workshop. Staff presents policy issues and CIP Funding requests. Budget is revised to incorporate Village Board direction.
February	Village Board Finance Committee meets to review draft budget. FY 2015/16 public meeting. After the proposed budget is placed for public viewing, a meeting is held with the Village Board to allow for public and Village Board discussion.
April	FY 2015/16 budget is presented for formal consideration to the Village Board.
May 1	New fiscal year begins. Implementation of the budget is monitored by updates to the Village Board. During the year, the (VM) may revise the budget for the Village. Revision requests by Department Heads must be submitted to the VM. The VM reviews all request for budget revisions as to their effect on the total budget and presents them to the Village Board for approval. No revision of the budget shall be made if funds are not available.
July	FY2016 appropriation ordinance is presented at public meeting to allow for public and Village Board discussion. After meeting, appropriation ordinance is presented for formal consideration to the Village Board.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its annual budget for the fiscal year beginning May 1, 2014. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our Fiscal 2016 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

Total Budget Comparison

Village of Lincolnwood **FY2015 - 2016 Budget**

Financial Summary - All Funds

The following is a summary of revenues and expenses for the Village from FY2012/13 through FY2015/16 by Fund type.

	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Revenues by Fund				
General	18,601,602	19,320,837	19,161,881	20,793,735
Motor Fuel	361,596	410,327	470,998	301,100
Transportation Improvement	367,775	319,978	303,000	301,000
E911	191,200	176,909	175,100	174,050
NEID TIF	1,096,725	995,341	1,031,020	4,231,000
Touhy/Lawndale TIF	485,679	495,044	520,000	-
Devon/Lincoln TIF	-	-	-	-
Lincoln/Touhy TIF	43,010	-	-	-
Debt Service	1,216,044	1,186,803	1,187,055	480,800
Capital Projects	438,071	59,198	192,000	264,000
Water and Sewer-Enterprise	4,039,565	4,182,422	4,322,843	4,642,000
Police Pension	2,480,212	3,004,470	2,432,228	2,740,000
Total	29,321,479	30,151,329	29,796,125	33,927,685
Expenses by Fund				
General	18,316,135	18,610,318	19,454,044	20,404,689
Motor Fuel	23,037	91,565	195,000	130,500
Transportation Improvement	188,738	529,996	1,231,796	954,313
E911	227,942	236,135	258,432	382,671
NEID TIF	357,837	808,848	514,400	4,932,375
Touhy/Lawndale TIF	502,056	503,289	520,000	10,000
Devon/Lincoln TIF	-	-	-	302,000
Lincoln/Touhy TIF	(760)	3,030	2,000	2,905,000
Debt Service	1,273,823	1,311,125	1,507,368	1,142,428
Capital Projects	799,786	118,268	262,000	587,000
Water and Sewer-Enterprise	3,719,065	4,012,613	4,216,950	5,181,532
Police Pension	1,803,304	1,878,765	2,309,092	2,458,320
Total	27,210,963	28,103,952	30,471,082	39,390,828
Excess (Deficit) of Revenues over Expenses	2,110,516	2,047,377	(674,957)	(5,463,143)
Other financing - loan proceeds	-	-	936,796	-
Pay out of surplus				(237,006)
Use of fund balance reserves	-	-	-	5,700,149
Excess(Deficiency) of Revenues over Expenses after Other Financing	2,110,516	2,047,377	261,839	-

FY2015/2016 Budget Summary
Total Village Budget

The following is a summary of revenues and expenses for the Village from FY2012/13 through FY2015/16.

	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Proposed
Revenues				
Local Taxes	15,722,916	16,326,590	16,338,055	16,253,100
Intergovernmental Taxes	2,691,936	2,690,273	2,691,998	2,632,000
Licenses and Permits	1,074,728	1,109,864	1,069,328	1,314,126
Charges for Services	5,975,409	6,082,684	6,220,459	6,762,672
Fines and Forfeitures	358,848	347,394	308,400	338,400
Rent	114,043	105,410	101,500	101,500
Grants	446,796	230,637	347,000	3,504,000
Investment Income	156,711	178,720	170,120	158,150
Reimbursements	97,711	43,015	85,000	85,000
Police Pension	2,480,212	3,004,470	2,432,228	2,740,000
Other	202,169	32,272	32,037	38,737
Total	29,321,479	30,151,329	29,796,125	33,927,685
Expenses				
Personnel	11,311,103	11,553,804	11,843,842	12,345,168
Contractual	5,648,049	5,341,035	5,227,588	5,663,265
Commodities	3,105,447	4,167,711	4,741,114	5,228,671
Economic Development	1,031,611	1,040,788	1,089,000	925,000
Debt Service	1,965,698	2,002,494	2,502,543	2,647,576
Capital Outlay	2,345,751	2,119,355	2,757,903	10,122,828
Police Pension Expenses	1,803,304	1,878,765	2,309,092	2,458,320
Total	27,210,963	28,103,952	30,471,082	39,390,828
Excess (Deficit) of Revenues over Expenses	2,110,516	2,047,377	(674,957)	(5,463,143)
Other financing - loan proceeds		-	936,796	-
Pay out of Surplus				(237,006)
Excess (Deficit) of Revenues over Expenses after Other Financing	2,110,516	2,047,377	261,839	(5,700,149)
Fund Balances Start of Budget Year	45,639,783	47,750,299	49,797,676	50,059,515
End of Budget Year	47,750,299	49,797,676	50,059,515	44,359,366
Less: Pension Fund Balance (a)	(17,093,985)	(18,219,690)	(18,342,826)	(18,624,506)
Available Fund Balances	30,656,314	31,577,986	31,716,689	25,734,860

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

Village of Lincolnwood **2015-2016 Budget**

Budget Notes:

FY2012/13 - Revenues and other financing sources exceeded expenses by $2,110,516.
The General Fund finished the year with an increase of $219,998. This amount was less then the budgeted deficit of $572,595 and was mainly due to a decrease in expenses. The Transportation Improvement Fund experienced an increase of $179,037. This fund was budgeted to have a decrease of $907,083. Year 2 of the streetlight program was deferred until Fiscal 2014. Also, the construction of Centennial Park and various Village Campus projects were completed in Fiscal 2013. The costs to complete these projects totaled $766,862.

FY2013/14 - Revenues and other financing sources exceeded expenses by $2,047,377.
The General Fund finished the year with an increase of $862,127. This amount was more then the budgeted increase of $51,585. Revenues were approximately $222,000 then budgeted and expenses were approximately $548,000 less then budgeted.
The Transportation Improvement Fund experienced a decrease of $210,018. This was significantly smaller than the budgeted decrease of $1,366,000. The replacement of the streetlights on Crawford ave. was started in FY2015. Finally, the Village budgeted $1,200,000 for the possible demolition of a property in one of its TIF districts. The demolition of the property was performed by the owner.

FY2014/15 - Revenues and other financing sources are projected to exceed expenses by $261,839.
The General Fund is estimated to have a decrease of $292,163 as revenues will be less than budget.
The NEID TIF is projecting an increase of $386,620 as two construction projects were deferred to Fiscal 2016. The projects are contingent on the Village purchasing land in the TIF district. Which has not yet occurred.

FY2015/16 - Expenses are budgeted to exceed revenues by $5,463,143. The General Fund is budgeted to have a decrease of $273,179. This is due to an increase expenses for the purchase of a new fire engine. The Transportation Improvement Fund is projecting a deficit of $653,313 as year four of the streetlight replacement program continues. The NEID TIF is projecting a deficit of $701,375 as the purchase of land and the construction of the bike path are scheduled for Fiscal 2016. The newly formed Devon/Lincoln TIF is budgeting $2,905,000 for streetscaping on Devon Ave. and streetlight installation on Lincoln Ave.
The Water and Sewer Fund is projecting a deficit of $739,532. This is due to an increase in expenses for the replacement of the Vac-Con, which is used to clean the sewer system and a water management pilot program that will be tested this year.

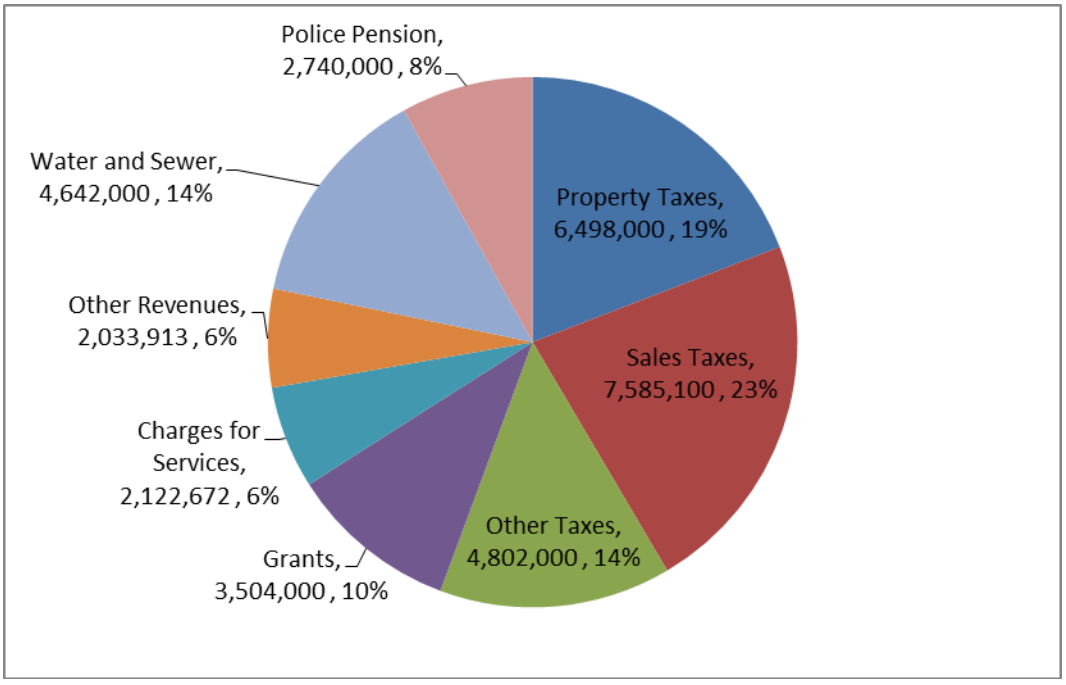
Fund Type Summary

Village of Lincolnwood **2015-2016 Budget**

Fiscal 2016 Revenues

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2015 and ending April 30, 2016 is $33,927,685. Total revenues have increased $3,535,981 (11.6%) from the prior year's budget. This is due mainly to a grant the Village will receive to purchase land for a bike path.

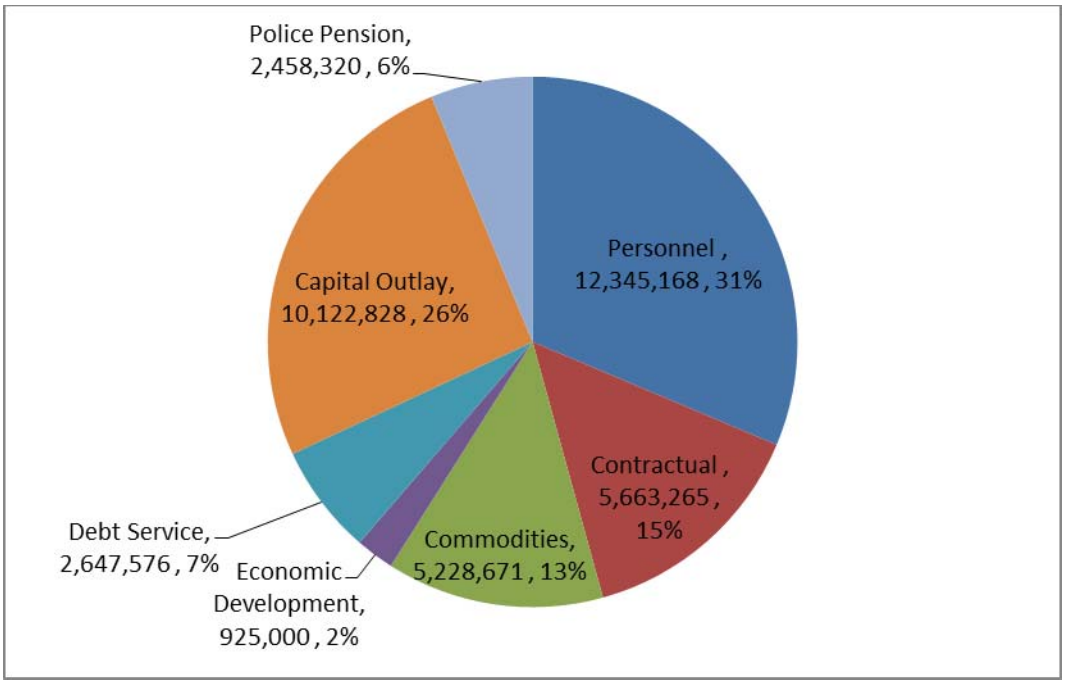
FY2015/16 Budgeted Revenues - All Funds - $33,927,685



Fiscal 2016 Budgeted Expenditures

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2015 and ending April 30, 2016 is $39,390,828. This is an increase of $6,039,152 (18%) from the previous year's budget. The budget consists of $27,514,697 of operating expenses, $1,753,303 of debt service and $10,122,828 of capital improvements and equipment purchases. Operating expenses are budgeted to increase 7.6% over prior year's levels while capital improvements will increase 130% from the prior year's budget due mainly to the planned purchase of land in one of the Village's TIF districts.

FY2015/16 Budgeted Expenditures – All Funds - $39,390,828



The schedule on the following page summarizes the various revenues and expenditures and changes in fund equity for the various funds of the Village for the Fiscal 2016 budget.

Return to COTW Memo

Village of Lincolnwood, Illinois
Operating Budget
Fiscal Year May 1, 2015 to April 30, 2016

	General Fund	Motor Fuel Tax Fund	Transportation Improvement Fund	E-911 Fund	Northeast Industrial Dist TIF Fund	Touhy Lawndale TIF Fund	Devon Lincoln TIF Fund	Lincoln Touhy TIF Fund	Total - Special Revenue Funds	Debt Service Fund	Property Enhancement Program Fund	Com.Ed. ROW Bike Path Fund	Private Sewer Line Assistance fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2015-2016	Budget Total- All Funds 2014-2015	Increase (Decrease)
Revenue																				
Local Taxes	$ 14,472,300	0	300,000	0	1,000,000	0	0	0	1,300,000	480,800	0	0	0	0	16,253,100	0	0	$ 16,253,100	16,496,065	(242,965)
Intergovernmental Taxes	2,158,000	300,000	0	174,000	0	0	0	0	474,000	0	0	0	0	0	2,632,000	0	0	2,632,000	2,631,000	1,000
Licenses and Permits	1,314,126	0	0	0	0	0	0	0	0	0	0	0	0	0	1,314,126	0	0	1,314,126	1,308,200	5,926
Charges for Services	484,802	0	0	0	0	0	0	0	0	0	0	0	0	0	484,802	4,600,000	0	5,084,802	5,046,125	38,677
Charges for Services-Culture and Recreation	1,637,870	0	0	0	0	0	0	0	0	0	0	0	0	0	1,637,870	0	0	1,637,870	1,461,687	176,183
Fines and Forfeitures	338,400	0	0	0	0	0	0	0	0	0	0	0	0	0	338,400	40,000	0	378,400	398,000	(19,600)
Rent	101,500	0	0	0	0	0	0	0	0	0	0	0	0	0	101,500	0	0	101,500	101,500	0
Grants	20,000	0	0	0	3,220,000	0	0	0	3,220,000	0	0	264,000	0	264,000	3,504,000	0	0	3,504,000	303,265	3,200,735
Investment Income	143,000	1,100	1,000	50	11,000	0	0	0	13,150	0	0	0	0	0	156,150	2,000	780,000	938,150	703,150	235,000
Reimbursements	85,000	0	0	0	0	0	0	0	0	0	0	0	0	0	85,000	0		85,000	116,000	(31,000)
Pension Contributions		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,960,000	1,960,000	1,683,000	277,000
Other Revenue	38,737	0	0	0	0	0	0	0	0	0	0	0	0	0	38,737	0	0	38,737	143,712	(104,975)
Total Revenues	20,793,735	301,100	301,000	174,050	4,231,000	0	0	0	5,007,150	480,800	0	264,000	0	264,000	26,545,685	4,642,000	2,740,000	33,927,685	30,391,704	3,535,981
Expenditures																				
Current Operating Expenditures																				
General Government	4,468,039	0	0	0	28,500	10,000	5,000	2,000	45,500	0	0	0	0	0	4,513,539	0	0	4,513,539	4,718,191	(204,652)
Public Safety	10,395,535	0	0	248,671	0	0		0	248,671	0	0	0	0	0	10,644,206	0	0	10,644,206	10,086,343	557,863
Highway and Streets	1,389,510	130,500	55,000	0	0	0		0	185,500	0	0	0	0	0	1,575,010	0	0	1,575,010	1,576,383	(1,373)
Sanitation	1,097,775	0	0	0	0	0		0	0	0	0	0	0	0	1,097,775	0	0	1,097,775	1,071,000	26,775
Culture and Recreation	2,553,830	0	0	0	0	0		0	0	0	0	0	0	0	2,553,830	0	0	2,553,830	2,435,734	118,096
Economic Development and Assistance	500,000	0	0	0	150,000	0	200,000	0	350,000	0	50,000	0	25,000	75,000	925,000	3,714,259	0	4,639,259	1,079,000	3,560,259
Water and Sewer		0	0	0	0	0		0	0	0	0	0	0	0	0	785,000	0	785,000	3,511,190	(2,726,190)
Capital Outlay Expenditures		0	899,313	134,000	4,443,000	0	2,700,000	0	8,176,313	0	0	512,000	0	512,000	8,688,313	682,273	0	9,370,586	4,067,796	5,302,790
Debt Service Expenditures	0	0	0	0	310,875	0		300,000	610,875	1,142,428	0	0	0	0	1,753,303			1,753,303	2,510,014	(756,711)
Police Pensions	0	0	0	0	0	0		0	0	0		0	0	0	0	0	2,458,320	2,458,320	2,296,025	162,295
Total Expenditures	20,404,689	130,500	954,313	382,671	4,932,375	10,000	2,905,000	302,000	9,616,859	1,142,428	50,000	512,000	25,000	587,000	31,750,976	5,181,532	2,458,320	39,390,828	33,351,676	6,039,152
Excess revenues over expenditures	389,046	170,600	(653,313)	(208,621)	(701,375)	(10,000)	(2,905,000)	(302,000)	(4,609,709)	(661,628)	(50,000)	(248,000)	(25,000)	(323,000)	(5,205,291)	(539,532)	281,680	(5,463,143)	(2,959,972)	(2,503,171)
Other Financing Sources and Uses																				
Transfers In	330,000	0	0	210,000	0	0	2,905,000	0	3,115,000	661,628	50,000	248,000	25,000	323,000	4,429,628	0	0	4,429,628	1,053,606	3,376,022
Transfers Out	(992,225)	0	(202,403)	0	(3,035,000)		0	0	(3,237,403)	0		0	0	0	(4,229,628)	(200,000)	0	(4,429,628)	(1,053,606)	(3,376,022)
Pay out of surplus	0	0	0	0		(237,006)		0	(237,006)	0	0	0	0	0	(237,006)	0	0	(237,006)	(2,000,000)	0
								0	0						0			0	936,796	(936,796)
Total Other Financing Sources and Uses	(662,225)	0	(202,403)	210,000	(3,035,000)	(237,006)	2,905,000	0	(359,409)	661,628	50,000	248,000	25,000	323,000	(37,006)	(200,000)	0	(237,006)	(1,063,204)	826,198
														0						
Net change to fund equity	(273,179)	170,600	(855,716)	1,379	(3,736,375)	(247,006)	0	(302,000)	(4,969,118)	0	0	0	0	0	(5,242,297)	(739,532)	281,680	$ (5,700,149)	(4,023,176)	(1,676,973)
Estimated Fund Balances May 1	10,440,954	3,625,400	1,496,328	0	7,364,500	247,006	0	(59,987)	12,673,247	9,762	0	0	0	0	23,123,963	8,741,954	18,193,598	50,059,515	54,082,691	(4,023,176)
Projected Fund Balances April 30	10,167,775	3,796,000	640,612	1,379	3,628,125	0	0	(361,987)	7,704,129	9,762	0	0	0	0	17,881,666	8,002,422	18,475,278	44,359,366	50,059,515	(5,700,149)

Summary of Transfers

Return to COTW Memo

Village of Lincolnwood
Schedule of Operating Transfers
Fiscal Year May 1, 2015 to April 30, 2016

Projected Fiscal Year 2015-2016:

Transfer From	General Fund	Property Enhancement Fund	E-911 Fund	ROW Com Bike Path Fund	Private Sewer Line Replacement Fund	Debt Service Fund	Devon/Lincoln TIF Fund	Total
NEID TIF Fund	$ 130,000						2,905,000	3,035,000
Water & Sewer Fund	200,000							200,000
Transportation Improvement Fund						202,403		202,403
General Fund		50,000	210,000	248,000	25,000	459,225		992,225
Total	$ 330,000	50,000	210,000	248,000	25,000	661,628	2,905,000	$ 4,429,628

Summary of Personnel Services Cost - All Funds

Return to COTW Memo

Village of Lincolnwood, Illinois
Personnel Services Worksheet
Fiscal Year May 1, 2015-April 30, 2016
Expected Payroll

Number	Fund / Department	2015-2016 Total Personnel Services	2014-2015 Total Personnel Services	Increase/ Decrease
101	**General Fund Departments**			
100	Village President and Board of Trustees	$ 65,654	64,904	$ 750
110	Village Clerk	8,852	8,852	$ -
200	Village Manager	652,899	628,040	$ 24,859
210	Finance Department	488,618	455,824	$ 32,794
240	Community Development Department	475,673	425,444	$ 50,229
250	Information Technology	0	8,852	$ (8,852)
300	Police Department	4,783,185	4,695,058	$ 88,127
350	Fire Department	81,689	78,989	$ 2,700
400	Public Works Department	313,854	331,445	$ (17,591)
410	Vehicle Maintenance Division	257,896	248,571	$ 9,325
420	Building Maintenance Division	125,531	116,554	$ 8,977
440	Street Maintenance Division	778,560	755,197	$ 23,363
	Total General Fund Departments	$ 8,032,411	7,817,730	214,681
205	**Parks and Recreation Department**			
430	Park Maintenance Division	$ 403,815	404,330	(515)
500	Parks and Recreation Department	329,722	341,661	(11,939)
502	Youth/Tot	8,023	8,023	0
503	Adult Fitness	1,127	1,799	(672)
504	Special Events	1,327	2,213	(886)
505	Athletic	2,074	2,766	(692)
506	Birthday Parties	1,107	1,107	0
507	Outdoor Recreation	327	218	109
508	Park Patrol	59,751	61,051	(1,300)
509	Turkey Trot	16,776	11,736	5,040
520	Club Kid Program	39,552	36,515	3,037
530	Day Camp Program	260,258	248,483	11,775
560	Pool Program	326,970	311,630	15,340
561	Swim Lessons	22,630	23,130	(500)
562	Swim Team	6,499	13,831	(7,332)
563	Concessions	22,130	33,195	(11,065)
570	Seniors Program	7,192	7,192	0
571	Community Center	15,491	11,065	4,426
	Total Parks and Recreation Department	$ 1,524,771	1,519,945	4,826
215	**E911 Fund**	$ 171,352	170,840	512
660	**Water and Sewer Fund**	$ 842,024	814,313	27,711
801	**Police Pension Fund**	$ 2,362,770	2,180,400	182,370
	Total - All Funds	$ 12,933,328	12,503,228	430,100

Staffing Schedule

Return to COTW Memo

Staffing Schedule
Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary*	1.00	1.00	1.00	1.00	1.00	1.00
Total - Village Manager's Office	5.00	5.00	5.00	5.00	5.00	5.00

***Shares with Village President and Board**

Finance Dept						
Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	-	-	-	-	-
Accountant	-	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	2.00	2.00	2.00
Clerk/Receptionist	1.00	1.00	1.00	-	-	-
Total - Finance Department	5.00	5.00	5.00	5.00	5.00	5.00

Community Development Department						
Director	1.00	1.00	1.00	1.00	1.00	1.00
Development Manager	1.00	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Intern	-	0.50	0.50	0.50	0.50	0.50
Code Enforcement Officer				0.50	0.00	0.50
Total - Community Development Department	4.00	4.50	4.50	5.00	4.50	5.00

Return to COTW Memo

Police Department	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00
Sergeant	3.00	3.00	3.00	3.00	3.00	3.00
Patrol Officer	23.00	23.00	23.00	23.00	24.00	24.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Communications Operator	7.50	7.50	7.00	7.00	7.00	7.00
Records Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.50	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	0.50	0.50
Total - Police Department	44.50	44.50	44.00	44.00	45.00	45.00

Fire Department						
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Total - Fire Department	1.00	1.00	1.00	1.00	1.00	1.00

Public Works Department	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	-	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	-	-	-	-	-
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50	0.50
Vehicle Maintenance Division:						
Chief Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	0.25	-	-	-	-	-
Laborer	1.00	1.25	1.25	1.25	1.75	1.75
Building Maintenance Division:						
Foreman	0.25	0.25	0.25	0.25	0.25	0.25
Equipment Operator	-	0.50	0.50	0.50	0.50	0.50
Laborer	1.25	1.00	1.00	1.00	1.50	1.50
Street Maintenance Division:						
Foreman	1.50	1.50	1.50	1.50	1.50	1.50
Supervisor	-	0.50	0.50	0.50	0.50	0.50
Equipment Operator	5.25	3.00	3.00	3.00	3.00	3.00
Laborer	1.50	1.75	1.75	1.75	1.75	1.75
Water and Sewer Division:						
Foreman	0.50	0.50	0.50	0.50	0.50	0.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Water System Operator	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Operator	1.50	2.00	2.00	2.00	2.00	2.00
Laborer	2.50	3.00	3.00	3.00	3.00	3.00
Total - Public Works Department	22.50	22.25	22.25	22.25	23.25	23.25

Return to COTW Memo

Parks And Recreation Department	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendents - Recreation, Facilities	2.00	2.00	2.00	2.00	2.00	2.00
Communications Manager	1.00	-	-	-	-	-
Community Center Program Supervisor	-	1.00	1.00	1.00	1.00	1.00
Youth Program Coordinator	-	0.50	0.50	0.50	0.50	0.50
Community Outreach Coordinator	-	0.50	0.50	0.50	0.50	0.50
Clerk/Receptionist	1.50	1.00	1.00	1.00	1.00	1.00
Maintenance Division:						
Foreman	0.75	0.75	0.75	0.75	0.75	0.75
Equipment Operator	-	0.50	0.50	0.50	0.50	0.50
Laborer	4.25	3.00	3.00	3.00	3.00	3.00
Total - Parks and Recreation Department	10.50	10.25	10.25	10.25	10.25	10.25
Total - All Departments	92.50	92.75	92.00	92.50	94.00	94.50

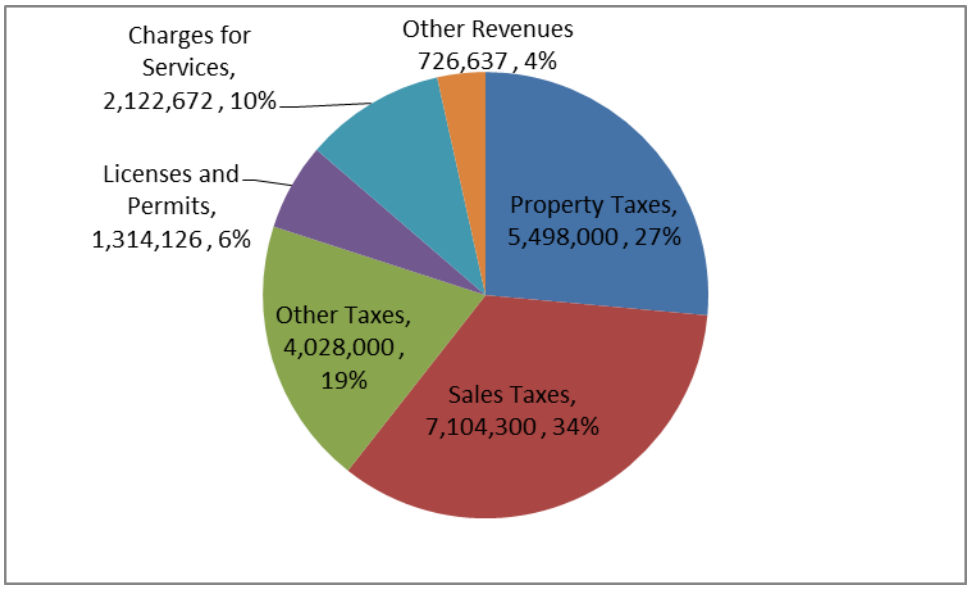
For Fiscal Year 2015/2016 the Village will hire a part-time code enforcement officer.

Major Revenue Descriptions - All Funds

Fiscal 2016 Budget- Revenues

General Fund Revenues

FY2015/16 Budgeted General Fund Revenues - $20,793,735



Revenue Overview

	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2015/16 Proposed
Property Taxes	4,983,221	5,462,054	5,460,000	5,498,000
Sales Taxes	6,086,210	6,256,494	6,255,000	7,104,300
Charges for Services	1,940,107	1,902,915	1,899,916	2,122,672
Licenses and Permits	1,074,728	1,109,864	1,069,328	1,314,126
Intergovernmental and other Taxes	3,725,930	3,796,259	3,768,000	4,028,000
Grants	3,7518	119,702	40,000	20,000
Other Revenues	753,888	673,549	669,637	706,637
Total	18,601,602	19,320,837	19,161,881	20,793,735

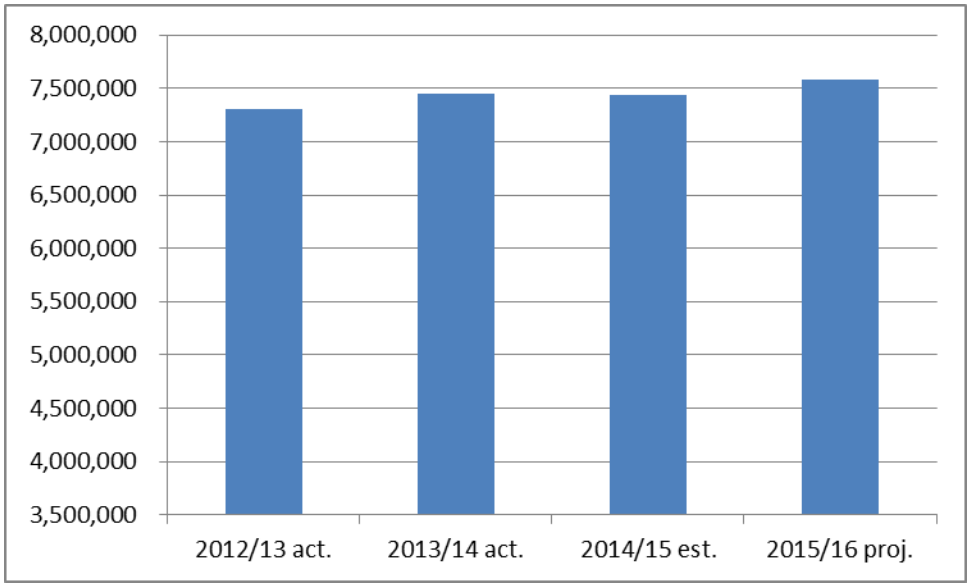
Village of Lincolnwood **2015-2016 Budget**

Revenue Comments

The total General Fund revenue increased from $19,737,319 to $20,793,735, an increase of $1,056,416 or 5.3 % from last year's budget. This increase is mainly due to the increase in building permit fees as a new development will be started in one of the Village's TIF districts and the additional sales tax retained in the General Fund as a result of a final bond payment made in the prior budget year.

Local Taxes

Sales Tax



The above chart shows the results of the economic recovery that has affected the amount of sales tax revenue the Village receives. Sales tax revenue has been estimated to increase by approximately two percent over last year's budget.
The Village largest source of sales tax revenue is still derived from the various auto dealerships located in the Village boundaries. Sales tax from these dealerships is expected to show a modest growth from last year's estimates.

Revenue Comments

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

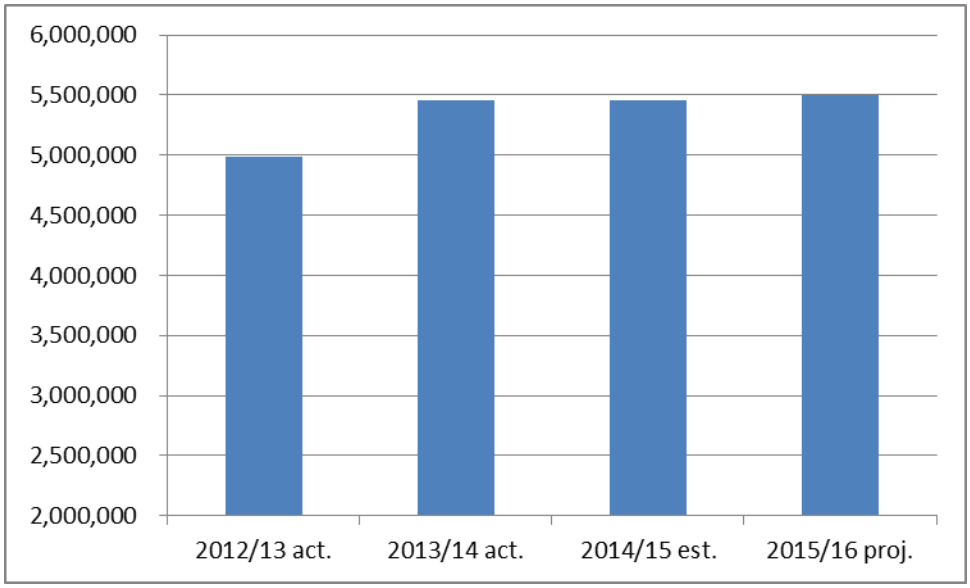
A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to experience modest growth as compared to the Fiscal 2015 budget. The Fiscal 2016 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow but steady pace as the U.S. economy continues to deal with lingering unemployment rates declines. The amount of sales tax allocated will the General Fund will increase significantly over FY2015 amounts as a bond issue was paid in full and less sales tax revenue will be needed to fund current bond debt service payments.

1% regular share of retail sales	$ 4,985,807	
1% home rule sales tax	2,599,293	
Total budgeted		$ 7,585,100
Total transferred to debt service fund		(480,800)
Net sales taxes available to the General Fund		$ 7,104,300

Village of Lincolnwood **2015-2016 Budget**

Revenue Comments

Property Taxes



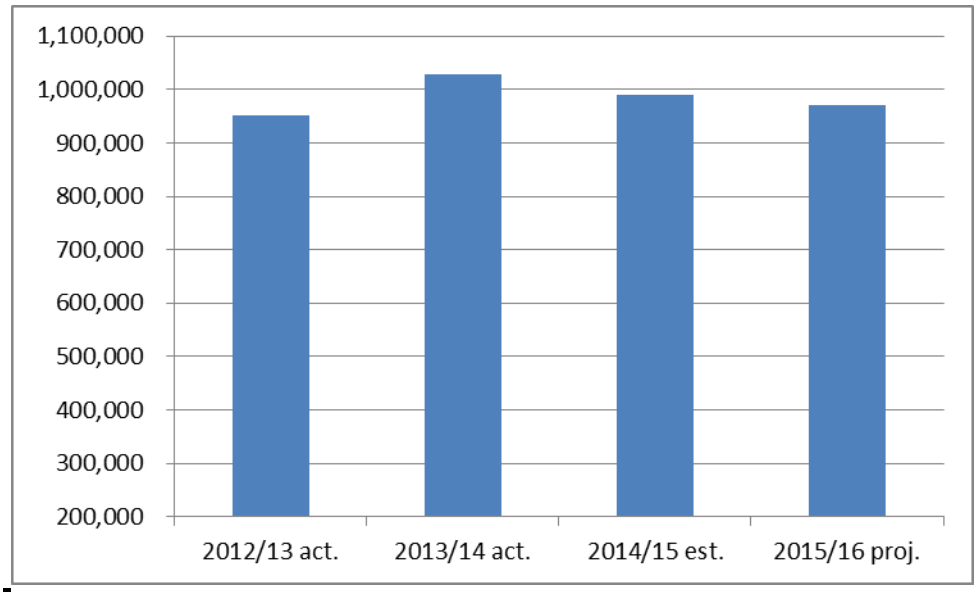
Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village's collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for "taxed capped" communities. The Village's levy represents approximately 9.2% of a property owner's total property tax bill. The levy that corresponds to the Fiscal 2016 budget was levied prior to December 31, 2015 and contained a 1.5% increase.

Total budgeted $5,498,000

Village of Lincolnwood **2015-2016 Budget**

Revenue Comments

Utility Taxes



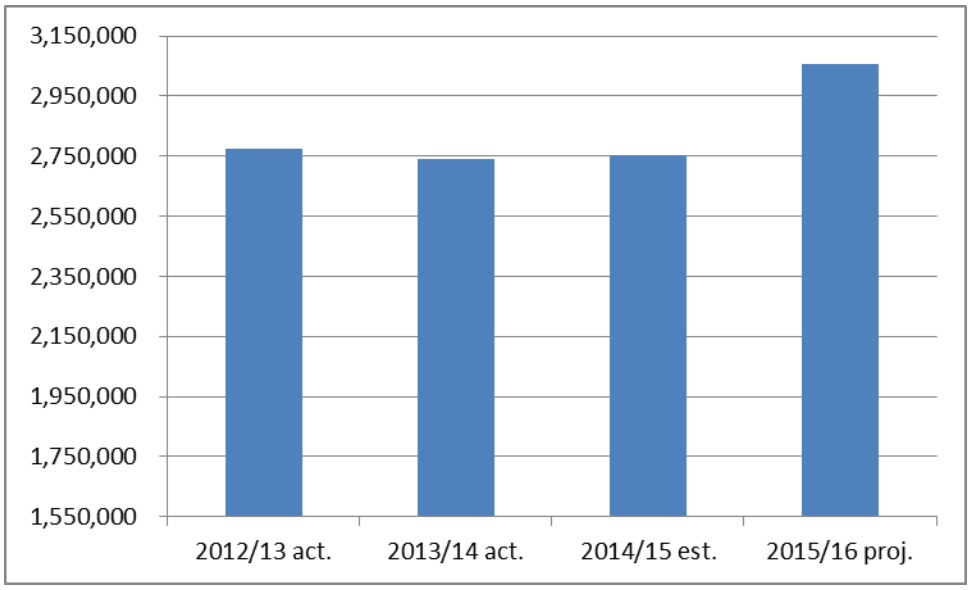
The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax receipts. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source is difficult. The Fiscal 2016 budget reflects a 1% decrease over the prior year's budget.

Electric Use	$560,000	
Gas Utility Tax	410,000	
Total budgeted		$970,000

Village of Lincolnwood **2015-2016 Budget**

Revenue Comments

Intergovernmental Taxes



The Village collects various taxes from the State of Illinois. The major item is the state income tax. Income taxes are distributed by the State on a per capita basis. This revenue source had increased in the last few years but is projected to have a minimal increase in Fiscal 2016 due to the slow growth the economy is experiencing.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last few years and we have projected a 15% decrease for Fiscal 2016.

The Use tax applies to the privilege of using tangible personal property purchased at retail from a retailer outside of the state of Illinois and this revenue has continued to grow in the last few years. This revenue source had increased in the last few years but is projected to have a minimal increase in Fiscal 2016 due to the slow growth the economy is experiencing.

Village of Lincolnwood **2015-2016 Budget**

Revenue Comments

Many years ago, there was a personal property tax in Illinois. This tax was abolished for individuals by the 1970 Illinois Constitution and phased out for corporations in 1979.The personal property replacement tax "replaced" the original tax. This tax has fluctuated over the last few years. The budgeted amounts for Fiscal 2016 remains unchanged from the prior budget.

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

State income tax	$1,300,000	
Telecommunication tax	460,000	
Local use tax	220,000	
Personal property replacement tax	140,000	
Other	38,000	
Total budgeted		$2,158,000

The Village enacted a food and beverage tax for the Fiscal 2009. This tax of 1% is assessed on all businesses which prepare food and alcohol on their premise. This amount has been budgeted to increase in Fiscal 2016 as new businesses have opened in the Village. The Village adjusted the Motor Fuel Tax by tow cent ($0.01) effective May 1, 2015. These additional funds estimated to generate $2800,000 will be used to fund pension costs in the General Fund.

Food and beverage tax	$480,000	
Motor Fuel tax	420,000	
Total budgeted		$900,000
Total budgeted utility and intergovernmental taxes		$3,058,000

Licenses and Permits

The Village collects various fees for the following:

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

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

Revenue Comments

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

The Village collects various fees for construction or rehabilitation of commercial and residential units throughout the Village. This revenue source is subject to the amount of building activity that occurs in the Village and is estimated to increase by a substantial amount for the Fiscal 2016 budget as a new business development will break ground in one of the Village's TIF districts.

The Village collects a fee for the operation and maintenance of its cable system. The Village has two cable providers (Comcast of Illinois and AT&T). The budget consists of four quarterly installments from both providers.

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

Motor Vehicles	$339,870	
Liquor Licenses	34,350	
Business Licenses	125,178	
Permits	629,728	
Franchise fees-cable services	185,000	
Total budgeted		$1,314,126

Charges for Services

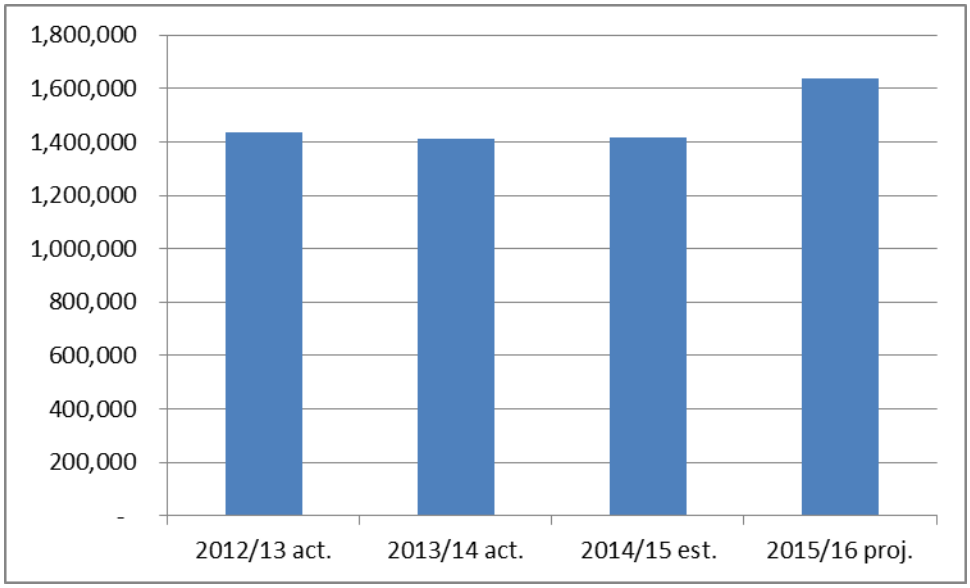
The Village collects fees for various services that are provided such as burglar alarm servicing, sidewalk and tree replacement, property damage charges, and ambulance use. The major item is the ambulance user fee which is budgeted on a cash basis, rather than an accrual basis. The fee for the current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

Ambulance fees	$350,000	
Alarm service fees	72,515	
Filing and variance	5,000	
Other	57,287	
Total budgeted		$484,802

Village of Lincolnwood **2015-2016 Budget**

Revenue Comments

Park and Recreation Program Fees



The Village charges fees for various programs for individuals of all ages in the areas of sports, trips, after school, camps, teens, adults, seniors, swimming, concerts and special events. Camp fee revenues are budgeted with no increase from prior year costs. Pool-pass fees are also budgeted with no increase from the prior year. Revenues for Fiscal 2016 are budgeted to reflect normal summer weather conditions. Below is a breakdown by category of these charges:

Camps	$387,400	
Pool and concessions	721,695	
Community Center Rental	39,500	
Seniors	31,600	
Other	457,675	
Total budgeted		$ 1,637,870

Village of Lincolnwood **2015-2016 Budget**

Revenue Comments

Fines and Forfeitures

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

Red light camera fines	$139,000	
Circuit court fines	65,000	
Parking and other fines	95,000	
False alarm fines	20,000	
Other	19,400	
Total budgeted		$338,400

Grants

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

State Grant		
Traffic grants	$20,000	
Total budgeted		$20,000

Other Revenue

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

Rent	$101,500	
Investment income	143,000	
Reimbursements	85,000	
Miscellaneous	38,737	
Total budgeted		$368,237

Total revenues from General Fund for Fiscal 2016 budget - $20,793,735

Special Revenue Funds

Revenue Comments

	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2015/16 Proposed
Local Taxes	1,854,356	1,729,872	1,820,000	1,300,000
Intergovernmental Taxes	549,091	585,381	539,998	474,000
Grant	22,617	51,737	115,000	3,220,000
Interest/Other	119,921	30,609	25,120	13,150
Total	2,545,985	2,397,599	2,500,118	5,007,150

The following are the major revenue sources budgeted for Fiscal 2016 for the six special revenue funds of the Village.

Motor Fuel Tax Fund:

Projected motor fuel tax allotment from the State of Illinois. Allotments are based on the municipal share of state-wide gasoline sales. The monies are distributed on a per-capita basis. Amounts are based on Illinois Municipal League projections. For Fiscal 2016, the Village estimates a per-capita amount of $24 for a total of $300,000. This revenue source has been very consistent over the prior years. The Village also estimates $1,100 will be earned for Fiscal 2016.

Transportation Improvement Fund

The Village instituted a gas tax in July 2005. This revenue will be used to improve the transportation systems in the Village. Two cents of the gas tax is allocated to the Transportation Improvement Fund. For Fiscal 2016, the Village estimates revenues will remain stable as the current price of oil has decreased which has a direct impact on the transportation habits of auto drivers. The Village estimates $300,000 will be received from the gas tax and $1,000 will be earned on the fund's investments for Fiscal 2016.

E- 911 Fund

E 911 Surcharge Fees of $1.00 per month per line are assessed on telephone lines within the Village boundaries. Wireless fees provide for the utilization of 911 emergencies

responses for cellular phone users. The fee is also $.75 per line. This amount has grown as the popularity of the cell phone still continues to be high.

Revenue Comments

For Fiscal 2016, the Village estimates revenue of $174,000. This revenue has been remained stable over the past few years as less households are using landlines as their primary phone line. The Village also estimates $50 will be earned on the investments of the fund for Fiscal 2016.

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

Property tax revenue for all three TIF districts is estimated based on the EAV of the property in the TIF districts as established by the County Clerk's office. This projection is based upon the amount collected during the 2014 and 20145fiscal years. For Fiscal 2016, the Village estimates $1,000,000 of property tax revenue for the NEID TIF Fund. The NEID is also budgeting $3,220,000 in grant income as the fund is purchasing property from the Union Pacific railroad to construct a bike path. The Village is closing the Touhy/Lawndale TIF Fund in Fiscal 2016 and any surplus funds will be paid back to the Cook County Treasurer to be distributed back to the respective taxing districts. The Lincoln/Touhy and Devon/Lincoln TIF Funds have not budgeted any property tax revenue for Fiscal 2016 as there is not any expected increase of the EAV of the property in these TIF's. The Village also estimates $11,000 will be earned on the NEID TIF Fund investments for Fiscal 2016.

Total revenue from all Special Revenue Funds for Fiscal 2016 budget - $5,007,150

Bond Debt Service Fund Revenues

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

Total revenue Bond Debt Service Fund for Fiscal 2016 budget - $480,800

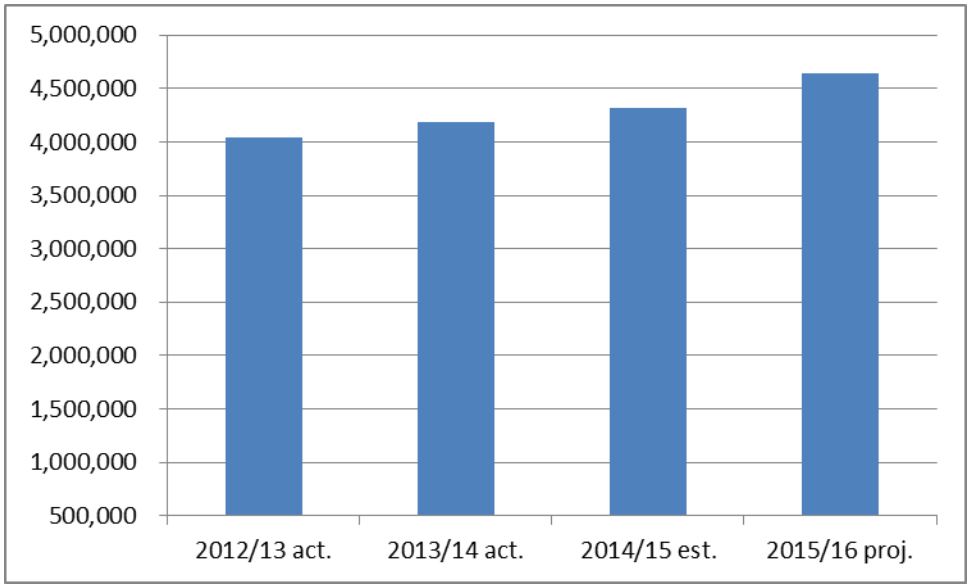
Capital Project Funds Revenues

The Village Budgeted $264,000 for Fiscal 2016 for grant revenue for the engineering and construction of the Comm.Ed. bike path.

Total revenue from all Capital Project Funds for Fiscal 2016 budget - $264,000

Revenue Comments

Water and Sewer Fund Revenues (Enterprise Fund)



The following are the major revenue sources budgeted for Fiscal 2016 for the Water and Sewer Fund.

	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2014516 Proposed
Water/Sewer Charges	4,035,302	4,179,769	4,320,843	4,640,000
Interest	4,263	2,653	2,000	2,000
Total	4,039,565	4,182,422	4,322,843	4,642,000

Revenue Comments

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village's water provider did increase the cost of water purchases to the Village for next year's budget by 15% and this increase has been passed on to the water users. An estimated decrease of $40,000 is also factored for the sewer charge based on estimated usage for the prior budget year. The sewer charge of $1 dollar per unit of water was instituted in Fiscal 2011. The Village estimates $2,000 will be earned on the investments of the fund for Fiscal 2016.

Total revenue for the Water and Sewer Fund for Fiscal 2016 budget - $4,642,000

Police Pension Fund Revenues

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

This year's pension outlay reflects the funding requirement as determined by the Illinois Department of Insurance actuarial study. Also, current officers contribute 9.91% of their base salary to the Fund. Total contributions from both the Village and employee contributions total $1,960,000 for the Fiscal 2016 budget year. The fund also budgeted $780,000 in investment income from the police pension investment portfolio.

Total revenue for the Police Pension Fund for Fiscal 2016 budget - $2,740,000

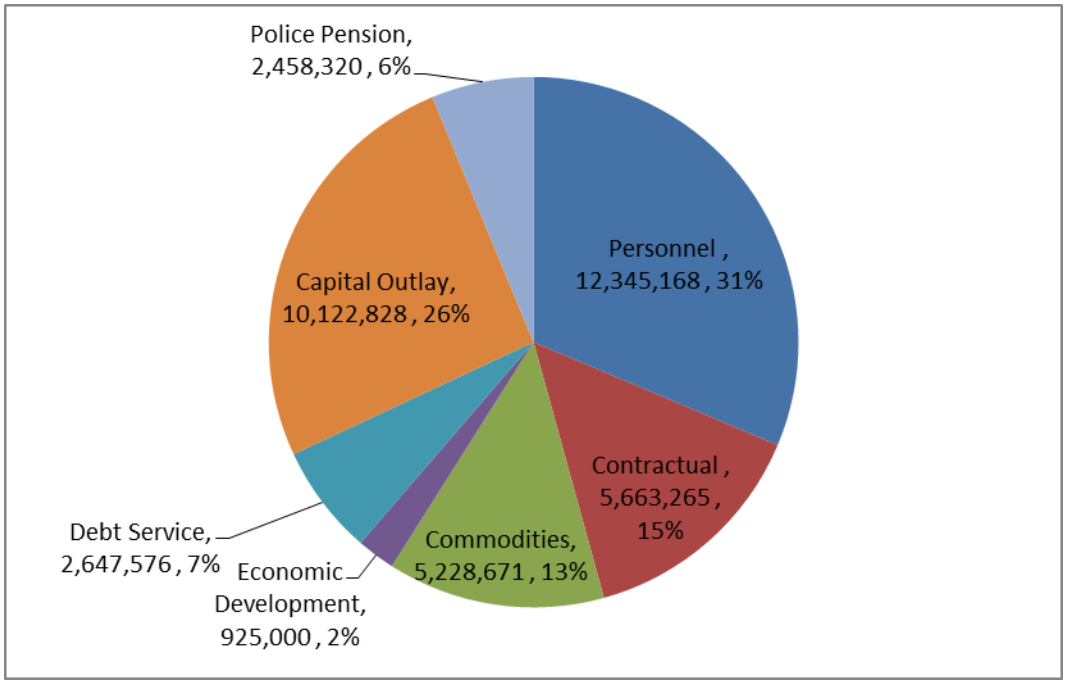
Total Revenue - All Funds Fiscal 2016 budget - $33,927,685

Expenditure Analysis and Overview

Analysis of Expenditures

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

FY2015/2016 Total Budgeted Expenditures



Expenditures by Type

Figures are shown at the budgeted amounts.

Expenditures by Classification

	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2015/16 Proposed
Personnel	11,216,217	11,478,788	11,843,842	12,345,168
Contractual	5,069,367	5,173,689	5,227,588	5,663,265
Commodities	4,059,959	4,385,887	4,741,114	5,228,671
Economic Development	1,031,611	1,050,788	1,089,000	925,000
Debt Service	1,965,698	2,002,484	2,502,543	2,647,576
Capital outlay	2,064,807	2,133,551	2,757,903	10,122,828
Pension Expenses	1,803,304	1,910,970	2,309,092	2,458,320
Total	27,210,963	28,136,157	30,471,082	39,390,828

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2015 and ending April, 30, 2016 is $39,390,828. Total expenditures have increased $6,039,152 (18 %) from the prior's year budget. The majority of the increase is due to the planned purchase of the UP railroad property in one of the Village's TIF districts. The following narratives explain the major expenditure classifications. A detailed analysis by each fund is provided following the narratives.

Return to COTW Memo

Village of Lincolnwood

FY2015-2016

BUDGET DRAFT

GENERAL FUND

Village President and Board of Trustees

Department/Activity Description

The President of the Village of Lincolnwood serves as the Chief Executive Officer and is the presiding officer of meetings of the Board of Trustees. The Board of Trustees serves as a legislative body for the Village of Lincolnwood. The Village President and the Board of Trustees are the Corporate Authorities and are the policy makers for the Village's corporate organization.

2015-2016 Operating Budget

Budget Analysis

President and Village Board

100

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
42,242	41,492	42,000	42,000	Salary - Elected/Appointed	42,000
12,386	12,864	13,320	13,320	Wages - Full Time Hourly	14,016
3,339	3,455	3,430	3,430	Employer FICA	3,473
781	808	802	802	Employer Medicare	812
3,510	3,763	3,638	3,638	Employer IMRF	3,693
-	-	42	42	Insurance - Group Life and AD&D	45
989	1,048	1,104	1,104	Insurance - Group Medical	1,087
101	104	108	108	Insurance - Group Dental	108
366	386	400	400	Insurance - Workers Compensation	420
63,714	**63,920**	**64,844**	**64,844**	**Personnel Services**	**65,654**
1,740	6,660	5,500	5,500	Purchased Program Services	5,500
-	8,649	1,500	1,000	Consulting	8,500
4,500	5,000	4,500	4,500	Other Professional Services	4,500
6,240	**20,309**	**11,500**	**11,000**	**Contractual Services**	**18,500**
8,187	10,713	10,000	10,000	Intergovernmental Fees and Dues	10,000
1,073	1,020	1,000	1,000	Printing and Copying Services	1,000
14,770	14,804	15,000	13,000	Village Newsletter	12,000
-	-	3,000	1,500	Other Contractual	3,000
30	60	30	30	Books and Publications	30
86	500	500	500	Office Supplies	500
7,219	2,764	5,500	6,500	Other Materials and Supplies	2,500
31,364	**29,861**	**35,030**	**32,530**	**Commodities**	**29,030**
610	850	600	600	Conference and Meeting Registration	600
83	142	400	400	Local Mileage, Parking, and Tolls	400
202	262	500	500	Lodging	500
5,191	6,243	7,000	7,000	Meals	7,000
213	502	200	200	Purchased Transportation	200
6,299	**8,000**	**8,700**	**8,700**	**Meetings and Travel**	**8,700**
107,617	**122,090**	**120,074**	**117,074**	**Totals**	**121,884**

Budget Highlights

Personnel Services

No increase in personnel

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
President and Board of Trustees

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Meetings Held				
Committee of the Whole	21	23	22	22
Regular Business	22	22	22	22
Executive Session	22	15	20	19
Total Meetings Held	65	60	64	63
Village Board Actions				
Resolutions	64	65	58	60
Ordinances	57	47	68	60
Total Board Actions	121	112	126	120

Village Clerk

Department/Activity Description

The Village Clerk is responsible for safekeeping, filing, distribution and publication of all legal documents, such as minutes of Board of Trustees meetings, ordinances, resolutions, proclamations and agreements. The Village Clerk is also responsible for attesting to the Village President's signature on documents and the custodian of the Village seal and vault, swearing-in elected and appointed officials. The Village Clerk certifies Village documents, maintains, updates and distributes the Lincolnwood Code of Ordinances, and issues permits to solicitors and peddlers. Finally, the Village Clerk acts as the Local Election Official – conducts voter registration, in-house absentee voting, and distributes nominating and other petitions.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Village Clerk
110

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
8,031	8,031	8,000	8,000	Salary - Elected/Appointed	8,000
496	515	496	496	Employer FICA	496
116	120	116	116	Employer Medicare	116
240	240	240	240	Insurance - Workers Compensation	240
8,883	**8,906**	**8,852**	**8,852**	**Personnel Services**	**8,852**
10,642	8,169	10,000	10,000	Ordinance Codification	10,000
-	-	50	50	Professional Associations	50
200	-	-	-	Other Materials and Supplies	-
10,842	**8,169**	**10,050**	**10,050**	**Commodities**	**10,050**
-	-	150	100	Conference and Meeting Registration	150
-	-	50	-	Local Mileage, Parking and Tolls	50
171	-	100	100	Meals	100
171	**-**	**300**	**200**	**Meetings and Travel**	**300**
19,896	**17,075**	**19,202**	**19,102**	**Totals**	**19,202**

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Village Clerk

Performance Measures

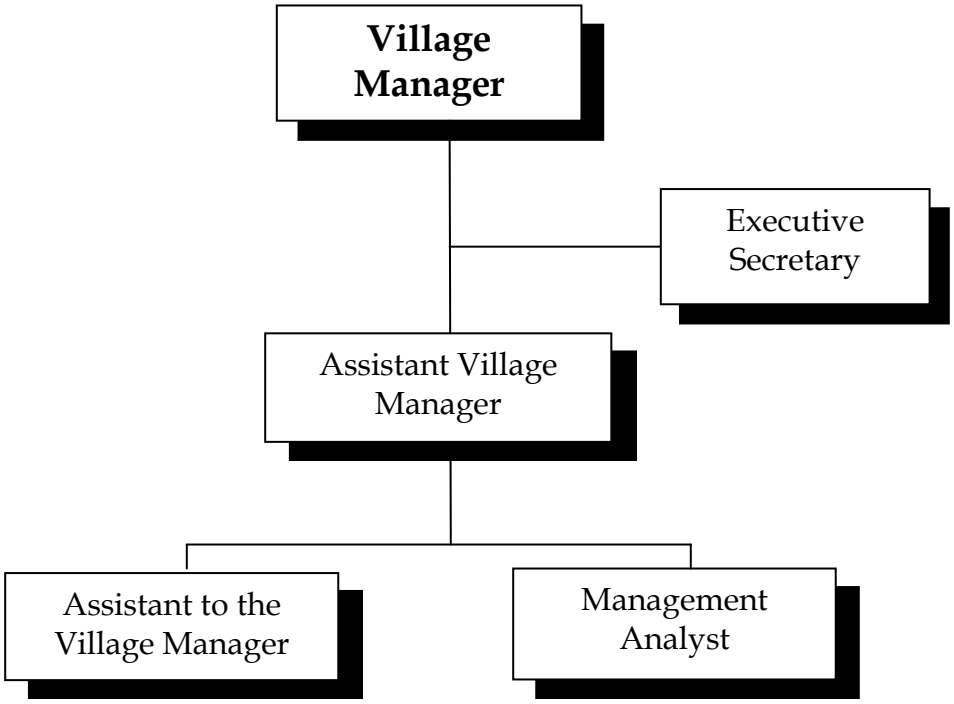
	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Village Board Minutes Recorded				
Total Minutes Recorded	21	22	22	22
Board Actions				
Resolutions	64	65	58	60
Ordinances	57	47	68	60
Total Board Actions	121	112	126	120

VILLAGE OF LINCOLNWOOD

Fiscal Year 2015/16

Organizational Chart

Manager's Office



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.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Village Manager's Office

200

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
374,962	395,178	412,735	414,088	Wages - Full Time Salaried	431,455
49,545	51,454	53,280	53,160	Wages - Full Time Hourly	56,062
5,818	1,078	2,000	2,000	Wages - Part Time Hourly	2,000
11,122	11,452	11,781	11,838	Deferred Compensation	12,355
3,742	3,969	4,127	4,127	Educational Stipend	4,279
879	807	720	720	Phone Stipend	720
22,160	24,485	24,991	24,991	Employer FICA	25,781
6,510	7,060	7,017	7,017	Employer Medicare	7,201
45,026	50,278	52,626	52,000	Employer IMRF	54,297
1,589	1,785	1,303	1,303	Insurance - Group Life and AD&D	1,332
37,408	38,627	41,125	41,125	Insurance - Group Medical	40,518
3,910	3,937	4,555	4,555	Insurance - Group Dental	4,125
12,032	12,307	12,500	12,500	Insurance - Workers Compensation	12,774
574,703	**602,416**	**628,760**	**629,424**	**Personnel Services**	**652,899**
3,075	1,514	3,000	3,000	Consulting	3,000
9,320	9,300	9,500	9,000	Other Professional Services	15,000
12,395	**10,814**	**12,500**	**12,000**	**Contractual Services**	**18,000**
3,484	5,126	3,500	2,000	Advertising	3,500
571	438	1,500	1,500	Printing and Copying Services	1,500
3,184	3,279	3,085	3,085	Professional Associations	3,085
2,635	714	1,500	2,825	Training	2,500
33,897	42,181	28,875	32,700	Other Contractual	28,875
282	650	300	705	Books and Publications	300
1,684	2,020	1,200	2,863	Office Supplies	1,200
8,573	9,935	8,660	5,927	Other Materials and Supplies	5,310
54,309	**64,343**	**48,620**	**51,605**	**Commodities**	**46,270**
2,375	2,139	2,995	2,995	Conference and Meeting Registration	2,995
9,870	9,426	9,500	9,500	Local Mileage, Parking, and Tolls	9,500
2,556	2,536	4,430	2,140	Lodging	4,430
2,010	1,033	2,445	2,445	Meals	2,445
316	257	1,000	500	Purchased Transportation	1,000
17,126	**15,391**	**20,370**	**17,580**	**Meetings and Travel**	**20,370**
658,533	**692,964**	**710,250**	**710,609**	**Totals**	**737,539**

Budget Highlights

Personnel Services

No increase in personnel

Return to COTW Memo

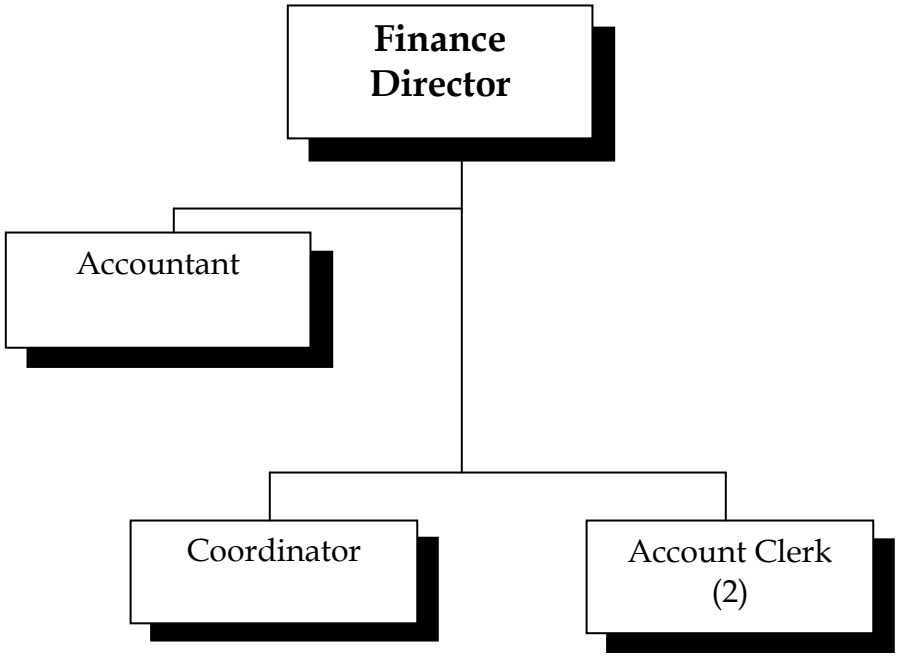
Village of Lincolnwood
2015/2016 Budget
Village Manager's Office

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Newsletters				
Village Connections	6	6	6	6
Employee Quarterly	4	4	4	4
Total Newsletters	10	10	10	10
Freedom of Information Act Requests				
Total Requests	260	350	300	305
Broadcasting				
Village Board	22	22	22	22
Plan Commission	13	14	15	15
Zoning Board of Appeals	10	6	11	10
Total Meetings Broadcast	45	42	48	47
Personnel				
Budgeted Full-Time Positions	89	89	90	90
Inspections				
Food Service	144	130	72	90

VILLAGE OF LINCOLNWOOD

Fiscal Year 2015/16
Organizational Chart
Finance Department



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 Spingbrook Software to the ".Net" version. Finance will also provide guidance and training to Village Departments and employees regarding the implementation of the ".Net" version of the Village's software system. This goal was originally scheduled for Fiscal 2014 but was rescheduled to Fiscal 2015 due to the finalization of the agreement with the software company. Some of the new benefits of the upgrade will be improved speed and user interface, enhanced reporting capabilities and enhanced permit and inspection process. Future capabilities will include more online bill payment features, paperless timesheets and purchase orders, and integration with other software systems used in the Village.

   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.

2015-2016 Operating Budget

Budget Analysis

Finance
210

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
140,497	166,929	180,580	179,500	Wages - Full Time Salaried	186,500
146,932	143,602	142,400	142,400	Wages - Full Time Hourly	147,412
2,786	3,594	2,500	3,295	Wages - Seasonal Hourly	3,000
-	-	450	450	Wages - Overtime 1.5X	450
730	684	680	680	HSA Savings Account	680
1,921	2,200	1,806	2,344	Educational Stipend	2,444
-	-	-	-	Tuition Reimbursement	8,547
-	450	1,080	405	Opt Out Insurance	-
366	579	780	720	Phone Stipend	720
17,447	19,485	20,320	20,320	Employer FICA	21,068
4,080	4,558	4,752	4,752	Employer Medicare	4,927
28,790	33,821	35,516	35,000	Employer IMRF	36,274
799	1,020	1,045	1,045	Insurance - Group Life and AD&D	1,072
42,305	42,510	50,315	56,260	Insurance - Group Medical	59,710
4,445	4,406	5,152	5,152	Insurance - Group Dental	5,641
9,399	9,664	9,908	9,908	Insurance - Workers Compensation	10,173
105,424	108,624	99,000	90,000	Employee Benefit Expenses	94,630
505,919	**542,127**	**556,284**	**552,231**	**Personnel Services**	**583,248**
129,711	128,508	200,000	160,000	Liability Insurance	150,000
25,400	26,100	29,000	29,000	Audit	26,800
1,025	1,300	1,500	1,500	Consulting	1,500
156,136	**155,908**	**230,500**	**190,500**	**Contractual Services**	**178,300**
4,600	-	4,000	4,000	Other Professional Services	3,000
24,440	25,109	22,500	22,500	R&M - Office Equipment	22,500
518	519	600	600	Advertising	600
9,162	7,672	11,500	11,500	Printing and Copying Services	11,500
1,180	190	1,100	1,100	Professional Associations	1,100
56,009	53,277	48,000	50,000	Telephone	50,000
1,877	859	1,500	1,500	Training	1,500
14,993	16,882	15,500	17,000	Office Supplies	16,000
10,742	12,857	15,000	15,000	Postage	15,000
5,820	5,848	6,500	6,500	Bank and Credit Card Fees	6,500
2,872	3,584	3,300	3,600	Program Supplies	3,600
132,213	**126,797**	**129,500**	**133,300**	**Commodities**	**131,300**

-	-	375	375	Conference and Meeting Registration	375
703	409	700	700	Local Mileage, Parking, and Tolls	700
-	1,220	800	400	Lodging	800
713	854	1,000	300	Meals	900
-	307	400	400	Purchased Transportation	400
1,415	**2,790**	**3,275**	**2,175**	**Meetings and Travel**	**3,175**
795,683	**827,623**	**919,559**	**878,206**	**Total**	**896,023**

Budget Highlights

Personnel Services

No increase in personnel

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Finance Department

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Licenses Issued				
Vehicle Licenses Issued	8,700	8,650	8,700	8,750
Business	1,116	1,213	1,240	1,270
Total Licenses Issued	9,816	9,863	9,940	10,020
Billings				
Water and Sewer	19,607	19,712	19,750	19,780
Rent, inspections and others	303	237	175	185
Total Billings	19,910	19,949	19,925	19,965
Vendor Checks Issued	3,373	3,383	3,410	3,425
Payroll Checks Issued	4,315	4,521	4,600	4,700

Legal Department

Department/Activity Description

The Village contracts for its legal services. The Legal Department accounts for all expenditures concerning legal review, litigation, and prosecution of ordinance violations.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Legal
230

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
128,480	134,254	141,000	140,000	Legal - Retainer	148,320
15,376	14,784	30,000	30,000	Legal - Litigation	30,000
58,528	49,911	100,000	75,000	Legal - Review	100,000
59,958	41,763	50,000	40,000	Other Professional Services	45,000
262,342	**240,712**	**321,000**	**285,000**	**Contractual/Total**	**323,320**

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Legal Department-Adjudication

Performance Measures

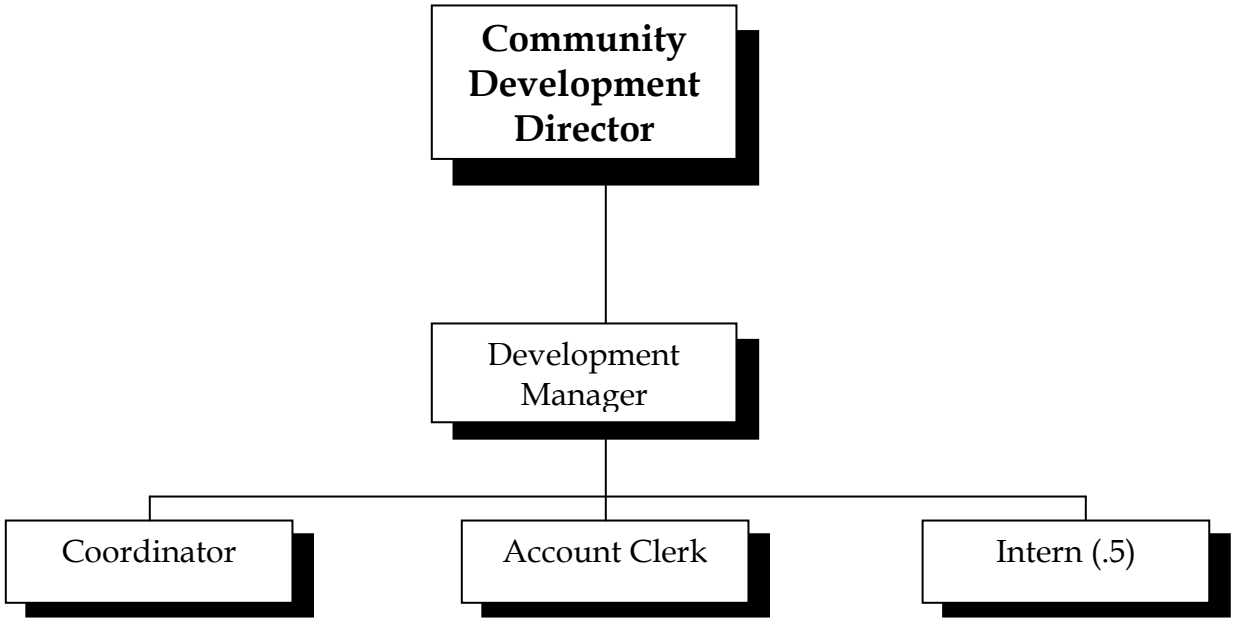
	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Number of Hearings per year	12	12	12	12
Number of Cases adjucated	1,012	866	852	859

VILLAGE OF LINCOLNWOOD

Fiscal Year 2015/16

Organizational Chart

Community Development Department



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 though 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.

2015-2016 Operating Budget

Budget Analysis

Community Development
240

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
202,378	202,988	210,495	210,495	Wages - Full Time Salaried	216,075
98,126	95,132	101,400	100,820	Wages - Full Time Hourly	98,488
11,983	3,867	2,000	-	Wages - Part Time Hourly	40,000
2,510	2,135	2,610	2,200	Educational Stipend	2,141
-	-	-	360	Cell Phone Stipend	360
19,907	19,154	21,359	21,359	Employer FICA	22,116
4,662	4,483	4,561	4,561	Employer Medicare	5,172
34,038	33,344	34,344	34,344	Employer IMRF	36,048
931	1,568	938	938	Insurance - Group Life and AD&D	935
24,360	29,812	25,768	42,465	Insurance - Group Medical	42,432
2,608	3,010	2,714	4,179	Insurance - Group Dental	4,182
6,671	6,861	6,968	6,968	Insurance - Workers Compensation	7,724
408,175	**402,354**	**413,157**	**428,689**	**Personnel Services**	**475,673**
231,421	237,593	403,949	289,744	Other Professional Services	385,126
231,421	**237,593**	**403,949**	**289,744**	**Contractual Services**	**385,126**
285	-	200	200	R&M - Office Equipment	-
381	748	1,000	1,000	R&M - Vehicles	1,000
2,452	2,858	3,300	5,800	Advertising	4,200
2,312	489	1,500	500	Printing and Copying Services	1,500
3,164	2,115	2,650	2,550	Professional Associations	2,650
206	211	500	500	Training	500
1,600	95	500	500	Books and Publications	500
-	-	350	350	Fuel	300
2,357	1,054	2,500	2,500	Office Supplies	2,500
658	968	650	650	Other Materials and Supplies	650
13,416	**8,538**	**13,150**	**14,550**	**Commodities**	**13,800**
2,000	1,745	3,100	3,175	Conference and Meeting Registration	2,000
138	271	250	175	Local Mileage, Parking and Tolls	250
-	2,027	2,400	2,400	Lodging	2,500
255	646	700	700	Meals	700
29	755	1,100	1,100	Purchased Transportation	1,200
2,421	**5,444**	**7,550**	**7,550**	**Meetings and Travel**	**6,650**

529,555	537,499	159,000	549,000	Sales Tax Sharing Agreements	500,000
529,555	**537,499**	**159,000**	**549,000**	**Revenue Sharing**	**500,000**
1,184,988	**1,191,428**	**996,806**	**1,289,533**	**Total**	**1,381,249**

Budget Highlights

Personnel Services

Added part-time code enforcement officer

Contractual Services

Increase in costs of inspections and plan reviews for new development

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Community Development Department

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Grants Issued				
Property Enhancement Programs	1	1	0	2
Green Intitiatives for Tomorrow	3	2	1	2
Development Review Cases	1	3	6	3
Meetings Staffed				
EDC	12	10	12	12
ZBA	9	6	9	9
Plan Commission	14	17	15	15
	35	33	36	36
Permits Issued				
Building Permits	801	963	994	1059
Demolition Permits	5	8	8	9
Total Permits Issued	806	971	1002	1068
Building Code Inspections	1330	1886	1928	2075

Information Technology Division

Division/Activity Description

The Information Technology (IT) Division is managed by the Village Manager's Office. It provides for planning and support for computer networks and applications within the Village organization. The Village receives computer consulting services on a contractual basis. This division budget accounts for the expenditures necessary for the consultant to provide network and computer systems coordination and integration of new systems. The division also handles the management software application packages required and provides Village employees with the services and support needed to perform their work efficiently.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Information Technology
250

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
4,437	8,085	8,000	6,000	Wages - Part Time Hourly	-
284	496	496	370	Employer FICA	-
67	116	116	80	Employer Medicare	-
240	240	240	240	Insurance - Workers Compensation	-
5,028	**8,937**	**8,852**	**6,690**	**Personnel Services**	**-**
61,836	66,586	55,000	55,000	Consulting	55,000
47,780	48,025	33,528	30,000	Data Processing	39,700
66,014	65,914	91,766	91,766	Maintenance Agreement Expense	130,072
175,630	**180,525**	**180,294**	**176,766**	**Contractual Servcies**	**224,772**
8,902	12,821	14,260	14,000	Telephone	25,385
1,725	-	12,000	12,000	Training	7,500
24,456	12,504	31,365	20,000	Other Contractual	22,875
914	2,946	2,000	2,000	Computer Supplies	1,000
35,997	**28,271**	**59,625**	**48,000**	**Commodities**	**56,760**
50,570	156,969	257,901	257,000	Equipment - Data Processing	94,425
11,322	-	136,000	133,000	Equipment - Data Processing	-
61,892	**156,969**	**393,901**	**390,000**	**Equipment**	**94,425**
278,547	**374,702**	**642,672**	**621,456**	**Total**	**375,957**

Engineering

Department/Activity Description

The Village receives engineering services on a contractual basis. The Village Engineer reviews and approves all residential and commercial development plans to ensure drainage and grading plans are acceptable. In addition, the Village Engineer assists in the design and construction oversight of Village infrastructure construction projects, including roadway and water/sewer mains. This department budget accounts for the expenditures necessary for all departmental use of the Village Engineer.

Return to COTW Memo

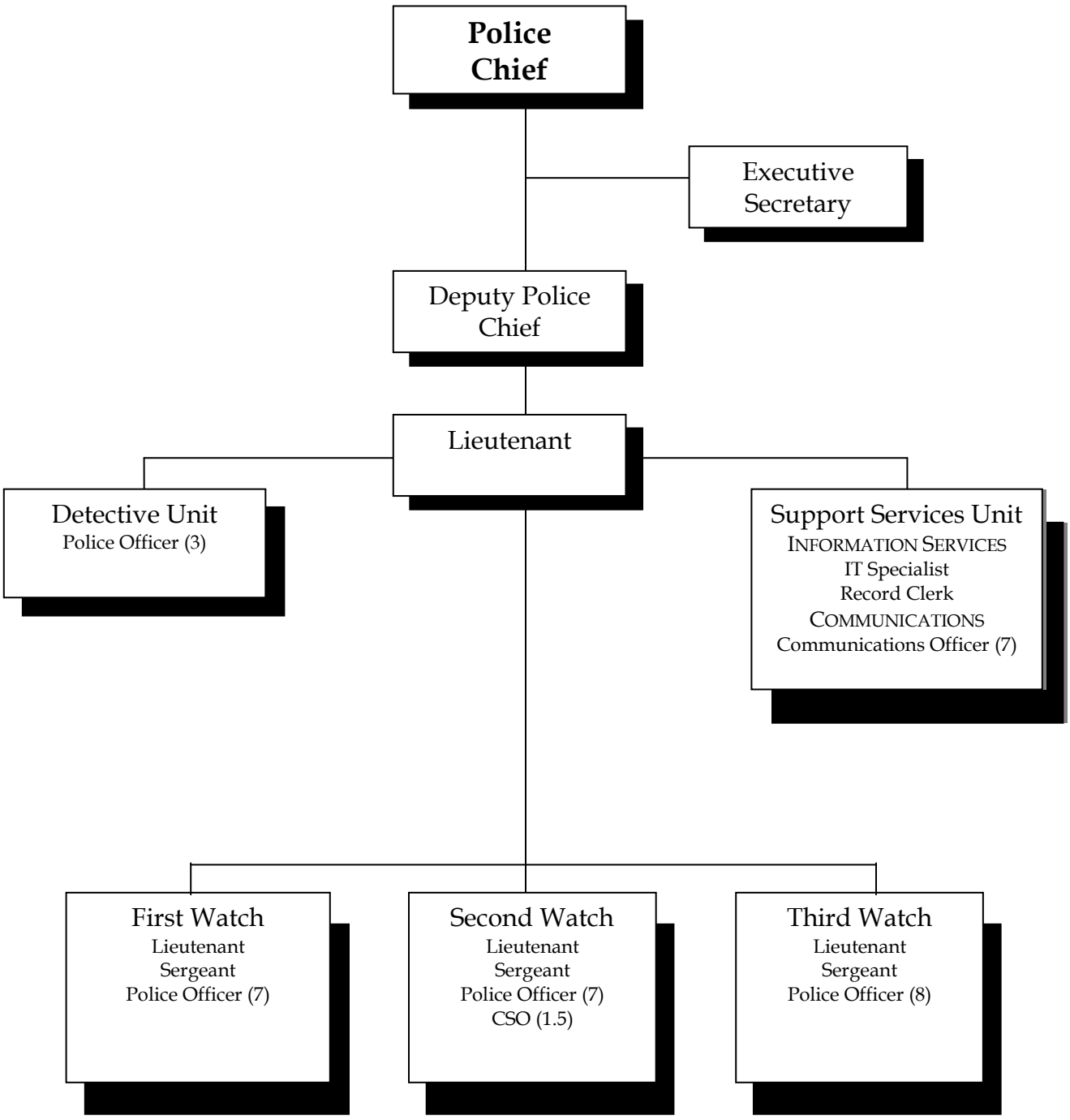
2015-2016 Operating Budget

Budget Analysis

Engineering
290

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
41,600	22,300	20,500	40,500	Administration Engineer Costs	54,000
3,086	5,836	52,500	20,000	Building Engineering Costs	52,500
15,044	9,628	32,500	30,000	PW Building Engineer Costs	32,500
59,729	**37,764**	**105,500**	**90,500**	**Contractual/Total**	**139,000**

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
Organizational Chart
Police Department



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 approximately155 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.

2015-2016 Operating Budget

Budget Analysis

Police

300

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
240,207	212,355	252,000	248,000	Wages - Full Time Salaried	255,538
2,952,094	3,112,664	3,282,202	3,175,000	Wages - Full Time Hourly	3,210,304
68,873	69,842	82,425	75,000	Wages - Part Time Hourly	87,256
8,287	13,124	10,400	16,000	Wages - Seasonal Hourly	20,800
348,363	333,780	310,000	316,000	Wages - Overtime 1.5X	316,000
10,566	10,813	20,000	4,508	Holiday Mobil Grant	-
2,911	2,852	-	1,570	Wages - Overtime 2X	-
20,289	2,154	2,000	5,000	Wages - Special Detail	5,000
16,788	17,980	20,559	20,559	Educational Stipend	21,284
2,169	3,934	2,400	2,400	Opt Out Insurance	2,400
704	690	680	680	Phone Stipend	680
392	-	16,561	16,561	Tuition Reimbursement	26,868
25,372	29,386	21,338	21,338	Uniform Allowance	21,338
22,714	30,947	31,615	31,615	Pension - Regular	32,000
35,472	37,863	39,968	39,968	Employer FICA	41,638
42,688	48,982	44,852	48,672	Employer Medicare	46,523
61,222	65,685	69,259	68,000	Employer IMRF	68,416
1,453,031	1,454,645	1,402,000	1,430,000	Employer Police Pension	1,680,000
7,210	6,573	5,607	6,700	Insurance - Group Life and AD&D	5,631
425,049	429,386	475,637	474,000	Insurance - Group Medical	458,890
43,881	42,941	44,121	46,000	Insurance - Group Dental	45,867
110,060	107,914	116,944	116,944	Insurance - Workers Compensation	116,752
5,898,342	**6,034,509**	**6,250,568**	**6,164,515**	**Personnel Services**	**6,463,185**
378	700	750	450	Animal Control	750
16,312	6,540	-	-	Consulting	-
9,217	25,238	8,828	8,828	Other Professional Services	17,228
25,907	**32,479**	**9,578**	**9,278**	**Contractual Services**	**17,978**
750	1,315	1,500	1,500	R&M - Buildings	1,920
15,167	19,584	22,878	24,000	R&M - Communications Equipment	26,842
5,366	1,601	2,700	2,700	R&M - Data Processing Equipment	2,726
1,012	-	700	550	R&M - Police Equipment	1,050
200	200	200	200	R&M - Office Equipment	200
25,650	32,437	25,500	25,500	R&M - Vehicles	25,500
40,513	28,513	34,817	35,400	Intergovernmental Fees and Dues	30,305
1,521	1,857	1,900	1,900	Printing and Copying Services	2,977
1,262	827	1,895	1,650	Professional Associations	1,325
3,182	2,228	2,126	2,250	Telephone	2,126
19,718	23,124	25,930	25,930	Training	24,775
51,622	60,404	89,725	60,000	Other Contractual	89,725
12,573	11,796	13,470	13,470	Ammunition and Range Supplies	13,470

1,062	1,158	1,354	1,354	Books and Publications	1,354
4,251	3,467	1,675	2,500	Computer Supplies	1,675
73,404	67,338	69,000	64,000	Fuel	64,000
2,567	2,720	300	1,900	Office Supplies	1,500
70,670	42,360	39,395	39,395	Program Supplies	50,645
330,488	**300,929**	**335,065**	**304,199**	**Commodities**	**342,115**
2,260	1,995	2,970	2,970	Conference and Meeting Registration	3,470
1,566	3,907	4,000	3,500	Local Mileage, Parking, and Tolls	2,500
478	-	2,200	1,100	Lodging	800
2,474	5,085	6,200	6,200	Meals	5,150
31	767	250	150	Purchased Transportation	250
6,808	**11,754**	**15,620**	**13,920**	**Meetings and Travel**	**12,170**
84,731	94,338	96,200	110,000	Equipment - Vehicles	110,370
84,731	**94,338**	**96,200**	**110,000**	**Capital Outlay**	**110,370**
6,346,275	**6,474,008**	**6,707,031**	**6,601,912**	**Total**	**6,945,818**

Budget Highlights

Personnel Services

No increase in personnel

Commodities

$29,725 budgeted for additional red camera lease

Capital Outlay

$110,370 budgeted for replacement of three squad cars

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Police Department

Performance Measures

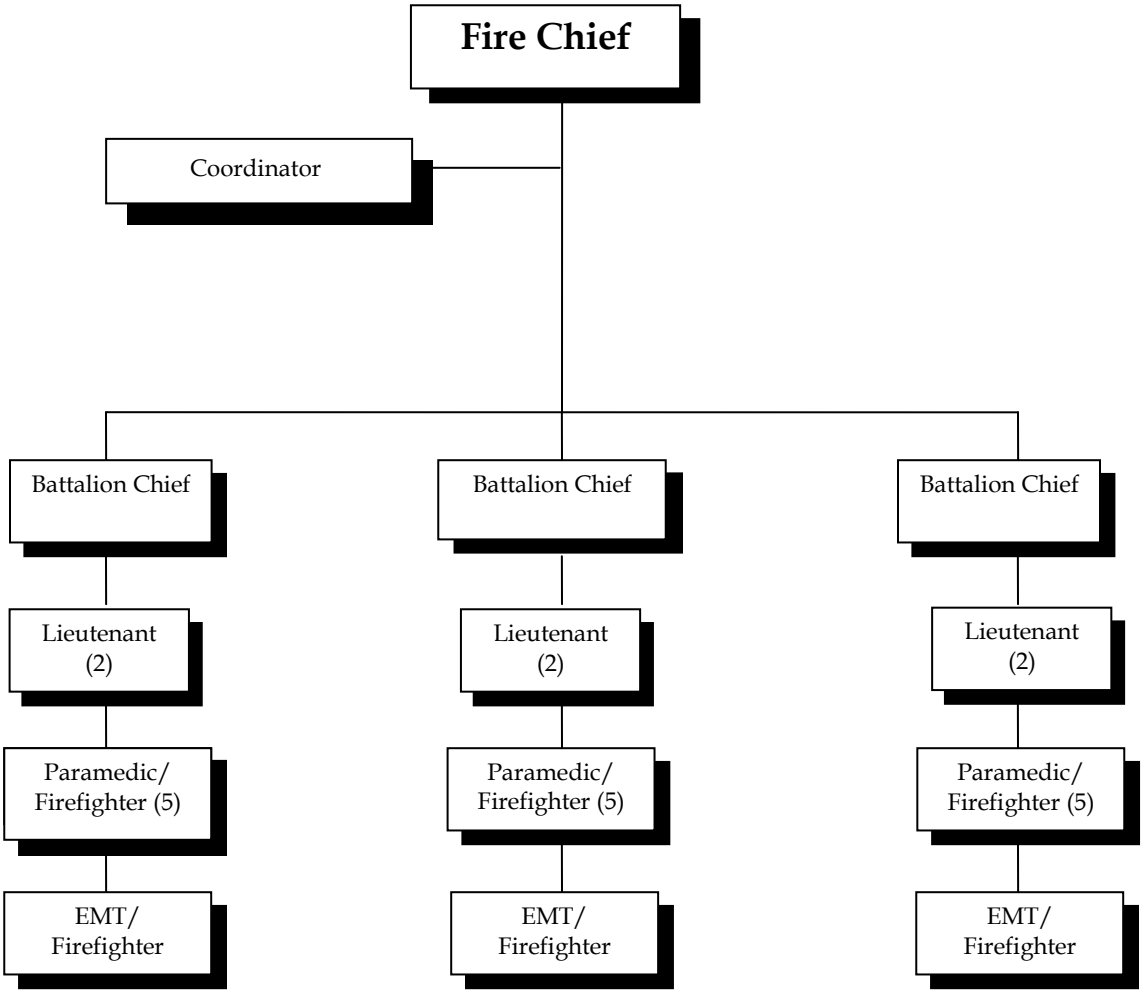
	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Part I Crimes				
Part I Crimes	553	444	444	444
Enforcement				
Traffic Stops	3,993	5,067	5,067	5,067
Traffic Citations	2,047	2,504	2,504	2,504
Parking Citations	1,822	1,352	1,352	1,352
Arrests				
Arrests	501	835	835	835
Calls For Service	24,500	27,787	27,787	28,000

VILLAGE OF LINCOLNWOOD

Fiscal Year 2015/16

Organizational Chart

Fire Department



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

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.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis **Fire**
350

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
57,860	58,966	59,614	59,614	Wages - Full Time Hourly	62,125
3,480	3,687	3,696	3,696	Employer FICA	3,852
814	862	864	864	Employer Medicare	901
6,207	6,664	4,978	6,000	Employer IMRF	6,691
177	194	189	189	Insurance - Group Life and AD&D	197
4,944	5,239	5,518	5,518	Insurance - Group Medical	5,518
506	520	541	541	Insurance - Group Dental	541
1,701	1,788	1,788	1,788	Insurance - Workers Compensation	1,864
75,690	**77,921**	**77,188**	**78,210**	**Personnel Services**	**81,689**
2,555,393	2,610,737	2,657,307	2,657,000	Fire Protection	2,727,894
5,178	6,105	-	2,035	Data Processing	-
2,560,572	**2,616,842**	**2,657,307**	**2,657,000**	**Contractual Services**	**2,727,894**
10,654	5,930	-	1,300	R&M - Buildings	
564	733	1,500	1,500	R&M - Communications Equipment	1,500
5,190	8,455	7,000	12,000	R&M- Wireless Alarm Equipment	11,100
19,500	11,972	12,750	13,000	R&M - Fire and EMS Equipment	11,250
16,104	35,252	9,000	18,000	R&M - Vehicles	24,000
1,808	2,518	1,000	1,800	R&M - Other	1,000
10,083	10,088	10,480	10,480	Intergovernmental Fees and Dues	10,430
1,177	268	2,000	1,800	Printing and Copying Services	1,750
1,739	2,224	1,260	1,300	Professional Associations	1,634
126,717	154,660	142,000	142,000	Other Contractual	150,000
1,671	2,031	1,750	1,800	Books and Publications	1,750
7,329	8,673	8,500	8,500	EMS Supplies	11,500
12,663	11,337	7,211	8,400	Firefighting Supplies	10,000
28,419	27,049	24,000	22,000	Fuel	20,000
750	580	500	100	Lubricants and Fluids	500
2,901	3,550	2,500	3,000	Office Supplies	2,500
25,742	19,744	15,300	14,000	Program Supplies	12,300
15,105	6,816	9,000	13,500	Repair Parts	9,000
-	163	1,000	1,290	Small Tools	1,500
5,067	1,665	5,100	5,100	Training Supplies	5,100
9,812	7,014	8,000	8,000	Other Materials and Supplies	8,000
302,996	**320,722**	**269,851**	**288,870**	**Commodities**	**294,814**

-	-	560	555	Conference and Meeting Registration	-
-	-	675	946	Lodging	-
-	25	250	149	Meals	-
-	**25**	**1,485**	**1,650**	**Meeting and Travel**	**-**
213	4,079	3,000	3,000	Equipment - Communications	3,000
15,480	111,093	79,752	10,000	Equipment - Public Safety	76,000
46,440	10,320	11,320	11,320	Equipment Wireless Radio System	11,320
62,133	**125,492**	**94,072**	**24,320**	**Equipment**	**90,320**
163,249	-	33,000	33,000	Equipment - Public Safety	255,000
163,249	**-**	**33,000**	**33,000**	**Capital Outlay**	**255,000**
3,164,640	**3,141,003**	**3,132,903**	**3,083,050**	**Total**	**3,449,717**

Budget Highlights

Personnel Services

No increase in personnel

Equipment

$66,000 budgeted for replacement of two cardiac monitors

Capital Outlay

$255,000 budgeted for replacement of fire engine chassis

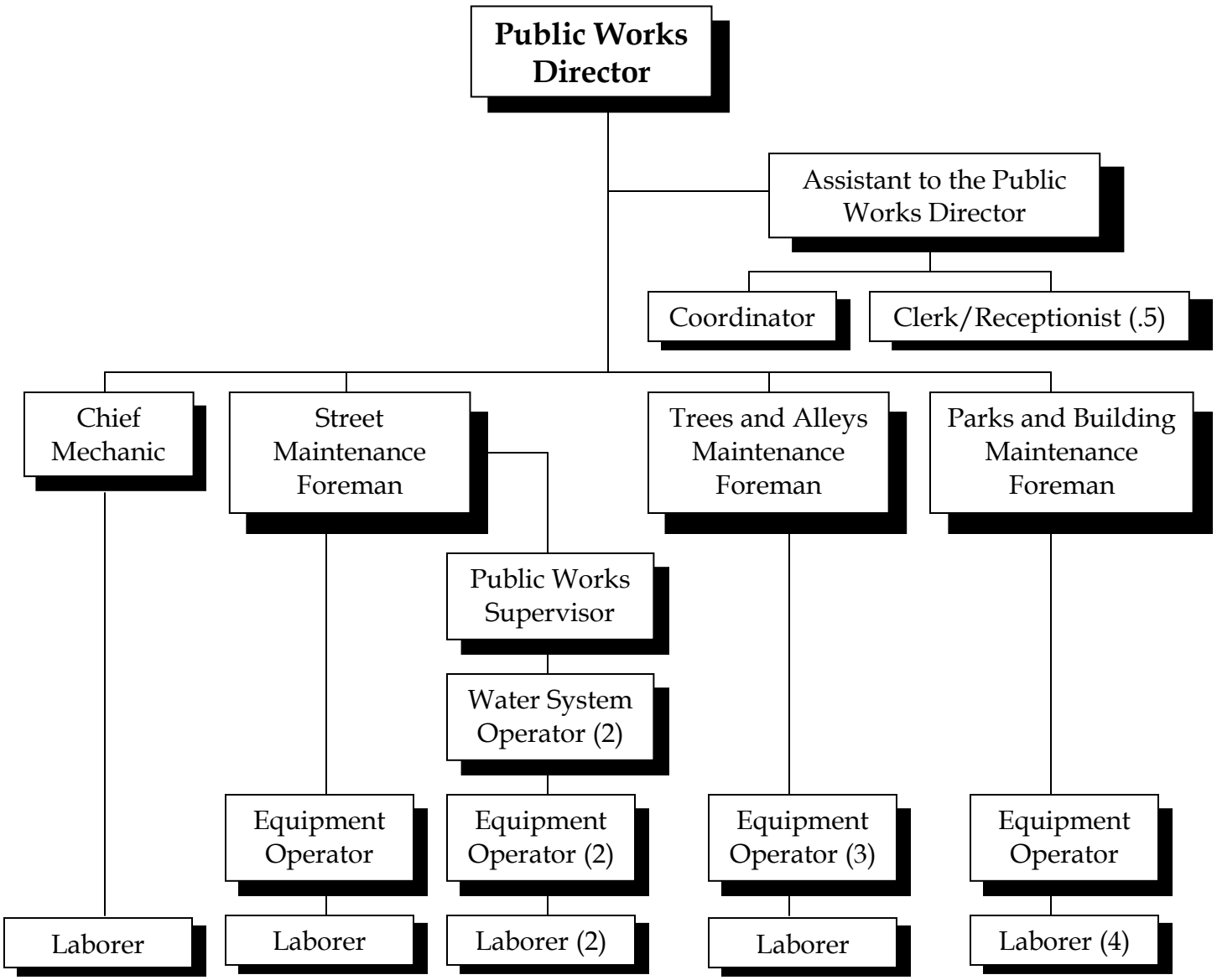
Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Fire Department

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Emergency Calls				
EMS Calls				
Advanced Life Support	675	690	680	690
Basic Life Support	748	880	850	860
No Service Rendered	55	15	20	15
Total EMS Calls	1,478	1,585	1,550	1,565
Fire Calls	670	599	600	610
Total Emergency Calls	2,093	2,184	2,130	2,175
Mutual Aid Calls				
Given	30	39	35	35
Received	23	25	25	25
Total Mutual Aid Calls	53	64	60	60
Response Time (Minutes)				
Response Time	3.37	3.41	3.42	3.44
Training				
Hours Per Person	21.9	22.6	22.7	22.8
Fire Prevention				
Inspections	926	973	970	975
Re-Inspections	32	32	30	35
Business License	69	41	40	45
Plan Reviews	41	43	40	45
Total Fire Prevention	1,068	1,089	1,080	1,100
Ambulance Billing				
Resident:				
Basic Life Support	155	207	190	200
Advanced Life Support 1	502	504	500	510
Advanced Life Support 2	9	10	10	10
Total Resident	666	721	700	720
Non-Resident:				
Basic Life Support	75	82	80	85
Advanced Life Support 1	125	122	119	120
Advanced Life Support 2	1	1	1	1
Total Non-Resident	201	205	200	206

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
Organizational Chart
Public Works



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.

2015-2016 Operating Budget

Budget Analysis

Public Works Administration
400

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
160,432	164,822	209,094	195,000	Wages - Full Time Salaried	146,000
49,515	51,008	52,600	52,600	Wages - Full Time Hourly	54,600
22,268	25,326	26,000	26,000	Wages - Part Time Hourly	26,000
-	-	500	-	Wages - Overtime 1.5X	500
347	362	378	378	Educational Stipend	360
-	685	2,400	920	Opt Out Insurance	-
181	173	180	180	Phone Stipend	180
13,055	14,288	14,336	14,336	Employer FICA	14,351
3,211	4,020	4,184	4,184	Employer Medicare	3,298
24,500	27,157	31,508	31,508	Employer IMRF	24,443
756	1,133	659	659	Insurance - Group Life and AD&D	597
30,706	28,746	24,364	26,391	Insurance - Group Medical	33,739
3,194	3,256	3,371	3,371	Insurance - Group Dental	3,371
6,825	6,862	6,995	6,995	Insurance - Workers Compensation	6,415
314,989	**327,836**	**376,569**	**362,522**	**Personnel Services**	**313,854**
26,868	26,177	27,000	27,000	Other Contract Labor	27,000
10,920	5,788	10,000	10,000	Animal Control	10,000
37,788	**31,965**	**37,000**	**37,000**	**Contractual Services**	**37,000**
491	344	300	300	R&M - Communications Equipment	300
430	827	500	350	R&M - Office Equipment	650
236	198	275	200	Advertising	275
1,500	1,500	1,500	1,500	Intergovernmental Fees and Due	1,500
78	-	100	100	Printing and Copying Services	100
728	665	600	600	Professional Associations	600
604	490	1,000	600	Training	1,000
55	32	75	50	Books and Publications	75
3,313	2,345	2,700	2,700	Fuel	1,500
1,464	1,811	1,134	1,134	Office Supplies	1,134
7,367	7,615	6,440	6,440	Program Supplies	6,440
1,004	-	150	50	Repair Parts	150
430	488	600	500	Green Initiatives	500
17,699	**16,314**	**15,374**	**14,524**	**Commodities**	**14,224**

-	1,576	650	350	Conference and Meeting Registration	400
60	215	75	75	Local Mileage, Parking and Tolls	75
-	-	600	400	Lodging	-
-	102	175	175	Meals	175
-	53	200	-	Purchased Transportation	-
60	**1,947**	**1,700**	**1,000**	**Meetings and Travel**	**650**
370,535	**378,061**	**430,643**	**415,046**	**Total**	**365,728**

Budget Highlights

Personnel Services

No increase in personnel

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Public Works-Administration Division

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Service Requests				
Animal Control Requests	64	68	50	50
Refuse Service Requests	60	75	70	70
Other Service Requests	2,511	3,300	3,750	3,800
Total Service Requests	2,635	3,443	3,870	3,920
Staff Trainings (Total Training Sessions)	55	50	57	60

Public Works Department – Vehicle Maintenance

Department/Activity Description

The expenditures included in this budget are for the purpose of maintaining all village owned vehicles and motor equipment. In addition, this division provides routine preventative maintenance, daily repairs, emergency repairs, modifications, welding, fabricating and road service calls as needed. The Division is staffed by two full time employees.

2015-2016 Operating Budget

Budget Analysis

Public Works Vehicle Maintenance
410

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
127,282	131,806	152,119	141,900	Wages - Full Time Hourly	162,167
-	-	21,000	19,000	Part Time Employee	19,500
11,684	6,814	-	-	Wages - Seasonal Hourly	-
2,081	3,119	4,073	4,073	Wages - Overtime 1.5X	4,073
-	3,265	1,136	1,136	Wages - Overtime 2X	1,136
1,458	878	1,350	1,350	Uniform Allowance	1,350
8,235	8,845	11,140	9,743	Employer FICA	11,763
1,926	2,069	2,605	2,400	Employer Medicare	2,751
13,409	15,252	19,621	15,600	Employer IMRF	20,433
365	335	436	436	Insurance - Group Life and AD&D	464
20,990	21,689	27,259	23,000	Insurance - Group Medical	26,555
1,560	1,557	2,441	1,700	Insurance - Group Dental	2,012
4,736	4,916	5,390	5,390	Insurance - Workers Compensation	5,692
193,727	**200,545**	**248,570**	**225,728**	**Personnel Services**	**257,896**
298	271	300	300	R&M - Communications Equipment	300
1,699	252	1,400	1,400	R&M - Public Works Equipment	1,500
-	101	970	1,207	R&M - Vehicles	900
-	-	100	75	Professional Associations	100
300	-	150	320	Training	300
-	-	400	400	Books and Publications	300
1,584	2,560	1,200	1,200	Fuel	1,200
978	586	1,000	1,000	Lubricants and Fluids	1,200
18,915	22,408	15,700	15,700	Program Supplies	15,300
23,774	**26,178**	**21,220**	**21,602**	**Commodities**	**21,100**
217,501	**226,724**	**269,790**	**247,330**	**Total**	**278,996**

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Public Works Department-Vehicle Maintenance Division

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Fleet Maintenance				
P.M.*-Pieces of Equipment	815	815	817	817
P.M.*-Hours	2,050	2,050	2,050	2,050
Work Orders-Completed	320			
	3,185	2,865	2,867	2,867
Repairs				
Small Engine Repairs	100	110	110	105
Body Repairs	22	18	18	18
Total Repairs	122	128	128	123
Equipment Rebuilding				
Street Sweeper	0	2	1	1
Tractors	0	1	1	0
Lawn Mowers	2	1	1	2
Total Equipment Rebuilds	2	4	3	3

* Preventative Maintenance

Public Works Department – Building Maintenance

Department/Activity Description

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Public Works Building Maintenance
420

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
48,731	53,351	53,500	62,000	Wages - Full Time Hourly	64,000
-	188	21,000	18,000	Part Time Employee	19,000
3,208	7,412	4,500	4,500	Wages - Overtime 1.5X	4,500
1,312	689	1,450	1,450	Wages - Overtime 2X	1,450
-	-	738	738	Uniform Allowance	738
3,024	3,756	5,034	5,200	Employer FICA	5,052
707	878	1,177	1,200	Employer Medicare	1,182
5,371	6,741	8,866	9,200	Employer IMRF	8,736
37	33	161	161	Insurance - Group Life and AD&D	167
10,782	14,162	16,350	18,400	Insurance - Group Medical	16,833
1,026	1,298	1,520	1,650	Insurance - Group Dental	1,520
2,320	2,344	2,359	2,359	Insurance - Workers Compensation	2,353
76,517	**90,852**	**116,655**	**124,858**	**Personnel Services**	**125,531**
33,760	36,603	34,400	34,400	Janitorial	34,400
85,817	144,851	114,640	114,640	R&M - Buildings	117,710
414	-	1,000	700	R&M - Vehicles	1,000
168	31	300	200	Equipment Rental	300
-	190	500	350	Training	500
5,038	2,363	2,700	2,700	Fuel	2,000
10,492	3,948	4,000	5,250	Landscaping Supplies	5,000
17,819	13,548	21,000	21,000	Program Supplies	21,000
1,480	1,227	1,500	1,500	Small Tools	1,700
20,204	30,368	25,000	20,000	Utilities - Government Building	20,000
175,192	**233,129**	**205,040**	**200,740**	**Commodities**	**203,610**
251,709	**323,980**	**321,695**	**325,598**	**Total**	**329,141**

Budget Highlights

Personnel Services

No increase in personnel

Village of Lincolnwood
2015/2016 Budget
Public Works Department-Buildings Division

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Service Requests	1036	1045	1740	1900

Public Works Department – Streets Maintenance Division

Department/Activity Description

This budget contains the expenditures necessary for the Streets Maintenance Division to provide all aspects of street maintenance, including: snow & ice control, alley & forestry operations, street lighting, street sweeping, street marking and signs, street lighting and street patching. This division also develops and coordinates the Sidewalk Replacement Program, the Tree Replacement Program, and wood chipper service. In addition, this division accounts for the costs associated with the Village's contractual household waste hauler, and joint governmental waste disposal agency, SWANCC, (Solid Waste Agency of Northern Cook County). The Streets Maintenance Division is staffed by five full-time employees.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Public Works Street Maintenance
440

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
409,883	409,349	464,144	464,144	Wages - Full Time Hourly	490,479
31,768	22,221	24,000	36,000	Wages - Seasonal Hourly	34,500
22,931	48,797	28,220	28,220	Wages - Overtime 1.5X	28,874
3,143	38,022	9,200	9,200	Wages - Overtime 2X	9,200
334	1,017	960	960	HSA Savings Account	960
735	300	2,400	2,400	Opt Out Insurance	2,400
3,884	5,109	4,325	5,100	Uniform Allowance	4,325
-	-	275	275	Longevity Stipend	275
27,849	31,764	32,870	30,000	Employer FICA	35,194
6,513	7,429	7,687	6,900	Employer Medicare	8,231
45,990	54,670	55,273	53,000	Employer IMRF	61,136
1,062	1,082	818	818	Insurance - Group Life and AD&D	876
78,746	74,500	92,705	71,000	Insurance - Group Medical	78,004
6,812	6,567	10,801	9,000	Insurance - Group Dental	7,076
14,471	14,387	15,905	15,905	Insurance - Workers Compensation	17,030
654,122	**715,214**	**749,583**	**732,922**	**Personnel Services**	**778,560**
42,255	6,760	110,000	110,000	Landscaping Services	110,000
50,438	54,006	38,800	15,000	Street Lights and Traffic Signal	38,800
92,693	**60,766**	**148,800**	**125,000**	**Contractual Services**	**148,800**
1,003,569	977,975	1,071,000	1,071,000	Garbage and Recycling	1,097,775
1,003,569	**977,975**	**1,071,000**	**1,071,000**	**Refuse Services**	**1,097,775**
551	551	500	500	R&M - Communications Equipment	500
-	869	1,500	1,000	R&M - Public Works Equipment	1,500
60,173	64,400	40,000	40,000	R&M - Vehicles	40,000
75	484	1,500	1,500	Training	2,250
1,542	5,000	10,000	8,000	Other Contractual	18,000
34,606	39,761	35,000	35,000	Fuel	33,000
2,549	1,079	2,500	2,500	Lubricants and Fluids	2,500
7,327	12,614	10,000	10,000	Landscaping Supplies	15,500
16,059	21,387	14,400	19,747	Program Supplies	17,800
15,154	18,813	15,700	15,700	Small Tools	17,200
11,298	-	15,000	10,000	Street Materials - Aggregate	15,000
11,300	60,484	66,000	66,000	Street Materials - Salt and Sand	66,000
9,309	11,232	10,000	7,500	Street Materials - Signs and Bar	12,000
4,478	1,989	2,900	2,900	Steet Materials - Other	2,900
124,305	131,962	128,000	128,000	Utilities - Public Way	128,000

Return to COTW Memo

298,727	**370,625**	**353,000**	**348,347**	**Commodities**	**372,150**
74,804	79,824	85,000	85,000	Street System Construction/Improvement	90,000
48,895	100,130	-	-	Equipment - Other	-
123,699	**179,954**	**85,000**	**85,000**	**Capital Outlay**	**90,000**
2,172,810	**2,304,533**	**2,407,383**	**2,362,269**	**Total**	**2,487,285**

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

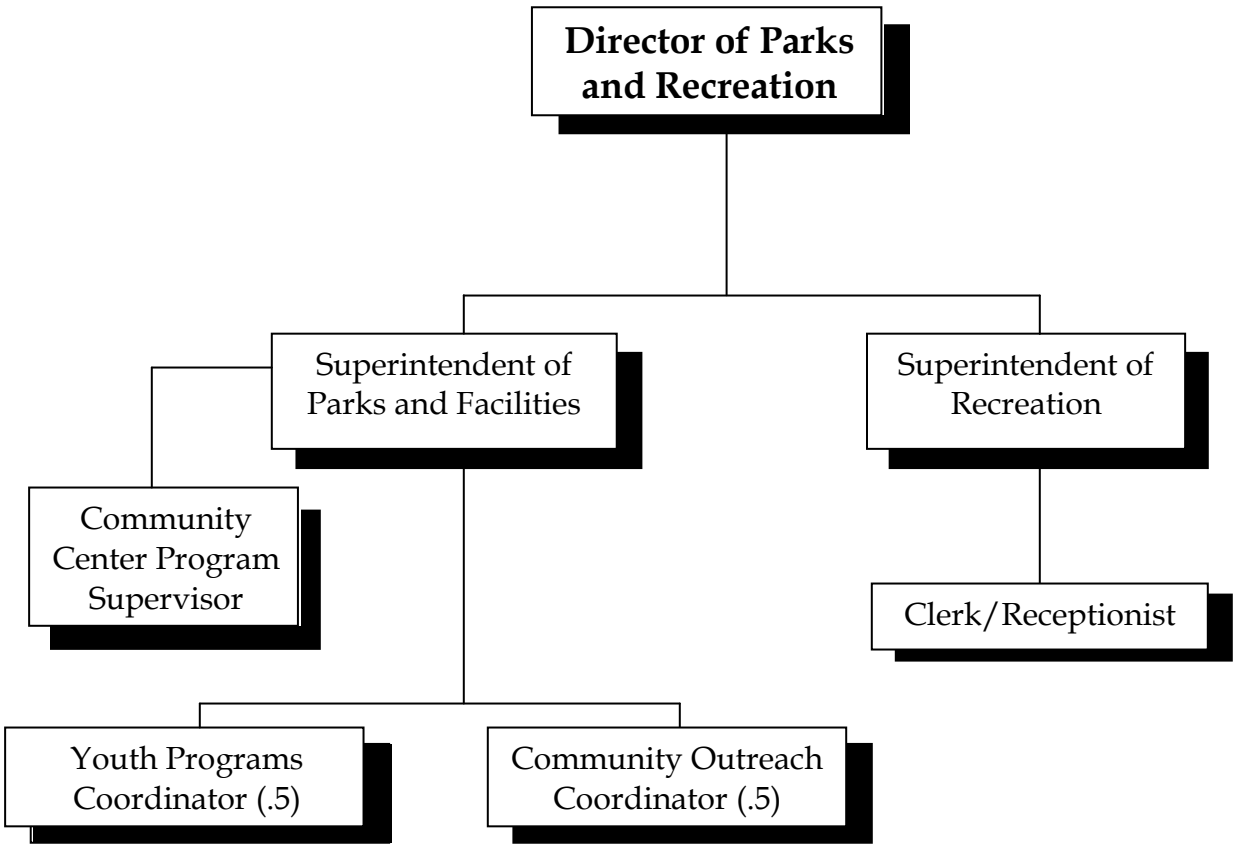
$90,000 budgeted for sidwalk replacement

Village of Lincolnwood
2015/2016 Budget
Public Works Department-Streets, Trees, and Alleys Division

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Street Maintenance				
Signs Replaced	160	150	150	125
Pavement Markings (Lineal Feet)	25,000	25,000	30,000	30,000
Asphalt Patching (tons)	200	225	230	250
Sidewalks Repaired (Square Feet)	18,000	18,000	18,000	18,000
Alleys				
Miles Maintained	11	11	11	11
New Construction Inspections				
Sidewalks	45	45	40	40
Street Openings	35	35	35	35
Street Patching	32	32		
Total Inspections	112	112	75	75
Forestry Maintenance				
Trees Trimmed	1,900	1,800	1,850	1850
Plantings				
Trees	130	125	225	225
Removals				
Trees	350	360	360	275
Stumps	350	360	360	275
Total Removals	700	720	720	550

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
Organizational Chart
Parks and Recreation



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.

4) 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.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Parks and Recreation General

500

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
174,699	166,643	174,545	174,545	Wages - Full Time Salaried	181,862
33,288	35,071	35,800	23,000	Wages - Full Time Hourly	21,494
54,267	33,693	51,700	65,000	Wages - Part Time Hourly	42,000
360	401	-	680	HSA Savings Account	680
1,891	1,773	1,763	1,763	Educational stipend	1,819
1,540	2,810	2,400	200	Opt Out Insurance	-
1,431	1,049	1,440	880	Phone Stipend	1,440
				Tuition Reimbursement	9,512
17,183	15,152	16,366	16,366	Employer FICA	15,325
4,040	3,590	3,545	3,545	Employer Medicare	3,581
28,032	27,132	28,372	28,372	Employer IMRF	26,192
1,004	982	758	758	Insurance - Group Life and AD&D	672
17,029	11,030	16,590	16,590	Insurance - Group Medical	15,828
2,429	1,402	1,935	1,935	Insurance - Group Dental	1,902
7,517	7,470	7,837	7,837	Insurance - Workers Compensation	7,415
344,710	**308,197**	**343,051**	**341,471**	**Personnel Services**	**329,722**
10,473	10,343	7,000	7,000	R&M - Office Equipment	7,500
7	55	1,000	1,000	Advertising	1,000
11,888	4,479	12,000	8,000	Printing and Copying Services	8,000
3,025	2,623	1,800	2,200	Professional Associations	1,800
20	458	250	250	Training	250
3,944	8,893	7,500	7,500	Other Contractual	7,500
5,012	3,097	6,000	6,000	Office Supplies	6,000
6,235	13,960	8,000	8,000	Postage	6,000
9,031	9,419	9,500	7,000	Credit Card Charges	8,000
245	-	6,880	6,880	Program Supplies	-
49,880	**53,327**	**59,930**	**53,830**	**Commodities**	**46,050**
3,742	4,625	4,700	4,700	Conference and Meeting Registration	5,600
517	791	1,000	1,000	Local Mileage, Parking, and Tolls	1,250
1,944	516	2,000	2,000	Lodging	1,050
1,372	1,828	1,580	1,580	Meals	2,440
7,575	**7,759**	**9,280**	**9,280**	**Meeting and Travel**	**10,340**
402,165	**369,282**	**412,261**	**404,581**	**Total**	**386,112**

Budget Highlights

Personnel Services

No increase in personnel

Village of Lincolnwood
2015/2016 Budget
Parks and Recreation Department

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Toddler/Youth Programs				
Number of Programs	34	36	40	47
Adult/Family Programs				
Number of Programs	26	25	30	36
Special Events				
Number of Programs	15	14	14	14
Athletics				
Number of Participants	150	150	150	150
Park Patrol				
Number of public contacts	1600	1,600	1,630	1700
Turkey Trot				
Number of Participants	1,988	1,840	1,735	1,750
Club Kid				
Number of Participants	40	38	40	35
Camp				
Total Number of Programs	18	16	16	14
Total Number of Participants	1,019	1,130	1,186	1,100
Softball				
Total Number of Teams	23	15	10	20
Pool Memberships				
Daily Admissions	10,462	9,571	9,653	9,700
Memberships	3,894	3,732	2,894	3,200
Swim Lessons				
Number of Classes	10	10	10	10
Number of Participants	489	549	432	450
Swim Team				
Number of Participants	163	170	178	180
Teen Programs				
Number of Programs	0	0	1	4
Senior				
Club Memberships	125	85	90	100
Programs/Classes	50	40	45	45
Trips/Events	24	24	26	20
Subsidized Taxi Membership	20	15	15	20
Community Center Rentals				
Number of Rentals	135	133	130	120
Total Number of Programs				
Number of Programs	177	160	177	185

Public Works Department – Parks Maintenance Division

Department/Activity Description

This budget accounts for the expenditures necessary for the Public Works Department to provide year-round maintenance, either with Village Staff or private contractor, of the following facilities: the Village's 12 parks and playgrounds, Channel Runne Park, Proesel Park Aquatics Center, Proesel Park shelter house and Community Center grounds. Park maintenance includes refuse, leaf and debris pick-up, mowing, playground equipment repairs and service, landscaping, bleachers repairs and maintenance, exterior painting, fence and deck painting, tennis court and lighting repairs, maintenance of windscreens, daily in-season maintenance of softball diamonds and fields, football and soccer fields and skating pond. Also special services associated with annual events such as the Turkey Trot, Halloween Party, Worldwide Day of Play, Memorial Day Picnic, etc. The Parks Maintenance Division is staffed by five full-time employees, one of which is shared by the Building Maintenance Division.

Current Year's Goals

1) The Village will continue the phased replacement of playground equipment and park improvements.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PW Park Maintenance

430

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
261,103	214,307	233,400	233,400	Wages - Full Time Hourly	227,936
42,129	51,580	36,000	36,000	Wages - Seasonal Hourly	36,000
5,840	6,330	6,145	8,000	Wages - Overtime 1.5X	6,145
7,518	3,596	5,750	5,750	Wages - Overtime 2X	5,750
2,179	1,989	2,400	2,400	Opt Out Insurance	2,400
1,875	3,056	2,550	2,550	Uniform Allowance	2,550
19,196	16,936	17,623	17,623	Employer FICA	17,402
4,489	3,961	4,122	4,122	Employer Medicare	4,070
29,351	24,712	27,108	27,108	Employer IMRF	26,352
638	554	533	533	Insurance - Group Life and AD&D	491
55,775	48,363	53,581	58,000	Insurance - Group Medical	59,600
6,654	5,651	6,621	6,621	Insurance - Group Dental	6,729
9,326	9,909	8,497	8,497	Insurance - Workers Compensation	8,390
446,075	**390,945**	**404,330**	**410,604**	**Personnel Services**	**403,815**
19,898	22,897	22,000	22,000	Contract Maintenance	22,000
244	47	4,000	4,000	R&M - Buildings	4,000
415	380	388	388	R&M - Communications Equipment	388
700	5,759	8,000	8,000	R&M - Recreation Equipment	8,000
6,130	13,609	7,275	12,000	R&M - Vehicles	10,000
364	-	1,000	750	R&M - Other Equipment	1,000
1,005	520	500	300	Equipment Rental	500
280	535	1,000	600	Training	1,000
20,412	22,415	14,000	17,000	Fuel	14,000
1,851	1,079	1,000	1,000	Lubricants and Fluids	1,000
7,860	19,401	15,500	15,500	Landscaping Supplies	10,500
45,266	32,603	46,010	46,010	Program Supplies	46,010
16,113	8,916	14,290	14,290	Small Tools	11,190
12,933	-	-	-	Street Materials - Signs and Bar	-
2,714	4,886	3,000	3,000	Utilities - Government Building	3,000
-	-	291	291	Utilities - Public Way	291
136,185	**133,048**	**138,254**	**145,129**	**Commodities**	**132,879**
120,141	88,875	109,000	109,000	Park Construction and Improvement	180,000
41,388	9,506	35,000	35,450	Equipment - Other	-
161,529	**98,382**	**144,000**	**144,450**	**Capital Outlay**	**180,000**
743,789	**622,374**	**686,584**	**700,183**	**Total**	**716,694**

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

$100,000 budgeted for Proesel Park shelter facelift

$55,000 budgeted for tennis court replacement

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Public Works Department-Parks Maintenance Division

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Parks				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Sqaure Feet)	4,000	4,000	4,000	4,000
Playground Equipment Repaired	150	160	200	175
Playground Equipment Replaced	25	30	25	25
Plantings				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

502 – Youth/Tot

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Youth/Tot
502

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
7,884	5,562	7,250	5,500	Wages - Part Time Hourly	7,250
233	316	450	340	Employer FICA	450
54	74	105	80	Employer Medicare	105
191	218	218	218	Insurance - Workers Compensation	218
8,362	**6,171**	**8,023**	**6,138**	**Personnel Services**	**8,023**
5,729	4,757	6,250	7,500	Purchased Program Services	7,450
263	296	500	500	Program Supplies	500
5,991	**5,053**	**6,750**	**8,000**	**Commodities**	**7,950**
14,354	**11,224**	**14,773**	**14,138**	**Total**	**15,973**

503 – Adult / Family Programs

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Fitness
503

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
6,013	7,432	1,625	840	Wages - Seasonal Hourly	1,000
355	480	101	52	Employer FICA	62
83	112	24	14	Employer Medicare	15
49	49	49	49	Insurance - Workers Compensation	30
6,500	**8,074**	**1,799**	**955**	**Personnel Services**	**1,107**
17,428	21,524	21,700	20,899	Purchased Program Services	22,200
-	-	150	150	Advertising	150
-	20	150	150	Program Supplies	850
17,428	**21,544**	**22,000**	**21,199**	**Commodities**	**23,200**
23,928	**29,618**	**23,799**	**22,154**	**Total**	**24,307**

504 – Special Events

This budget accounts for the expenditures required to run community special events such as Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance, Farmers Market, Memorial Day Parade, the Community Halloween Party, Polar Express, and the new Adult Centennial Event: Passport to Lincolnwood planned for fall, 2011.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Special Events
504

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
3,691	68	2,000	1,000	Wages - Seasonal Hourly	1,200
217	4	124	62	Employer FICA	74
51	1	29	15	Employer Medicare	17
60	60	60	30	Insurance - Workers Compensation	36
4,018	**133**	**2,213**	**1,107**	**Personnel Services**	**1,327**
13,630	29,606	26,000	38,400	Purchased Program Services	41,200
3,081	5,484	5,075	3,000	Advertising	5,075
108	250	500	290	Printing and Copying Services	1,000
4,568	635	4,450	3,000	Concessions and Food	4,450
1,676	2,038	2,550	4,000	Program Supplies	3,750
421	151	500	274	Other Materials and Supplies	500
2,426	-	-		Equipment Other	-
25,911	**38,165**	**39,075**	**48,964**	**Commodities**	**55,975**
29,930	**38,298**	**41,288**	**50,071**	**Total**	**57,302**

505 - Athletic

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Athletic
505

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
(337)	1,395	2,500	1,300	Wages - Seasonal Hourly	1,875
73	86	155	80	Employer FICA	116
17	20	36	30	Employer Medicare	27
75	75	75	75	Insurance - Workers Compensation	56
(173)	**1,576**	**2,766**	**1,485**	**Personnel Services**	**2,074**
2,442	-	3,000	4,756	Purchased Program Services	17,100
-	-	100	-	Program Supplies	100
2,442	**-**	**3,100**	**4,756**	**Commodities**	**17,200**
2,269	**1,576**	**5,866**	**6,241**	**Total**	**19,274**

506 – Birthday Parties

This budget accounts for the expenditures associated with contractual and in-house children's themed birthday party packages. Fees include room rental, party attendant, supervised games/activities and access to kitchen for food preparation. In-house themes include Wii Dance Party, Little Athletes Party, Indoor Playground Party, and Mad Scientist Party. Contractual party themes include magic, pottery, and music.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Birthday Parties
506

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
-	1,379	1,000	3,000	Wages - Seasonal Hourly	1,000
2	85	62	180	Employer FICA	62
0	20	15	52	Employer Medicare	15
3	9	30	30	Insurance - Workers Compensation	30
5	**1,493**	**1,107**	**3,262**	**Personnel Services**	**1,107**
-	-	350	-	Purchased Program Services	-
-	317	500	400	Program Supplies	500
-	**317**	**850**	**400**	**Commodities**	**500**
5	**1,810**	**1,957**	**3,662**	**Total**	**1,607**

507 – Outdoor Recreation

This budget accounts for the expenditures associated with outdoor recreation programs. Contractual outdoor recreation classes include cross country skiing, snowshoeing, landscape photography, yoga, and bicycle maintenance. Archery is an in-house offering. This is a new budget area for the department and will be expanded as new programs become available.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Outdoor Recreation
507

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
-	-	200	-	Wages - Seasonal Hourly	300
-	-	12	-	Employer FICA	19
-	-	3	-	Employer Medicare	4
-	-	3	-	Insurance - Group Life and AD&D	4
-	**-**	**218**	**-**	**Personnel Services**	**327**
-	-	750	-	Purchased Program Services	2,800
-	35	-	-	Credit Card Charges	-
-	275	1,000	-	Program Supplies	1,000
-	**310**	**1,750**	**-**	**Commodities**	**3,800**
-	**310**	**1,968**	**-**	**Total**	**4,127**

508 – Park Patrol

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Park Patrol
508

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
52,670	54,366	55,300	52,500	Wages - Seasonal Hourly	54,000
3,254	3,368	3,348	3,348	Employer FICA	3,348
761	788	783	783	Employer Medicare	783
1,629	1,530	1,620	1,620	Insurance - Workers Compensation	1,620
58,314	**60,052**	**61,051**	**58,251**	**Personnel Services**	**59,751**
330	571	450	656	Telephone	600
265	721	750	627	Program Supplies	750
595	**1,291**	**1,200**	**1,283**	**Commodities**	**1,350**
58,908	**61,343**	**62,251**	**59,534**	**Total**	**61,101**

509 – Turkey Trot

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Turkey Trot
509

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
6,798	7,050	6,000	6,000	Wages - Full Time Salaried	6,296
2,900	-	2,900	2,900	Wages - Part Time Hourly	6,582
-	-	-	60	Education Stipend	63
604	437	574	574	Employer FICA	802
141	102	417	417	Employer Medicare	188
963	769	947	947	Employer IMRF	1,404
29	-	27	27	Insurance - Group Life/AD&D	36
490	490	551	551	Insurance - Group Medical	932
52	52	52	52	Insurance - Group Dental	106
293	600	268	268	Insurance - Workers Compensation	367
12,270	**9,500**	**11,736**	**11,796**	**Personnel Services**	**16,776**
21,502	9,317	9,500	8,635	Purchased Program Services	8,850
875	700	1,000	451	Advertising	1,000
4,844	4,708	5,000	5,543	Equipment Rental	5,200
644	625	400	300	Printing and Copying Services	300
844	798	850	1,254	Awards	850
1,389	1,228	1,750	1,785	Concessions and Food	2,750
-	191	500	900	Postage	900
5,631	23,585	19,500	18,385	Program Supplies	19,600
35,728	**41,152**	**38,500**	**37,253**	**Commodities**	**39,450**
47,998	**50,653**	**50,236**	**49,049**	**Total**	**56,226**

520 – Club Kid

The Club Kid after school program serves Lincolnwood children attending Todd Hall and Rutledge Hall schools. Children enrolled in the program range in grades from K – 5th. The program is held at the Rutledge Hall following school hours each day school is in session. Participants receive a daily snack and beverage as well as participate in games, sports, arts and crafts and theme-days.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Club Kid
520

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
24,033	29,948	33,000	27,000	Wages - Seasonal Hourly	33,000
				Wages - Part Time Hourly	2,500
1,459	1,935	2,046	2,046	Employer FICA	2,201
341	453	479	479	Employer Medicare	516
				Employer IMRF	270
600	960	990	990	Insurance - Workers Compensation	1,065
26,433	**33,296**	**36,515**	**30,515**	**Personnel Services**	**39,552**
1,989	679	500	500	Purchased Program Services	500
708	474	750	500	Telephone	750
3,398	1,631	3,000	3,000	Concessions and Food	3,000
1,077	270	1,200	840	Program Supplies	1,200
12	50	150	201	Other Materials and Supplies	300
7,183	**3,104**	**5,600**	**5,041**	**Commodities**	**5,750**
33,616	**36,400**	**42,115**	**35,556**	**Total**	**45,302**

530 – Summer Day Camp

The Lincolnwood Summer Day Camp program is comprised of 16 different offerings for both residents and non-residents. Day camps are available for children ages 2 – 14 years of age with varied schedules, including full and half-day as well as full and partial-week registration options. Morning and evening extended care is also available for those wishing to extend the traditional camp day.

Camps are classified as either general recreation or specialty, based on the focus of the daily programming. General recreation camps provide a wide variety of activities including arts and crafts, small and large group games, athletics, field trips and recreational swimming. Specialty camps are more focused and include computer instruction, sports camp and baseball and soccer workshops.

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Day Camp Program
530

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
60,290	51,062	56,800	60,400	Wages - Full Time Salaried	59,080
				Wages - Full Time Hourly	9,082
135,817	134,153	155,400	151,000	Wages - Seasonal Hourly	155,000
141	397	-	681	HSA Savings Account	-
340	313	568	568	Educational Stipend	590
-	500	-	-	Opt Out Insurance	-
-	8	-	50	Phone Stipend	50
11,080	11,641	13,162	13,162	Employer FICA	13,873
2,591	2,722	3,078	3,078	Employer Medicare	3,246
7,034	5,982	6,883	6,883	Employer IMRF	7,405
-	-	187	187	Insurance - Group Life and AD&D	204
4,410	2,670	5,509	5,509	Insurance - Group Medical	4,420
506	303	520	520	Insurance - Group Dental	595
5,566	6,218	6,376	6,376	Insurance - Workers Compensation	6,713
227,777	**215,969**	**248,483**	**248,414**	**Personnel Services**	**260,258**
26,707	22,274	28,000	22,899	Purchased Program Services	29,000
492	1,612	800	1,071	Telephone	1,100
439	352	700	681	Training	700
-	1,676	1,700	1,846	Other Contractual	1,900
4,414	4,942	5,500	5,130	Concessions and Food	5,500
-	-	-	150	Postage	150
18,444	17,561	20,000	20,449	Transportation	23,000
1,500	1,500	1,500	1,500	Credit Card Charges	1,500
7,373	11,527	10,800	10,712	Program Supplies	11,150
2,425	-	-		Equipment - Other	-
61,794	**61,444**	**69,000**	**64,437**	**Commodities**	**74,000**
289,571	**277,413**	**317,483**	**312,851**	**Total**	**334,258**

540 - Softball

Softball leagues managed through the Parks and Recreation Department are accounted for in this budget. Currently leagues are offered two days per week in the summer and two days per week in the fall. Award money is given to the top two teams of the leagues.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Softball Program
540

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
4,275	4,096	4,500	7,275	Awards	6,250
2,244	1,583	2,000	2,000	Program Supplies	2,000
				Purchased Program Services	3,000
6,519	**5,679**	**6,500**	**9,275**	**Commodities**	**11,250**
6,519	**5,679**	**6,500**	**9,275**	**Total**	**11,250**

550 - Tennis

This budget provides the necessary funds for the instructional tennis program, held year-round. Indoor tennis is provided at Niles West High School and Todd Hall, with summer lessons held at the tennis courts held in the parks.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Tennis Program
550

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
14,940	6,083	6,500	6,480	Purchased Program Services	6,500
14,940	**6,083**	**6,500**	**6,480**	**Commodities Total**	**6,500**

560 – Aquatic Center

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Aquatic Center
560

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
59,233	57,826	63,100	63,100	Wages - Full Time Salaried	62,347
-	-	-	-	Wage - Part Time Hourly	13,164
196,198	178,939	199,800	195,000	Wages - Seasonal Hourly	205,000
559	568	631	631	Educational Stipend	623
-	90	-	360	Phone Stipend	360
15,677	14,636	16,339	16,339	Employer FICA	17,441
3,666	3,423	3,821	3,821	Employer Medicare	4,080
6,274	6,513	6,959	6,959	Employer IMRF	8,130
-	-	201	201	Insurance - Group Life and AD&D	213
8,705	9,200	11,875	6,000	Insurance - Group Medical	6,524
814	824	998	998	Insurance - Group Dental	649
7,114	7,749	7,906	7,906	Insurance - Workers Compensation	8,439
298,240	**279,768**	**311,630**	**301,315**	**Personnel Services**	**326,970**
2,129	-	500	764	Purchased Program Services	22,500
13,598	14,532	16,000	16,000	R&M - Buildings	16,200
7,519	6,727	5,000	5,000	R&M - Pool Equipment	1,000
13,233	17,234	16,500	16,500	R&M - Other	13,500
-	-	350	200	Printing and Copying Services	350
905	1,016	500	555	Telephone	500
1,017	2,824	4,000	2,150	Training	3,000
-	-	75	75	Awards	75
35,174	25,386	30,000	31,352	Chemicals - Swimming Pool	31,000
7,852	16,762	9,360	7,356	Computer Supplies	13,960
210	76	275	173	Concessions and Food	300
-	-	100	64	Merchandise for Resale	100
823	901	500	487	Office Supplies	350
6,751	8,017	8,500	8,000	Credit Card Charges	8,500
11,920	8,064	10,000	7,000	Program Supplies	10,000
5,728	15,657	5,000	4,200	Repair Parts	5,000
40	-	750	600	Training Supplies	750
9,597	16,408	12,000	14,000	Utilities - Government Building	12,000
116,495	**133,605**	**119,410**	**114,476**	**Commodities**	**139,085**

355	415	500	500	Conference and Meeting Registration	500
314	648	700	200	Lodging	700
141	100	250	250	Meals	250
656	18	700	700	Purchased Transportation	700
1,467	**1,181**	**2,150**	**1,650**	**Meetings and Travel**	**2,150**
34,867	24,482	30,000	30,000	Equipment - Pool	30,000
34,867	24,482	30,000	30,000	**Equipment**	30,000
451,069	**439,036**	**463,190**	**447,441**	**Total**	**498,205**

561 - Swim Lessons Program

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Swim Lessons
561

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
15,290	20,375	21,000	14,514	Wages - Seasonal Hourly	20,500
948	1,263	1,240	900	Employer FICA	1,240
222	295	290	210	Employer Medicare	290
422	504	600	600	Insurance - Workers Compensation	600
16,882	**22,438**	**23,130**	**16,224**	**Personnel Services**	**22,630**
15	-	50	-	Office Supplies	50
-	33	250	272	Program Supplies	250
-	-	200	140	Training Supplies	300
15	**33**	**500**	**412**	**Commodities**	**600**
16,896	**22,471**	**23,630**	**16,636**	**Total**	**23,230**

562 - Swim Team Program

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Swim Team
562

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
12,370	4,796	12,500	3,715	Wages - Seasonal Hourly	5,000
767	297	775	230	Employer FICA	961
179	70	181	54	Employer Medicare	73
482	390	375	375	Insurance - Workers Compensation	465
13,798	**5,553**	**13,831**	**4,374**	**Personnel Services**	**6,499**
3,985	5,920	900	4,525	Purchased Program sServices	5,000
181	298	300	202	Concessions and Food	350
4,188	5,526	5,500	6,448	Program Supplies	7,250
8,354	**11,744**	**6,700**	**11,175**	**Commodities**	**12,600**
22,152	**17,297**	**20,531**	**15,549**	**Total**	**19,099**

563 - Concessions

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Aquatic Center Concessions
563

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
32,262	29,841	30,000	19,000	Wages - Seasonal Hourly	20,000
2,000	1,850	1,860	1,072	Employer FICA	1,240
468	433	435	251	Employer Medicare	290
752	984	900	900	Insurance - Workers Compensation	600
35,482	**33,108**	**33,195**	**21,223**	**Personnel Services**	**22,130**
-	204	1,500	14,238	R&M - Building	1,500
30,711	29,122	30,000	30,000	Concession Products	31,250
1,129	-	1,250	-	Beverages	-
1,611	822	500	210	Supplies	500
33,451	**30,148**	**33,250**	**44,448**	**Commodities**	**33,250**
68,933	**63,256**	**66,445**	**65,671**	**Total**	**55,380**

570 - Seniors

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Seniors Program
570

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
4,732	3,970	6,500	6,500	Wages - Part Time	6,500
282	259	403	403	Employer FICA	403
66	60	94	94	Employer Medicare	94
156	195	195	195	Insurance - Workers Compensation	195
5,236	**4,484**	**7,192**	**7,192**	**Personnel Services**	**7,192**
16,231	27,954	18,000	16,000	Purchased Program Services	18,000
1,934	2,305	2,000	1,900	Subsidized Taxi Program	2,000
4,651	2,181	2,400	1,800	Concessions and Food	2,400
40	-	-		Transportation	
1,412	1,562	1,500	1,500	Program Supplies	1,500
24,268	**34,002**	**23,900**	**21,200**	**Commodities**	**23,900**
29,504	**38,486**	**31,092**	**28,392**	**Total**	**31,092**

571 - Community Center

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Community Center
571

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
9,236	10,156	10,000	14,327	Wages - Part Time Hourly	14,000
570	645	620	888	Employer FICA	868
133	151	145	208	Employer Medicare	203
210	270	300	300	Insurance - Workers Compensation	420
10,150	**11,222**	**11,065**	**15,723**	**Personnel Services**	**15,491**
5,000	5,467	5,900	5,900	Janitorial	5,900
-	-	150	150	Advertising	150
5,727	803	5,500	5,522	Facility Rental	30,600
1,966	3,211	2,650	2,600	Program Supplies	2,650
12,692	**9,481**	**14,200**	**14,172**	**Commodities**	**39,300**
22,842	**20,703**	**25,265**	**29,895**	**Total**	**54,791**

580 – Special Recreation

This budget provides the necessary funding to allow people with special needs to access and enjoy the many recreational opportunities offered through the Parks and Recreation Department. This assistance can range from part-time staff providing extra assistance in a program to any other reasonable accommodation as defined by the Americans with Disabilities Act, enacted in 1990.

This is accomplished through participation in the Maine Niles Association of Special Recreation (MNASR). MNASR is a consortium made up of six park districts and the Parks and Recreation Department. This budget includes our member agency contribution, which is based on the assessed valuation of the Village and also includes the cost of Inclusion. Inclusion expenses are incurred as we provide individuals with special needs assistance so they can participate in activities offered through our department.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

PR Special Recreation Program
580

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
125,212	115,333	132,000	130,000	Purchased Program Services	132,000
125,212	**115,333**	**132,000**	**130,000**	**Commodities Total**	**132,000**

Village of Lincolnwood

FY2015-2016

BUDGET DRAFT

OTHER FUNDS

Motor Fuel Tax Fund

Department/Activity Description

The Motor Fuel Tax Fund receives its revenue from monthly allotments from the Illinois Motor Fuel Tax Disbursement Fund. Revenue is received by the state from taxes on the sale of gasoline and is distributed to Illinois municipalities on a per-capita basis. This budget accounts for the maintenance of the traffic signal lighting in the Village and for services preformed by the Village for upkeep of IDOT streets within the Village limits.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Motor Fuel Tax Fund
212

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
-	58,595	17,000	10,000	Consulting	27,500
23,037	23,108	35,000	35,000	Street Lights and Traffic Signal	35,000
-	9,862	-	-	Tree Grant Local Match	-
-	-	153,000	150,000	Street System Construction/Improvements	68,000
23,037	**91,566**	**205,000**	**195,000**	**Totals**	**130,500**
				Funding Sources	
				Motor Fuel Tax	300,000
				Interest	1,000

Transportation Improvement Fund

Department/Activity Description

In Fiscal Year 2005/06 the Village Board adopted a gasoline retail sales tax of $.02 per gallon for gasoline sold in the Village of Lincolnwood. The Fiscal Year 2012/13 budget reflects a $.01 per gallon adjustment to the gasoline tax. The Village Board directed that the additional $.01 per gallon be allocated to the General Fund to fund operating costs and the remaining $.02 per gallon continue to be deposited in the Transportation Improvement Fund and that this revenue be utilized to improve the transportation systems in the Village. This budget accounts for the revenue received from this tax.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Transportation Improvement Fund 213

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
59,598	34,817	60,000	60,000	Engineering	20,000
20,342	30,643	35,000	35,000	R&M Road Repairs	35,000
108,798	464,537	1,136,796	1,136,796	Street Light Improvements	899,313
188,737	**529,997**	**1,231,796**	**1,231,796**	**Total**	**954,313**

Funding Sources	
Gas Tax	300,000
Interest	1,000
Fund Reserves	653,313

Budget Highlights

$899,313 budgeted for year four of streetlight replacement program

E-911 Program

Department/Activity Description

The E-911 Communications Center service is an emergency communications operation that receives calls from the public for emergency service requests for the Police and Fire Departments. The six member E-911 Board is appointed to govern the Enhanced 911 funds and manage the E-911 emergency telephone systems in accordance with state statutes.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

E-911 Program Fund
215

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
15,283	15,588	15,840	15,840	Wages - Full Time Salaried	16,140
97,187	94,655	104,428	104,000	Wages - Full Time Hourly	105,116
-	135	1,925	1,925	Payroll - Salaries and Wages - OV	1,925
-	316	-	-	Wages - Overtime 2X	-
280	187	634	634	Educational Stipend	423
403	678	-	-	Uniform Allowance	438
6,733	6,892	7,950	7,950	Employer FICA	8,012
1,574	1,627	1,859	1,859	Employer Medicare	1,873
11,644	12,068	14,002	14,002	Employer IMRF	13,360
-	-	256	256	Insurance - Group Life and AD&D	257
15,416	13,870	18,420	18,420	Insurance - Group Medical	18,210
1,377	1,284	1,685	1,685	Insurance - Group Dental	1,727
3,702	3,787	3,841	3,841	Insurance - Workers Compensation	3,871
153,598	**151,086**	**170,840**	**170,412**	**Personnel Services**	**171,352**
-	816	1,000	1,000	R & M Buildings	1,000
15,534	29,375	22,869	35,520	R&M - Communications Equipment	22,869
19,555	18,082	25,000	25,000	Telephone	25,000
2,519	1,674	1,200	1,200	Training	1,200
16,360	24,136	19,500	19,500	Other Contractual	21,250
13,655	847	1,400	1,200	Computer Supplies	1,400
-	-	200	200	Office Supplies	200
67,623	**74,931**	**71,169**	**83,620**	**Commodities**	**72,919**
6,720	10,117	4,400	4,400	Equipment - Data Processing	138,400
6,720	**10,117**	**4,400**	**4,400**	**Equipment**	**138,400**
227,942	**236,135**	**246,409**	**258,432**	**Total**	**382,671**

Funding Sources	
911 Surcharge	174,000
Interest	50
Fund Transfer	210,000

Budget Highlights

Personnel Services

No increase in personnel

Equipment

$138,400 budgeted to replace E911 telephone system

Northeast Industrial District (NEID) TIF Fund

Department/Activity Description

This budget accounts for tax increment revenues generated from properties within the boundaries of the Northeast Industrial Tax increment Financing District. Dependent on revenue, major anticipated expenditures from this fund during the fiscal year include: funding of the Village's Property Enhancement (PEP) and GIFT programs for this TIF District; preparation of a retail feasibility plan, replacement of streetlights and initial engineering work for the bike trail.

Current Year's Goals

1) Continue to make principal and interest payments on the 2011 General Obligation Bond Refunding issue.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

NEID TIF
217

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
1,200	1,230	1,500	1,500	Audit	1,500
4,363	8,599	13,500	5,000	Other Professional Services	12,000
-	-	15,000	15,000	Maintenance of TIF Improvement	15,000
5,563	**9,829**	**30,000**	**21,500**	**Contractual**	**28,500**
10,423	24,063	300,000	-	Community Development Grants	150,000
10,423	**24,063**	**300,000**	**-**	**Total Sharing**	**150,000**
188	563	375	375	Fiscal Charges	375
273,750	281,250	288,750	288,750	Principal - 2002A G.O. bonds	292,500
37,781	29,400	23,775	23,775	Interest - 2002A G.O. bonds	18,000
311,719	**311,213**	**312,900**	**312,900**	**Debt Service**	**310,875**
2,795	69,512	155,000	30,000	Engineering	118,000
27,337	394,231	1,779,000	150,000	Land Acquisition and Improvement	4,325,000
30,132	**463,743**	**1,934,000**	**180,000**	**Capital Outlay**	**4,443,000**
357,836	**808,847**	**2,576,900**	**514,400**	**Total**	**4,932,375**

Funding Sources	
Property Tax Increment	1,000,000
Grants	3,220,000
Interest	11,000
Fund Reserves	701,375

Budget Highlights

$310,875 budgeted for debt repayment
$240,000 budgeted for construction of bike path

Touhy-Lawndale TIF Fund

Department/Activity Description

This budget accounts for tax increment revenues generated from property within the boundaries of the Touhy-Lawndale Tax Increment Financing District (Lowe's Property). Pursuant to the development agreement executed with Lowe's, the revenue received in this fund is rebated to Lowe's.

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Touhy/Lawndale TIF Fund
218

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
-	-	-	-	Other Professional Services	10,000
502,056	503,289	520,000	520,000	Economic Dev RE Tax Agreement	-
502,056	**503,289**	**520,000**	**520,000**	**Total**	**10,000**

Budget Highlights

Fund to be closed-out in Fiscal 2016

Lincoln/Touhy TIF Fund

Department/Activity Description

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Lincoln/Touhy TIF
219

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
(760)	-	5,000	2,000	Consulting	2,000
-	3,030	-	-	Street Light Improvements	300,000
(760)	**3,030**	**5,000**	**2,000**	**Total**	**302,000**

Funding Sources

Loan from General Fund	302,000

Budget Highlights

$300,000 budgeted for streetlight replacement

Devon/Lincoln TIF Fund

Department/Activity Description

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Devon/Lincoln TIF
220

2013 Actual	2014 Actual	2015 Adopted	October 2014 Actual	2015 Projected	Description	2016 Proposed
-	-	-	-	-	Consulting	5,000
-	-	-	-	-	PEP/GIFT Grants	200,000
-	-	-	-	-	Engineering	450,000
-	-	-	-	-	Land Acquisition and Improvements	2,250,000
-	**-**	**-**	**-**	**-**	**Total**	**2,905,000**

Funding Sources

Fund Transfer	2,905,000

Budget Highlights

$650,000 budgeted for streetlight replacement

$1,600,000 budgeted for Devon streetscape

Debt Service Fund

Department/Activity Description

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

Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2013 values of $643,080,582 (the most recent available information) this limitation would allow for $51,760,700 in debt as compared to the $2,285,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

The Village of Lincolnwood has not used long-term debt to fund operating programs, but has used the proceeds of all bond issues for capital outlay purposes only. In addition to bond proceeds, the Village's ongoing capital improvement program is funded on a pay-as-you-go-basis by certain operating revenues including gas tax and sales tax.

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Debt Service Fund
330

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
313	438	600	600	Fiscal charges	600
650,000	670,000	690,000	690,000	Principal - 2004 GO Ref bonds	-
12,500	12,500	12,500	12,500	Principal-Illinois Finance Aut	12,500
50,251	48,050	54,959	54,959	Principal-Fire Truck Loan	394,576
-	36,629	33,334	33,334	Lease payment Park lighting	33,334
91,250	93,750	96,250	96,250	Principal - 2011A GO Ref Bonds	97,500
325,000	335,000	345,000	345,000	Principal - 2011B GO Ref bonds	355,000
-	-	187,359	194,881	Principal- Cook County Loan	202,403
24,943	27,143	20,234	20,234	Interest-Fire Truck Loan	17,717
-	-	2,196	2,203	Interest Field lighting loan	1,098
61,690	42,515	20,882	20,882	Interest - 2004 GO Ref bonds	-
12,594	9,800	7,925	7,925	Interest - 2011A GO Ref bonds	6,000
45,283	35,300	28,600	28,600	Interest - 2011B GO Ref bonds	21,700
1,273,823	**1,311,125**	**1,499,839**	**1,507,368**	**Total**	**1,142,428**

Funding Sources	
Sales Taxes	480,800
Transfers	661,628

Budget Highlights

Budget for payment of debt service - Village bonds and loans

Property Enhancement Program and Green Improvements for Tomorrow

Department/Activity Description

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

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Property Enhancement Program Fund

452

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
13,150	10,000	50,000	10,000	PEP Fund	50,000
13,150	**10,000**	**50,000**	**10,000**	**Total**	**50,000**

Funding Sources

Fund Transfer	50,000

Budget Highlights

$50,000 budgeted for PEP grants

Com. Ed. ROW Bike Path Fund

Department/Activity Description

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

ComEd ROW
454

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
19,774	108,268	242,000	242,000	Engineering	312,000
-	-	200,000	-	Land Acquisition and Improvement	200,000
19,774	**108,268**	**442,000**	**242,000**	**Total**	**512,000**

Funding Sources	
Grants	264,000
Transfers	248,000

Budget Highlights

$300,000 budgeted for bike path construction and engineering

$212,000 budgeted for engineering of bike overpass

Private Sewer Line Assistance Fund

Department/Activity Description

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Private Sewer Line Assistance Fund
460

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
-	-	50,000	10,000	Assistance Fund	25,000
-	**-**	**50,000**	**10,000**	**Total**	**25,000**

Funding Sources

Fund Transfer	25,000

Budget Highlights

$25,000 budgeted for private sewer line replacement

Water and Sewer Fund

Department/Activity Description

Work required for the water distribution system includes: perform service and maintenance of service lines, valves, hydrants, and meters. Services include routine and emergency leak repairs, system maintenance, surveys, flushing, exercising valves, and meter pit maintenance. Water Pumping Station work includes: daily operation and monitoring of equipment, daily maintenance, maintain records, perform water sampling and chlorinization. Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets. The Water & Sewer Division is staffed by 12 full-time employees.

2015-2016 Operating Budget

Budget Analysis

Water and Sewer Fund
660

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
480,743	534,348	494,904	495,000	Wages - Full Time Hourly	515,154
21,128	24,130	36,000	36,000	Wages - Seasonal Hourly	36,000
19,068	17,574	24,360	24,360	Wages - Overtime 1.5X	24,770
16,327	12,650	15,250	15,250	Wages - Overtime 2X	15,250
314	959	980	980	HSA Savings Account	-
347	362	3,300	410	Educational Stipend	360
735	685	1,200	550	Opt Out Insurance	-
181	173	180	180	Phone Stipend	180
3,448	4,625	3,300	3,300	Uniform Allowance	3,300
-	-	1,733	300	Longevity Stipend	1,355
31,126	36,418	35,684	35,684	Employer FICA	36,964
7,279	8,517	8,345	8,345	Employer Medicare	8,645
53,017	62,893	58,919	58,919	Employer IMRF	60,332
1,062	1,006	1,252	1,252	Insurance - Group Life and AD&D	1,292
107,320	110,000	105,079	105,079	Insurance - Group Medical	110,800
9,541	9,934	11,021	11,021	Insurance - Group Dental	9,736
15,886	16,427	17,266	17,266	Insurance - Workers Compensation	17,886
767,523	**840,700**	**818,773**	**813,896**	**Personnel Services**	**842,024**
60,000	60,000	60,000	60,000	Liability Insurance	60,000
50,613	61,949	50,732	50,732	Data Processing	51,375
14,541	30,017	49,761	49,761	Maintenance Agreement Expense	43,333
195	-	1,000	500	Printing and Copying Services	1,000
279	286	220	220	Professional Associations	220
19,672	19,898	15,800	15,800	Telephone	12,044
45	140	500	500	Training	500
-	40	243	150	Books and Publications	243
-	415	1,000	1,879	Office Supplies	1,000
24,094	23,942	20,000	20,000	Postage	20,000
169,439	**196,686**	**199,256**	**199,542**	**Commodities**	**189,715**
53,135	120,722	175,576	225,000	Consulting	216,000
13,473	25,911	26,300	26,300	Other Professional Services	92,300
66,607	**146,633**	**201,876**	**251,300**	**Contractual Services**	**308,300**
3,014	3,296	6,000	6,000	R&M - Buildings	8,000
525	435	485	485	R&M - Communications Equipment	485
7,657	22,731	25,000	20,000	R&M - Vehicles	25,000
4,835	12,627	20,000	20,000	R&M - Water System Equipment	16,000
-	-	485	200	Equipment Rental	485
2,240	850	1,200	1,200	Training	1,200

49,310	41,877	71,915	71,915	Other Contractual	58,050
4,083	3,124	4,500	4,500	Chemicals - Water System	4,500
31,521	28,184	30,000	25,000	Fuel	28,000
2,466	1,079	2,500	2,500	Lubricants and Fluids	2,500
183	641	1,200	1,200	Landscaping Supplies	1,000
13,891	53,162	11,000	11,000	Program Supplies	11,000
41,756	21,360	28,500	28,500	Small Tools	23,500
6,601	12,175	6,000	12,000	Street Materials - Aggregate	15,000
1,075	-	3,000	3,000	Street Materials - Other	3,000
2,388	4,382	2,500	2,500	Utilities - Government Building	2,500
28,768	33,302	35,000	35,000	Utilities - Public Way	35,000
1,712,891	1,771,043	2,001,000	1,900,000	Water Purchases	2,100,000
-	3,351	3,500	3,500	Water System Supplies	3,500
40,901	47,691	35,000	35,000	Water System Repair Parts	35,000
-	-	500	500	Green Initiatives	500
1,954,103	**2,061,309**	**2,289,285**	**2,184,000**	**Commodities**	**2,374,220**
253,882	260,269	568,935	568,935	Loan Principal Payments	575,646
126,274	119,887	113,340	113,340	Loan Interest Payments	106,627
380,156	**380,156**	**682,275**	**682,275**	**Debt Service**	**682,273**
221,627	-	460,000	50,000	Sewer System Construction/Improvements	410,000
132,151	-	35,000	35,937	Equipment - Vehicles	375,000
353,778	**-**	**495,000**	**85,937**	**Capital Outlay**	**785,000**
3,691,607	**3,625,485**	**4,686,465**	**4,216,950**	**Total**	**5,181,532**

Funding Sources	
Charges for Water and Sewer	4,640,000
Interest	2,000
Fund Reserves	739,532

Budget Highlights

Personnel Services: No increase in personnel

Contractual: $40,000 budgeted for pilot test construction observation

$125,000 budgeted for engineering for alternate water supply

Commodities: $2,100,000 budgeted for water purchases from City of Chicago

Capital Outlay: $375,000 budgeted for replacement of Vac-Con

$410,000 budgeted for water management pilot test area

Debt Service: $681,873 budgeted for debt service for loan repayments

Return to COTW Memo

Village of Lincolnwood
2015/2016 Budget
Public Works Department-Water and Sewer Division

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Combined Sewer Maintenance	75	75	75	75
Streets Cleaned (Miles)	1,332	1,332	1,332	1,332
Sewer Repairs	16	14	14	15
Catch Basin Cleaning	400	400	400	400
Catch Basin Repairs	25	25	25	25
Sewer Jet Rodding (Percentage of System)	50%	50%	50%	50%
Service Requests	102	105	103	107
Televised (Feet)	500	500	500	500
Water Mains				
Valves Repaired	10	11	12	12
Main Breaks Repaired	20	20	20	20
Water Leaks Repaired	29	25	15	15
Water Meters				
Water Meters Installed	15	17	15	15
Fire Hydrants				
Fire Hydrants Replaced	0	0	11	0
Fire Hydrants Repaired	0	0	2	2
Julie Markings				
Calls	1,200	1,250	1,700	1,700
Water Samples				
Water Quality	65	64	65	65
Lead/Copper	0	35	0	0
Water Quality Compliance	100%	100%	100%	100%
Water Pumped				
Water Pumped (Gallons Per Year)	702,000,000	602,000,000	565,000,000	560,000,000
Meter Readings				
Water Meters Read	215	215	300	300

Police Pension Fund

Department/Activity Description

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

Return to COTW Memo

2015-2016 Operating Budget

Budget Analysis

Police Pension Fund
801

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Proposed
-	-	3,000	10,000	Other Compensation	10,000
67,870	32,205	70,000	66,000	Consulting	76,000
131	60	-	150	Printing and Copying Services	150
750	420	1,275	1,250	Professional Associations	1,250
6,141	1,391	7,500	1,500	Training	2,000
12,446	8,083	31,000	5,500	Other Contractual	5,500
-	8,971	2,750	500	Office Supplies	550
6	46	100	100	Postage	100
87,344	**51,176**	**115,625**	**85,000**	**Commodities**	**95,550**
1,393,755	1,568,407	1,880,000	1,928,368	Pension - Regular	2,065,000
211,271	241,069	250,000	177,190	Pension - Spouse/Dependent	177,190
110,934	50,318	50,400	50,318	Pension - Disability	50,318
-	-	-	68,216	Pension - Health	70,262
1,715,959	**1,859,793**	**2,180,400**	**2,224,092**	**Pension Payments**	**2,362,770**
1,803,303	**1,910,969**	**2,296,025**	**2,309,092**	**Total**	**2,458,320**

Funding Sources	
Employer Contributions	1,680,000
Employee Contributions	320,000
Investment Income	740,000

Budget Highlights

Budget accounts for pension payments to retired police and beneficiaries

Appendix

About the Village

HISTORY

The Village of Lincolnwood is an ethnically diverse 2.69 square mile suburb of Chicago. The Village has a strong base of residential, commercial and light manufacturing properties with several ongoing development opportunities.

Potawatomi Native Americans originally settled the wooded area now known as Lincolnwood, but then vacated the land after the Indian Boundary Treaty of 1816.

Johann Tess, for whom the village was originally named, and his family came from Germany in 1856. The population slowly increased and the first commercial establishment, The Halfway House Saloon, was established in 1873.

The agrarian population grew after the establishment of a Chicago & North Western Railway station in nearby Skokie in 1891 and the completion of the North Shore Channel in 1909, which made the easily flooded prairie land manageable. More saloons and taverns soon appeared, specifically along Crawford and Lincoln Avenues. Because only organized municipalities could grant liquor licenses, 359 residents incorporated in 1911 and named the Village Tessville.

During Prohibition, Tessville became a haven for speakeasies and gambling facilities. Tessville was long reputed for drinking and gambling until the 1931 election of its longest-serving mayor, Henry A. Proesel, a grandson of George Proesel, one of the original American settlers. Proesel worked with the federal government to hire the community's unemployed workforce to plant trees on the Village streets. Proesel finally changed Tessville's image when he changed the name of the Village to Lincolnwood in 1936.

Lincolnwood was able to keep taxes attractively low by fostering the growth of light industry and by attracting such giants as Bell & Howell. The opening in 1951 of the Edens Expressway had the most profound impact on the growth in the Village's history. It offered easy and fast access to and from Chicago, causing the community’s population to grow from 3,072 in 1950 to more than 12,000 in 1970.

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

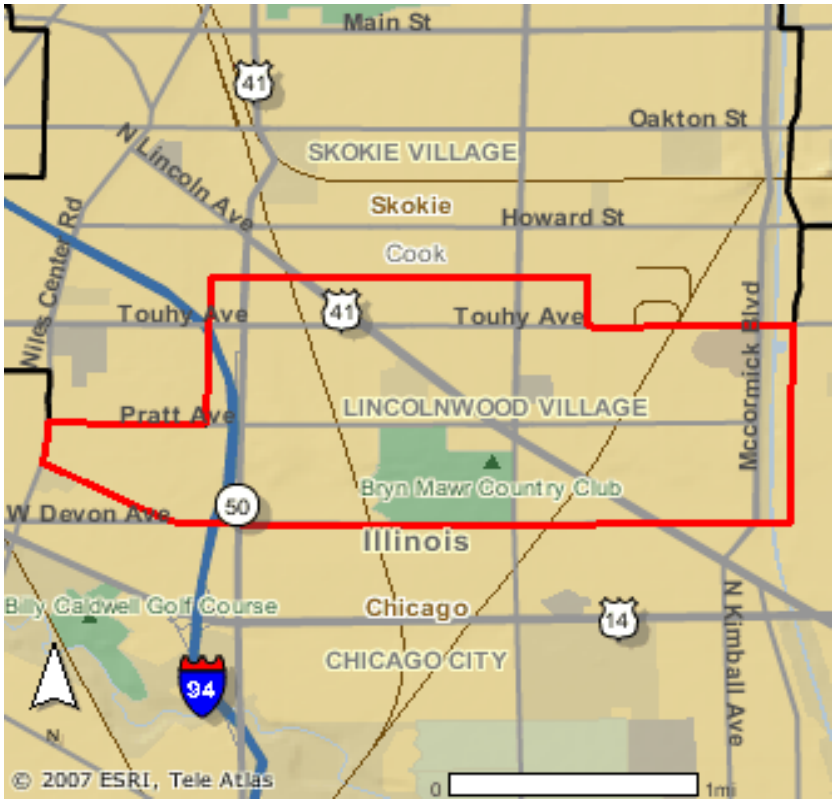
Major Employers

	# of EMPLOYEES
Carson Pirie Scott	193
ATF	180
Publications International	168
Lincolnwood Place	145
Olive Garden	126
Loeber Motors	125
Grossinger Autoplex	117
Kohl's	112
Lowe's	109
Trim Tex	105

Based on business license registration 5-1-2014

Lincolnwood is governed as a home rule community under Illinois law and operates under the Village Board form of government with a full-time Manager. Under home rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The President, with concurrence from the Board, appoints the Village Manager. The Village Manager is the chief administrative officer who oversees the day-to-day operations of the Village. The Village currently has 90 full-time employees and 7 part-time employees who work in the seven departments that combine to form the Village government. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

STATISTICS AND DEMOGRAPHICS



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

CLIMATE

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

TRANSPORTATION
Major Highways/Routes
I-90, I-94, I-90-94, I-290, I-294, US 50, US 14 and US 41

Airports

Name	Location	Distance
O'Hare	Chicago, IL	9 miles
Midway	Chicago, IL	23 miles

Mitchell Field	Milwaukee, WI	74 miles
Gary/Chicago	Gary, IN	39 Miles

Distance to Major Cities (miles)

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

Bold Denotes Regional Market Destinations

GOVERNMENT

Type of Government: Council/Manager
Mayor and 6 Council Members elected at-large
Latest Comprehensive Plan: 2008
Municipal Zoning in Effect: Yes
Planning Commission: Yes
Home Rule: Yes

Special Financing Techniques Available: Tax Increment Financing

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

TAXES

2013 Property Tax Rates (Payable in 2014)

Village of Lincolnwood	0.954
Lincolnwood Public Library	0.421
School District #74	3.383
High School District #219	3.707
Oakton Community College District #535	0.256
Niles Township	0.049
Niles Township General Assistance	0.007
North Shore Mosquito Abatement District	0.007
County of Cook	0.275
Cook County Health Facilities	0.066
Forest Preserve District of Cook County	0.069

Cook County Consolidated Elections	0.031
Cook County Public Safety	0.219
Suburban Cook County T.B. Sanitarium District	0
Metro Water Reclamation District of Greater Chicago	0.417
Total	9.861

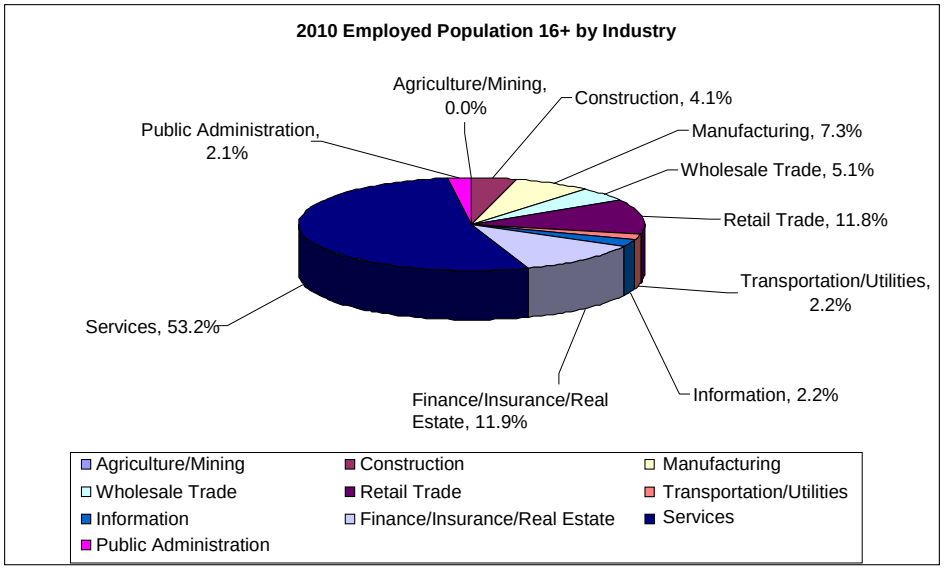
UTILITIES

Water Supplier:	City of Chicago
Source:	Lake Michigan
Storage Capacity:	5,250,000 gallons
Treatment Capacity:	0 mil gpd
Avg Daily Demand:	1.856 mil gpd
Peak Daily Demand:	3.730 mil gpd
Plant Capacity:	11,520,000 mil gpd
Waste Water Waste Water Treatment:	not applicable
Supplier:	not applicable
Design Avg Flow:	not applicable
Design Max Avg:	not applicable
Current Avg Daily:	not applicable
Natural Gas Supplier:	NICOR
Electric Supplier:	ComEd

LABOR

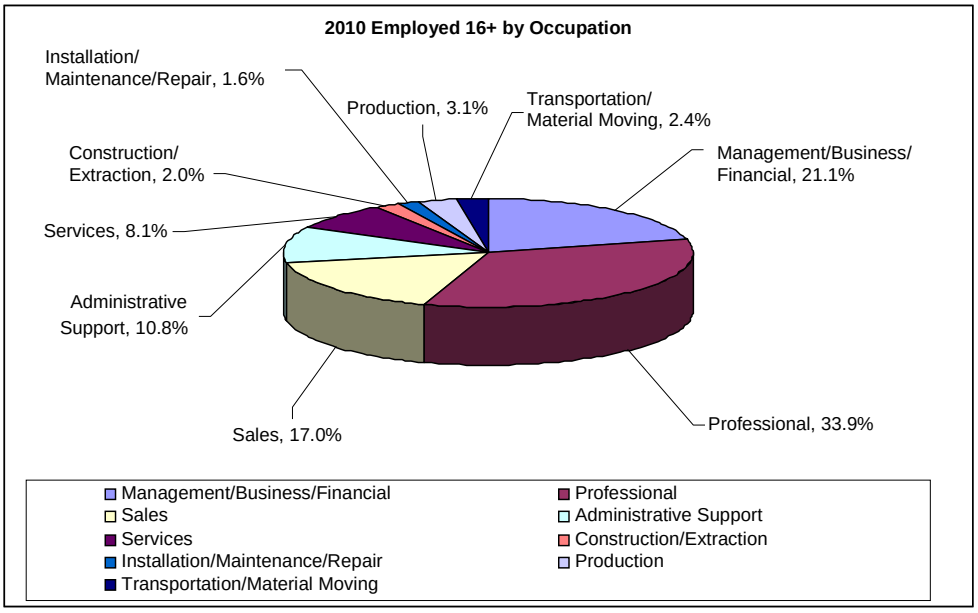
2010 Employed Population ages 16+ by Industry

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



2010 Employed Population 16+ by Occupation

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



DEMOGRAPHIC SNAPSHOT

Population Summary

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

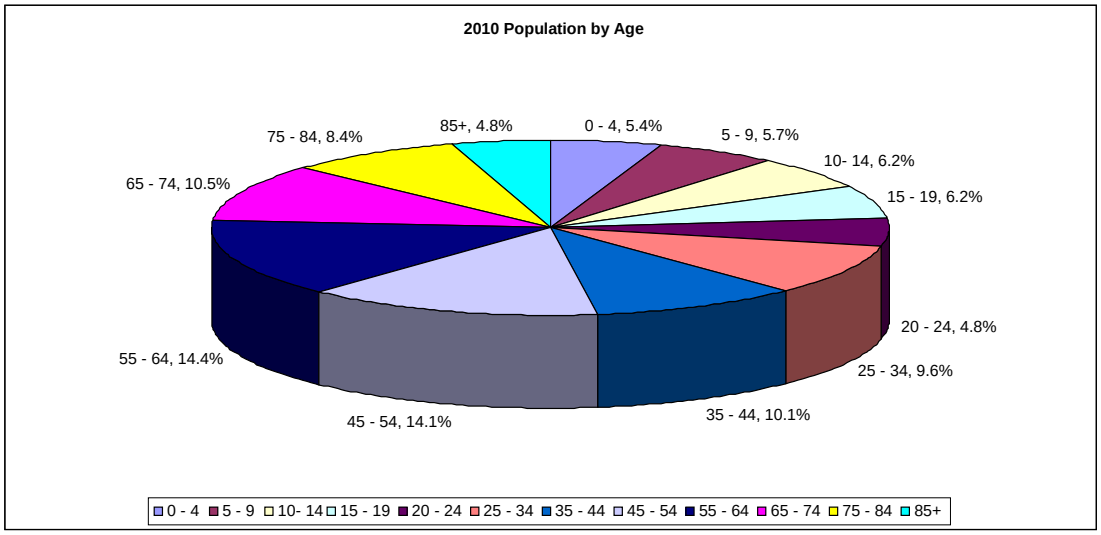
Population by Sex

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

Return to COTW Memo

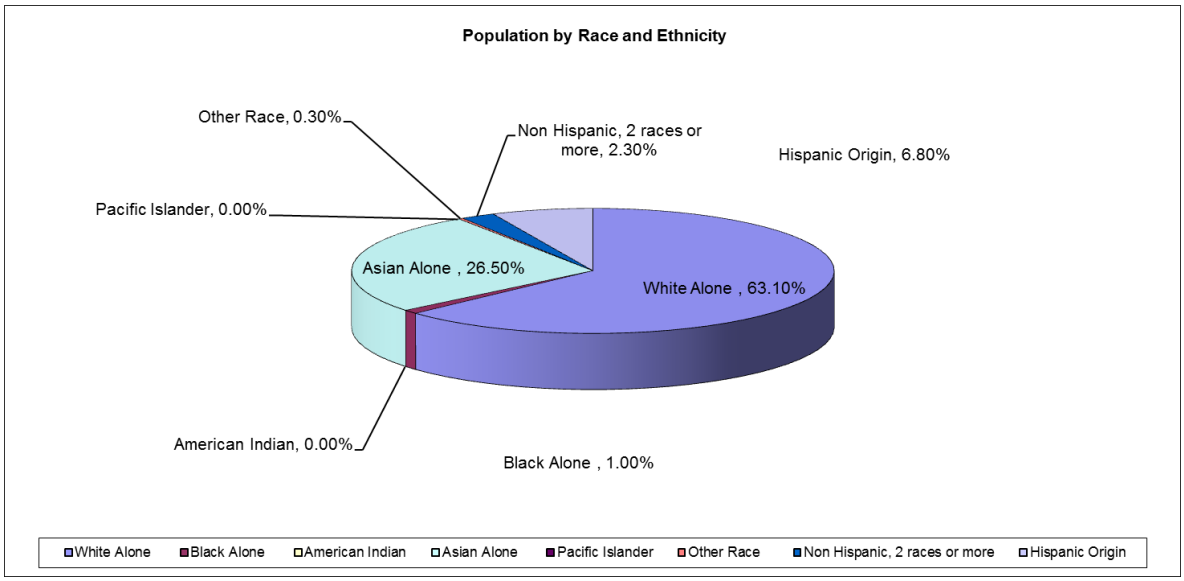
Population by Age

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

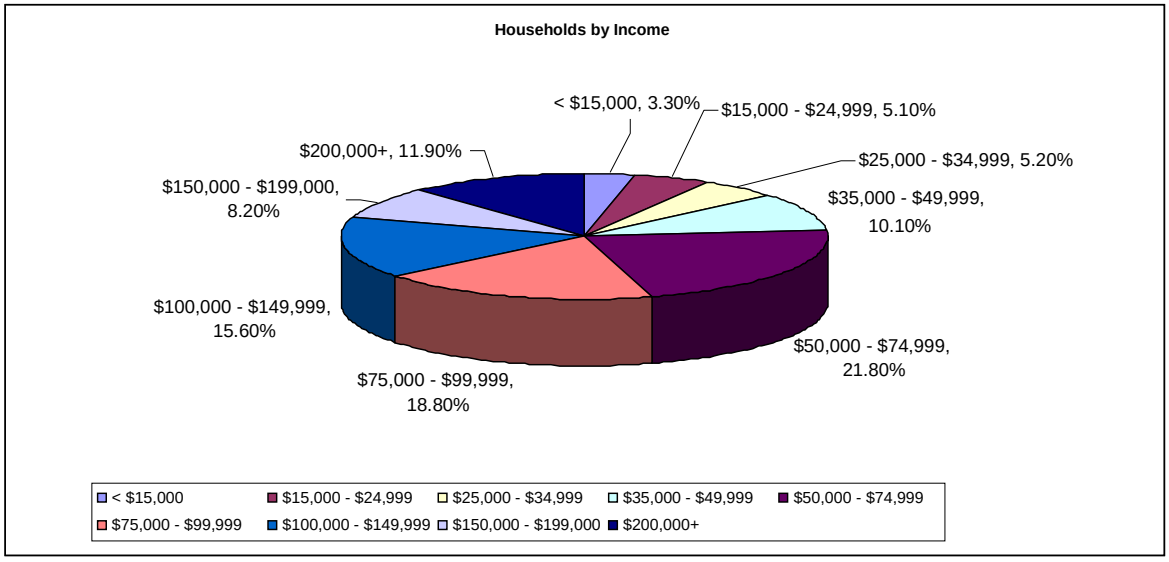


Population by Race and Ethnicity

Race and Ethnicity	2000 Percent	2010 Percent
White Alone	74.5%	63.1%
Black Alone	0.4%	1.0%
American Indian	0.0%	0.0%
Asian Alone	21.1%	26.5%
Pacific Islander	0.0%	0.0%
Other Race	1.2%	0.3%
Non Hispanic, 2 races or more	2.7%	2.3%
Hispanic Origin	4.2%	6.8%

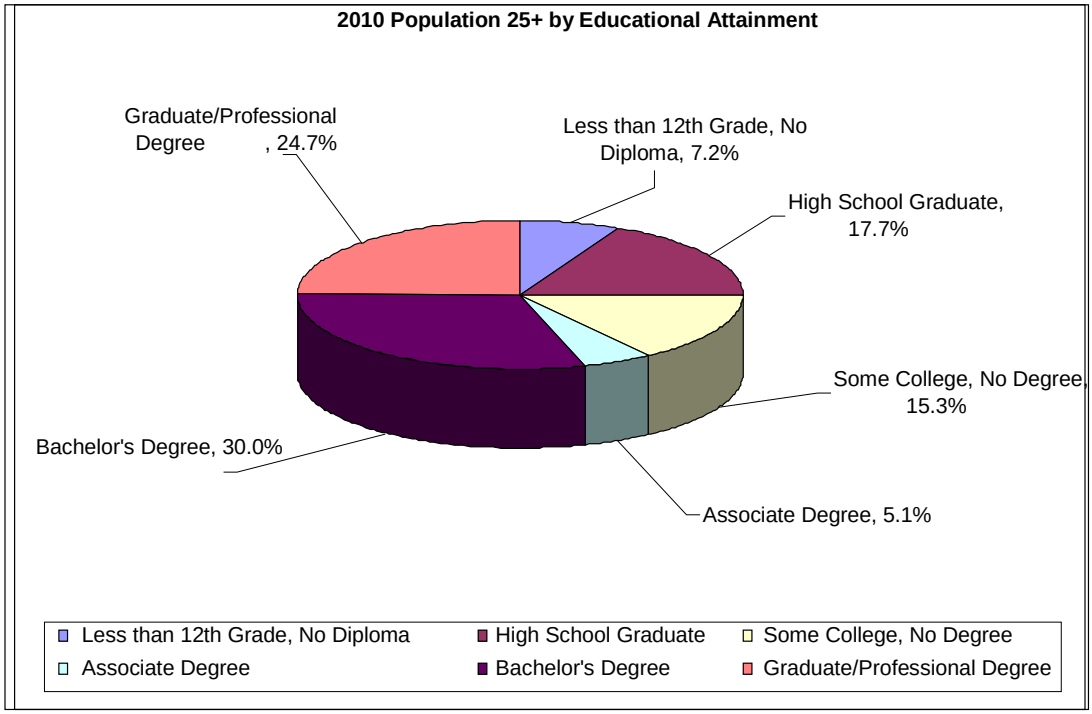


Households by Income	2000		2010	
< $15,000	245	5.5%	141	3.30%
$15,000 - $24,999	316	7.1%	218	5.10%
$25,000 - $34,999	295	6.6%	220	5.20%
$35,000 - $49,999	521	11.7%	428	10.10%
$50,000 - $74,999	924	20.7%	926	21.80%
$75,000 - $99,999	678	15.2%	801	18.80%
$100,000 - $149,999	679	15.2%	665	15.60%
$150,000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



2010 Pop. Age 25+ by Educational Attainment

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



2009-2013 Workers Age 16+ Means of Transportation to Work

Total	5,637
Drove Alone - Car, Truck, or Van	70.50%
Carpooled - Car, Truck, or Van	15.70%
Public Transportation	6.80%
Walked	1.40%
Other Means	.10%
Worked at Home	5.50%

2009-2013 Workers Age 16+ by Travel Time to Work

Total	5,637
Less than 10 minutes	12.50%
10 to 14 minutes	15.10%
15 to 19 minutes	11.50%
20 to 24 minutes	9.90%

25 to 29 minutes	5.30%
30 to 34 minutes	21.60%
35 to 44 minutes	6.70%
45 to 59 minutes	10.60%
60 or more minutes	6.80%
Average Travel Time to Work (in min)	25.4

2009-2013 Households by Vehicles Available

Total	5,637
None	1.10%
1	12.10%
2	49.40%
3+	37.40%

LEGISLATIVE DISTRICTS
Illinois Governor
Bruce Rauner

United States Senators
Richard Durbin
Mark Kirk

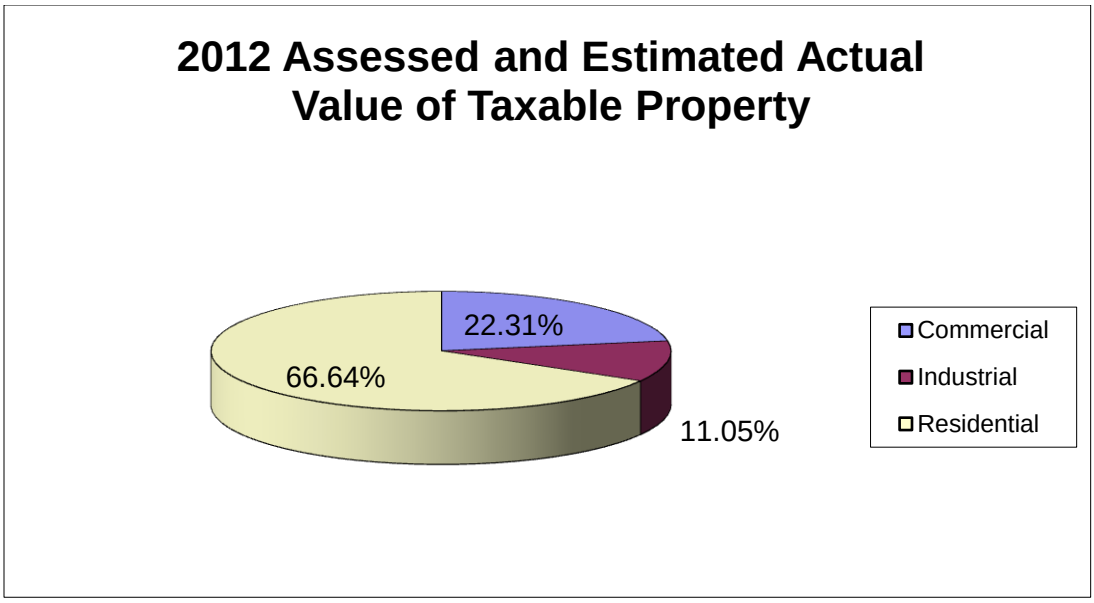
United States Representative
9th Congressional District
Jan Schakowsky

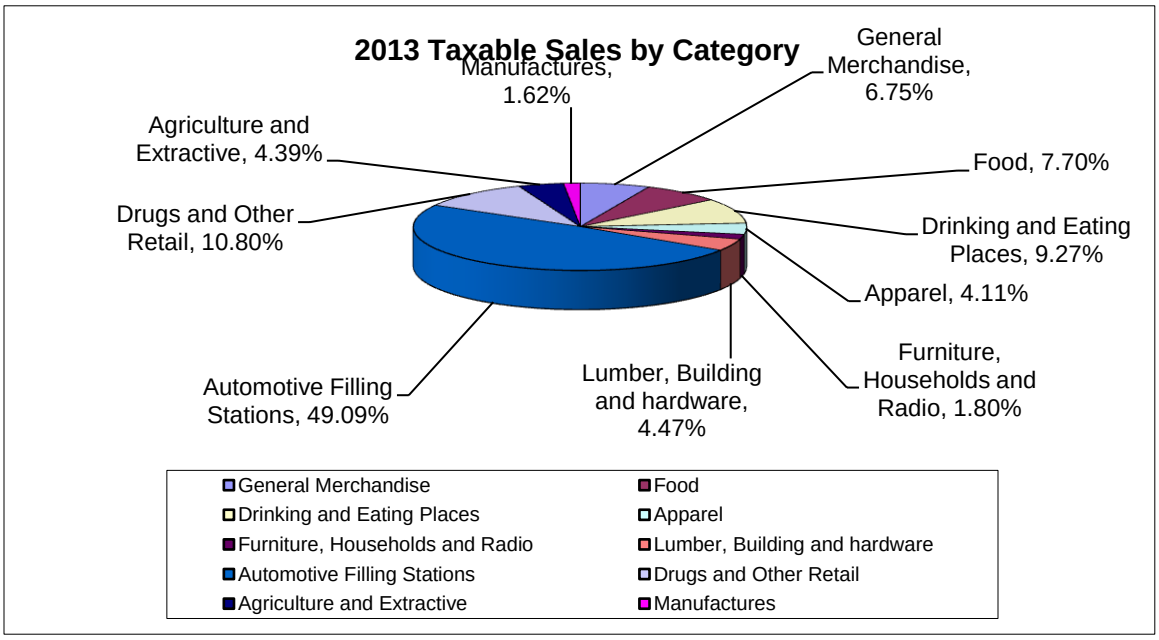
Illinois Senator
8th Senate District
Ira Silverstein

Illinois Representatives
15th Representative District
John D'Amico

16th Representative District
Louis Lang

Cook County Board Commissioner
District 13
Larry Suffredin


2012 Assessed and Estimated Actual Value of Taxable Property
22.31%
66.64%
11.05%
Commercial
Industrial
Residential


2013 Taxable Sales by Category
Manufactures, 1.62%
General Merchandise, 6.75%
Agriculture and Extractive, 4.39%
Food, 7.70%
Drugs and Other Retail, 10.80%
Drinking and Eating Places, 9.27%
Apparel, 4.11%
Furniture, Households and Radio, 1.80%
Lumber, Building and hardware, 4.47%
Automotive Filling Stations, 49.09%
General Merchandise
Food
Drinking and Eating Places
Apparel
Furniture, Households and Radio
Lumber, Building and hardware
Automotive Filling Stations
Drugs and Other Retail
Agriculture and Extractive
Manufactures

Debt Administration

Village of Lincolnwood

Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2013 values of $643,080,582 (the most recent available information) this limitation would allow for $51,760,700 in debt as compared to the $2,285,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1.The following are the outstanding bond issues as of May 1, 2015.

General Government Debt

Refunding bond issue – The Village issued $4,415,000 of general obligation bonds in October, 2011 and refunded the December, 2002A and 2002B issues.

Fire Truck Loans – The Village has two outstanding loans on the purchase of a fire truck. The first loan is a twenty year interest free loan totaling $187,500 at May 1, 2015 from the Illinois Finance Authority. The second loan totals $386,840 at May 1, 2015 from Oshkosh Capital and was scheduled to be paid back over a period of ten years. This loan will be paid in full this upcoming budget year.

Field Lighting Loan – The Village has an outstanding loan on the purchase of field lighting for one of the Village's parks. The loan is for three years and totals $33,333 at May 1, 2015. This loan will be paid in full this upcoming budget year.

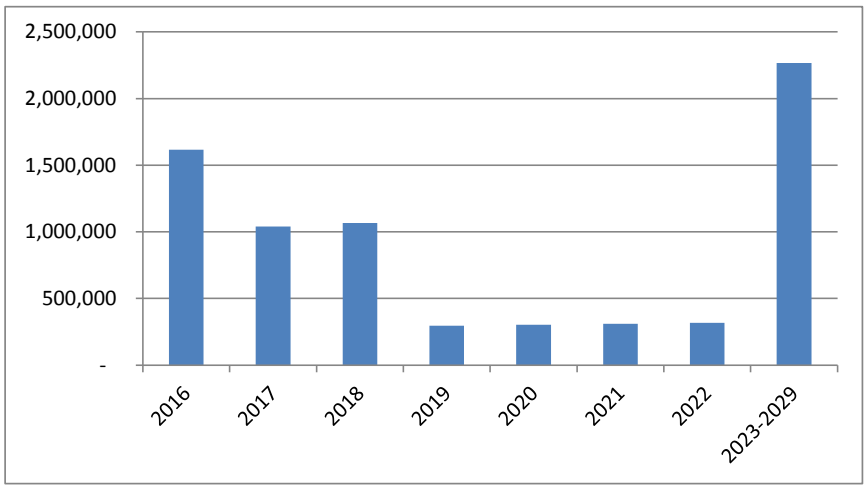
Enterprise Fund Debt

IEPA Loan – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals $4,333,077 at May 1, 2015, is paid back over a period of twenty years. The debt service for this loan is included in the Water and Sewer Fund budget.

Return to COTW Memo

Village of Lincolnwood
Schedule of Debt Service Principal Payments

	General Governmental Debt						Enterprise Fund Debt	
Fiscal Year	2011A 5Mil GOB	2112B 4 Mil GOB	2013 100,000 Loan	2010 250,000 Loan	2011 $592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2016	390,000	355,000	33,333	12,500	394,576	1,185,409	273,528	1,458,937
2017	400,000	360,000		12,500		772,500	280,408	1,052,908
2018	410,000	370,000		12,500		792,500	287,462	1,079,962
2019				12,500		12,500	294,695	307,195
2020				12,500		12,500	302,108	314,608
2021				12,500		12,500	309,708	322,208
2022				12,500		12,500	317,498	329,998
2023				12,500		12,500	325,486	337,986
2024				12,500		12,500	333,674	346,174
2025				12,500		12,500	342,068	354,568
2026-2029				62,500		62,500	1,266,446	1,328,946
Total	1,200,000	1,085,000	33,333	187,500	394,576	2,900,409	4,333,081	7,233,490



Return to COTW Memo

Village of Lincolnwood
Schedule of Debt Service Interest Payments

	General Government Debt					Enterprise Fund Debt	
Fiscal Year	**2011A 5 Mil GOB**	**2011B 4 Mil GOB**	**2013 100,000 Loan**	**2011 592,652 Loan**	**Total Governmental Debt**	**2009 5.65 Mil IEPA Loan**	**Total**
2016	24,000	21,700	1,098	17,717	64,515	106,627	171,142
2017	16,200	14,600			30,800	99,747	130,547
2018	8,200	7,400			15,600	92,693	108,293
2019						85,462	85,462
2020						78,048	78,048
2021						70,448	70,448
2022						62,658	62,658
2023						54,670	54,670
2024						46,482	46,482
2025						38,088	38,088
2026-2029						64,112	64,112
Total	48,400	43,700	1,098	17,717	110,915	799,035	909,950

Return to COTW Memo

Village of Lincolnwood
Schedule of Debt Service Principal & Interest Payments

	General Governmental Debt						Enterprise Fund Debt	
Fiscal Year	**2011A 5 Mil GOB**	**2011B 4 Mil GOB**	**2013 100,000 Loan**	**2010 250,000 Loan**	**2011 592,652 Loan**	**Total Governmental Debt**	**2009 5.65 Mil IEPA Loan**	**Total**
2016	414,000	376,700	34,431	12,500	412,293	1,249,924	380,155	1,630,079
2017	416,200	374,600		12,500		803,300	380,155	1,183,455
2018	418,200	377,400		12,500		808,100	380,155	1,188,255
2019				12,500		12,500	380,157	392,657
2020				12,500		12,500	380,156	392,656
2021				12,500		12,500	380,156	392,656
2022				12,500		12,500	380,156	392,656
2023				12,500		12,500	380,156	392,656
2024				12,500		12,500	380,156	392,656
2025				12,500		12,500	380,156	392,656
2026-2029				62,500		62,500	1,330,558	1,393,058
Total	1,248,400	1,128,700	34,431	187,500	412,293	3,011,324	5,132,116	8,143,440

Property Tax Information

Return to COTW Memo

Property Tax Rates - All Direct and Overlapping Governments

Last Ten Years

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Village of Lincolnwood	0.700	0.679	0.704	0.586	0.576	0.585	0.661	0.753	0.836	0.954
Lincolnwood Public Library	0.335	0.323	0.339	0.285	0.280	0.286	0.289	0.330	0.368	0.421
School District No. 74	2.752	2.697	2.807	2.348	2.313	2.363	2.666	3.034	3.366	3.383
Community High School District No. 219	2.013	2.007	2.374	2.114	2.120	2.267	2.538	2.904	3.256	3.707
Oakton Community College District No. 535	0.161	0.158	0.166	0.141	0.140	0.140	0.160	0.196	0.219	0.256
Niles Township	0.030	0.029	0.031	0.027	0.027	0.029	0.032	0.037	0.042	0.049
Niles Township General Assistance	0.003	0.002	0.003	0.003	0.003	0.003	0.004	0.005	0.006	0.007
North Shore Mosquito Abatement District	0.008	0.008	0.009	0.008	0.008	0.008	0.000	0.010	0.010	0.007
County of Cook	0.471	0.421	0.500	0.186	0.224	0.203	0.009	0.223	0.287	0.275
Cook County Health Facilities	0.122	0.112	0.000	0.093	0.086	0.086	0.228	0.078	0.063	0.066
Forest Preserve District of Cook County	0.060	0.060	0.057	0.053	0.051	0.049	0.082	0.058	0.063	0.069
Cook County Consolidated Elections	0.000	0.014	0.000	0.012	0.000	0.021	0.051	0.025		0.031
Cook County Public Safety				0.167	0.105	0.105	0.113	0.161	0.181	0.219
Suburban Cook County T.B. Sanitarium District	0.001	0.005	0.005							
Metro Water Reclamation District of Greater Chicago	0.347	0.315	0.284	0.263	0.252	0.261	0.274	0.320	0.370	0.417
Total Rate per $100 of EAV	7.003	6.830	7.279	6.286	6.185	6.406	7.107	8.134	9.067	9.861

Return to COTW Memo

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

		Real Property (000's)		
Fiscal Year	Tax Year Levy	Equalized Assessed Value	Estimated Actual Value	Ratio of Total Assessed Value to Total Estimated Actual Value
2005	2004	629,177	1,943,604	0.32
2006	2005	669,007	3,066,865	0.32
2007	2006	667,457	2,060,637	0.32
2008	2007	822,179	2,469,000	0.32
2009	2008	886,487	2,615,030	0.32
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32
2012	2011	693,817	2,168,178	0.32
2013	2012	643,080	2,009,625	0.32
2014	2013	573,306	1,791,581	0.32

Return to COTW Memo

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

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2004	12	629,177	19,320,605		4,730,000	14,590,605	2.32%	1,216
2005	12	627,900	17,781,933		3,345,000	14,436,933	2.30%	1,203
2006	12	669,007	15,963,233		3,135,000	12,828,233	1.92%	1,069
2007	12	667,457	13,875,000		2,921,250	10,953,750	1.64%	913
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	777
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	637
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	557
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	475
2012	12	693,817	6,425,000		1,743,750	4,681,250	0.67%	390
2013	12	573,306	5,085,000		1,470,000	3,615,000	0.63%	301

Return to COTW Memo

Village of Lincolnwood

Property Tax Levies and Collections
For the Last Ten Years

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected	
2004	4,314,090	4,286,468	99.4%	
2005	4,395,203	4,359,834	99.2%	
2006	4,542,380	4,477,807	98.6%	
2007	4,670,532	4,586,069	98.2%	
2008	5,008,652	4,921,207	98.3%	
2009	5,014,344	4,961,786	99.0%	
2010	5,148,329	5,104,419	99.1%	
2011	5,224,118	5,121,721	98.0%	
2012	5,380,245	5,296,545	98.4%	*
2013	5,468,259	5,350,997	97.9%	*

*Tax levy still in collection

Glossary of Terms

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GENERAL REVENUE – The revenues of a government other than those derived from the retained earnings in an Enterprise Fund. If a portion of the net income in an Enterprise Fund is contributed to

another non-Enterprise Fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

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

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

INTERFUND TRANSFERS – Amounts transferred from one fund to another.

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

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

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

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

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

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

MODIFIED BASIS of ACCOUNTING- A basis of accounting where revenues are recognized in the accounting period they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Improvement Program

Fiscal Years 2016 – 2020

Capital Improvement Program Summary

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

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2016 column appear as capital expenditures throughout the proposed Fiscal 2016 budget.

Return to COTW Memo

VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2016- FY 2020

Table of Contents

	Page
Introduction	C-1
Purpose of the Capital Improvement Program	C-1
Capital Improvement Program Definition	C-2
Capital Improvement Program Development	C-3
Summary Tables	C-3
Evaluation Criteria	C-4
Capital Improvement Program Project Detail	C-6
Table: FY 2016-2020 Capital Improvement Expenditures	C-7
General Fund Program Summary by Department	C-8
Capital Improvement Detail	C-9
Administration	C-8
Emergency Back-up Power Preparedness	C-9
Community Development	C-11
Lincoln Avenue Streetscape Improvements	C-12
McCormick Median Landscaping and Sidewalk	C-14
Public Works	C-16
Sidewalk Replacement Program	C-17
Parkway Tree Planting Program	C-19
Touhy Overpass for Skokie Valley Bike Trail	C-21
Bike Lane Lining and Signing	C-23
Pratt and Central Traffic Signal	C-25
Street Light Replacement Program	C-27
Crosswalk Uniformity Program	C-29
Village Hall Parking Lot	C-31

Parks & Recreation	C-33
Com Ed Bike Path Development	C-34
Community Center	C-36
Playground Replacement/Renovation	C-38
Proesel Park Renovations	C-40
Public Works /TIF	C-42
Trees and Sidewalks	C-43
Yard Expansion	C-45
Devon Avenue Streetscape	C-47
Union Pacific Railway	C-49
Water Fund	C-51
Stormwater Improvements	C-53
Water Improvements Main	C-55
Water Transmission Main	C-57
Crawford Avenue Reconstruction	C-59
Table: FY 2016-2020 Capital Vehicles/Equipment Program Detail by Department	C-61

VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2016- FY 2020

Introduction

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

Purpose of the Capital Improvement Program

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

- **Financial Management Tool-** An overriding consideration in developing a Capital Improvement Program is to prioritize current and future needs of the community. Capital Improvement Programs consider not only what the community needs, but, equally important, what it can afford. By explicitly recognizing the jurisdiction's financial outlook and the revenues and financing mechanisms that are anticipated to be available for the Capital Improvement Program, projects can be prioritized to ensure that the most important needs and goals of the community are achieved. Developing a fiscally constrained Capital Improvement Program based on realistic estimates of revenues, enhances the ability of the Capital Improvement Program to serve as a planning and management tool rather than as a wish list of projects that cannot be fully implemented.
- **Link to Comprehensive Plan-** The preparation of the Capital Improvement Program considers not only repair and replacement of existing utilities and other public

improvements, but also identifies facilities expected to be needed in the future. Changing population characteristics and land uses may require additional improvements to the water and sewer systems, public buildings, and other public services and facilities. In developing the Capital Improvement Program, these new demands must be weighed against the need to maintain existing infrastructure with the final financing decision based upon the goals and objectives established through the comprehensive planning process.

- **Formal Mechanism for Decision Making-** The Capital Improvement Program provides Village officials with an orderly process for planning and budgeting for capital needs. During the process of developing and implementing the Capital Improvement Program a wide range of issues must be addressed, including agreeing on policies which will shape the program, estimating and prioritizing the capital needs, identifying funding sources, and implementing and monitoring the project delivery.
- **Public Information Document-** The Capital Improvement Program report presents a description of the projects proposed to be undertaken during the program period. This document can be used to communicate to residents, business owners and operators, and other stakeholders in the community the Village's public improvement priorities and implementation schedule. By using this process the community is given a better understanding of the Village needs and the means for addressing them.

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

Capital Improvement Project Definition

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

1. Site Acquisition- Acquisition of land for a public purpose.
2. Facility Construction or Repair- Construction of a new facility or an addition to or extension of an existing facility; a non-recurring major repair of all or part of the

building, its grounds, or its equipment. The cost of the project must be at least $10,000; and the improvement must have an estimated useful life of at least ten (10) years.

3. Equipment Purchase- Purchase of a piece of equipment or a number of pieces of the same equipment whose total cost is at least $10,000 and whose estimated useful life is at least five (5) years, (three [3] years for computer equipment).
4. Planning or Design- Planning feasibility, engineering, or design studies related to an individual capital improvement project or to a program that is implemented through an individual capital improvement project.
5. Software- Purchase of new software or version upgrades needed to maintain the network at optimal levels.

Capital Improvement Program Development

Each project included in the Capital Improvement Program is described on the "Project Description" and the "Project Cost Summary" forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table "FY 2016-FY 2020 Capital Improvement Program Summary by Department."

Summary Tables

The tables entitled "FY2016-FY2020"

Capital Improvement Program and Capital Vehicles/Equipment Summary by Department" lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding was determined by the Department Head submitting the project to be most critical in Fiscal Year 2015-2016. The total Capital Improvement Program proposed for Fiscal Year 2015-2016 is $10,515,735 with projected grants, donations and other funding totaling $5,801,116 leaving the Village of Lincolnwood with a total projected cost of $4,714,619.

Evaluation Criteria

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

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

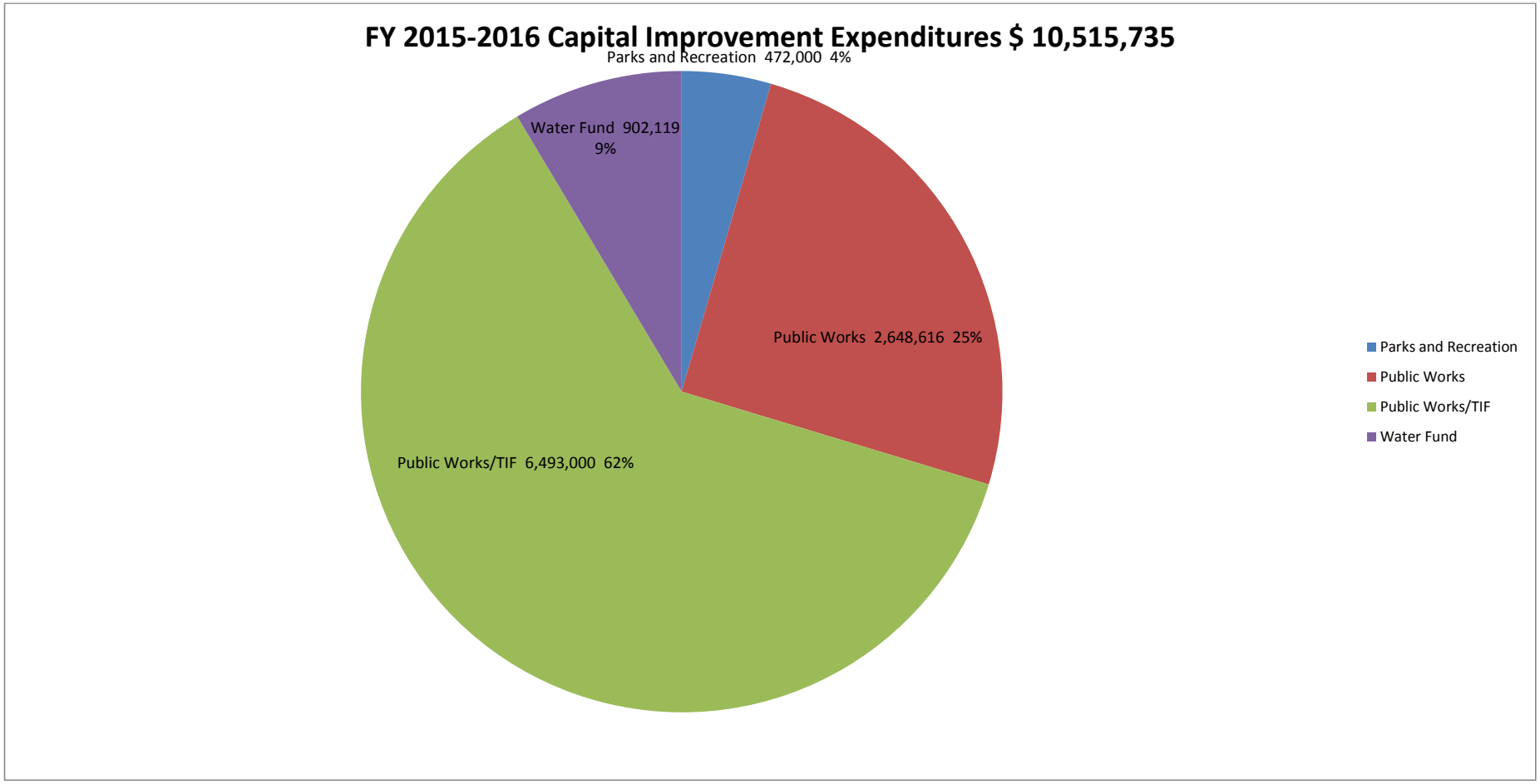
1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction or extensive rehabilitation to extend a facility's useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement-** Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.
4. **Protection and Conservation of Resources or Existing Investment-** A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination-** A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements

imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).

6. **Reduce Risk to Public Safety or Health-** A project which protects against a clear and immediate risk to public safety or public health.
7. **Improvement of Operating Efficiency-** A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
8. **Equitable Provision of Services or Facilities-** A project that serves the special needs of a segment of the Village's population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.
9. **Maintenance or Increase of Property Value-** A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

Capital Improvement Program Project Detail

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table "FY 2016-FY 2020 Capital Improvement Program Summary by Department." Projects, which are proposed for funding in FY 2015-2016, are followed in order by projects proposed for each of the remaining fiscal years.


FY 2015-2016 Capital Improvement Expenditures $ 10,515,735
Parks and Recreation 472,000 4%
Water Fund 902,119 9%
Public Works 2,648,616 25%
Public Works/TIF 6,493,000 62%
Parks and Recreation
Public Works
Public Works/TIF
Water Fund

Capital Improvement Detail

VILLAGE OF LINCOLNWOOD
FY 2015- FY 2020 CAPITAL IMPROVEMENT PROGRAM
(VILLAGE COSTS)

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
							-
							-
Parks and Recreation							-
	ComEd Bike Path Engineering and Construction	300,000					300,000
	Community Center Expansion	-	-		2,500,000	2,500,000	5,000,000
	Playground Replacement Program	-	-	100,000	100,000	100,000	300,000
	Channel Runne Park Project Phase III	-	-	300,000		-	300,000
	Proesel Park Renovations	172,000	35,000	250,000	-	-	457,000
							-
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	300,000	3,700,000	-	-	-	4,000,000
	Bike Lane Lining and Signing	16,000	165,000	-	-	-	181,000
	Pratt and Central Traffic Signal	30,900	861,200	-	-	-	892,100
	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	1,952,395	202,403		6,173,327
							-
Public Works/TIF Funds							-
	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
	Land Purchase for Bike Path	4,000,000					4,000,000
	Engineering and Construction Devon Avenue	380,000	-	-	-	-	380,000
	Streetscape	2,050,000	240,000	-	-	-	2,290,000
							-
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
Total Capital Improvement Project Costs		**10,515,735**	**13,250,302**	**12,295,592**	**7,701,702**	**3,280,000**	**47,043,331**
Projected Grants, Donations and Other Funding							
	Street Light Replacement funded from Transporation Improvement Fund and Devon/Lincoln TIF	1,853,835	1,768,932	1,952,395	-	-	5,575,162
	Bike Lane Lining and Signing	12,800	132,000	-	-	-	144,800
	ComEd Bike Path Engineering and Construction	80,000					80,000
	Touhy Overpass grant	240,000	2,960,000				3,200,000
	Pratt and Central Traffic Signal	21,600	586,800	-	-	-	608,400
	Crawford Avenue Reconstruction funded from Transportation Improvement Fund and Motor Fuel TIF	197,881	197,881	197,881	197,880		791,523
	Community Center Expansion	-	-	-		2,500,000	2,500,000
	Channel Runne Park Project Phase III	-	-	150,000		-	150,000
	Donations for Proesel Park Renovations	115,000		35,000	250,000	-	400,000
	Grant for purchase of land for Bike Path	3,280,000					3,280,000
Total Projected Grants, Donations and Other Funding		**5,801,116**	**5,645,613**	**2,335,276**	**447,880**	**2,500,000**	**16,729,885**
Net Costs Incurred by Village After Projected Funding		**4,714,619**	**7,604,689**	**9,960,316**	**7,253,822**	**780,000**	**30,313,446**

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

PROJECT	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Total
Administration						
Total Projects			846,978		-	846,978
Community Development						
Total Projects	-	2,150,170	2,069,100	2,127,180	500,000	6,846,450
Public Works						
Total Projects	2,648,616	6,958,013	2,504,798	347,403	150,000	12,608,830
Funded by: Other Funds and Grants	(2,326,116)	(5,645,613)	(2,352,679)	(197,882)	-	(10,522,290)
Parks & Recreation						
Total Projects	472,000	35,000	650,000	2,600,000	2,600,000	6,357,000
Funded by: Grants	(195,000)		(185,000)	(250,000)	(2,500,000)	(3,130,000)
Water Fund						
Total Projects	902,119	3,072,119	6,397,119	2,597,119		12,968,476
	(302,119)	(302,119)	(302,119)	(302,119)		(1,208,476)
TIF	6,493,000	1,035,000	30,000	30,000	30,000	7,618,000
Total Projects	(3,280,000)					(3,280,000)
Total Capital Improvement Projects	10,515,735	13,250,302	12,497,995	7,701,702	3,280,000	47,245,734
Funded by: Grants, Reimbursements, Donations and Other Funds	(5,801,116)	(5,645,613)	(2,537,679)	(447,882)	(2,500,000)	(16,932,290)
Projected Department Costs	4,714,619	7,604,689	9,960,316	7,253,820	780,000	30,313,444

Return to COTW Memo

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

Department Administration

Project	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Replacement of Municipal Center Generator	-	-	846,978	-	-
Totals	**-**	**-**	**846,978**	**-**	**-**

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/2/2014 Department: Village Manager's Office

Project Name and Location: Replacement of Municipal Center Generator

Name of Contractor: Syska Hennessy Engineering

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

Description of Project

Replacement of generator at Municipal Center which is more than 24 years old and original to the facilities. $10,000 was spent in Fiscal Year 2012-13 for a power preparedness study for this site and the Public Works Facility and Standpipe sites. Generators were installed at the Public Works Facility and Standpipe in Fiscal Year 2013-14. The results of the study recommended the replacement of the Municipal Center Generator and provided a detailed cost estimate.

Project Benefits

Replaces generator with new generator with greater capacity and which supports police, fire, emergency dispatch, Village Hall, Parks and Recreation services, Finance services, water billing, Community Development services, and Administration.

Implementation Schedule

Dates	Explanation
5/1/2015	Design Specifications and Invitation to Bid
7/1/2015	Issue Invitation to Bid
10/1/2015	Bid Award
11/1/2015	Construction Begins
4/1/2016	Project Completion

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/2/2014 Department: Village Manager's Office

Project Name and Location Replacement of Municipal Center Generator

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design	$ 10,000					
Site, etc. Acquisition						
Vehicle/ Equipment		$ -	$ -	$ 412,600	$ -	$ -
Construction/ Repair		$ -	$ -	$ 434,378 $ -	$ -	$ -
Other Costs Consulting						
Total Project Cost	$ 10,000	$ -	$ -	$ 846,978	$ -	$ -
Funding						
Cost to Village	$ 10,000	$ -	$ -	$ 846,978	$ -	$ -
Grant/Donation						
Total Funding	$ 10,000	$ -	$ -	$ 846,978	$ -	$ -

Basis of Project Costs: Bids Received | Engineer, Architect, Etc.

Comparable Costs | Contractor/Vendor Estimate | Other Basis

Discuss Basis of Project Costs:

This project consists of replacing the generator at the Municipal Center which includes Village Hall, Police, and Fire Departments to prepare for power outages that result in a disruption of providing services to the public including 911 Communications Center. The existing generator is original to the Municipal Center when it was constructed in the year of 1991.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

General Fund revenue will be utilized.

Return to COTW Memo

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

Department Community Development

Project	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
McCormick Blvd Median Ldscape & Sidwk	-	-	-	-	500,000
	-	-	-	-	-
Lincoln Avenue Streetscape Improvements	-	2,150,170	2,069,100	2,127,180	-
	-	-	-	-	-
Totals	**-**	**2,150,170**	**2,069,100**	**2,127,180**	**500,000**

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/19/2014 Department: Community Development

Project Name and Location: Lincoln Avenue Streetscape Project

Name of Contractor: Gewalt Hamilton

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

Description of Project

Carries forward the community vision enunciated by in the 2005 Task Force Report for the corridor. This plan incorporates multi-modal transportation alternatives. In addition to accommodating vehicle traffic and encouraging pedestrian use of the public right-of-way, this streetscape plan also calls for creation of dedicated bike lanes in the corridor, consistent with regional bikeway plans.

Project Benefits

Designated parking lanes for much of the corridor, improves pedestrian safety and pedestrian crosswalks, assists in reducing high traffic speeds of vehicles, modifies certain corridor intersections to improve public safety, minimizes parkway curb cuts and envisions completion of median landscaping, parkway restoration and installation of new street lighting and attractive pedestrian-friendly amenities.

Implementation Schedule

Dates	Explanation
FY 2016-2017	Touhy Avenue to Tripp Avenue
FY 2017-2018	Tripp Avenue to Pratt Avenue
FY 2018-2019	Pratt Avenue to Proesel Avenue
FY 2019-2020	Proesel Avenue to Devon Avenue

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/19/2014 Department: Community Development

Project Name and Location Lincoln Avenue Streetscape Improvements

Cost Elements	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design			195,470	188,100	193,380
Site, etc. Acquisition					
Vehicle/ Equipment					
Construction/ Repair			1,777,000	1,710,000	1,758,000
Other Costs			177,700	171,000	175,800
Total Project Cost			2,150,170	2,069,100	2,127,180
Funding					
Cost to Village			2,150,170	2,069,100	2,127,180
Grant/Donation					
Total Funding			2,150,170	2,069,100	2,127,180

Basis of Project Costs: Bids Received **Engineer, Architect, Etc.**

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Project costs are an estimate provided by the engineering consultant.

Financing Other than Current Revenue Sources and Other Information:

Financing provided through Motor Fuel Tax Fund.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/19/2014 Department: Community Development

Project Name and Location: McCormick Blvd Median Landscaping and Sidewalk

Name of Contractor:

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

Description of Project

Installation of a landscaped median in McCormick Blvd and west sidewalk

Project Benefits

The project is recommended in the Village's Beautification Opportunities Plan to improve the Village's appearance, eliminate an eyesore and increase pedestrian safety.

Implementation Schedule

Dates	Explanation

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/19/2014 Department: Community Development

Project Name and Location McCormick Boulevard Median Landscape and Sidewalk

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			-		500,000	
Other Costs						
Total Project Cost			-		500,000	
Funding						
Cost to Village			-		500,000	
Grant/Donation						
Total Funding			-		500,000	

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue Transfer

Impact on Operating Costs:

Return to COTW Memo

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

Department: Public Works

Project	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Sidewalk Replacement Program	90,000	95,000	100,000	105,000	110,000
Parkway Tree Planting Program	110,000	110,000	40,000	40,000	40,000
	-	-	-	-	-
Touhy Overpass for Skokie Valley Bike Trail	300,000	3,700,000	-	-	-
	(240,000)	(2,960,000)			
Bike Lane Lining and Signing	16,000	165,000			
	(12,800)	(132,000)			
Pratt and Central Traffic Signal	30,900	861,200	-	-	-
	(21,600)	(586,800)			
Universal Crosswalk Striping/Signage Program	50,000	50,000	-	-	-
Village Hall Parking Lot	-	10,000	210,000	-	-
Street Lighting	1,849,313	1,764,410	1,952,395		
	-1,849,313	-1,764,410	-1,952,395		
Totals	**322,500**	**1,312,400**	**350,000**	**145,000**	**150,000**

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

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

Name of Contractor: Project will be bid.

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

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates	Explanation
2015-2020	Sidewalks are replaced within budget availability each year.

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		90,000	95,000	100,000	105,000	110,000
Other Costs						
Total Project Cost		90,000	95,000	100,000	105,000	110,000
Funding						
Cost to Village		90,000	95,000	100,000	105,000	110,000
Grant/Donation						
Total Funding		90,000	95,000	100,000	105,000	110,000

Basis of Project Costs: **X Bids Received** Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

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

Name of Contractor: Tree Consortium

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

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates	Explanation
2015-2020	Trees are planted within budget availability each year. Actual number of trees planted is dependent upon program popularity and number of trees removed.

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Parkway Tree Planting Program

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		110,000	110,000	40,000	40,000	40,000
Total Project Cost		110,000	110,000	40,000	40,000	40,000
Funding						
Cost to Village		110,000	110,000	40,000	40,000	40,000
Grant/Donation						
Total Funding		110,000	110,000	40,000	40,000	40,000

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

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

Name of Contractor: Unknown

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

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates	Explanation
2015	Phase II Engineering
2016-2017	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Touhy Overpass for Skokie Valley Bike Trail

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		300,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,700,000			
Other Costs						
Total Project Cost		300,000	3,700,000			
Funding						
Cost to Village		60,000	740,000			
Grant/Donation		240,000	2,960,000			
Total Funding		300,000	3,700,000			

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

The bike overpass will connect the Skokie Valley Bike Trail.

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

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

Description of Project

Thermoplastic striping for bike lanes on Pratt Avenue from Central Avenue to Jarvis Avenue, Lincoln Avenue from Jarvis Avenue to Devon Avenue and East Prairie Rd. from Jarvis Avenue to Arthur Avenue. Work includes replacement of storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Project Benefits

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

Implementation Schedule

Dates	Explanation
2015-2016	Phase II Design
2016-2017	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Bike Lane Lining and Signing

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		16,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			165,000			
Other Costs						
Total Project Cost		16,000	165,000			
Funding						
Cost to Village		3,200	33,000			
Grant/Donation		12,800	132,000			
Total Funding		16,000	165,000			

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Pratt Avenue Resurfacing

Name of Contractor: Unknown

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

Description of Project

Resurface Pratt Avenue from Lincoln Avenue west to Longmeadow Avenue.
The Village was awarded a surface transporation grant in 2014 for this project.
The grant is 70% funded by Federal funds and 30% funded by the Village.

Project Benefits

Provide newly resurfaced road for motorists to travel. Will reduce the need to fill potholes within the road.

Implementation Schedule

Dates	Explanation
2015-2016	Phase II Engineering
2016-2017	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Pratt Avenue Resurfacing

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			251,500			
Other Costs			18,900			
Total Project Cost						
Funding						
Cost to Village		9,300	274,400			
Grant/Donation		21,600	586,800			
Total Funding		30,900	861,200			

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

It has been fifteen years since the road was last resurfaced.

Financing Other than Current Revenue Sources and Other Information:

Surface Transportation Program grant funding.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

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

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates	Explanation
FY 2015-2016	Lincoln Avenue and McCormick from Devon to Pratt
FY 2016-2017	Devon Avenue
FY 2017-2018	Touhy Avenue (TIF and Non-TIF)

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/14 Department: Public Works Department

Project Name and Location Street Lighting

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		217,154	206,080	203,992		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,447,696	1,373,867	1,563,940		
Other Costs		184,463	184,463	184,463		
Total Project Cost		1,849,313	1,764,410	1,952,395		
Funding						
Cost to Village		1,849,313	1,764,410	1,952,395		
Grant/Donation						
Total Funding		1,849,313	1,764,410	1,952,395		

Basis of Project Costs: **X Bids Received** Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

Funded by the Village Transportation Improvement Fund, Motor Fuel Tax Funds and Tax Increment Financing Funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Crosswalk Uniformity Program

Name of Contractor: Unknown

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

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates	Explanation
2014	Construction
2015	Construction
2016	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Crosswalk Uniformity Program

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2019
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		50,000	50,000			
osts (Engineering Obse						
Total Project Cost		50,000	50,000			
Funding						
Cost to Village		50,000	50,000			
Grant/Donation						
Total Funding		50,000	50,000			

Basis of Project Costs: Bids Received X Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

$50,000 in Motor Fuel Tax Funds (Over three years)

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

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

Name of Contractor: Unknown

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

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates	Explanation
FY 16-17	Engineering
FY 17-18	Resurfacing

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

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

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design			10,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				200,000		
Other Costs				10,000		
Total Project Cost						
Funding						
Cost to Village			10,000	210,000		
Grant/Donation						
Total Funding			10,000	210,000		

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Return to COTW Memo

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

Department Parks & Recreation

Project	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
ComEd Bike Path Development					
Bike Path/Overpass Design and Construct.	300,000	-	-	-	-
IDOT pays for project and bills Village 20%	(80,000)	-	-	-	
Community Center					
Possible Acquisition/Renovation	-	-	-	2,500,000	2,500,000
Possible Grant Funding - 50%	-	-	-		(2,500,000)
Playground Replacement Program/Parks Constructi	-	-	100,000	100,000	100,000
Friends Contribution or Grant					
Channel Runne					
Project Phase III			300,000		
Grant Funding			(150,000)		
Proesel Park					
Renovations	172,000	35,000	250,000	-	-
Possible Donations	(115,000)		(35,000)	(250,000)	
Totals	**277,000**	**35,000**	**465,000**	**2,350,000**	**100,000**

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/17/2014 Department: Parks and Recreation

Project Name and Location: ComEd Bike Path Development and Touhy Overpass

Name of Contractor: TBD

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

Description of Project

As part of the Village Bikeway plan, The Village will negotiate a lease for the ComEd right-a-way that runs from Devon to Jarvis. A bike path will meander down the length of the right-of-way, on top of what was the service road. The bike/pedestrian path will be a 10 foot asphalt path with a limestone screening shoulder on each side. The path will connect to the already established Sauganash Trail in Chicago that terminates at Devon. In 2011 the Village was notified that a Congestion Mitigation Air Quality (CMAQ) grant was approved to fund 80% of the cost of an overpass over Touhy for use by pedestrians and cyclists using the path.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from Chicago. It will allow for connectivity to other on-street and off-street trails, thus decreasing pollution and providing opportunities for exercise and the enjoyment of nature.

Implementation Schedule

Dates	Explanation
2011	Conceptual Plan, Phase I engineering
2013-14	Phase II engineering/Environmental Test/Development of Bid Documents
2015	Award Bid, Start Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/17/2014 Parks and Recreation

Project Name and Location Commonwealth Edison Bike Path and Overpass

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		100,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		200,000				
Other Costs						
Total Project Cost		300,000			-	-
Funding						
Cost to Village		220,000		-		
Grant/Donation		80,000		-		
Total Funding		300,000	-	-		

Basis of Project Costs: Engineer, Architect, Etc.

Comparable Costs Other Basis

Discuss Basis of Project Costs:

This land will be utilized through a lease with ComEd.
A bike and pedestrian path will be developed with site amenities such as benches and waste receptacles. .

An overpass will be constructed over Touhy Avenue for pedestrian and bike usage. The overpass may also serve as a gateway for those entering Lincolnwood off the Edens Expressway.

Financing Other than Current Revenue Sources and Other Information:

Both the construction of the bike path and the overpass will be funded through the Congestion Mitigation Air Quality (CMAQ) grant program, covering 80% of the project cost.

Impact on Operating Costs:

The land will be maintained by Public Works staff unless an arrangement can be made with any new developments along or adjacent to the path.

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/17/2014 Department: Parks and Recreation

Project Name and Location: Community Center Renovation or Replacement

Name of Contractor:

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

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates	Explanation
2017	Design, engineer and start construction
2018	Completed construction and furnish building

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: December 17. 2014 Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design					2,500,000	2,500,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost	-	-	-	-	2,500,000	2,500,000
Funding						
Cost to Village					2,500,000	
Grant/Donation						2,500,000
Total Funding				-	2,500,000	2,500,000

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 1/31/2014 Department: Recreation

Project Name and Location: Park Replacement Program/Renovation

Name of Contractor: TBD

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

Description of Project

All of the neighborhood parks were updated around the same time and all are becoming outdated and in some cases, ammenities in the parks such as playgrounds, fences are unsafe and are not in compliance with national playground standards and the Americans with Disabilities Act. O'Brien Park is the next park that needs to be renovated in the Park Replacement Program.

So far, Columbia, Kildare, Goebelt, Rossi, Springfield, Kenneth and Drake have been renovated.

Project Benefits

The parks will be updated with new equipment and will meet national safety and ADA standards.

Implementation Schedule

Dates	Explanation
2014	Drake Park
2015	O'Brien
2016	Proesel
2017	Flowers
2018	GG Rowell

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 1/22/2014 Department: Parks and Recreation

Project Name and Location Park Replacement and Renovation Program

Cost Elements	Cost to Date	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				100,000	100,000	100,000
Other Costs						
Total Project Cost		-	-	100,000	100,000	100,000
Funding						
Cost to Village				100,000	100,000	100,000
Grant/Donation						
Total Funding		-	-	100,000	100,000	100,000

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

In the 2015-2016 year Staff will consider partnering with the Friends of the Com

Impact on Operating Costs:

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

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 3/6/2015 Department: Parks and Recreation

Project Name and Location: Proesel Park Improvements

Name of Contractor: TBD

Type of Project:		Facility Construction	[**X**]
Site Acquisition	[ ]	Facility Repair	**[X]**
Vehicle/Equipment Purchase	[ ]	Planning/Design	[X]

Description of Project

The Proesel Park Shelter is one of the most visible facilities within the Village. It is used for a variety of programs and special events coordinated by the Village. It is starting to show its age and is in need of repair and updating. The shelter is also the site of many picnics coordinated by residents and businesses in the community. An analysis will be done to determine what improvements can be done in-house by Public Works. The rest of the work will be bid out. The project will be completed in the fall during the off-season.

The fence on the Proesel Park tennis courts will be replaced due to the impact of many cold winters on the poles and fence. Approximately 8-10 pieces of exercise equipment will be added to the park around the one mile walking path heavily used by our constituency.

Project Benefits

One of the updates for the shelter will be lighting, so it will be more efficient. The aesthetics of the area will be improved, hopefully drawing more interest to programs and rentals. The tennis fence is an eye-sore in the park and is a safety hazard. The exercise equipment will add a new feature to the walking path. The exercise equipment will serve as a living memorial to a young lady who was a camp counselor in Proesel Park. It is made possible through a donation from her family. The theme of the exercise path will be that of diversity highlighting the many ethnicities represented in Lincolnwood.

Implementation Schedule

Dates	Explanation
2015	‹ercise Equipment in Proesel (Spring/Summer)
2015	Completion of Tennis Fence (Summer or Fall)
2015	Proesel Park Shelter "Facelift" (Fall)

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: Department: Parks and Recreation

Project Name and Location Proesel Park Aquatic Center Capital Plan

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		172,000	35,000	250,000		
Other Costs						
Total Project Cost	-	172,000	35,000	250,000	-	-
Funding						
Cost to Village		57,000	35,000	250,000		
Grant/Donation		115,000		(35,000)	(250,000)	
Total Funding		172,000	35,000	250,000		-

Basis of Project Costs: Engineer, Architect, Etc.

Comparable Costs Other Basis

Discuss Basis of Project Costs:

There will be no capital improvements this year.

The bathhouse will need renovation before too long. The plumbing is in poor shape. Family dressing rooms and toilets will be added as part of the renovation. The bathhouse wasn't renovated in 2004 when the pool was renovated. Slides have to be repaired to replaced to meet safety standards.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Return to COTW Memo

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

Department: Public Works / TIF

Project	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Trees and Sidewalks	45,000	45,000	30,000	30,000	30,000
	0	0	0	0	0
Yard Expansion	18,000	750,000	0	0	0
	0	0	0	0	0
Bike Path Purchase, Engineering	4,000,000	0	0	0	0
Bike Path Engineering and Construction	380,000				
	-3,280,000				
Devon Avenue Streetscape	2,050,000	240,000			
	0	0	0	0	0
Totals	**3,213,000**	**1,035,000**	**30,000**	**30,000**	**30,000**

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works

Project Name and Location: Parkway Tree Planting Program
Various Locations dependent upon resident requests
Name of Contractor: Tree Consortium

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

Description of Project

Planting of trees at various locations throughout TIF areas within the Village.
Trees come with a 1 year warranty.
Construction of new sidewalk and curb as well as replacement sidewalk.

Project Benefits

Improves aesthetics of Village, reduces water runoff, and improves quality of life.
Makes pedestrian areas throughout the Village safer by having a safe walkway.

Implementation Schedule

Dates	Explanation
2015-2020	Trees are planted within budget availability every year.
	Sidewalks are installed within budget availability every year.

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works / NEID TIF

Project Name and Location Parkway Tree Planting and Sidewalk Installation

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost		45,000	45,000	30,000	30,000	30,000
Funding						
Cost to Village		45,000	45,000	30,000	30,000	30,000
Grant/Donation						
Total Funding		45,000	45,000	30,000	30,000	30,000

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Plant trees and install or replace deteriorating sidewalks at various parkway locations throughout the TIF district ($15,000 sidewalks, $30,000 trees).

Financing Other than Current Revenue Sources and Other Information:

NEID TIF Funds

Impact on Operating Costs:

Ongoing PW maintenance and operating costs

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: PW Yard Expansion

Name of Contractor: Unknown

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

Description of Project

Construction of improvements to the Public Works Yard to include storage bins, landscaping, screen wa

Project Benefits

Expand the abilities of the Public Works Department, store equipment and materials properly.

Implementation Schedule

Dates	Explanation
2015/2016	Design
2016/2017	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location PW Yard Expansion

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		18,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			700,000			
Other Costs			50,000			
Total Project Cost		18,000	750,000			
Funding						
Cost to Village		18,000	750,000			
Grant/Donation						
Total Funding		18,000	750,000			

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Expand abilities of the Public Works Department to provide services. Store equipment and materials properly.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Devon Avenue Streetscape

Name of Contractor: Unknown

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

Description of Project

The project will consist of landscaped medians, possible lane reductions, enlarged parkways, ornamental lighting and decorative refuse containers.

Project Benefits

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Implementation Schedule

Dates	Explanation
2015/2016	Phase I &II Engineering
2016/2017	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Devon Avenue Streetscape

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		450,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,600,000				
Other Costs			240,000			
Total Project Cost		2,050,000	240,000			
Funding						
Cost to Village		2,050,000	240,000			
Grant/Donation						
Total Funding		2,050,000	240,000			

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/17/2014 Department: Parks and Recreation

Project Name and Location: Land Development

Name of Contractor: TBD

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

Description of Project

As part of the Village Bikeway plan, the Village will negotiate to purchase the land that runs from Devon to Touhy. A petition has been filed with the Surface Transportation Board to stop the abandonment process so the property can potentially be used for a trail. Eventually, a path will meander down the length of the former railroad connecting to on-street bike routes and the off-street paths along the channel. A portion of the land will be used to extend the public works yard. This will be accomplished through a public use petition with the federal government. The Bike Path will connect to planned trails on the railroad in Chicago, as well.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from area suburbs and Chicago. It It will provide connectivity to existing and proposed paths, both on-street and off-street.

Implementation Schedule

Dates	Explanation
2013	Conceptual Plan, Phase I engineering
2014	Phase II engineering/Environmental Test/Appraisal and Negotiation
2015	Purchase
2015	Final Design/Development of Bid Documents
2016	Construction of Bike Path

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/17/2014 Parks and Recreation

Project Name and Location Land Acquisition and Bike Path Construction

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		100,000				
Site, etc. Acquisition*		4,000,000				
Vehicle/ Equipment						
Construction/ Repair		240,000				
Other Cost		40,000				
Total Project Cost	-	4,380,000	-	-	-	-
Funding						
Cost to Village		4,380,000	-	-	-	-
Grant/Donation		3,280,000				
Total Funding		4,380,000	-	-	-	-

Basis of Project Costs: Engineer, Architect, Etc.

Comparable Costs Other Basis

Discuss Basis of Project Costs:

The Village will acquire the Railway as it runs from Devon to Touhy in 2016. A bike path will be constructed in accordance with the Village Bikeway Plan. The proposed bike path will eventually connect to on-street bike routes, as well as the proposed off-street bike path that will be constructed on the land within the Chicago boundaries. The total off-street bike path, once it is constructed, will be approximately 2.5 miles within Chicago and Lincolnwood.

Financing Other than Current Revenue Sources and Other Information:

The Village received a grant for acquisition of the property and construction of the path from the federal gover Mitigation Air Quality (CMAQ) program which will cover 80% of the cost of acquisition. required to expend 100% of the purchase cost and apply for reimbursement of 80% of the cost. For the construction of the path, IDOT bids out and builds the project and bills the Village for 20% of the cost.

Impact on Operating Costs:

Return to COTW Memo

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

Department Water Fund

Project	**2015-2016**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**
Stormwater Improvements	450,000	2,000,000	2,000,000	2,000,000	0
	0	0	0	0	0
Water Improvements Main	25,000	295,000	295,000	295,000	0
	0	0	0	0	0
Water Transmission Main	125,000	475,000	3,800,000	0	0
	0	0	0	0	0
Crawford Avenue Reconstruction	302,119	302,119	302,119	302,119	0
	-302,119	-302,119	-302,119	-302,119	
Totals	**600,000**	**2,770,000**	**6,095,000**	**2,295,000**	**0**

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Stormwater Improvements-Berms and Restrictors

Name of Contractor: Unknown

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

Description of Project

Stormwater improvements in various locations. These improvements are a result of the Vi stormwater modeling program which resulted in recommendations to increase the Village's stormwater level of protection to a 10 year event. Numerious projects are recommended a this plan. The projects will occur over time and will be part of future capital projects such a resurfacing. The project budgeted for FY 2015-2016 is to install berms and restrictors in a Village the use of street storage during rain events.

Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by increasing th stormwater protection during a 10 year rain event.

Implementation Schedule

Dates	Explanation
2016/2017	Construction
2017/2018	Design of future areas

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Stormwater Improvements-Berms and Restrictors

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		410,000	2,000,000	2,000,000	2,000,000	
Other Costs		40,000				
Total Project Cost		450,000	2,000,000	2,000,000	2,000,000	
Funding						
Cost to Village		450,000	2,000,000	2,000,000	2,000,000	
Grant/Donation						
Total Funding		450,000	2,000,000	2,000,000	2,000,000	

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Design of berms and restrictors for the Village's stormwater management plan to increase the Village's level of stormwater protection to a 10 year event.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Water Main Repairs and Upgrades- Various Locations

Name of Contractor: Unknown

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

Description of Project

Water main improvements in various locations. These improvements are a result of the Village's water distribution system analysis which will be completed by April 30, 2015. The analysis will result in capital improvement recommendations for repairs and upgrades to the system. The projects will occur over time and will be part of future capital projects such as street resurfacing.

Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by ensuring that aging water mains are upgraded.

Implementation Schedule

Dates	Explanation
2015/2016	Design
2016/2017	Construction
2017/2018	Construction
2018/2019	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Water Main Improvements- Various Locations

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		25,000	25,000	25,000	25,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			250,000	250,000	250,000	
Other Costs			20,000	20,000	20,000	
Total Project Cost						
Funding						
Cost to Village		25,000	295,000	295,000	295,000	
Grant/Donation						
Total Funding		25,000	295,000	295,000	295,000	

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Design and construction of water main improvements based on the updated system analysis recommendations.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Water Transmission Main Construction

Name of Contractor: Unknown

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

Description of Project

Design and Construction of a water transmission main to an alternative supplier.

Project Benefits

Construct a water transmission main to obtain potable water from an alternative water provider. To reduce the cost of water for the residents.

Implementation Schedule

Dates	Explanation
FY 2015-2016	Design
FY 2016-2017	Design
FY 2017-2018	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Water Transmission Main

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		125,000	475,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				3,500,000		
Other Costs				300,000		
Total Project Cost		125,000	475,000	3,800,000		
Funding						
Cost to Village		125,000	475,000	3,800,000		
Grant/Donation						
Total Funding		125,000	475,000	3,800,000		

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

truct a new potable water transmission main to provide potable water at a cost effective rate to residents and bus

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Crawford Avenue Reconstruction

Name of Contractor: Unknown

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

Description of Project

The Cook County Highway Department (CCHD) is anticipated to begin reconstructing Crawford Avenue from Devon Avenue to Jarvis Avenue during 2014 and 2015. The project will include reconstruc of the road. The Village will also be included several capital projects to be incorporated within their project. The capital projects include: Fire Hydrant replacement of 11 hydrants on Crawford, water main replacements, the addition of a flow meter, replacement of street lights and sidewalks.

Project Benefits

The project will have several benefits which include: new wider roadway, new break away street lights, new fire hydrants and replacement of deteriorating sidewalk.

Implementation Schedule

Dates	Explanation
2014	Construction
2015	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Crawford Avenue Reconstruction

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		302,119	302,119	302,119	302,119	
osts (Engineering Obse						
Total Project Cost		302,119	302,119	302,119	302,119	
Funding						
Cost to Village		302,119	302,119	302,119	302,119	
Grant/Donation		(302,119)	(302,119)	(302,119)	(302,119)	
Total Funding		302,119	302,119	302,119	302,119	

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs X Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

The Cook County Highway Department (CCHD) reconstructed the east side of the road from Devon Avenue to Jarvis Avenue during 2014. The west side will be completed during 2015.The project will inclu reconstruction of the road. The Village will also be included several capital projects to be incorporated within their project. The capital projects include: Fire Hydrant replacement of 11 hydrants on Crawford, water main replacements, the addition of a flow meter, replacement of street lights and sidewalks.

Financing Other than Current Revenue Sources and Other Information:

$1,510,590 from Water & Sewer Fund
$922,314 from Transporation Improvement Fund
$14,482 from Motor Fuel Tax

Impact on Operating Costs:

Village of Lincolnwood
CIP - Capital Vehicles/Equipment - Department Summary
For The Periods as Shown

Department	F/Y 2015-2016	F/Y 2016-2017	F/Y 2017-2018	F/Y 2018-2019	F/Y 2019-2020	Total
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 Monitiors (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**

COTW Memo

Village of Lincolnwood
Public Meeting

Proposed Budget
Fiscal Year 2015-2016

March 17, 2015

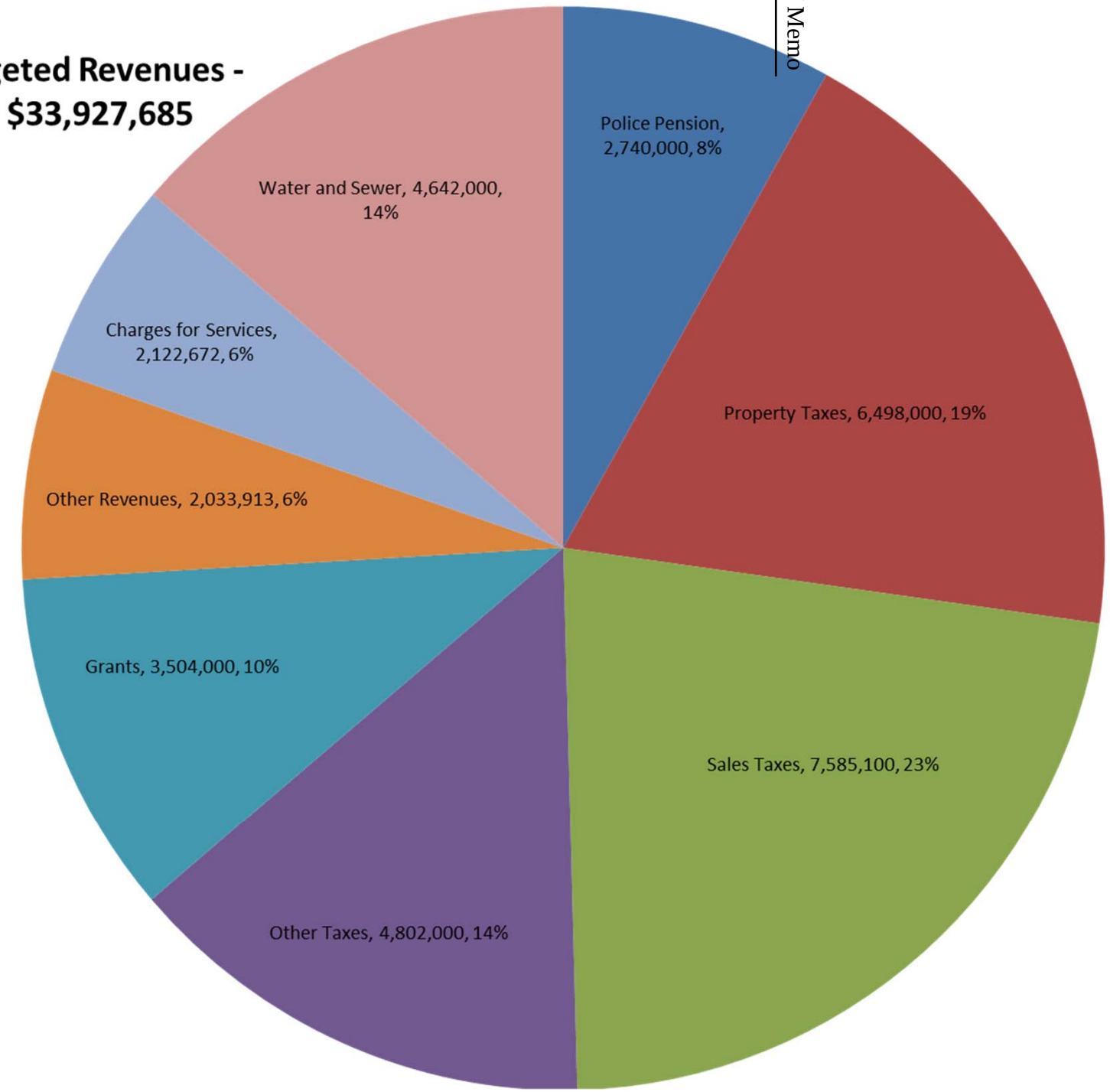
Budget Preparation Process

- Budget team met with each Department Head to approve budget submissions and proposed departmental goals
- Budget Workshop held on February 9
- Village Finance Committee met on February 25 to discuss budget in detail
- Public Meeting held March 17
- Formal Village Board consideration on April 7

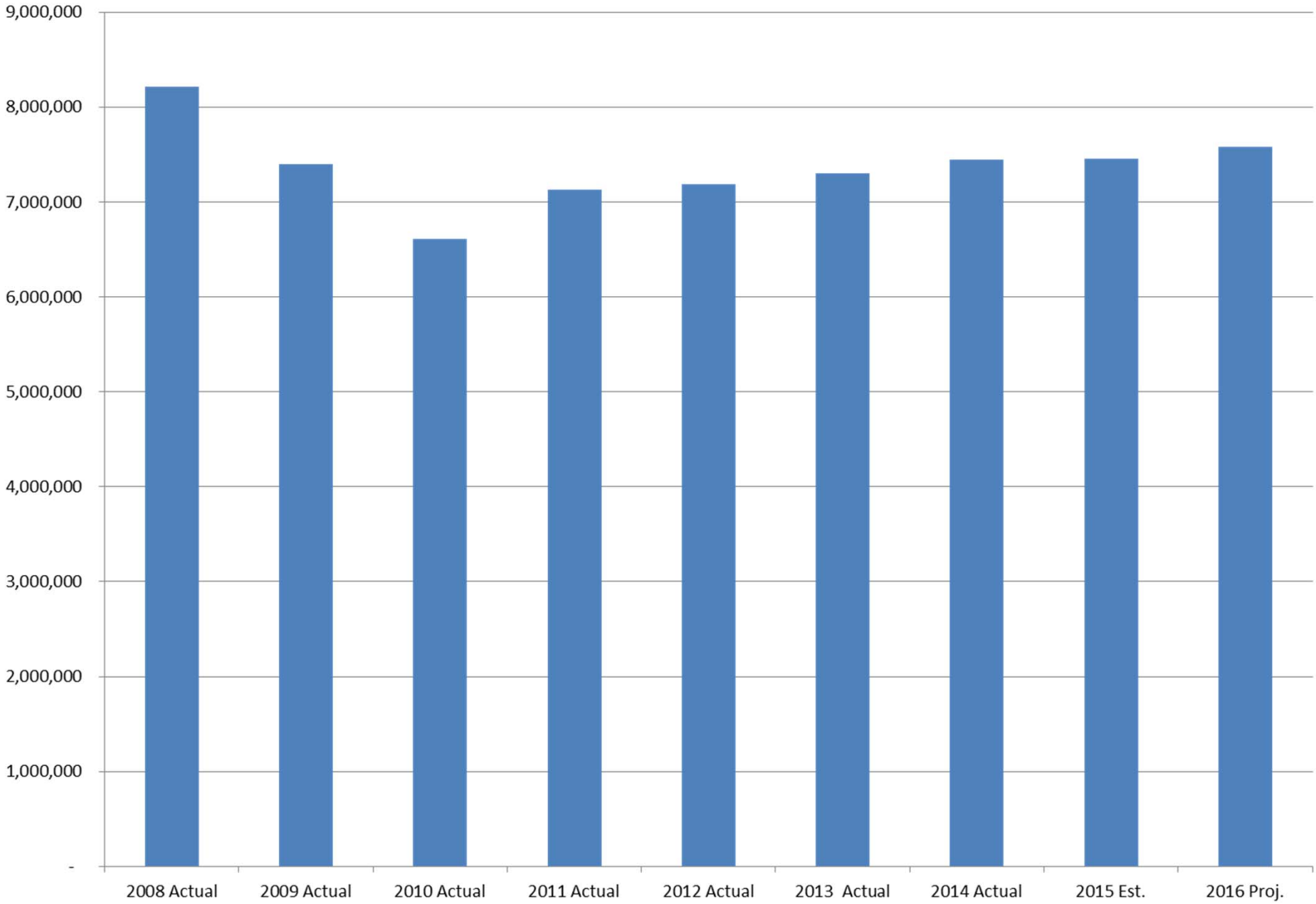
Budget Preparation Process

- Financial Policies adhered to
- Village Board's Updated Vision 2015 Plan formed the foundation for the entire process

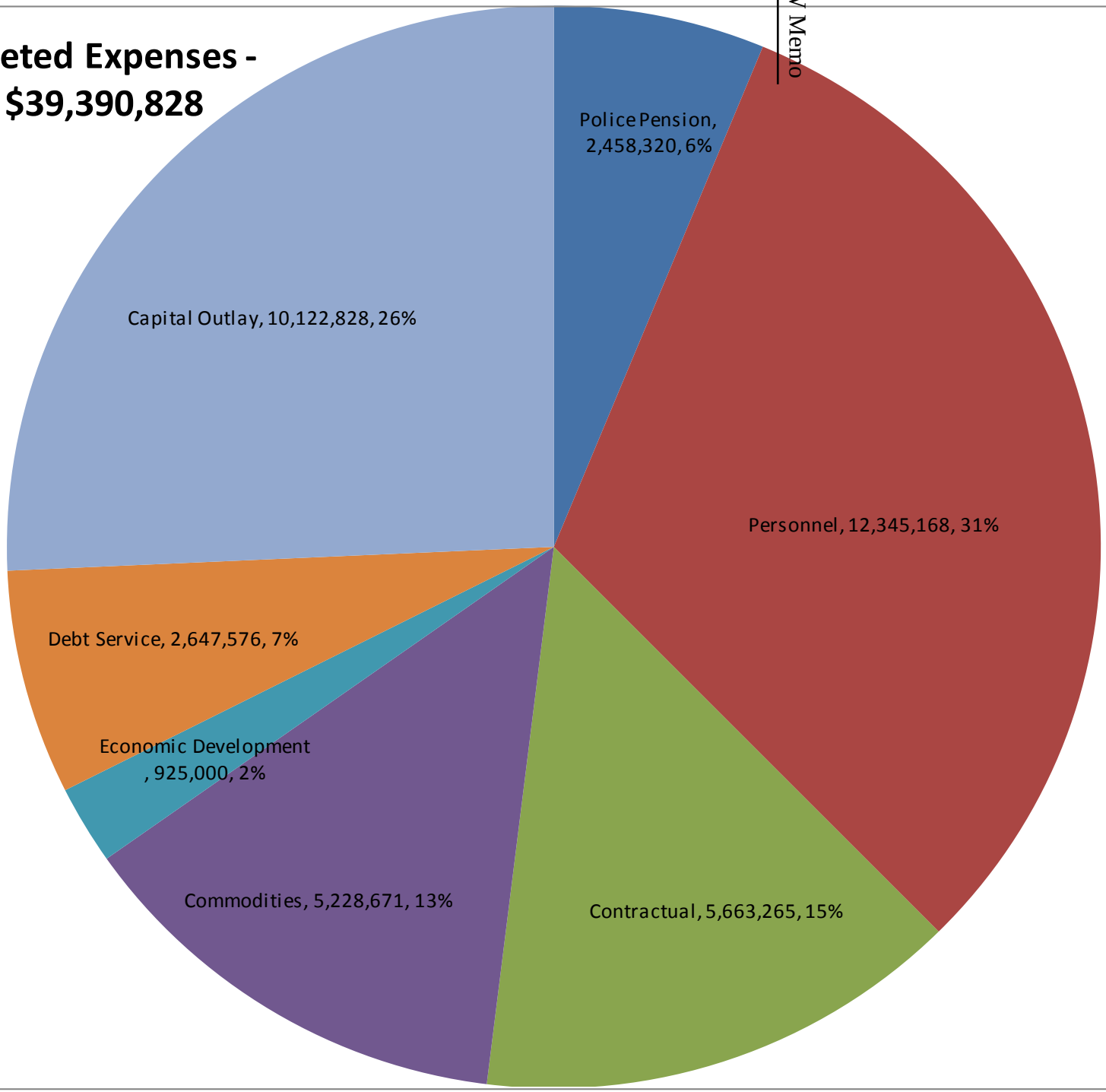
FY 2016 Budgeted Revenues - All Funds- $33,927,685



Total Sales Tax Revenue



FY 2016 Budgeted Expenses - All Funds- $39,390,828



General Fund Budget Highlights and Issues

- Property tax increase limited to 1.5%
- Budget includes capital expenditure for new fire engine chassis
- Budget includes normal capital expenditures for vehicle replacements
- Budget is balanced with utilization of excess fund balance reserves

General Fund Budget Highlights and Issues

- Adjustment to Municipal Gas Tax from three to five cents per gallon - Will be used to help fund Police Pension Fund unfunded liability
- Possible 50% reduction in Village's share of State income tax revenue due to proposed budget cuts by the new Governor
- If enacted, Villages share of income tax revenue would be reduced by approx. $650,00

Suggested Modifications to General Fund Budget if State Income sharing is Reduced

- Proposed budget action:
- Forgo early pay-off on fire truck loan - budget savings of $325,000
- Closing of Touhy/Lawndale TIF – potential development benefit savings of $200,000

General Fund Budget

	Adopted Budget FY2015	Projected Actual FY2015	Proposed Budget FY2016
Revenues	$19,736,489	$19,161,881	$20,793,735
Expenditures	19,540,242	19,454,044	20,404,689
Surplus (Deficit)	196,247	(292,163)	389,046
Transfers-Net	(196,247)	65,753	(662,225)
Net Change to Fund Balance	0	(226,410)	(273,179)

General Fund Revenue

	Adopted Budget FY2015	Projected FY2015	Proposed Budget FY2016	$ Change From Projected	%
Real Estate Tax	5,608,000	5,460,000	5,498,000	38,000	1%
Sales Tax	6,271,000	6,255,000	7,104,300	849,300	14%
Food and Beverage Tax	450,000	460,000	480,000	20,000	4%
Gas Tax	140,000	140,000	420,000	280,000	200%
Utility Taxes	1,010,000	990,000	970,000	(20,000)	(2%)
Intergovernmental Taxes	2,158,000	2,152,000	2,158,000	6,000	0
Licenses	512,491	496,270	499,398	3,128	1%
Permits	795,709	573,058	814,728	241,670	62%
Grants	89,625	40,000	20,000	(20,000)	(50%)
Rental Income	101,500	101,500	101,500	-	-
Investment Income	88,000	143,000	143,000	-	-
Other Income	1,050,837	934,609	946,939	12,330	1%
Parks and Recs. Income	1,461,687	1,416,444	1,637,870	221,426	16%
Total Revenue	**19,736,489**	**19,161,881**	**20,793,735**	**1,631,854**	**9%**

Personnel – Related Budget Issues

- Cost of living adjustment for non-union positions – 2%
- Merit for non-union positions will remain capped at 2%

Proposed FY2016 G.F. Transfer Activity

Transfers Into General Fund:	Amount
Water Fund	$ 200,000
NEID TIF	130,000
	$ 330,000
Transfers Out of General Fund:	
PEP Fund	50,000
Debt Service (fire truck loan payments & new field lighting)	459,225
Com.Ed. Bike Path	248,000
E-911 Fund	210,000
Private Sewer Line Assistance Fund	25,000
	$ 992,225
Net Transfers	$ (662,225)

COTW Memo

Other Funds - Significant Expenditure Issues

- Transportation Improvement Fund

Street light replacement	- Crawford Ave.	$202,403
	- Lincoln Ave.	649,313
	- McCormick Ave	250,000

- NEID TIF Fund

Purchase of UP land for bike path	
Construction of bike path	240,000
Debt payments on GO bonds	310,875

- Lincoln/Touhy TIF Fund

Street light replacement - Lincoln Ave.	300,000

Other Funds - Significant Expenditure Issues

- Devon/Lincoln TIF Fund

Streetscape Devon Ave. $1,600,000

Street light replacement - Lincoln Ave 650,000

Other Funds - Significant Expenditure Issues

- Com. Ed. Bike Path – Construction of bike path – (Village portion only) $200,000
- Engineering – bike path and overpass 312,000
- E-911 Fund - Replacement of Telephone system $134,000

Other Funds - Significant Expenditure Issues

- PEP Fund – Village economic assistance to businesses to improve their property facades –
  Budgeted two matching grants at $25,000

- Private Sewer Line Assistance Fund

  Assistance to residents to replace sewer lines damaged by tree roots on Village parkways
  Budgeted $25,000 - $2000 max per household

Water and Sewer Fund Expenditure Overview

- Loan debt payments $682,273
- Water management pilot program 410,000
- Replacement of Vac-con 375,000

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

Questions?

LINCOLNWOOD POLICE DEPARTMENT

INTER-OFFICE MEMO

Robert LaMantia
Chief of Police

To: Timothy C. Wiberg, Village Manager

From: Robert LaMantia, Chief of Police

Date: March 17, 2015

Subject: Airoom's Request for Designated Parkway Parking

Background
On September 26, 2013, the Traffic Commission held a public hearing to consider a request by Airoom, 6825 N. Lincoln Ave., for Designated Parkway Parking on both sides of Keystone Ave. east of Lincoln Ave., and also on Karlov Ave. east of Lincoln Ave.

Approximately 30 residents attended the meeting. Seventeen spoke, and all expressed opposition to the request. One speaker introduced an Ordinance from 1995 which specifically prohibited parkway parking on Keystone Ave. adjacent to the Airoom property.

Following public comment, the Commission asked staff for input. The Village Engineer expressed her concerns over the line-of-sight for traffic entering Keystone Ave. and Karlov Ave. from Lincoln Ave. The concern was that vehicles backing from the first spaces east of Lincoln Ave. may cause traffic to back-up onto Lincoln Ave.

The Commission deliberated and voted to unanimously recommend that the Village Board deny the petitioner's request for Designated Parkway Parking on Keystone Ave. east of Lincoln Ave., and on Karlov Ave. east of Lincoln Ave. The Commission's recommendation was due in part to the 1995 Ordinance, the Village Engineer's concern about the line-of-sight, and opposition from the community.

Following the meeting, staff consulted with the Village Attorney who advised that if the petitioner chooses to appeal the matter, it should be reviewed by the Village Board at a Committee of the Whole meeting, and if the Village Board was interested in considering repealing a portion of Ordinance 95-2199, the matter should be referred to the Zoning Board of Appeals (ZBA) for review and recommendation.

On December 3, 2013, the Village Board referred the matter to the ZBA to consider rescinding the 1995 Ordinance prohibiting parkway parking on Keystone Ave.

On May 6, 2014, the Village Board rescinded the 1995 Ordinance prohibiting Designated Parkway Parking on Keystone Ave. Since that time, staff has worked with the petitioner to refine and add detail to the plan.

Summary of Airoom's Revised Proposal
Parking in the area of the petitioner's property has been a challenge since approximately 1988. Parking is congested; there are on-going conflicts between the business' employees and the neighboring residents. In addition, motorists parked in front of the business must back onto Lincoln Ave. to exit the parking lot.

The petitioner's revised proposal varies from the proposal reviewed by the Traffic Commission on September 26, 2013. The request for Designated Parkway Parking on Karlov Ave. east of Lincoln Ave. has been withdrawn, and the request for Designated Parkway Parking on Keystone Ave. adjacent to the Library Parking lot has moved from immediately east of Lincoln Ave. to approximately 110' east of Lincoln Ave. The following summarizes the petitioner's revised proposal.

1. A reduction from 18 to nine parking spaces and one handicapped parking space on Airoom's property along Lincoln Ave., the addition of a drive aisle and landscape median, and the addition of five public parking spaces on Lincoln Ave. The improvements will prevent motorists from backing onto Lincoln Ave. and improve the overall appearance of Airoom's property.

2. The creation of 10 Designated Parkway Parking spaces on Keystone Ave. adjacent to Airoom, just east of Lincoln Ave. This would replace approximately four parallel parking spaces.

3. The creation of nine Designated Parkway Parking spaces on Keystone Ave., adjacent to the Lincolnwood Public Library, beginning approximately 110' east of Lincoln Ave. This would replace approximately four parallel parking spaces.

4. The following are the variations that would have to be approved if the revised plan were implemented:

    a. An adjustment of the angled parking space width on Airoom property along Lincoln Ave. from 9' per Village Code to 8.5'.

    b. An adjustment of the drive aisle width from 16' per Village Code to 13.7'.

5. The removal of four trees, relocating two trees, adding two trees and adding three or 31" of trees to the Village's tree bank.

Examples of Existing Parkway Parking
The Village currently has perpendicular parkway parking in more than 40 locations. In 2006, the Village Board adopted an Ordinance regulating Designated Parkway Parking, and since that time the following locations have been approved by the Village Board:

- On the west side of East Prairie Ave., north of Touhy Ave.

- On the south side of Morse Ave., east of Hamlin Ave.
- On the south side of Arthur Ave., east of Cicero Ave.
- On the west side of Keating Ave., north of Touhy Ave.
- On the east side of Kimball Ave., north of Devon Ave. (Construction is scheduled for the spring of 2015.)

The following standards have been applied in each Designated Parkway Parking approval:

- The expenses associated with construction and maintenance of the property was paid by the petitioner.
- The Village has retained ownership of the property.
- The parking has remained available to the public.
- There is only one location on the opposite side of the street from the business and that is in a retail or non-residential area (on the west side of Keating Ave. north of Touhy Ave.)

Summary of Discussions and Meetings Since 1981
Since 1981, the Village has reviewed Airoom's request for Designated Parkway Parking (in various forms) on several occasions. The following is a summary of public discussions regarding Airoom's impact on neighborhood parking concerns.

July 2, 1981
Ordinance 81-1619 granted a Parking Variation, approving 17 parking spaces for a 1,190 second floor addition, when 19 were required.

April 7, 1988
Ordinance 88-1804 granted a Parking Variation, finding that the intended use of a 750 square foot building addition was not likely to increase the need for customer parking, and that adequate off-street parking was available, despite the elimination of one and one-half parking space at the rear of subject property.

July 21, 1988
Ordinance 88-1822, granted a Parking Variation, finding the intended use of the newly designed and larger 1,380 square foot building addition was not likely to increase significantly the need for customer parking and that, in spite of the proposed elimination of 1 ½ parking spaces, adequate on-site and off-site parking was available. Ordinance 88-1822 appears to have superseded Ordinance 88-1804.

June 1,1995
Ordinance 95-2199 granted a Variation for Construction of a Building Addition, but

prohibited Airoom from parking along the Keystone Ave. side of the building or in the Village right-of-way, or in any other manner whether or not submitted to the Village on any other plans.

February 2, 2004
The Streets and Alleys Committee considered a petitioner request for additional parking on Karlov Ave. and/or Keystone Ave. The Committee decided that it would not make a recommendation to the Board of Trustees.

June 3, 2004
The Village adopted an Ordinance designating the 6900 block of Karlov Ave., the 6900 block of Kedvale Ave., and the 4100 block of Morse Ave., Resident Only Parking.

April 26, 2012
The Traffic Commission considered a request by Airoom to close Keystone Ave. and turn it into a private parking lot and recommended the Village Board deny the request.

September 26, 2013
The Traffic Commission considered a request by Airoom for Designated Parkway Parking on Keystone Ave. and Karlov Ave. and recommended the Village Board deny the request.

November 5, 2013
The Village Board discussed the petitioner's request at the Committee of the Whole and tabled the matter until December 3, 2013.

December 3, 2013
The Village Board discussed the petitioner's request at the Committee of the Whole referred the matter to the ZBA for consideration of removing parking restrictions on Keystone Ave.

February 19, 2014
The ZBA held a Public Hearing on the matter and recommended the Village Board approved an Ordinance which removes the 1995 conditions concerning parking on the subject property or in the adjacent right-of-way of Keystone Ave.

March 18, 2014
The Village Board tabled an Ordinance removing the 1995 conditions concerning parking on Airoom property and Keystone Ave.

April 17, 2014
The Village Board approved a motion to direct the Village attorney to prepare an Ordinance which removes the 1995 conditions concerning parking on the subject property or in the adjacent right-of-way of Keystone Ave.

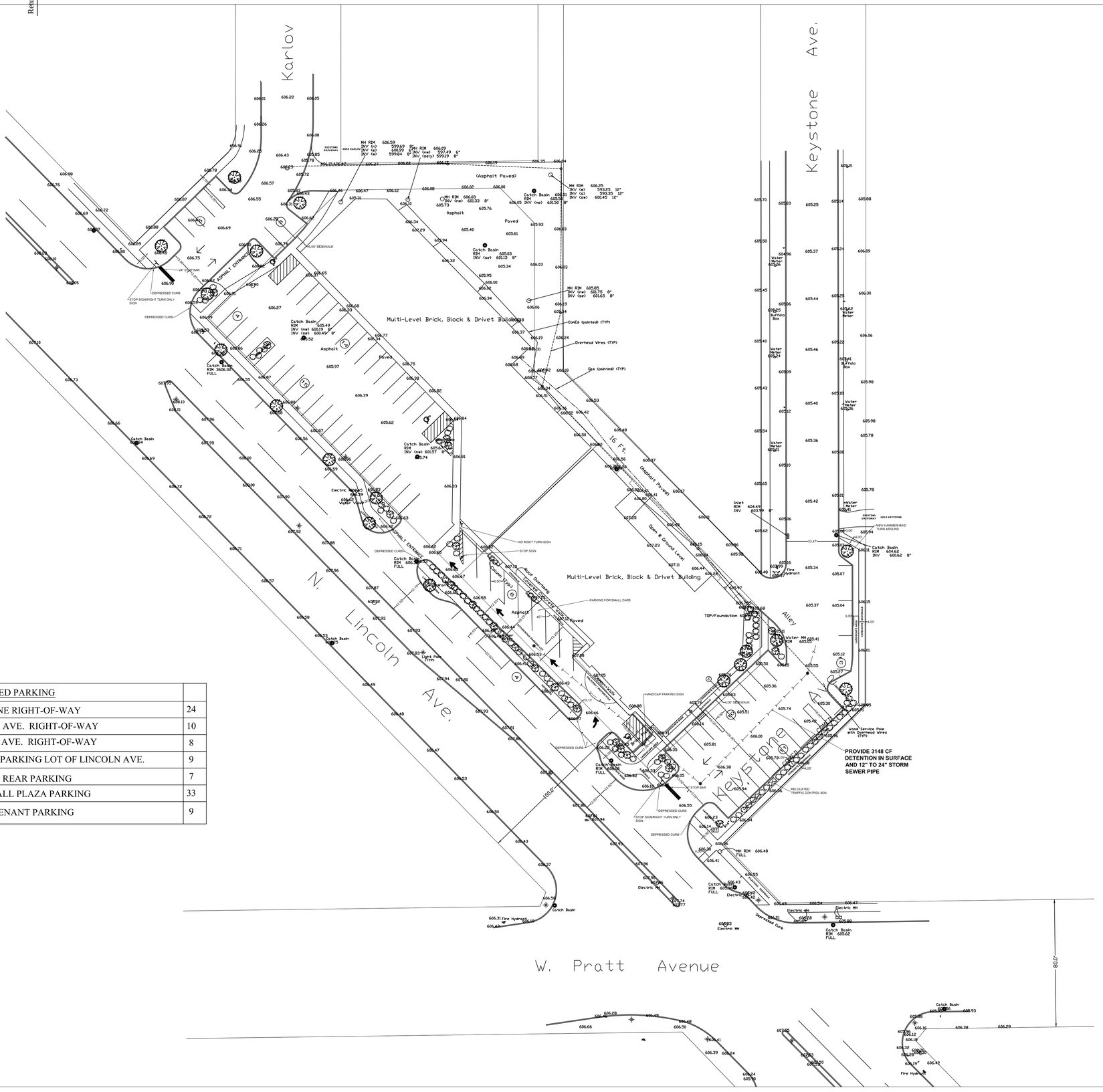
May 6, 2014
The Village Board approved an Ordinance which eliminates certain 1995 parking restrictions at 6825 N. Lincoln Ave. and the adjacent Keystone Ave. right-of-way.

Public Notice
Seventy-four neighbors were notified of the Village Board Committee of the Whole discussion on March 17, 2015. One resident submitted a letter opposing the petitioner's request.

Village Board Direction Sought
To obtain direction regarding Airoom's revised proposal to construct Designated Parkway Parking on Keystone Ave.

Documents Attached
1. Proposal submitted by Airoom for Designed Parkway Parking Reviewed by the Traffic Commission on September 26, 2013.
2. Revised Proposal by Airoom for Designated Parkway Parking Submitted to staff on December 8, 2014.
3. Letter opposing Airoom's request for Designated Parkway Parking.

Return to COTTAGE HILL



PROPOSED PARKING	
KEYSTONE RIGHT-OF-WAY	24
LINCOLN AVE. RIGHT-OF-WAY	10
KARLOV AVE. RIGHT-OF-WAY	8
AIROOM PARKING LOT OF LINCOLN AVE.	9
AIROOM REAR PARKING	7
STRIP MALL PLAZA PARKING	33
ALLEY TENANT PARKING	9

PROJECT STAFF		ISSUE	REVISIONS	DATE
PROJECT MANAGER:	B. BONO P.E.	1	PRELIMINARY DRAWINGS	10-17-11
ENGINEER:	T. CACCAMO P.E.	2	EXPAND SITE PLAN TO NORTHWEST	04-09-13
ENGINEER:	KOBlasz	3	VILLAGE PARKING	05-09-13
TECHNICIAN:				

BONO CONSULTING, INC.
CIVIL ENGINEERS
1018 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PH : (847) 823-3300
FAX: (847) 823-3303
bbono@bonoconsulting.com

PROPOSED SITE PLAN

AIROOM ARCHITECTS

6825 LINCOLN AVE., LINCOLNWOOD, ILLINOIS

COPYRIGHT:
THIS DRAWING SHALL NOT BE USED, REPRODUCED, MODIFIED OR SOLD EITHER WHOLLY OR IN PART, EXCEPT WHEN AUTHORIZED IN WRITING BY THE ENGINEER.

PROJECT NO.:	11241
BASE FILE:	
SHEET FILE:	
ISSUE DATE:	May 23, 2013
SCALE:	1" = 30'

SHEET NUMBER
C-2

Return to COT

Variances Requested:

- Angled space widths (Request 8.5' wide spaces vs. 9' per code)
- Drive aisle width (Request 13.7' wide aisle vs. 16' per code)

Parking Count:

	Existing	Proposed	Difference
Keystone Avenue Right-of-way *10 new spaces will be dedicated for Airoom use	11	*23	12
Lincoln Avenue Right-of-way	0	5	5
Airoom Parking off of Lincoln Avenue *10 new spaces will be dedicated for Airoom Mall use	18	10*	-8
AIROOM DEDICATED	18	20	2
NON-DEDICATED	11	18	7
TOTAL PARKING COUNT	**29**	**38**	**9**

Tree Count:

	Existing	Removed	Relocate	Proposed	Tree Bank (Inches)
Keystone Avenue Right-of-way	10	4	2	1	3 (31 Inches)
Lincoln Avenue Right-of-way	0	0	0	1	0
Airoom Parking off of Lincoln Avenue	0	0	0	0	0
TOTAL TREE COUNT	**10**	**4**	**2**	**2**	3 (31 Inches)

REVISIONS	ISSUE	DATE
PRELIMINARY DRAWINGS	1	10-17-11
EXISTING SITE PLAN TO NORTHWEST	2	04-09-13
SITE PLAN REVISIONS PER VILLAGE	3	04-30-14
SITE PLAN REVISIONS PER VILLAGE,DOT LANE WIDTHS	4	09-15-14
SITE PLAN REVISIONS PER OWNER/VILLAGE	5	10-30-14
SITE PLAN REVISIONS PER OWNER/VILLAGE	6	11-12-14
SITE PLAN REVISIONS PER VILLAGE	7	11-20-14
TREE REVISIONS PER VILLAGE	8	12-08-14

PROJECT STAFF
PROJECT MANAGER: B. BONO P.E.
ENGINEER: T. CACCAMO P.E.
TECHNICIAN:

BCI
BONO CONSULTING, INC.
CIVIL ENGINEERS
1018 BUSSE HIGHWAY PH.: (847) 823-3300
PARK RIDGE, IL 60068 FAX.: (847) 823-3303
bbono@bonoconsulting.com

PROPOSED SITE PLAN

AIROOM ARCHITECTS

6825 LINCOLN AVE., LINCOLNWOOD, ILLINOIS

COPYRIGHT:
THIS DRAWING SHALL NOT BE USED, REPRODUCED, MODIFIED OR SOLD EITHER WHOLLY OR IN PART, EXCEPT WHEN AUTHORIZED IN WRITING BY THE ENGINEER.

PROJECT NO.: 11241
BASE FILE:
SHEET FILE:
ISSUE DATE: OCT. 17, 2011
SCALE: 1" = 20'

SHEET NUMBER
C-2

Return to COTW Memo

4050 W Morse Ave.
Lincolnwood, IL 60712

March 6, 2015

Chief Robert LaMantia
Lincolnwood Police Department
6900 N Lincoln Ave.
Lincolnwood, IL 60712

Dear Chief,

Due to practice obligations, I am unable to attend the upcoming Village Board meeting when a proposal by Airoom will be reviewed. I appreciate your invitation to offer written comment.

As a Lincolnwood resident for over 30 years, and a neighbor only a block away from Airoom, I am no stranger to their imposing presence and have witnessed (in the past) their inconsiderate demand for neighborhood vehicle parking. As you may recall, their fleet of vans use to park in front of our homes which necessitated inconvenient use of Hang Tags to permit family and friends to visit us.

Now for the past few years, Airoom has come before the Village Board and residents to repeatedly request a change in street access to accommodate customers and employees in order to avert the traffic accidents they foresee.

The neighbors, the Library staff and patrons do NOT want the change! Countless meetings have been held as a forum for hearing the same arguments. And Airoom continues to press its agenda. Now at the March 17th meeting.

Let's offer a final and resounding "No!" to their request and force a different solution.

Sincerely,

Dr. Marc Feder

Return to VB Agenda

VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
7:30 P.M., MARCH 17, 2015

I. Call to Order

II. Pledge to the Flag

III. Roll Call

IV. Approval of Minutes

1. Board Meeting Minutes – March 3, 2015

V. Warrant Approval

VI. Village President's Report

VII. Consent Agenda (If any one wishes to speak to any matter on the Consent Agenda, a Speaker's Request Form must be completed, presented to the Village Clerk, and the matter will be removed from the Consent Agenda and added to Regular Business.)

1. Approval of a Recommendation by the Traffic Commission to Amend Chapter Seven, Article Two, Section Sixteen of the Village Code Pertaining to Parking Restrictions within the Municipal Parking Lot located at 7001 N. Lawndale Avenue (Appears on the Consent Agenda Because it is a Routine Function of Government)

2. Approval of a Resolution Authorizing an Agreement with Municipal GIS Partners as the GIS Consortium Service Provider (Appears on the Consent Agenda Because it is a Routine Function of Government)

3. Approval of an Ordinance Waiving the Competitive Bidding Process and Awarding a Contract to Lauterbach and Amen, LLP, Certified Public Accountants to Provide the Annual Auditing Services for the Village for the Fiscal Years Ended April 30, 2015 to 2017 in the Not-to-Exceed Amounts Indicated in the Proposed Fee Schedule (Appears on the Consent Agenda Because it is a Routine Function of Government)

VIII. Regular Business

4. Consideration of an Ordinance Amending Article 18 of Chapter 8 of the Municipal Code to Adjust the Municipal Motor Fuel Tax From the Rate of Three Cents (0.03) Per Gallon to Five Cents (0.05) Per Gallon Effective May 1, 2015

5. Consideration of a Recommendation by the Park and Recreation Board to Adopt a Resolution to Award a Bid for the Purchase and Installation of Playground Equipment at O'Brien Park in the Amount of $104,800.00 to Elanar Construction, of Chicago, Illinois

6. Consideration of a Recommendation by the Park and Recreation Board to Approve an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village

IX. Manager's Report

X. Board, Commission, and Committee Reports

XI. Village Clerk's Report

XII. Trustee Reports

XIII. Public Forum

XIV. Adjournment

DATE POSTED: March 13, 2015

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6, AT&T U-VERSE Channel 99, and online at Lincolnwood.tv at 7:30 p.m. Rebroadcasts of Village Board meetings can be viewed one week following the live broadcast at 1:00 p.m. and 7:30 p.m. on cable television or online at Lincolnwood.tv.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
MARCH 3, 2015

Call to Order

President Pro-Tem Patel called the Regular Meeting of the Lincolnwood Board of Trustees to order at 7:35 P.M., Tuesday, March 3, 2014, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Pledge to the Flag

The Corporate Authorities and all persons in attendance recited the Pledge of Allegiance to the flag of our country.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:
PRESENT: President Pro Tem Patel, Trustees Klatzco, Elster, Sprogis-Marohn, President Turry via phone
ABSENT: Trustees Cope and Leftakes

A quorum was present. Also present: Timothy Wiberg, Village Manager; Douglas Petroshius, Assistant Village Manager; Charles Meyer, Assistant to the Village Manager; Mark Burkland, Village Attorney; Amanda Williams, Management Analyst; Timothy Clarke, Director of Community Development; Plan Commission Chair Paul Eisterhold.

Approval of Minutes

The minutes of the February 17, 2015 Regular Village Board meeting had been distributed in advance and were examined. Trustee Sprogis-Marohn moved to approve the presented minutes. The motion was seconded by Trustee Elster. . The motion passed with a Voice Vote.

Warrant Approval

Trustee Klatzco moved to approve Warrants in the amount of $358,252.70. Trustee Sprogis-Marohn seconded the motion.

Upon a Roll Call by the Village Clerk the results were:
AYES: President Pro-Tem Patel, Trustees Klatzco, Sprogis-Marohn, Elster
NAYS: None The motion passed

Village President's Report

President Pro-Tem Patel read a resolution urging the governor and the general assembly to protect full funding of local government distributive fund revenues. Included in this resolution was the fact that the Village of Lincolnwood would lose $623,205 under the current proposal.
The Village Board concurred with the resolution.

Consent Agenda

President Pro-Tem Patel introduced the Consent Agenda which was presented by PowerPoint as follows:

1. Approval of a Solicitation Permit for Misericordia to Conduct Candy Days on the Public Highways Located Within the Village Boundaries on April 24 & April 25, 2015 and an Ordinance Authorizing a Waiver of Non-Commercial Solicitation Permit Card Fees

2. Approval of a Resolution Rejecting Proposals Received for a Security System Provider

3. Approval of a Recommendation by the Plan Commission to Adopt an Ordinance Amending the Zoning Code Regarding Building Additions Matching an Existing Legal Nonconforming Setback of a Principal Structure in Single-Family and Multiple-Family Residential Uses

Trustee Sprogis-Marohn moved to approve the Consent Agenda as presented, seconded by Trustee Klatzco.

Upon Roll Call the Results were:
AYES: President Pro-Tem Patel, Trustees Elster, Sprogis-Marohn, Klatzco
Nays: None The motion passed

Regular Business

4. Consideration of a Recommendation by the Zoning Board of Appeals to Approve Variations from Section 3.08(4)a, Section 3.08(5), and Section 4.12 of the Zoning Code to Permit a Detached Garage in the Rear Yard of the Property Located at 3350 West Columbia Avenue

Mr. Clarke stated that he had received an email from the petitioner and that the application was to be withdrawn.

5. Approval of a Resolution Authorizing a Memorandum of Understanding Between the Village and the Village of Glenview for Retail and Non-Retail Food Establishment Health Inspection Services

This item was presented by Mr. Petroshius.

Per the State of Illinois, the Village Code requires two inspections per year. This amounts to approximately 150 inspections per year.

The current service provider is Cook County which has charged $60.00 per inspection and has now raised the cost to $100 per inspection (a 69% increase).

Staff spoke with various municipalities including Skokie and Evanston, but there was no interest in our proposal.

The Proposal from the Village of Glenview:

- $80 per inspection
- Two inspectors available (primary and backup)
- Will comply with Lincolnwood Code requirements
- Will provide electronic inspection reports
- Glenview able to shift internal workload to meet Lincolnwood needs

It has been determined that Lincolnwood does not have enough work for a full or even part time inspector.

The expected scope of the position has been explained to Glenview.

Trustee Elster moved to approve the Resolution, seconded by Trustee Klatzco.

Upon Roll Call the results were:
AYES: President Pro-Tem Patel, Trustees Elster, Klatzco, Sprogis-Marohn
NAYS: None The motion passed

As part of the President's Report, President-Pro-Tem Patel spoke congratulating Mr. Merkel and the Finance Department on their receiving the Certificate of Achievement Award from an Agency of the Government

Manager's Report
None

Board and Commissions Report
Plan Commission will meet tomorrow, March 4
Human Relations Commission will meet March 9
Park and Recreation Board will meet March 10

Village Clerk's Report
The last day of registration for the election of April 7 will be March 10.

Trustees Report
None

Adjournment
At 7:50 PM Trustee Klatzco moved to adjourn the Regular Meeting. The motion was seconded by Trustee Sprogis-Marohn. The motion passed with a Voice Vote.

Respectfully Submitted,

Beryl Herman
Village Clerk

Return to VB Agenda

TO: President and the Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

SUBJECT: Warrant Approval

DATE: March 13, 2015

The following are the totals for the List of Bills being presented at the March 17th Village Board meeting.

03/17/2015	97,412.44
03/17/2015	372,000.96
03/17/2015	26,712.38
03/17/2015	123,125.98
Total	$ 619,251.76

Return to VB Agenda

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 03/09/2015 - 1:14PM
Batch: 00200.03.2015

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Active Electrical Supply Co., Inc. & Fox Lighting									
ACTIVELE									
10452019-00	2/18/2015	103.47	0.00	03/17/2015				False	0
101-440-513-5290 Street lights & traffic signal				Lighting contractor for street lights					
10452019-00 Total:		103.47							
Active Electrical Supply C		103.47							
Anderson Pest Solutions									
ANDERP									
3269252	3/1/2015	265.00	0.00	03/17/2015				False	0
101-400-511-5210 Animal control				Pest Control services for Village Departments - March					
3269252 Total:		265.00							
Anderson Pest Solutions To		265.00							
Batteries Plus #890									
BATT									
890-235459	2/11/2015	180.25	0.00	03/17/2015				False	0
101-300-512-5480 R&M - vehicles				Battery for PD Range Rover					
890-235459 Total:		180.25							
Batteries Plus #890 Total:		180.25							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Bournas, Maria									
BOURNAS									
104708	3/6/2015	237.03	0.00	03/17/2015				False	0
660-000-110-1230 Water customer receivables				Refund for Water - Overpayment of balance due					
104708 Total:		237.03							
Bournas, Maria Total:		237.03							
Comcast Cable									
COMCA									
COM03032015	3/3/2015	142.85	0.00	03/17/2015				False	0
660-610-519-5580 Telephone				Internet service to Public Works					
COM03032015 Total:		142.85							
Comcast Cable Total:		142.85							
Duntemann, Mark									
DUNTEMAN									
2015-11	3/5/2015	3,120.00	0.00	03/17/2015				False	0
101-400-511-5039 Other contract labor				Service request, nuisance tree removal permits					
2015-11 Total:		3,120.00							
Duntemann, Mark Total:		3,120.00							
EJ Equipment									
EJEQUIP									
67361	2/12/2015	4,313.66	0.00	03/17/2015				False	0
660-620-519-5745 Small tools				Two nozzles, chain scraper motor for jet rodder					
67361 Total:		4,313.66							
67363	2/12/2015	1,128.70	0.00	03/17/2015				False	0
660-620-519-5745 Small tools				Two nozzles for Vac-on					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
67363 Total:		1,128.70							
EJ Equipment Total:		5,442.36							
Golf Mill Ford									
GOLFMILL									
371005P	2/26/2015	27.70	0.00	03/17/2015				False	0
101-300-512-5480 R&M - vehicles				Switch for Squad #215					
371005P Total:		27.70							
Golf Mill Ford Total:		27.70							
HD Supply Waterworks, LTD.									
HDSUPPLY									
D555327	2/24/2015	1,363.30	0.00	03/17/2015				False	0
660-620-519-5796 Water system repair parts				Tools for water main break and line repairs					
D555327 Total:		1,363.30							
HD Supply Waterworks, LT		1,363.30							
Heritage Crystal Clean, LLC									
HERITAGE									
13322996	2/13/2015	210.86	0.00	03/17/2015				False	0
101-440-513-5480 R&M - vehicles				Anti - freeze and 50/50 for PW trucks					
13322996	2/13/2015	105.43	0.00	03/17/2015				False	0
660-620-519-5480 R&M - vehicles				Anti - freeze and 50/50 for PW trucks					
13322996 Total:		316.29							
Heritage Crystal Clean, LL		316.29							
Lawson Products Inc									

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
LAWSNPRO									
9303071849	2/12/2015	155.93	0.00	03/17/2015				False	0
101-410-511-5730 Program supplies				Shop supplies					
9303071849 Total:		155.93							
Lawson Products Inc Total		155.93							
Levin, Ron									
LEVIN									
15-2057	2/18/2015	72.50	0.00	03/17/2015				False	0
101-400-511-5210 Animal control				Reimbursement - 50/50 animal control					
15-2057 Total:		72.50							
Levin, Ron Total:		72.50							
Lowe's Business Acc/GECF									
LOWES									
07288	3/4/2015	50.69	0.00	03/17/2015				False	0
101-350-512-5799 Other materials & supplies				Garden hose, denatured alcohol					
07288	3/4/2015	-4.18	0.00	03/17/2015				False	0
101-350-512-5799 Other materials & supplies				Credit					
07288 Total:		46.51							
08143	3/4/2015	58.17	0.00	03/17/2015				False	0
101-350-512-5799 Other materials & supplies				Degreaser, stripper, buffing polish, wire brush					
08143 Total:		58.17							
14493	3/2/2015	59.83	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Carpet cleaner rental					
14493 Total:		59.83							
1495	2/19/2015	40.78	0.00	03/17/2015				False	0
660-620-519-5730 Program supplies				WD 40, spray bottle for Pump House					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
1495 Total:		40.78							
1549	2/25/2015	15.96	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Drill bit, bolts for PW garage					
1549 Total:		15.96							
16531	3/3/2015	-23.75	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Rental return deposit					
16531 Total:		-23.75							
2062	1/16/2015	159.45	0.00	03/17/2015				False	0
101-440-513-5290 Street lights & traffic signal				Gauge, conduit, square box for street lights					
2062 Total:		159.45							
2064	3/2/2015	45.51	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Light balast for PD garage					
2064 Total:		45.51							
2066	1/16/2015	20.49	0.00	03/17/2015				False	0
101-440-513-5290 Street lights & traffic signal				Rigid elbow, entrance L, box pull for street lights					
2066 Total:		20.49							
2083	3/2/2015	12.11	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Carpet cleaner for Council Chamber					
2083 Total:		12.11							
2084	1/16/2015	40.89	0.00	03/17/2015				False	0
101-440-513-5290 Street lights & traffic signal				Wire, screw, wirenuts for street lights					
2084 Total:		40.89							
2222	2/17/2015	72.00	0.00	03/17/2015				False	0
205-430-515-5730 Program supplies				PVC donut fittings for tents in parks					
2222 Total:		72.00							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
2291 660-620-519-5730 Program supplies	2/18/2015	91.17	0.00	03/17/2015 Plier, propane cylinder, torch head for Pump House				False	0
2291 Total:		91.17							
2319 660-620-519-5730 Program supplies	2/18/2015	123.44	0.00	03/17/2015 Torch head, propane tank for Water Dept				False	0
2319 Total:		123.44							
2328 101-420-511-5730 Program supplies	2/18/2015	251.92	0.00	03/17/2015 Space heaters, batteries for PW				False	0
2328 Total:		251.92							
2412 101-420-511-5405 R&M - buildings	2/19/2015	35.04	0.00	03/17/2015 Light switch, electrical box for Garage				False	0
2412 Total:		35.04							
2448 101-440-513-5480 R&M - vehicles	2/20/2015	9.10	0.00	03/17/2015 Mirror magnetic pick up for Chipper				False	0
2448 Total:		9.10							
2697 101-420-511-5405 R&M - buildings	2/24/2015	58.34	0.00	03/17/2015 Flange fittings, nipple fittings for Admin				False	0
2697 Total:		58.34							
2967 101-420-511-5405 R&M - buildings	2/13/2015	151.01	0.00	03/17/2015 Cordless saw, saw blades for PD				False	0
2967 Total:		151.01							
2968 205-430-515-5730 Program supplies	2/13/2015	136.24	0.00	03/17/2015 Saw blades, elbow fitting for Flowers park				False	0
2968 Total:		136.24							
2988 101-440-513-5745 Small tools	2/13/2015	973.23	0.00	03/17/2015 Ladders, sledge hammer, small tools				False	0

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
2988 Total:		973.23							
7598	2/11/2015	45.56	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Toilet seats for Buildings					
7598 Total:		45.56							
9067	2/17/2015	108.12	0.00	03/17/2015				False	0
101-440-513-5745 Small tools				Construction safety vest for Forestry					
9067 Total:		108.12							
Lowe's Business Acc/GEC		2,531.12							
Marc Printing									
MARCP									
108978	2/23/2015	365.28	0.00	03/17/2015				False	0
660-610-519-5720 Postage				Mailing Water bills - Cycle 3 & 4					
108978 Total:		365.28							
CYCLE1&4	3/6/2015	965.79	0.00	03/17/2015				False	0
660-610-519-5720 Postage				Postage for mailing water bills , Cycle 1 & 4					
CYCLE1&4 Total:		965.79							
Marc Printing Total:		1,331.07							
McKenna Automotive									
MCKENNA									
20121161	2/17/2015	399.70	0.00	03/17/2015				False	0
660-620-519-5480 R&M - vehicles				Hydraulic hoses for Tractor #7					
20121161 Total:		399.70							
McKenna Automotive Tota		399.70							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Midwest Meter Inc									
MIDWESTM									
0064181-IN	2/20/2015	897.25	0.00	03/17/2015				False	0
660-620-519-5796 Water system repair parts				Meter base, flange couplings, flange bolts					
0064181-IN Total:		897.25							
Midwest Meter Inc Total:		897.25							
North Suburban Employee Benefit									
NSEBENEF									
Feb-15	3/4/2015	70,834.00	0.00	03/17/2015				False	0
102-000-210-2027 Health insurance premium with				Employee Health Insurance PPO - February 15					
Feb-15 Total:		70,834.00							
North Suburban Employee		70,834.00							
O'Leary's Contractor Equip									
OLEARYS									
134856	2/19/2015	1,406.00	0.00	03/17/2015				False	0
660-620-519-5745 Small tools				Hoses for Water					
134856 Total:		1,406.00							
135017	2/25/2015	192.00	0.00	03/17/2015				False	0
660-620-519-5745 Small tools				Jack hammer nozzles					
135017 Total:		192.00							
O'Leary's Contractor Equip		1,598.00							
QSR Awards & Engravings, Inc.									
QSRAWARD									
8992	2/12/2015	1,471.95	0.00	03/17/2015				False	0
101-200-511-5799 Other materials & supplies				QSR plaques for Employee years of service					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
8992 Total:		1,471.95							
QSR Awards & Engravings		1,471.95							
Raynor Door Co									
RAYNOR									
15-11797	2/13/2015	1,743.75	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Repair to PW garage door					
15-11797 Total:		1,743.75							
Raynor Door Co Total:		1,743.75							
Schuham Builder's Supply Inc									
SCHUHAM									
43446	2/26/2015	23.92	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Bottom frame for VH door					
43446 Total:		23.92							
Schuham Builder's Supply		23.92							
Snap-On Industrial									
SNAPON									
ARV/24628123	1/8/2015	8.10	0.00	03/17/2015				False	0
101-410-511-5730 Program supplies				Tap for shop					
ARV/24628123 Total:		8.10							
ARV/24870816	2/9/2015	9.10	0.00	03/17/2015				False	0
101-410-511-5730 Program supplies				Tap wrench for shop					
ARV/24870816 Total:		9.10							
Snap-On Industrial Total:		17.20							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
The Blue Line									
THEBLUEL									
32100	3/6/2015	99.00	0.00	03/17/2015				False	0
101-200-511-5510 Advertising				Police Officer recruitment listing					
32100 Total:		99.00							
The Blue Line Total:		99.00							
Traffic Control & Protection									
TRAFFICC									
82537	2/19/2015	603.00	0.00	03/17/2015				False	0
101-440-513-5768 Street materials - signs & bar				Signs					
82537 Total:		603.00							
Traffic Control & Protectio		603.00							
Tyco Integrated Security, LLC									
ADTSS									
23683563	2/7/2015	300.75	0.00	03/17/2015				False	0
660-610-519-5340 Maintenance Agreement Expen				Alarm system service annual fee for Pump House					
23683563 Total:		300.75							
Tyco Integrated Security, L		300.75							
United States Postal Service									
USPOSTAL									
PB030615	3/6/2015	16.78	0.00	03/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB030615	3/6/2015	88.54	0.00	03/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB030615	3/6/2015	2.40	0.00	03/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
PB030615	3/6/2015	419.98	0.00	03/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB030615	3/6/2015	70.67	0.00	03/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB030615	3/6/2015	48.63	0.00	03/17/2015				False	0
205-500-515-5720 Postage				Pitney Bowes postage					
PB030615	3/6/2015	59.85	0.00	03/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB030615	3/6/2015	49.14	0.00	03/17/2015				False	0
101-210-511-5720 Postage				Pitney Bowes postage					
PB030615	3/6/2015	210.47	0.00	03/17/2015				False	0
660-610-519-5720 Postage				Pitney Bowes postage					
PB030615 Total:		966.46							
United States Postal Servic		966.46							
UPS									
UPS									
48TT5095	2/28/2015	50.86	0.00	03/17/2015				False	0
101-350-512-5720 Postage				Deliver fees for Fire					
48TT5095	2/28/2015	7.14	0.00	03/17/2015				False	0
101-400-511-5730 Program supplies				Deliver fees for Fire					
48TT5095 Total:		58.00							
UPS Total:		58.00							
Vermeer-Illinois Inc									
VRMERIL									
P85138	2/24/2015	977.51	0.00	03/17/2015				False	0
101-440-513-5480 R&M - vehicles				Clutch, bearing, hydraulic hose for Chipper					
P85138 Total:		977.51							
Vermeer-Illinois Inc Total:		977.51							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Westmont Auto Parts									
WESTMONT									
6752	1/15/2015	259.84	0.00	03/17/2015				False	0
101-300-512-5480 R&M - vehicles				Control arms, inner tie end for Squad 210					
6752 Total:		259.84							
6766	1/16/2015	43.90	0.00	03/17/2015				False	0
101-300-512-5480 R&M - vehicles				Inner tie ends for Squad 210					
6766 Total:		43.90							
Westmont Auto Parts Total		303.74							
Ziebell Water Service Product									
ZIEBELLW									
228208-000	2/20/2015	1,829.34	0.00	03/17/2015				False	0
660-620-519-5796 Water system repair parts				Bronze seat rings, parts for hydrant					
228208-000 Total:		1,829.34							
Ziebell Water Service Prod		1,829.34							
Report Total:		97,412.44							

Return to VB Agenda

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 03/09/2015 - 1:21PM
Batch: 00201.03.2015

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
90 Miles									
90MILES									
3022015	3/2/2015	600.00	0.00	03/17/2015				False	0
101-000-410-4999 Miscellaneous				Refund on 2nd bar					
3022015 Total:		600.00							
90 Miles Total:		600.00							
Air One Equipment									
AIRONE									
101752	2/23/2015	603.00	0.00	03/17/2015				False	0
101-350-512-5430 R&M - Fire & EMS equipmen				Flow test, air compressor maintenance					
101752 Total:		603.00							
Air One Equipment Total:		603.00							
Airgas									
AIRGAS									
9918432306	4/30/2014	139.00	0.00	03/17/2015				False	0
101-350-512-5660 EMS supplies				Oxygen cylinders for ambulances					
9918432306 Total:		139.00							
Airgas Total:		139.00							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
American Hotel Register Co.									
AMERHOTE									
6636030	2/12/2015	454.84	0.00	03/17/2015				False	0
101-350-512-5799 Other materials & supplies				Bath towels					
6636030 Total:		454.84							
American Hotel Register C		454.84							
Best Quality Cleaning, Inc.									
BESTQU									
8247	2/20/2015	2,813.34	0.00	03/17/2015				False	0
101-420-511-5240 Janitorial				Cleaning Service - February 2015					
8247	2/20/2015	416.66	0.00	03/17/2015				False	0
205-571-515-5240 Janitorial				Cleaning Service - February 2015					
8247 Total:		3,230.00							
Best Quality Cleaning, Inc.		3,230.00							
Blue Cross Blue Shield of Illinois									
BLUECROS									
Joseph Shenton	3/2/2015	35.24	0.00	03/17/2015				False	0
101-000-410-4315 Ambulance & EMS fees				Reimbursement for overpayment of ambulance bill					
Joseph Shenton Total:		35.24							
Blue Cross Blue Shield of		35.24							
Bound Tree Medical, LLC									
BOUND									
81707846	2/23/2015	283.40	0.00	03/17/2015				False	0
101-350-512-5660 EMS supplies				Blood glucose test strips					
81707846 Total:		283.40							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Bound Tree Medical, LLC		283.40							
Canon Solutions America, Inc									
CANONSOL									
988402007	2/14/2015	290.08	0.00	03/17/2015				False	0
101-210-511-5440 R&M - office equipment				Maintenance for plotter - February					
988402007 Total:		290.08							
Canon Solutions America,		290.08							
Cook County Dept Public Health									
CCDPH									
cook02092015	2/9/2015	3,240.00	0.00	03/17/2015				False	0
101-200-511-5399 Other professional services				Public Health inspections - 4th quarter 2014					
cook02092015 Total:		3,240.00							
Cook County Dept Public H		3,240.00							
Currie Motors									
CURRIEMO									
A8950	10/23/2014	32,801.00	0.00	03/17/2015			0000000533	False	1
101-350-512-6570 Equipment - public safety				2015 Chevrolet Tahoe					
A8950 Total:		32,801.00							
Currie Motors Total:		32,801.00							
ESRI									
ESRI									
92936566	2/9/2015	411.00	0.00	03/17/2015				False	0
101-000-210-2650 Contractor Permits Payable				Annual GIS Software maintenance					
92936566	2/9/2015	411.00	0.00	03/17/2015				False	0
101-250-511-5340 Maintenance Agreement Expen				Annual GIS Software maintenance					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
92936566	2/9/2015	821.99	0.00	03/17/2015				False	0
660-610-519-5340 Maintenance Agreement Expen				Annual GIS Software maintenance					
92936566 Total:		1,643.99							
ESRI Total:		1,643.99							
Essential Equipment Solutions									
ESSEN									
3369	2/20/2015	272.00	0.00	03/17/2015				False	0
101-350-512-5665 Firefighting supplies				Boots					
3369 Total:		272.00							
Essential Equipment Soluti		272.00							
General Code, LLC									
GENERAL									
BILL00016859	2/23/2015	1,514.31	0.00	03/17/2015				False	0
101-110-511-5550 Ordinance codification				Supplement No 18 updates to code					
BILL00016859 Total:		1,514.31							
C0017386	3/1/2015	995.00	0.00	03/17/2015				False	0
101-110-511-5550 Ordinance codification				E-Code annual fee					
C0017386 Total:		995.00							
General Code, LLC Total:		2,509.31							
Grainger									
GRAINGER									
9662855247	2/10/2015	96.80	0.00	03/17/2015				False	0
101-420-511-5405 R&M - buildings				Caster wheel for Police Dept garage					
9662855247 Total:		96.80							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
9675364583	2/24/2015	204.77	0.00	03/17/2015				False	0
101-350-512-5799 Other materials & supplies				Coveralls, cutting wheels, indicator lights					
9675364583 Total:		204.77							
Grainger Total:		301.57							
Halogen									
HALOGEN									
463734	2/19/2015	59.27	0.00	03/17/2015				False	0
205-560-515-5499 R&M - other				Parts for pump					
463734 Total:		59.27							
463854	2/24/2015	57.00	0.00	03/17/2015				False	0
205-560-515-5499 R&M - other				Parts for pump					
463854 Total:		57.00							
Halogen Total:		116.27							
HMO Healthcare Service Corporation									
HMO									
Mar-15	2/13/2015	30,450.79	0.00	03/17/2015				False	0
102-000-210-2027 Health insurance premium with				Employee Health Insurance - Mar - 15					
Mar-15 Total:		30,450.79							
HMO Healthcare Service C		30,450.79							
Hydro Flow Products Inc									
HYDROFP									
121919	2/13/2015	1,996.50	0.00	03/17/2015				False	0
660-620-519-5745 Small tools				4" gauge calibrate and swivel cap					
121919 Total:		1,996.50							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Hydro Flow Products Inc T		1,996.50							
Kids First Sports Safety, Inc.									
KIDSFIRS									
3215	3/2/2015	189.00	0.00	03/17/2015				False	0
205-502-515-5270 Purchased program services				Kids First afterschool sports					
3215 Total:		189.00							
Kids First Sports Safety, In		189.00							
Kim, Patricia									
KIMP									
UTR030315PK	2/24/2015	37.50	0.00	03/17/2015				False	0
101-000-410-4050 Utility tax - electric				2013 Utility tax rebate					
UTR030315PK	2/24/2015	43.87	0.00	03/17/2015				False	0
101-000-410-4055 Utility tax - natural gas				2013 Utility tax rebate					
UTR030315PK Total:		81.37							
Kim, Patricia Total:		81.37							
Kruzel, Henry									
KRUZEL									
022415	2/24/2015	18.00	0.00	03/17/2015				False	0
205-000-210-2430 Parks and Recs Control Deposi				Refund - Classes					
022415 Total:		18.00							
Kruzel, Henry Total:		18.00							
Madison National Life									
MADISON									
1161441	2/19/2015	148.11	0.00	03/17/2015				False	0
101-200-511-5150 Insurance - group life & AD&D				Life insurance - March 2015					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
1161441	2/19/2015	90.34	0.00	03/17/2015				False	0
101-210-511-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	84.91	0.00	03/17/2015				False	0
101-240-517-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	597.73	0.00	03/17/2015				False	0
101-300-512-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	16.65	0.00	03/17/2015				False	0
101-350-512-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	76.11	0.00	03/17/2015				False	0
101-400-511-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	34.41	0.00	03/17/2015				False	0
101-410-511-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	95.00	0.00	03/17/2015				False	0
101-440-513-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	57.04	0.00	03/17/2015				False	0
205-430-515-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	90.89	0.00	03/17/2015				False	0
205-500-515-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441	2/19/2015	93.14	0.00	03/17/2015				False	0
660-620-519-5150 Insurance - group life & AD&D				Life insurance - March 2015					
1161441 Total:		1,384.33							
Madison National Life Tot		1,384.33							
Maine-Niles Association of Special Recreation									
MNASR									
15-015	2/4/2015	26,561.50	0.00	03/17/2015				False	0
205-580-515-5270 Purchased program services				1st quarter contribution					
15-015 Total:		26,561.50							
Maine-Niles Association o		26,561.50							
Menini Cartage Inc									
MENICRT									
44590	2/18/2015	1,437.38	0.00	03/17/2015				False	0

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
660-620-519-5760 Street materials - Aggregate				Gravel to fill trenches due to water repairs					
44590 Total:		1,437.38							
Menini Cartage Inc Total:		1,437.38							
Metropolitian Fire Chiefs Assoc.									
METROPOL									
2015Dues	2/27/2015	40.00	0.00	03/17/2015				False	0
101-350-512-5540 Intergovernmental fees & dues				Membership 2015 dues					
2015Dues Total:		40.00							
Metropolitian Fire Chiefs A		40.00							
Midwest Meter Inc									
MIDWESTM									
0063770-IN	2/4/2015	2,123.00	0.00	03/17/2015				False	0
660-620-519-5796 Water system repair parts				Meter base, flange couplings, flange bolts					
0063770-IN Total:		2,123.00							
Midwest Meter Inc Total:		2,123.00							
Morrison Associates, LTD									
MORRIS									
2014:0118	3/3/2015	1,200.00	0.00	03/17/2015				False	0
101-200-511-5320 Consulting				Professional Development - Jan 2015 thru Dec 2015					
2014:0118 Total:		1,200.00							
2014-0098	2/20/2015	2,500.00	0.00	03/17/2015				False	0
101-200-511-5320 Consulting				Teambuilding for Department heads					
2014-0098 Total:		2,500.00							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Morrison Associates, LTD		3,700.00							
Orbach, Ethan									
ORBACH									
1108014	3/2/2015	44.36	0.00	03/17/2015				False	0
101-350-512-4315 Ambulance & EMS fees				Reimbursement for overpayment on ambulance bill					
1108014 Total:		44.36							
Orbach, Ethan Total:		44.36							
Palatine Oil, Co, Inc.									
PALAT									
497948	2/20/2015	347.19	0.00	03/17/2015				False	0
101-350-512-5670 Fuel				Fuel usage					
497948	2/20/2015	642.20	0.00	03/17/2015				False	0
101-440-513-5670 Fuel				Fuel usage					
497948	2/20/2015	313.54	0.00	03/17/2015				False	0
205-430-515-5670 Fuel				Fuel usage					
497948	2/20/2015	335.48	0.00	03/17/2015				False	0
660-620-519-5670 Fuel				Fuel usage					
497948 Total:		1,638.41							
497949	2/20/2015	1,487.14	0.00	03/17/2015				False	0
101-300-512-5670 Fuel				Fuel usage					
497949	2/20/2015	108.60	0.00	03/17/2015				False	0
101-350-512-5670 Fuel				Fuel usage					
497949	2/20/2015	50.97	0.00	03/17/2015				False	0
101-410-511-5670 Fuel				Fuel usage					
497949	2/20/2015	249.16	0.00	03/17/2015				False	0
101-440-513-5670 Fuel				Fuel usage					
497949	2/20/2015	261.14	0.00	03/17/2015				False	0
205-430-515-5670 Fuel				Fuel usage					
497949	2/20/2015	222.53	0.00	03/17/2015				False	0
660-620-519-5670 Fuel				Fuel usage					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
497949 Total:		2,379.54							
Palatine Oil, Co, Inc. Total		4,017.95							
Paramedic Services of Illinois									
PARAMEDI									
4405	3/1/2015	221,536.10	0.00	03/17/2015				False	0
101-350-512-5220 Fire protection				Services rendered for month ended 3/31/2015					
4405 Total:		221,536.10							
4406	3/1/2015	800.00	0.00	03/17/2015				False	0
101-240-517-5399 Other professional services				Code Enforcement Officer - 1/28/15-2/24/15					
4406 Total:		800.00							
Paramedic Services of Illin		222,336.10							
PEP Boys									
PEPBOYS									
04791028108	2/26/2015	560.57	0.00	03/17/2015				False	0
101-350-512-5730 Program supplies				Vehicle batteries					
04791028108 Total:		560.57							
04791028148	2/27/2015	390.57	0.00	03/17/2015				False	0
101-350-512-5730 Program supplies				Vehicle batteries					
04791028148 Total:		390.57							
PEP Boys Total:		951.14							
Pioneer Press									
PIONEERP									
167770032	2/6/2015	35.32	0.00	03/17/2015				False	0
205-500-515-5560 Printing & copying services				Newspaper subscription					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
167770032 Total:		35.32							
Pioneer Press Total:		35.32							
Quatred Touchless Technologies									
QUATRED									
53471	2/12/2015	1,503.59	0.00	03/17/2015				False	0
660-620-519-5599 Other contractual				Printer, software, supplies for inventory control					
53471 Total:		1,503.59							
Quatred Touchless Technol		1,503.59							
Sam's Club									
SAMSCL									
21215	2/12/2015	94.63	0.00	03/17/2015				False	0
205-520-515-5645 Concessions & food				Snacks - Club Kid					
21215	2/12/2015	27.93	0.00	03/17/2015				False	0
205-571-515-5730 Program supplies				Community Center supplies					
21215 Total:		122.56							
Sam's Club Total:		122.56							
Suburban Laboratories, Inc.									
SUBURB									
120219	2/16/2015	1,217.50	0.00	03/17/2015				False	0
660-620-519-5320 Consulting				Coliform testing and disinfectant by products					
120219 Total:		1,217.50							
Suburban Laboratories, Inc		1,217.50							
Thompson Elevator Inspection Service, Inc.									

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
THOMPSO									
15-0320	2/3/2015	200.00	0.00	03/17/2015				False	0
101-240-517-5399 Other professional services				2 elevator plan reviews					
15-0320 Total:		200.00							
15-0336	2/16/2015	532.00	0.00	03/17/2015				False	0
101-240-517-5399 Other professional services				14 semi-annual elevator inspections					
15-0336 Total:		532.00							
15-0439	2/16/2015	200.00	0.00	03/17/2015				False	0
101-240-517-5399 Other professional services				2 R & R Mod elevator plan reviews					
15-0439 Total:		200.00							
15-0485	2/18/2015	1,064.00	0.00	03/17/2015				False	0
101-240-517-5399 Other professional services				28 semi-annual elevator inspections					
15-0485 Total:		1,064.00							
Thompson Elevator Inspec		1,996.00							
Vermont Systems, Inc.									
VERMONT									
45962	2/18/2015	2,500.00	0.00	03/17/2015				False	0
101-250-511-5330 Data processing				Subscription Rectrac Cloud					
45962 Total:		2,500.00							
Vermont Systems, Inc. Tota		2,500.00							
Welding Supply Inc.									
WELDINGS									
889977	2/28/2015	5.71	0.00	03/17/2015				False	0
205-571-515-5730 Program supplies				Helium Tank - March rental fee					
889977	2/28/2015	4.90	0.00	03/17/2015				False	0
101-350-512-5730 Program supplies				ArgonTank - March rental fee					

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
889977 Total:		10.61							
Welding Supply Inc. Total:		10.61							
Wells Fargo Bank, N.A.									
SWANC									
5023	3/1/2015	959.76	0.00	03/17/2015				False	0
101-440-514-5230 Garbage & recycling				FY2015 Fixed Costs - March					
5023	3/1/2015	21,869.37	0.00	03/17/2015				False	0
101-440-514-5230 Garbage & recycling				FY2015 O & M Costs - March					
5023	3/1/2015	-42.79	0.00	03/17/2015				False	0
101-440-514-5230 Garbage & recycling				FY14 Fixed True-Up					
5023	3/1/2015	-1,039.58	0.00	03/17/2015				False	0
101-440-514-5230 Garbage & recycling				FY14 O & M True-Up					
5023 Total:		21,746.76							
Wells Fargo Bank, N.A. To		21,746.76							
Zoll Data System									
ZOLLDATA									
9017382	2/13/2015	1,017.50	0.00	03/17/2015				False	0
101-350-512-5330 Data processing				Rescue net maintenance for ambulance billing					
9017382 Total:		1,017.50							
Zoll Data System Total:		1,017.50							
Report Total:		372,000.96							

Return to VB Agenda

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 03/09/2015 - 1:24PM
Batch: 00202.03.2015

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
303 Taxi									
303									
21593	2/9/2015	78.00	0.00	03/17/2015				False	0
205-570-515-5280 Subsidized taxi program				Taxi Coupons - February					
21593 Total:		78.00							
303 Taxi Total:		78.00							
American Charge Service									
AMERCHAR									
96088	2/20/2015	48.00	0.00	03/17/2015				False	0
205-570-515-5280 Subsidized taxi program				Taxi Coupons - February					
96088 Total:		48.00							
American Charge Service T		48.00							
Chicago Parent									
CHGOPAR									
15030084	3/3/2015	80.00	0.00	03/17/2015				False	0
205-504-515-5510 Advertising				Online advertising for Daddy Daughter dance					
15030084 Total:		80.00							
Chicago Parent Total:		80.00							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
College of Dupage									
COLLEGEO									
5735	2/27/2015	375.00	0.00	03/17/2015				False	0
101-300-512-5590 Training				Police officer training					
5735 Total:		375.00							
College of Dupage Total:		375.00							
Eterno, Attorney at Law, David									
ETERNO									
11526	3/4/2015	562.50	0.00	03/17/2015				False	0
101-230-511-5399 Other professional services				Adjudication Hearing officer - February					
11526 Total:		562.50							
Eterno, Attorney at Law, D		562.50							
Galls Incorporated									
GALLS									
3164461	2/24/2015	120.00	0.00	03/17/2015				False	0
101-300-512-5070 Uniform allowance				Misc uniform items					
3164461 Total:		120.00							
Galls Incorporated Total:		120.00							
GE Capital									
GECAPITA									
62286887	2/22/2015	232.43	0.00	03/17/2015				False	0
660-610-519-5340 Maintenance Agreement Expen				Copier - Public Works					
62286887	2/22/2015	269.95	0.00	03/17/2015				False	0
205-500-515-5440 R&M - office equipment				Copier - Parks					
62286887	2/22/2015	232.44	0.00	03/17/2015				False	0
101-000-210-2650 Contractor Permits Payable				Copier - Fire					
62286887	2/22/2015	232.46	0.00	03/17/2015				False	0

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
101-210-511-5440 R&M - office equipment				Copier - Police					
62286887	2/22/2015	232.45	0.00	03/17/2015				False	0
101-210-511-5440 R&M - office equipment				Copier - Admin					
62286887	2/22/2015	232.45	0.00	03/17/2015				False	0
660-610-519-5340 Maintenance Agreement Expen				Copier - Finance					
62286887 Total:		1,432.18							
GE Capital Total:		1,432.18							
ICMA RHS PLANS									
ICMARHS									
03042015	3/4/2015	3,114.96	0.00	03/17/2015				False	0
101-210-511-5195 Employee Benefit Expenses				RHS payment plan - Communications operators					
03042015	3/4/2015	13,573.26	0.00	03/17/2015				False	0
101-210-511-5195 Employee Benefit Expenses				RHS payment plan - Patrol officers					
03042015	3/4/2015	7,288.26	0.00	03/17/2015				False	0
101-210-511-5195 Employee Benefit Expenses				RHS payment plan - Public Works					
03042015 Total:		23,976.48							
ICMA RHS PLANS Total:		23,976.48							
Lowe's Business Acc/GECF									
LOWES									
1548	2/25/2015	33.10	0.00	03/17/2015				False	0
205-560-515-5405 R&M - buildings				Parts for pump					
1548 Total:		33.10							
2800	2/25/2015	7.12	0.00	03/17/2015				False	0
205-560-515-5405 R&M - buildings				Parts for pump					
2800 Total:		7.12							
Lowe's Business Acc/GEC		40.22							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Report Total:		26,712.38							

Return to VB Agenda

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 03/09/2015 - 1:31PM
Batch: 00203.03.2015

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Active Electrical Supply Co., Inc. & Fox Lighting									
ACTIVELE									
10451993	2/18/2015	326.76	0.00	03/17/2015				False	0
205-560-515-5499 R&M - other				Parts for pump					
10451993 Total:		326.76							
Active Electrical Supply C		326.76							
Averus									
AVERIS									
788658	3/3/2015	30.00	0.00	03/17/2015				False	0
101-350-512-5499 R&M - other				Baffles for suppression system					
788658 Total:		30.00							
Averus Total:		30.00							
Canon Solutions America, Inc									
CANONSOL									
988414963	3/3/2015	226.58	0.00	03/17/2015				False	0
101-210-511-5440 R&M - office equipment				Maintenance for copier - March					
988414963 Total:		226.58							
Canon Solutions America,		226.58							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Cassidy Tire									
CASSIDYT									
4181151	3/4/2015	529.00	0.00	03/17/2015				False	0
101-350-512-5480 R&M - vehicles				New tires for 1500					
4181151 Total:		529.00							
Cassidy Tire Total:		529.00							
D'Original Juzz Dance Group									
DORIGINA									
352015	3/5/2015	266.00	0.00	03/17/2015				False	0
205-504-515-5270 Purchased program services				2/6 Drop in collected					
352015	3/5/2015	847.00	0.00	03/17/2015				False	0
205-504-515-5270 Purchased program services				2/13 Drop in collected					
352015	3/5/2015	287.00	0.00	03/17/2015				False	0
205-504-515-5270 Purchased program services				2/20 Drop in collected					
352015	3/5/2015	413.00	0.00	03/17/2015				False	0
205-504-515-5270 Purchased program services				2/27 Drop in collected					
352015 Total:		1,813.00							
D'Original Juzz Dance Gro		1,813.00							
Elite Printer Solutions									
ELITE									
3107	3/2/2015	127.98	0.00	03/17/2015				False	0
215-000-512-5640 Computer supplies				Office supplies					
3107	3/2/2015	503.90	0.00	03/17/2015				False	0
101-300-512-5640 Computer supplies				Office supplies					
3107 Total:		631.88							
Elite Printer Solutions Tota		631.88							
FSCI Corporate Office									

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
FSCI									
2015-130	3/2/2015	202.00	0.00	03/17/2015				False	0
101-240-517-5399 Other professional services				Fire alarm - February 2015					
2015-130 Total:		202.00							
FSCI Corporate Office Tot		202.00							
Gewalt Hamilton Associates Inc									
GEWALT									
9232.355-18	3/5/2015	45.00	0.00	03/17/2015				False	0
101-290-511-5920 Administration Engineer Costs				General consulting - February					
9232.355-18 Total:		45.00							
9232.376-9	3/5/2015	395.00	0.00	03/17/2015				False	0
212-000-511-5320 Consulting				Crawford Lighting Construction					
9232.376-9 Total:		395.00							
9232.377-10	3/5/2015	4,993.75	0.00	03/17/2015				False	0
213-000-561-5340 Engineering				Street Lighting Design Year 4					
9232.377-10 Total:		4,993.75							
Gewalt Hamilton Associate		5,433.75							
Global Emergency Products Inc									
GLOBALEN									
AG43891	3/3/2015	712.86	0.00	03/17/2015				False	0
101-350-512-5730 Program supplies				Pump hand cab lift					
AG43891 Total:		712.86							
Global Emergency Product		712.86							
IL Municipal Retirement Fund									

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
ZZIMRF									
030415	3/4/2015	14,350.29	0.00	03/17/2015				False	0
102-000-210-2023 Employee IMRF withholding				February monthly contribution - Employee					
030415	3/4/2015	33,697.28	0.00	03/17/2015				False	0
102-000-210-2023 Employee IMRF withholding				February monthly contribution - Employer					
030415	3/4/2015	11,604.45	0.00	03/17/2015				False	0
101-400-511-5130 Employer IMRF				Accelerated payment - Retiree					
030415 Total:		59,652.02							
IL Municipal Retirement F		59,652.02							
JG Uniforms Inc									
JGUNIFOR									
36269	2/20/2015	285.00	0.00	03/17/2015				False	0
101-300-512-5070 Uniform allowance				Misc uniforms					
36269 Total:		285.00							
36271	2/20/2015	93.49	0.00	03/17/2015				False	0
101-300-512-5070 Uniform allowance				Misc uniforms					
36271 Total:		93.49							
JG Uniforms Inc Total:		378.49							
Kiesler's Police Supply									
KIESLERS									
742379	2/19/2015	5,798.35	0.00	03/17/2015				False	0
101-300-512-5610 Ammunition & range supplies				Duty ammunition for Dept weapons					
742379 Total:		5,798.35							
Kiesler's Police Supply Tot		5,798.35							
M.A.T.I.S Parts									
MATIS									

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
1718	3/5/2015	1,502.20	0.00	03/17/2015				False	0
101-350-512-5730 Program supplies				Bulbs, sand paper, bits, paint, hardener					
1718 Total:		1,502.20							
M.A.T.I.S Parts Total:		1,502.20							
Meyer, Ph.D, Barbara									
MEYERBA									
332015	3/3/2015	160.00	0.00	03/17/2015				False	0
205-570-515-5270 Purchased program services				Senior Exercise - 2/5 thru 2/26					
332015 Total:		160.00							
Meyer, Ph.D, Barbara Tota		160.00							
MGP, Inc.									
MGPINC									
2479	2/28/2015	871.75	0.00	03/17/2015				False	0
101-250-511-5599 Other contractual				GISC Staffing - February					
2479	2/28/2015	871.75	0.00	03/17/2015				False	0
101-000-210-2650 Contractor Permits Payable				GISC Staffing - February					
2479	2/28/2015	1,746.50	0.00	03/17/2015				False	0
660-620-519-5599 Other contractual				GISC Staffing - February					
2479 Total:		3,490.00							
MGP, Inc. Total:		3,490.00							
New World Systems									
NEWWORLD									
39677	12/10/2014	8,250.00	0.00	03/17/2015				False	0
101-250-511-6530 Equipment - data processing				Replacement of New World servers					
39677 Total:		8,250.00							

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
New World Systems Total:		8,250.00							
Northeastern IL Public Safety Training									
NORTHEAS									
13612	1/16/2015	4,482.00	0.00	03/17/2015				False	0
101-350-512-5540 Intergovernmental fees & dues				Annual NIPSTA membership - Fire					
13612	1/16/2015	5,478.00	0.00	03/17/2015				False	0
101-300-512-5590 Training				Annual NIPSTA membership - Police					
13612	1/16/2015	1,500.00	0.00	03/17/2015				False	0
101-400-511-5540 Intergovernmental Fees and Du				Annual NIPSTA membership - Public Works					
13612 Total:		11,460.00							
Northeastern IL Public Saf		11,460.00							
Printwell Printing									
PRINTWEL									
46750	2/25/2015	89.00	0.00	03/17/2015				False	0
101-200-511-5560 Printing & copying services				Business cards for Admin					
46750 Total:		89.00							
Printwell Printing Total:		89.00							
Quill									
QUILL									
1911178	3/2/2015	83.96	0.00	03/17/2015				False	0
101-210-511-5700 Office supplies				Office supplies					
1911178 Total:		83.96							
Quill Total:		83.96							
Radarsign, LLC									
RADARSI									

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label / Type / Reference	PO #	Close PO	Line #
3489	2/18/2015	6,870.00	0.00	03/17/2015			False	0
101-300-512-5730 Program supplies				Battery powered speed radar signs				
3489 Total:		6,870.00						
Radarsign, LLC Total:		6,870.00						
Schmaus Cash Reg								
SCHMAUS								
783	3/6/2015	83.00	0.00	03/17/2015			False	0
101-210-511-5700 Office supplies				Cash register receipt tape for Finance Dept				
783 Total:		83.00						
Schmaus Cash Reg Total:		83.00						
T.P.I. Building Code Consultants, Inc.								
TPI								
2015-02	2/1/2015	7,741.25	0.00	03/17/2015			False	0
101-240-517-5399 Other professional services				Plan Review - February				
2015-02	2/1/2015	6,201.00	0.00	03/17/2015			False	0
101-240-517-5399 Other professional services				In House - February				
2015-02 Total:		13,942.25						
T.P.I. Building Code Cons		13,942.25						
TransUnion Risk and Alternative								
TRANSUN								
556811022815	2/28/2015	17.00	0.00	03/17/2015			False	0
101-300-512-5399 Other professional services				Online investigative database				
556811022815 Total:		17.00						
TransUnion Risk and Alter		17.00						

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description	Task Label	Type / Reference	PO #	Close PO	Line #
Warehouse Direct									
WAREHOUS									
2609222-0	2/18/2015	198.12	0.00	03/17/2015				False	0
101-350-512-5700 Office supplies				Office supplies					
2609222-0 Total:		198.12							
2618483-0	2/26/2015	178.84	0.00	03/17/2015				False	0
101-300-512-5730 Program supplies				Office supplies					
2618483-0 Total:		178.84							
2619121-0	2/26/2015	99.06	0.00	03/17/2015				False	0
101-300-512-5730 Program supplies				Office supplies					
2619121-0 Total:		99.06							
2620020-0	2/27/2015	410.61	0.00	03/17/2015				False	0
101-210-511-5700 Office supplies				Office supplies					
2620020-0 Total:		410.61							
Warehouse Direct Total:		886.63							
Washburn Machinery									
WASHBURN									
105529	2/27/2015	260.25	0.00	03/17/2015				False	0
101-350-512-5499 R&M - other				Repairs to washing machine					
105529 Total:		260.25							
Washburn Machinery Total		260.25							
Whistler's Restaurant									
WHISTLER									
WR030415	3/4/2015	297.00	0.00	03/17/2015				False	0
101-300-512-5730 Program supplies				Prisoner meals - Jan 13 thru March 1, 2015					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
WR030415 Total:		297.00							
Whistler's Restaurant Total		297.00							
Report Total:		123,125.98							

Request For Board Action

REFERRED TO BOARD: March 17, 2015 **AGENDA ITEM NO: 1**

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Approval of a Recommendation by the Traffic Commission to Amend Chapter Seven, Article Two, Section Sixteen of the Village Code Pertaining to Parking Restrictions within the Municipal Parking Lot located at 7001 N. Lawndale Avenue

SUMMARY AND BACKGROUND OF SUBECT MATTER:

The Public Works Department, located at 7001 N. Lawndale Avenue has two parking areas that are adjacent to the building, one to the west and one to the south. The purpose of these parking areas is to provide parking for Village employees and visitors. There are a total of 28 parking spaces and one handicapped space. The Public Works Department has a total of 29 employees. Twenty-six of the employees are full-time. In addition, the Department has four contract employees that work various hours and days.

In 2013, Z Bakery (3665 Lunt Avenue) opened just south of the Public Works facility. In order for the property owner to obtain a building permit, a parking variation was required per the Zoning Code. The Zoning Code required a total of 80 off-street parking spaces, while only 11 off-street parking spaces were provided for the property. On April 16, 2013 Ordinance 2013-3049 was approved granting the property owner an off-street parking variation for the business. The approved Ordinance states that the owner of Z Bakery entered into a lease agreement with the Union Pacific Railroad Company ("UPRR") for a portion of their right-of-way adjacent to the property and that it must be used for off-street parking. In addition to the leased parking area, the property owner indicated that the business would mainly operate on off-peak hours; therefore availability of parking in the nearby public parking lot should not be an issue.

Since the opening of Z Bakery, many of its employees park in the Public Works facility parking area immediately to the south of the building. As a result, employees and visitors of the Public Works facility are often forced to park on the street or in the public parking lot to the north of the building. Public works staff has made several attempts to discuss the parking area concerns with the owner of Z Bakery. Normally after discussions occur the parking situation improves for a period of time but then shortly thereafter employees from Z Bakery begin to park in the Public Works area again.

In order to preserve the parking spaces for the employees and visitors of the Public Works

building, a request was made at the February 24, 2015 Traffic Commission meeting to restrict parking within the two parking areas to staff and visitors Monday through Friday from 6:30 a.m. to 5:00 p.m. The Traffic Commission voted unanimously to recommend an Ordinance to the Village Board.

FINANCIAL IMPACT:

A total of six no parking signs will be purchased at a cost of $120 to post the parking restrictions within the parking lots.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Meeting Minutes of the February 24, 2015 Traffic Commission Meeting
3. Map of the Parking Areas at 7001 N. Lawndale Avenue

RECOMMENDED MOTION:

Move to approve an Ordinance amending Chapter Seven, Article Two, Section Sixteen of the Village Code concerning parking restrictions in Village-owned parking lots.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2015-____

**AN ORDINANCE AMENDING SECTION 7-2-16
OF THE MUNICIPAL CODE OF LINCOLNWOOD
CONCERNING PARKING RESTRICTIONS IN VILLAGE-OWNED PARKING LOTS**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF MARCH, 2015.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this _____ day of _____, 2015

ORDINANCE NO. 2015-___

AN ORDINANCE AMENDING SECTION 7-2-16 OF THE MUNICIPAL CODE OF LINCOLNWOOD CONCERNING PARKING RESTRICTIONS IN VILLAGE-OWNED PARKING LOTS

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, pursuant to Section 7-2-16 of the Municipal Code of Lincolnwood, as amended (***"Village Code"***), vehicular parking is restricted in certain Village-owned parking lots; and

WHEREAS, the Village is the owner of those certain two parking lots that are immediately adjacent to, and located west and south of, the Village Public Works facility at 7001 North Lawndale Avenue (collectively, the ***"Public Works Parking Lots"***); and

WHEREAS, the President and the Board of Trustees desire to amend Section 7-2-16 of the Village Code to restrict parking in the Public Works Parking Lots between the hours of 6:30 a.m. and 5:00 p.m., Mondays through Fridays, to Village employees and visitors only; and

WHEREAS, the President and the Board of Trustees have determined that it will serve and be in the best interests of the Village to amend the Village Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. RESTRICTED PARKING IN MUNICIPAL PARKING LOTS. Section 7-2-16 of the Village Code is hereby amended further to read as follows:

"7-2-16: RESTRICTED PARKING IN MUNICIPAL PARKING LOTS:

* * *

(D) Within the municipal parking lots located adjacent to, and immediately west and south of, the Public Works facility at 7001 North Lawndale Avenue, only Village employees, and visitors to such Public Works facility, may park vehicles in the lots at all times between the hours of 6:30 a.m. and 5:00 p.m., Mondays through Fridays."

SECTION 3. ERECTION OF SIGNS. Pursuant to Section 7-2-21(B) of the Village Code, the Village Department of Public Works is hereby directed and authorized to install appropriate signs that regulate traffic and parking in accordance with the amendments set forth in Section 2 of this Ordinance.

SECTION 4. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 5. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this _____ day of _____, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2015.

_____
Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
_____ day of _____, 20___.

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#34951453_v1

Additions are bold and double-underlined; ~~deletions are struck through.~~

Village of Lincolnwood
Traffic Commission Minutes
February 24, 2014

1. Call to Order

   Chair Gelfund called the meeting to order at 7:04 p.m.

2. Pledge to the Flag

   Chair Gelfund led the Commission in the Pledge to the Flag.

3. Roll Call

   Present
   Commissioners Mark Bonner, Donald Gelfund, Georjean Nickell, Claude Petit, and Scott Troiani, and Public Works Director Ashley Engelmann, Assistant to the Public Works Director Andrew Letson, Village Engineer James Amelio, and Chief Robert LaMantia

   Absent
   Commissioners Antonio Costantino and James Lee, and Officer Michael Knapp

4. Report by Chair

   Chair Gelfund welcomed Assistant to the Public Works Director Andrew Letson to the Village.

5. Approval of Minutes

   Commissioner Bonner moved to approve the minutes of November 20, 2014. Commissioner Petit seconded. The motion was unanimously approved.

6. Unfinished Business

   a. Harding Ave. and Lincoln Ave. Intersection Review, Line of Sight, Mr. Amelio

      Mr. Amelio reviewed the line of sight at the intersection of Lincoln Ave. and Harding Ave. He reported that there have been nine crashes during the past three years; six rear-end, and three southbound Lincoln Ave. left turn. He recommends no change to the line-of-sight, at this time, as none of the crashes were caused by the line-of-sight.

Ms. Engelmann advised the Commission that the Village would be improving the striping in the no parking areas in the future and that may help motorists refrain from hindering the line-of-sight.

Commissioner Bonner made a motion to recommend better striping at the intersections. Commissioner Troiani seconded. The motion was unanimously approved.

b. Pratt Ave. and Navajo Ave. Intersection Review

Ms. Engelmann reported that staff has been in communication with the Village of Skokie Engineering Department regarding the matter. Their staff requested additional time. Subsequently, Skokie's Village Engineer announced his intention to retire. Staff will continue to work with the Village of Skokie on this matter.

Ms. Engelmann recommended the Commission table this matter until the next meeting to allow Skokie additional time.

Commission Nickell requested traffic stop and enforcement data for Pratt Ave. Chief LaMantia indicated he would bring it to the next meeting.

Commissioner Nickell made a motion to table this matter until the next meeting. Commissioner Troiani seconded. The motion was unanimously approved.

c.
Ms. Engelmann reported on the budget workshop which included a request for LED lights for the stop signs at Navajo Ave. and two pole mounted speed display devices on Pratt Ave. Ms. Engelmann indicated that at this time the LED lights are still an ongoing part of the budget discussion and have not been removed from the draft budget at this time.

d. Central Ave. and Dowagiac, and Central Ave. and Ionia Ave. Turn Restrictions, Chief LaMantia

Chief LaMantia indicated his report was for information only and no action is necessary. Chief LaMantia reported that staff would be conducting traffic counts as soon as the snow melts.

e. 4601 and 4711 W. Touhy Ave. Traffic Study

Ms. Engelmann indicated that her report was for information only and no action is necessary. A cost sharing agreement has been approved by all three parties and a traffic study will be conducted as soon as the snow

melts.

7. New Business

a. Ms. Engelmann reported on a request by the Public Works Department to restrict parking during business hours in the employee parking lots to the west and south of the building. Ms. Engelmann referred to her memorandum titled Public Works Parking Lot Restrictions dated February 17, 2015 and a GIS map.

Ms. Engelmann reported that the Public Works Department has 29 employees, 26 of whom are full-time and four contractual employees. There are 28 parking spaces and one handicapped parking space, so parking is limited.

Prior to opening, Z-Bakery requested a parking variation. The approved Ordinance requires Z-Bakery to provide off-street parking for its employees. The public parking lot to the north of Public Works has 73 spaces and four handicapped spaces, but it is seldom filled to capacity. Staff has asked the owner of Z-Bakery to direct his employees to refrain from parking in the Public Works Parking Lot during business hours, but compliance has been poor. To date, attempts to meet with the owner of the bakery have been unsuccessful.

The Public Works Department is requesting “employee only parking” in its lot from 6:30 a.m. until 5:00 p.m. Monday through Friday so employees may arrive early for work, and when necessary, clear snow before business hours.

Ms. Engelmann and Chief LaMantia independently invited the owner of Z-Bakery to the meeting.

Commissioner Nickell moved to restrict parking in the Public Works Parking Lot as stated in the attached memorandum and depicted on the attached GIS map from 6:30 a.m. until 5:00 p.m. from Monday through Friday. Commissioner Bonner seconded. The motion was unanimously approved.

b. Mr. Amelio reported on a request by a citizen for a traffic signal at the intersection of Lincoln Ave. and East Prairie Ave. The report is for information only and no action is necessary.

There were 20 traffic crashes between 2010 and 2014 at the intersection of Lincoln Ave. and East Prairie Ave. Eight of the crashes were preventable; two in each calendar year. IDOT will not consider a traffic control signal based on the crash history. He recommended a volume study on East Prairie Ave., after the snow melts. Chief LaMantia indicated

he would request a volume study, as soon as the snow melts, and forward the results to Mr. Amelio for his review and report to the Commission.

Commissioner Nickell reported on speeding automobiles on Lincoln Ave. near the intersection of East Prairie Ave. She travels on Lincoln Ave. between six and seven times per day. Chief LaMantia indicated he will request a Selective Traffic Enforcement Program and report back to the Commission.

Commissioner Nickell asked if a flashing yellow light would be an appropriate traffic calming device. Mr. Amelio said he would research the inquiry and report back to the Commission.

8. Public Forum

   None

9. Report by Staff

   a. Village Engineer Jim Amelio – No Report

   b. Chief Robert LaMantia – No Report

   c. Public Works Director Ashley Engelmann

      i. Crawford Ave. reconstruction will resume in a few weeks. Staff will keep the community informed of all lane closures.

      ii. Snow removal operations have been going well. Although, the community had difficultly complying with the Alternate Side Parking Ordinance following the recent snow event because of the volume and timing of the snowfall. It was reported as the fifth largest snow fall in Chicago's history. Consequently, staff suspended enforcement on the following Monday.

      iii. Staff is continuing to use a pre-wetting snow melting solution on the main roads prior to predicted snow events. It is not used on all streets because of the cost.

      iv. Ms. Engelmann congratulated Mr. Andrew Letson on his employment with the Village. Mr. Letson previously worked for 2 ½ years for the Village of Northbrook Public Works Department as a Management Analyst and was selected out of 200 candidates for the position of Assistant to the Public Works Director.

10. Public Forum

None

11. Good of the Order

    a. Commissioner Petit inquired about the lights on Crawford Ave.

12. Adjournment

Commissioner Nickell moved to adjourn the meeting at 8:19 p.m. Commissioner Troiani seconded. The motion was unanimously approved.

rn to VB Agenda



Request For Board Action

REFERRED TO BOARD: March 17, 2015 **AGENDA ITEM NO: 2**

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Approval of a Resolution Authorizing an Agreement with Municipal GIS Partners as the GIS Consortium Service Provider

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
In August of 2005 the Village entered into a membership agreement for the Geographical Information Systems (GIS) Consortium and its service provider, Municipal GIS Partners. The Agreement with the GIS Consortium service provider is a three year agreement (expiring in 2018), with an option to renew for one year.

Over the last nine years the Village has received substantial benefit from the GIS Consortium database. These improvements have included the addition of a zoning layer, address grids, street intersections, Tax Increment Financing districts, parking restrictions, street sweeping, snow plow routes, water and sewer utilities, and five phases of the photometric mapping program. In addition, three browser based software programs called MapOffice, MapOffice Advanced and ArcView were implemented for staff and the public. These programs allow staff to create custom maps for presentations and planning, as well as allow the public to access information about their properties through the Consortium's website http://www.gisconsortium.org.

For fiscal year 2015-2016 several new layers and projects are planned. These include:

- Hydrant flushing
- Street light issue analysis
- Sidewalk condition rating support
- Pavement management support
- Public hearing case tracking
- Business inventory
- Bike/walking path management
- Liquor license mapping and analysis
- Integration with the Village's document management software (Laserfiche)

The attached Resolution authorizes the Village Manager to execute a three year service agreement with the GIS Consortium.

FINANCIAL IMPACT:
$17,250 is budgeted in the fiscal year 2015-2016 Information Technology budget for contract GIS services and $25,528 is budgeted in the in the fiscal year 2015-2016 Water and Sewer fund for contract GIS services for a total of $42,778. The agreement includes the option for annual price adjustments no greater

than the change in CPI or 3% (whichever is greater). GIS software is owned by the Village and is budgeted separately.

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. GIS Consortium Service Provider Contract

RECOMMENDED MOTION:

Move to approve a Resolution authorizing the Village Manager to execute an agreement with Municipal GIS Partners as the GIS Consortium Service Provider in the not-to-exceed amount of $42,778.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2015-_____

A RESOLUTION APPROVING AN AGREEMENT WITH MUNICIPAL GIS PARTNERS, INC., FOR GIS SUPPORT SERVICES

WHEREAS, the Village is a member of the GIS Consortium (***"Consortium"***), an organization comprised of municipalities in northeastern Illinois, which Consortium shares the cost of establishing a regional Geographic Information Systems program (***"Program"***); and

WHEREAS, on behalf of its members, the Consortium has selected Municipal GIS Partners, Inc. (***"MGP"***), for the provision of services related to the Program; and

WHEREAS, the Village and MGP desire to enter into an agreement for GIS Support Services for the period beginning May 1, 2015, and ending April 30, 2018 (***"Agreement"***); and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Agreement with MGP will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF AGREEMENT. The Agreement by and between the Village and MGP is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF AGREEMENT. The Village Manager and Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least one original copy of the Agreement executed by MGP; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ___ day of _____, 2015.

AYES: _____

NAYS:_____

ABSENT:____

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2015.

_____
Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2015

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#10275391_v2

Exhibit A

Agreement

GIS CONSORTIUM SERVICE PROVIDER CONTRACT

This contract (this "***Contract***") made and entered into this 1st day of May, 2015 (the "***Effective Date***"), by and between the Village of Lincolnwood, an Illinois municipal corporation (hereinafter referred to as the "***Municipality***"), and Municipal GIS Partners, Incorporated, 701 Lee Street, Suite 1020, Des Plaines, Illinois 60016 (hereinafter referred to as the "***Consultant***").

WHEREAS, the Municipality is a member of the Geographic Information System Consortium ("***GISC***");

WHEREAS, the Consultant is a designated service provider for the members of GISC and is responsible for providing the necessary professional staffing resource support services as more fully described herein (the "***Services***") in connection with the Municipality's geographical information system **(**"***GIS***");

WHEREAS, the Municipality desires to engage the Consultant to provide the Services on the terms set forth herein; and

WHEREAS, the Consultant hereby represents itself to be in compliance with Illinois statutes relating to professional registration applicable to individuals performing the Services hereunder and has the necessary expertise and experience to furnish the Services upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and of the promises hereinafter set forth, it is hereby agreed by and between the Municipality and the Consultant that:

SECTION 1
SCOPE OF SERVICES

1.1 Statement of Work. This Contract contains the basic terms and conditions that will govern the overall relationship between the Consultant and the Municipality. The Consultant will provide the Services described in the statement of work attached hereto as ***Attachment 1*** ("***Statement of Work***"), which shall become a part of and subject to this Contract.

1.2 Supplemental Statements of Work. Any additional services to be performed by the Consultant may be added to this Contract after the Effective Date by the mutual agreement of the parties, which agreement will be evidenced by mutual execution of a Supplemental Statement of Work which shall also be subject to the terms and conditions set forth in this Contract, a form of which is attached hereto as ***Exhibit A***.

1.3 Additional Compensation. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Municipality, the Consultant shall give written notice of its claim within fifteen (15) days after occurrence of such action. Regardless of the decision of the Municipality Manager relative to a claim submitted by the Consultant, all work required under this Contract as determined by the Municipality Manager shall proceed without interruption.

1.4 Contract Governs. If there is a conflict between the terms of this Contract and the Statement of Work or any Supplemental Statement of Work, unless otherwise specified in such Statement of Work, the terms of this Contract shall supersede the conflicting provisions contained in such Statement of Work.

SECTION 2
PERFORMANCE OF WORK

2.1 All work hereunder shall be performed under the direction of the Village Manager or his designee (hereinafter referred to as the "***Municipality Manager***") in accordance with the terms set forth in this Contract and each relevant Statement of Work**.**

SECTION 3
RELATIONSHIP OF PARTIES

3.1 Independent Contractor. The Consultant shall at all times be an independent contractor, engaged by the Municipality to perform the Services. Nothing contained herein shall be construed to constitute a partnership, joint venture or agency relationship between the parties.

3.2 Consultant and Employees. Neither the Consultant nor any of its employees shall be considered to be employees of the Municipality for any reason, including but not limited to for purposes of workers' compensation law, Social Security, or any other applicable statute or regulation.

3.3 No Authority to Bind. Unless otherwise agreed to in writing, neither party hereto has the authority to bind the other to any third party or to otherwise act in any way as the representative of the other.

SECTION 4
PAYMENT TO THE CONSULTANT

4.1 Payment Terms. The Municipality agrees to pay the Consultant in accordance with the terms and amounts set forth in the applicable Statement of Work, provided that:

(a) The Consultant shall submit invoices in a format approved by the Municipality.

(b) The Consultant shall maintain records showing actual time devoted to each aspect of the Services performed and cost incurred. The Consultant shall permit the authorized representative of the Municipality to inspect and audit all data and records of the Consultant for work done under this Contract. The Consultant shall make these records available at reasonable times during this Contract period, and for a year after termination of this Contract.

(c) The service rates and projected utilization set forth in the applicable Statement of Work shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC which shall be reflected in a Supplemental Statement of Work.

(d) Payments to the Consultant shall be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

4.2 Service Rates. The service rates set forth in the Statement of Work include all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

SECTION 5
TERM

5.1 Initial Term. Subject to earlier termination pursuant to the terms of this Contract, the initial term of this Contract shall commence on the Effective Date and remain in effect for three (3) years (the "***Initial Term***").

5.2 Renewal Terms. The Initial Term may be extended for successive one (1) year periods or for any other period as mutually agreed to in writing and set forth in a Supplemental Statement of Work executed by both parties (each, a "***Renewal Term***").

SECTION 6
TERMINATION OF CONTRACT

6.1 Voluntary Termination. Notwithstanding any other provision hereof, the Municipality may terminate this Contract during the Initial Term or any Renewal Term, with or without cause, at any time upon thirty (30) days prior written notice to the Consultant. The Consultant may terminate this Contract or additional Statement of Work, with or without cause, at any time upon sixty (60) days prior written notice to the Municipality.

6.2 Termination for Breach. Either party may terminate this Contract upon written notice to the other party following a material breach of a material provision of this Contract by the other party if the breaching party does not cure such breach within ten (10) days of receipt of written notice of such breach from the non-breaching party.

6.3 Payment for Services Rendered. In the event that this Contract is terminated in accordance with this Section 6, the Consultant shall be paid for services actually performed and reimbursable expenses actually incurred.

SECTION 7
CONSULTANT PERSONNEL AND SUBCONTRACTORS

7.1 Adequate Staffing. The Consultant must assign and maintain during the term of this Contract and any renewal thereof, an adequate staff of competent employees, agents, or subcontractors ("***Consultant Personnel***") that is fully equipped, licensed as appropriate and

qualified to perform the Services as required by the Statement of Work or Supplemental Statement of Work.

7.2 Availability of Personnel. The Consultant shall notify the Municipality as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Consultant Personnel assigned to provide the Municipality with the Services. The Consultant shall have no claim for damages and shall not bill the Municipality for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the time of performance as a result of any such termination, reassigning, or resignation.

7.3 Use of Subcontractors. The Consultant's use of any subcontractor or subcontract to perform the Services shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of the Consultant. For purposes of this Contract, the term "Consultant" shall be deemed to refer to the Consultant and also to refer to all subcontractors of the Consultant.

7.4 Removal of Personnel and Subcontractors. Municipality may, upon written notice to Consultant, request that any Consultant Personnel be removed or replaced. Consultant shall promptly endeavor to replace such Consultant Personnel and Municipality shall have no claim for damages for a delay or extension of the applicable Statement of Work as a result of any such removal or replacement.

7.5 Non-Solicitation of Consultant Employees. The Municipality agrees that during the term of this Contract and for a period of one (1) year thereafter, it shall not, directly or indirectly, through any other person, firm, corporation or other entity, solicit, induce, encourage or attempt to induce or encourage any employee of the Consultant to terminate his or her employment with the Consultant or to breach any other obligation to the Consultant. The Municipality acknowledges that the aforementioned restrictive covenant contained in this Section is reasonable and properly required for the adequate protection of the Consultant's business.

SECTION 8
ACCOMMODATION OF CONSULTANT PERSONNEL; MUNICIPAL FACILITIES

8.1 Facilities and Equipment. The Municipality shall provide the Consultant with adequate office space, furnishings, hardware, software and connectivity to fulfill the objectives of the GIS program. Facilities and equipment include, but are not limited to, the following:

(a) Office space for the Consultant's Personnel and periodic guests. This space should effectively and securely house all required GIS systems, peripherals and support tools. This space must be available during normal business hours;

(b) Furnishings including adequate desk(s), shelving, and seating for the Consultant's Personnel and periodic guests;

(c) A telephone line and phone to originate and receive outside calls;

(d) A network connection with adequate speed and access to the Internet; and

(e) Hardware, software, peripherals, and network connectivity to perform the program objectives efficiently.

8.2 Backup and Recovery Systems. The Municipality shall be responsible for installing, operating and monitoring the backup and recovery systems for all Municipality GIS assets that permit the Consultant to continue services within a reasonable period of time following a disaster or outage.

8.3 Right of Entry; Limited Access. Consultant's Personnel performing Services shall be permitted to enter upon the Municipality's property in connection with the performance of the Services, subject to those rules established by the Municipality. Consent to enter upon a Municipality's facility given by the Municipality shall not create, nor be deemed to imply, the creation of any additional responsibilities on the part of the Municipality. Consultant's Personnel shall have the right to use only those facilities of the Municipality that are necessary to perform the Services and shall have no right to access any other facilities of the Municipality.

SECTION 9
CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY; FOIA

9.1 Municipal Materials. The Consultant acknowledges and agrees that all trademarks, service marks, logos, tradenames and images provided by or on behalf of the Municipality to the Consultant for use in performing the Services and the GIS database (including files created from the database) created by Consultant hereunder (the "***Municipal Materials***") are the sole and exclusive property of the Municipality. The Consultant acknowledges that this Contract is not a license to use the Municipal Materials except as needed to perform the Services hereunder.

9.2 Third-Party Materials. If applicable, to the extent the Consultant has agreed to obtain and/or license Third-Party Materials on behalf of Municipality, the Consultant shall obtain a license for Municipality to use the Third-Party Materials as part of the Services for the purpose specified in the applicable Statement of Work. "***Third-Party Materials***" shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties, that is licensed by Consultant for the benefit of the Municipality.

9.3 GISC Materials. It is expressly understood that, excluding the Municipal Materials and Third-Party Materials, all members of GISC and the Consultant may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Consultant in providing Services hereunder (the "***GISC Materials***").

(a) The Consultant herby grants the Municipality a limited, personal, nontransferable, non-exclusive license to use the GISC Materials solely for the purpose of and in connection with the Municipality's GIS. Upon expiration or termination of this Contract, or at

such time the Municipality is no longer a member of GISC or in breach of its obligations hereunder, the Municipality shall not be entitled to or granted a license in future enhancements, improvements or modifications in the GISC Materials. The Municipality may grant a sublicense to a third party that the Municipality engages to maintain or update the GISC Materials in connection with the Municipality's GIS; provided that such third party agrees in writing to be bound by the license restrictions set forth in this Contract.

(b) The Municipality acknowledges that the Consultant is in the business of providing staffing resource support services and that the Consultant shall have the right to provide services and deliverables to third parties that are the same or similar to the services that are to be rendered under this Contract, and to use or otherwise exploit any GISC Materials in providing such services. The Municipality hereby grants to the Consultant, a royalty-free, non-exclusive, irrevocable license throughout the world to publish modify, transfer, translate, deliver, perform, use and dispose of in any manner any portion of the GISC Materials.

9.4 Confidential Information. In the performance of this Contract, the Consultant may have access to or receive certain information in the possession of the Municipality that is not generally known to members of the public ("***Confidential Information***"). The Consultant acknowledges that Confidential Information includes, but is not limited to, proprietary information, copyrighted material, educational records, employee data, financial information, information relating to health records, resident account information, and other information of a personal nature. Consultant shall not use or disclose any Confidential Information without the prior written consent of the Municipality. Consultant will use appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of any Confidential Information received from or on behalf of the Municipality. Upon the expiration or termination of this Contract, Consultant shall promptly cease using and shall return or destroy (and certify in writing destruction of) all Confidential Information furnished by the Municipality along with all copies thereof in its possession including copies stored in any computer memory or storage medium. The term "Confidential Information" does not include information that (a) is or becomes generally available to the public other than as a result of a breach of this Contract by the Consultant; (b) was in the Consultant's or Consultant Personnel's possession on a non-confidential basis from any source other than the Municipality, which source, to the knowledge of the Consultant, is entitled to disclose such information without breach of any obligation of confidentiality; or (c) is independently developed by the Consultant without the use of or reference to, in whole or in part, any Confidential Information. For avoidance of doubt, it is agreed that the GISC Materials shall not be considered Confidential Information.

9.5 Dissemination of Confidential Information. Unless directed by the Municipality, Consultant shall not disseminate any Confidential Information. If Consultant is presented with a request for documents by any administrative agency or with a subpoena *duces tecum* regarding any Confidential Information which may be in Consultant's possession as a result of Services provided under this Contract, unless prohibited by law, Consultant shall immediately give notice to the Municipality with the understanding that the Municipality shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Consultant shall not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Consultant

shall cause its personnel, staff and subcontractors, if any, to undertake the same obligations regarding confidentiality and dissemination of information as agreed to by Consultant under this Contract.

9.6 Freedom of Information Act Requests. No less than five (5) business days after the Municipality's Notice to the Consultant of the Municipality's receipt of a request made pursuant to the Illinois Freedom of Information Act (ILCS 140/1 et seq. – herein "FOIA"), the Consultant shall furnish all requested records in the Consultant's possession which are in any manner related to this Contract or the Consultant's performance of the Services, including but not limited to any documentation related to the Municipality and associated therewith. The Consultant shall not apply any costs or charge any fees to the Municipality or any other person, firm or corporation for its procurement and retrieval of such records in the Consultant's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Consultant shall defend, indemnify and hold harmless the Municipality including its several departments and including its officers and employees and shall pay all of the Consultant's Costs associated with such FOIA request or requests including Costs arising from the Consultant's failure or alleged failure to timely furnish such documentation and/or arising from the Consultant's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Consultant's and/or the Municipality's defense of any litigation associated therewith. In addition, if the Consultant requests the Municipality to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Consultant shall pay all Costs in connection therewith. As used herein, "in the Consultant's possession" includes documents in the possession of any of the Consultant's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorneys' fees, witness fees, filing fees and any and all other expenses — whether incurred by the Municipality or the Consultant.

9.7 News Releases. The Consultant may not issue any news releases without prior approval from the Municipality Manager nor will the Consultant make public proposals developed under this Contract without prior written approval from the Municipality Manager.

SECTION 10
LIMITATION OF LIABILITY

10.1 THE REPRESENTATIONS SET FORTH IN THIS CONTRACT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES ARISING FROM TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. UNDER NO CIRCUMSTANCES SHALL EITHER THE CONSULTANT OR THE MUNICIPALITY BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES, INCLUDING LOST SALES OR PROFITS, IN CONNECTION WITH THIS CONTRACT, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SECTION 11
CONSULTANT WARRANTY; INDEMNIFICATION; INSURANCE

11.1 Warranty of Services. The Consultant warrants that the Services shall be performed in accordance with industry standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the time of the Effective Date. Unless expressly excluded by this Contract, the warranty expressed shall be in addition to any other warranties expressed in this Contract, or expressed or implied by law, which are hereby reserved unto the Municipality.

11.2 Indemnification. The Consultant shall indemnify and save harmless the Municipality and its officers, employees, and agents from and against any and all loss, liability and damages of whatever nature, including Workmen's Compensation claims by Consultant's employees, in any way resulting from or arising out of the negligent actions or omissions of the Consultant, the Consultant's employees and agents.

11.3 Insurance. The Consultant must procure and maintain, for the duration of this Contract, insurance as provided in ***Attachment 2*** to this Contract.

11.4 No Personal Liability No official, director, officer, agent, or employee of any party shall be charged personally or held contractually liable by or to the other party under any term or provision of this Contract or because of its or their execution, approval or attempted execution of this Contract.

SECTION 12
GENERAL PROVISIONS

12.1 No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq*.; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et *seq*.

12.2 Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

12.3 Compliance with Laws and Grants. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited

classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Municipality or Consultant with respect to this Contract or the Services.

12.4 Assignments and Successors. This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto; provided, however, that no assignment, delegation or subcontracting shall be made without the prior written consent of the Municipality.

12.5 Severability. The parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.

12.6 Third Party Beneficiary. No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than the Consultant shall be made or be valid against the Municipality.

12.7 Waiver. No waiver of any provision of this Contract shall be deemed to or constitute a waiver of any other provision of this Contract (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Contract.

12.8 Governing Laws. This Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois. Venue shall reside in Cook County, Illinois.

12.9 Headings. The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

12.10 Modification or Amendment. This Contract constitutes the entire Contract of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment or Supplemental Statement of Work duly executed by the parties. Each party agrees that no representations or warranties shall be binding upon the other party unless expressed in writing herein or in a duly executed amendment hereof.

12.11 Attachments and Exhibits. Attachments 1 and 2 and Exhibit A are attached hereto, and by this reference incorporated in and made a part of this Contract. In the event of a conflict between any Attachment or Exhibit and the text of this Contract, the text of this Contract shall control. In the event of any conflict or inconsistency between the terms of this Contract and any Supplemental Statement of Work, the terms of the Supplemental Statement of Work will govern and control with respect to the term, projected utilization rates, service rates and scope of services. .

12.12 Rights Cumulative. Unless expressly provided to the contrary in this Contract, each and every one of the rights, remedies, and benefits provided by this Contract shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

12.13 Notices. All notices, reports and documents required under this Contract shall be in writing (including prepaid overnight courier, electronic transmission or similar writing) and shall be given to such party at its address or e-mail address set forth below, or at such other address or e-mail address as such party may hereafter specify from time to time. Each such notice shall be effective (i) if given by first class mail or prepaid overnight courier, when received, or (ii) if sent to an e-mail address, upon the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return e-mail or other written acknowledgment).

If to Municipality: Village of Lincolnwood
Ashley Engelmann
6900 North Lincoln Avenue
Lincolnwood, IL 60712
E-mail: aengelmann@lwd.org

If to Consultant: Municipal GIS Partners, Incorporated
Thomas A. Thomey
701 Lee Street, Suite 1020
Des Plaines, IL 60016
E-mail: tthomey@mgpinc.com

12.14 Counterpart Execution. This Contract, Statement of Work or any Supplemental Statement of Work may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[**REMAINDER INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS**]

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of the date first above written.

ATTEST:

By:_____
Name:_____
Its:_____

VILLAGE OF LINCOLNWOOD

By:_____
Name:_____
Its:_____

ATTEST:

By: Donna L. Thomey
Name: Donna Thomey
Its: Office Administrator

CONSULTANT:

MUNICIPAL GIS PARTNERS, INCORPORATED

By: Thomas A. Thomey
Name: Thomas Thomey
Its: President

Attachment 1

Statement of Work
to
GIS Consortium Service Provider Contract

1) General Purpose. The Consultant will perform all or part of the Municipality's geographic information system (GIS) management, development, operation, and maintenance. In addition to supporting the existing GIS program, the Consultant will identify opportunities for continued development and enhancement.

The Municipality will be sharing management, development, maintenance expertise and staffing with other municipalities as a member of the Geographic Information System Consortium (GISC). The benefits to the Municipality include, but are not limited to, collective bargaining for rates and services, shared development costs, and joint purchasing and training.

The Consultant is the sole Service Provider for GISC and is responsible for providing the necessary GIS professional resources to support this entity. The Consultant will facilitate and manage resource, cost, and technical innovation sharing among GISC members.

2) Service Types. The Consultant will provide two (2) service types. The intent of this distinction is to track specific types of investment without overburdening general operation of the GIS program. Many of these services will go unnoticed but are required to sustain the GIS program. The Consultant will employ reasonable professional discretion when specific direction is not provided. The two (2) services types are as follows:

A. Services related to the direct management, development, operation, and maintenance of the GIS required to reasonably support the system.

B. Services relating to the investigation, research, and development of new functionality and capability for the GIS Consortium and its members.

3) Services. The Consultant will provide the necessary resources to support the GIS program. The allocation of these resources will be reasonably commensurate with the level of expertise required to fulfill the specific task which includes, but is not limited to, the following:

A. The GIS Specialist provides the daily operation, maintenance, and support of the GIS program for the community. The GIS Specialist is responsible for database development and maintenance, map and product development, user training, help-desk, system support, and program documentation.

B. GIS/RAS (Remote Access Service) Specialist provides the same services as the GIS Specialist utilizing equipment hosted by the Consultant.

C. The GIS Coordinator is responsible for the coordination and operation of the GIS program for the community including planning, forecasting, resource allocation and performance management.

D. The GIS Analyst is responsible for providing technical support to the GIS Specialist including trouble-shooting, special projects, and access to GISC shared applications and extensions. The GIS Analyst also supports the development of GISC projects and programs.

E. The GIS Platform Administrator is responsible for developing, managing, and directing the GISC solutions including the data model, databases and centralized software applications offered by the GISC.

F. The GIS Application Developer is responsible for developing, testing, and supporting software applications developed by the GISC for its members.

G. The GIS Manager is responsible for the overall development and implementation of the GISC program based on the direction and instructions of the GISC Board of Directors.

4) Projected Utilization and Service Rates. The service rates set forth below are based on, among other things, the negotiated annual projected utilization of all GISC members. The Consultant shall negotiate annually with the Board of Directors (the "***Board***") of GISC to adjust the annual projected utilization and service rates for the members of GISC. It is anticipated that the Consultant will submit its proposed annual projected utilization and service rates (the "***Proposal***") to the Board for approval every year on or about July 31st. Upon the Board's approval of the Proposal, the annual projected utilization and service rates shall become binding on the Municipality and incorporated into this Contract by reference, which shall automatically become effective on January 1st and remain in effect for the remainder of such calendar year. The approved annual projected utilization and the service rates will be promptly distributed by the Board or the Consultant to the Municipality. Notwithstanding the foregoing, in the event the Board, for any reason whatsoever (including the Board being disbanded) does not approve the Proposal, the Consultant may submit its proposed annual projected utilization and service rates directly to the Municipality by no later than October 1st, and upon written approval by the Municipality shall become effective on January 1st. Consultant agrees that, each year, the new aggregate annual contract value for the Municipality will not exceed the greater of (i) cost-of-living adjustments based on the CPI[1] measured as of the most recent CPI number available prior to submitting the Proposal, or (ii) 3%. The GISC service and projected utilization rates set forth below are effective as of the Effective Date until December 31st:

A. Projected Utilization

1. X hours of GIS Specialist

[1]For purposes of this Contract, "CPI" shall mean the all items Consumer Price Index for all Urban Consumers in the Chicago-Gary-Kenosha area. In the event that publication or issuance of the Index is discontinued or suspended, the CPI shall be an index published or issued by the United States Department of Labor or any bureau or agency thereof that computes information from substantially the same statistical categories and substantially the same geographic areas as those computed in the CPI and that weights such categories in a substantially similar way to the weighting of the CPI at the Effective Date. The CPI rates, solely for reference purposes, may be accessed at http://www.bls.gov/ro5/cpichi.htm, it being understood that the Consultant makes no representation or warranty that the rates published on such website are accurate.

2. 329 hours of GIS/RAS Specialist

3. 33 hours of GIS Coordinator

4. 33 hours of GIS Analyst

5. 34 hours of GIS Platform Administrator

6. 34 hours of GIS Application Developer

7. 34 hours of GIS Manager

B. Service Rates

1. $ 72.40 per hour for GIS Specialist

2. $ 75.90 per hour for GIS/RAS Specialist

3. $ 91.80 per hour for GIS Coordinator

4. $ 91.80 per hour for GIS Analyst

5. $114.70 per hour for GIS Platform Administrator

6. $114.70 per hour for GIS Application Developer

7. $114.70 per hour for GIS Manager

Total Not-to-Exceed Amount for Services (Numbers): $42,778.

Total Not-to-Exceed Amount for Services (Figures): Forty-two thousand seven hundred seventy-eight dollars and zero cents.

Attachment 2

To GIS Consortium Service Provider Contract

Insurance

Consultant's Insurance

Consultant shall procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Municipality named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026

2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."

3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance: Consultant shall maintain limits no less than:

1. Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than $2,000,000 or a project/contract specific aggregate of $1,000,000.

2. Business Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of $500,000 per accident.

C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Municipality. At the option of the Municipality, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Municipality, its officials, agents, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages: The Municipality, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Municipality, its officials, agents, employees and volunteers.

2. The Consultant's insurance coverage shall be primary as respects the Municipality, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Municipality, its officials, agents, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Municipality, its officials, agents, employees and volunteers.

4. The Consultant's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Consultant shall be required to name the Municipality, its officials, employees, agents and volunteers as additional insureds

6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.

7. The Consultant and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Municipality. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding.*

E. All Coverages: Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Municipality.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage: Consultant shall furnish the Municipality with certificates of insurance naming the Municipality, its officials, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Municipality before any work commences. The Municipality reserves the right to request full certified copies of the insurance policies and endorsements.

Exhibit A

Form of Supplemental Statement of Work

Pursuant to and in accordance with Section 1.2 of that certain GIS Consortium Service Provider Contract dated [***INSERT DATE***] (the "***Contract***") between the_____ of _____ (the "***Municipality***") and Municipal GIS Partners, Incorporated (the "***Consultant***") hereby agree to the following SUPPLEMENTAL STATEMENT OF WORK ("***SOW***"):

1. Description of Additional Services:

[*None*] or [*Describe new services being provided or no longer being provided. Note if Supplemental Statement of Work is intended to replace a previously approved and effective Statement of Work*]

2. Project Schedule/Term:

[*Insert date by which supplemental work must be commenced and completed with any appropriate milestones*]

3. Projected Utilization: [Insert rate effective dates]

A. _____ hours of GIS Specialist

B. _____ hours of GIS/RAS Specialist

C. _____ hours of GIS Coordinator

D. _____ hours of GIS Analyst

E. _____ hours of GIS Platform Administrator

F. _____ hours of GIS Application Developer

G. _____ hours of GIS Manager

4. Service Rates: [Insert rate effective dates]

A. $_____ per hour for GIS Specialist

B. $_____ per hour for GIS/RAS Specialist

C. $_____ per hour for GIS Coordinator

D. $_____ per hour for GIS Analyst

E. $_____ per hour for GIS Platform Administrator

F. $_____ per hour for GIS Application Developer

G. $_____ per hour for GIS Manager

Total Not-to-Exceed Amount for Services (Numbers) : $[***INSERT***]

Total Not-to-Exceed Amount for Services (Figures) : [***INSERT***]

In the event of any conflict or inconsistency between the terms of this SOW and this Contract or any previously approved SOW, the terms of this SOW will govern and control with respect to the term, projected utilization rates, service rates and scope of services. All other conflicts or inconsistencies between the terms of this Contract and this SOW shall be governed and controlled by this Contract. Any capitalized terms used herein but not defined herein shall have the meanings prescribed to such capitalized term in this Contract.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto as of the date first above written.

ATTEST:

_____
Municipality Clerk

Municipality of _____

By:_____
[***MUNICIPALITY/VILLAGE***] Manager

ATTEST:

CONSULTANT:

MUNICIPAL GIS PARTNERS, INCORPORATED

By_____
Its_____

By_____
Its_____

Request For Board Action

REFERRED TO BOARD: March 17, 2015 **AGENDA ITEM NO: 3**

ORIGINATING DEPARTMENT: Finance

SUBJECT: Approval of an Ordinance Waiving the Competitive Bidding Process and Awarding a Contract to Lauterbach and Amen, LLP, Certified Public Accountants to Provide the Annual Auditing Services for the Village for the Fiscal Years Ended April 30, 2015 to 2017 in the Not-to-Exceed Amounts Indicated in the Proposed Fee Schedule

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The initial contract with the Village auditor, Lauterbach and Amen, LLP, expired after the annual audit for the fiscal year ended April 30, 2014 was completed. Staff presented a recommendation at the Finance Committee meeting on February 25, 2015 to renew the auditors for a period of three years beginning April 30, 2015 to April 30, 2017 based on acceptable performance. The Village has the option to terminate the agreement at any time prior to the beginning of the next fiscal year. The Finance Committee unanimously agreed with the recommendation.

FINANCIAL IMPACT:
$28,300 is budgeted for auditing services in the Fiscal Year 2015/16 Budget. The funding source is General Fund operating revenue and Tax Increment Financing District revenue.

DOCUMENTS ATTACHED:
1. Proposed Ordinance
2. Auditor Engagement Letter and fee schedule

RECOMMENDED MOTION:
Move to approve an Ordinance waiving competitive bidding and authorizing the Village Manager to award a contract to Lauterbach and Amen, LLP, to perform the annual audit of the Village's financial statements for the Fiscal Years Ended April 30, 2015 to 2017 in the not-to-exceed amounts as indicated in the proposed fee schedule.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2015-_____

AN ORDINANCE WAIVING COMPETITIVE BIDDING AND AUTHORIZING AN AGREEMENT WITH LAUTERBACH & AMEN, LLP, OF WARRENVILLE, ILLINOIS, FOR THE PROVISION OF AUDIT SERVICES

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2015.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois this
_____ day of _____, 2015

_____
Village Clerk

AN ORDINANCE WAIVING COMPETITIVE BIDDING AND AUTHORIZING AN AGREEMENT WITH LAUTERBACH & AMEN, LLP, OF WARRENVILLE, ILLINOIS, FOR THE PROVISION OF AUDIT SERVICES

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has identified the need for the provision of annual audit services (***"Audit Services"***); and

WHEREAS, Lauterbach & Amen, LLP, of Warrenville, Illinois (***"L&A"***), has successfully performed the Audit Services for the Village for the past three fiscal years; and

WHEREAS, L&A has submitted a proposal to the Village to perform the Audit Services for the fiscal years ending April 30, 2015, 2016, and 2017 (***"Proposal"***); and

WHEREAS, due to their successful performance of the Audit Services for the past three years, L&A has unique knowledge of the Village's financial structure and condition; and

WHEREAS, the Village President and Board of Trustees have determined that L&A is uniquely qualified to complete the Audit Services in an efficient and cost-effective manner, and that is appropriate and in the best interests of the Village for L&A to perform the Audit Services for the next three fiscal years; and

WHEREAS, in order to accept the Proposal, the President and Board of Trustees have determined that it is appropriate to waive competitive bidding for the acceptance of the Proposal and the performance of the Audit Services by L&A, pursuant to Section 8-8-13 of the Municipal Code of Lincolnwood, as amended (***"Village Code"***); and

WHEREAS, the President and Board of Trustees has determined that it will serve and be in the best interests of the Village to accept the Proposal submitted by L&A for the performance of the Audit Services for the next three fiscal years;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. WAIVER OF COMPETITIVE BIDDING. The advertising and bidding requirements for the Proposal, and for the performance of the Audit Services by L&A, are hereby waived in accordance with Section 8-8-13 of the Village Code and the home rule powers of the Village.

SECTION 3. ACCEPTANCE OF PROPOSAL. The President and Board of Trustees hereby accept the Proposal submitted by L&A for the performance of the Audit Services.

SECTION 4. EXECUTION OF PROPOSAL. The Village President, Village Manager and Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Proposal and all related documentation necessary for the performance of the Audit Services by L&A.

SECTION 5. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 6. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, by a vote of two-thirds of the Board of Trustees, and approval and publication in the manner provided by law.

PASSED this _____ day of _____, 2015.

AYES: _____

NAYS:_____

ABSENT:____

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2015.

_____
Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2015

_____

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#34953645_v1

Lauterbach & Amen, LLP
CERTIFIED PUBLIC ACCOUNTANTS

27W457 WARRENVILLE RD. • WARRENVILLE, ILLINOIS 60555
PHONE 630.393.1483 • FAX 630.393.2516
www.lauterbachamen.com

October 22, 2014

The Honorable President
Members of the Board of Trustees
Village of Lincolnwood, Illinois

We are pleased to confirm our understanding of the services we are to provide the Village of Lincolnwood, Illinois for the years ended April 30, 2015, April 30, 2016 and April 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the basic financial statements of the Village as of and for the years ended April 30, 2015, April 30, 2016 and April 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan funding progress and employer contribution schedules, and other postemployment benefit obligation funding progress and employer contribution schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and schedules, and other information listed as supplemental and schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory and statistical information.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Your responsibilities include adjusting the financial statements to correct material misstatements and conforming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, will perform tests of the Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

VILLAGE OF LINCOLNWOOD

Lauterbach & Amen, LLP
Professional Services

	4/30/2015	4/30/2016	4/30/2017
CAFR	$26,800	$27,500	$28,200
TIF Opinion	$1,260	$1,290	$1,320
Single Audit (if required)	$3,200	$3,300	$3,400

We appreciate the opportunity to be of service to the Village of Lincolnwood, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Lincolnwood, Illinois.

By: _____

Title: _____

Request For Board Action

REFERRED TO BOARD: March 17, 2015 **AGENDA ITEM NO** : **4**

ORIGINATING DEPARTMENT: Finance

SUBJECT: Consideration of an Ordinance Amending Article 18 of Chapter 8 of the Municipal Code to Adjust the Municipal Motor Fuel Tax From the Rate of Three Cents (0.03) Per Gallon to Five Cents (0.05) Per Gallon Effective May 1, 2015

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Village established a municipal motor fuel tax at the rate of two cents (0.02) per gallon effective July 1, 2005. The revenue received from the tax is placed in the Transportation Improvement Fund to be 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 , Cicero, Pratt, and Crawford Avenues. Lincoln Avenue streetlights will be replaced in Fiscal Year 2016. The motor fuel tax rate was adjusted effective May 1, 2012 from two cents (0.02) to three cents (0.03). The additional one cent (0.01) is utilized to help fund General Fund expenditures.

As discussed at the February 9, 2015 Budget Workshop, staff is recommending that the municipal motor fuel tax rate be adjusted from three cents (0.03) per gallon to five cents (0.05) per gallon effective May 1, 2015. The additional two cents (0.02) adjustment will generate approximately $280,000 per year that will be used to help fund the Police Pension's unfunded pension liability. Per State of Illinois mandate, the Police Pension Fund has to be 90% funded by the year 2040. The Fund is currently 49% funded. The original tax of two cents (0.02) will still be placed in the Transportation Improvement Fund and will be used to only fund transportation improvement projects. The remaining three cents (0.03) will be placed in the General Fund with two cents (0.02) used to help fund the current unfunded liability of the Police Pension Fund. The Ordinance that staff is presenting has been prepared to reflect this direction that was received from the Village Board at the Budget Workshop.

Staff has surveyed surrounding Municipalities and the table below lists the motor fuel tax charged by each:

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

Staff has also sent out letters to the owners of the gas establishments in Lincolnwood regarding the proposed tax adjustment and invited them to attend tonight's Village Board meeting.

FINANCIAL IMPACT:
Projected annual additional income of $280,000 to be used for funding of the Police Pension Fund annual pension contribution.

DOCUMENTS ATTACHED:
1. Proposed Ordinance
2. Letter to Owners

RECOMMENDED MOTION:
Move to approve an Ordinance Amending Article 18 of Chapter 8 of the Municipal Code to adjust the Municipal Motor Fuel Tax from three cents (0.03) per gallon to five cents (0.05) per gallon effective May 1, 2015.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2015-_____

AN ORDINANCE AMENDING SECTIONS 8-18-2 AND 8-18-8 OF THE MUNICIPAL CODE OF LINCOLNWOOD REGARDING THE VILLAGE MOTOR FUEL TAX

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2015.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois this
_____ day of _____, 2015

_____
Village Clerk

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2015-_____

AN ORDINANCE AMENDING SECTIONS 8-18-2 AND 8-18-8 OF THE MUNICIPAL CODE OF LINCOLNWOOD REGARDING THE VILLAGE MOTOR FUEL TAX

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, Section 8-18-2 of the Municipal Code of Lincolnwood, as amended ("***Village Code***"), imposes a tax on the retail sale of motor fuel in the Village at the rate of $0.03 per gallon ("***Motor Fuel Tax***"); and

WHEREAS, Section 8-18-8 of the Village Code provides that: (a) two-thirds of the proceeds of the Motor Fuel Tax is credited to, and deposited in, a fund dedicated for roadway repair, maintenance, and transportation improvement projects in the Village; and (b) one-third of the proceeds of the Motor Fuel Tax is credited to, and deposited in, the Village's general fund; and

WHEREAS, the Village President and Board of Trustees desire to: (a) amend Section 8-18-2 of the Village Code to increase the Motor Fuel Tax from $0.03 per gallon to $0.05 per gallon; and (b) designate the purposes for which the additional Motor Fuel Tax proceeds will be expended; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interest of the Village to amend the Village Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. TAX IMPOSED. Section 8-18-2 of the Village Code is hereby amended further to read as follows:

"8-18-2: TAX IMPOSED.

A tax is hereby imposed on the retail sale of motor fuel in the Village at the rate of ~~$0.03~~ **$0.05** per gallon. Such tax is to be paid by the purchaser, and nothing in this

Article 18 shall be construed to impose the tax upon the occupation of selling motor fuel. The ultimate incidence of and liability for payment of said tax shall be borne by the purchaser. It shall be deemed a violation of this Article 18 for a seller of motor fuel at retail to fail to add the tax imposed herein to the sale price of motor fuel or to otherwise absorb such tax. The tax shall be in addition to any and all other taxes and charges, but such other taxes and charges shall not be construed as part of the purchase price upon which the tax herein is levied."

SECTION 3. USE OF FUNDS. Section 8-18-8 of the Village Code is hereby amended further to read as follows:

"8-18-8: USE OF FUNDS.

The proceeds resulting from the imposition of the tax provided for in this Article 18, including penalties and interest, shall be paid into the treasury of the Village and shall be credited to and deposited in the following funds:

(A) ~~Two-thirds~~ **Two-fifths** of such proceeds shall be credited to and deposited in a fund dedicated for roadway repair, maintenance, and transportation improvement projects in the Village; ~~and~~

(B) ~~One-third~~ **One-fifth** of such proceeds shall be credited to and deposited in the Village's general funds**; and**

(C) Two-fifths of such proceeds shall be credited to and deposited in the Village's general funds, and shall be designated for use toward an additional contribution from the Village to the Village's police pension fund."

SECTION 4. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 5. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law; provided, however, that the effective date will not occur before May 1, 2015.

[SIGNATURE PAGE FOLLOWS]

PASSED this _____ day of _____, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2015.

_____
Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
_____ day of _____, 2015.

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#34929817_v3

Return to VB Agenda

VILLAGE PRESIDENT
Gerald C. Turry

VILLAGE CLERK
Beryl Herman

VILLAGE MANAGER
Timothy C. Wiberg

TRUSTEES
Ronald S. Cope
Lawrence A. Elster
Craig L. Klatzco
Nicholas T. Leftakes
Jesal B. Patel, Sr.
Renee Sprogis-Marohn

March 5, 2015

Dear Proprietor,

As you know The Village of Lincolnwood currently imposes a $.03 per gallon tax on gasoline sales. This tax is paid by the consumer and proprietors remit this tax back to the Village.

At its Village Board meeting of March 17, 2015 the Village Board will consider an Ordinance to adjust this tax to $.05 per gallon of gasoline sold, effective May 1, 2015. The proposed tax would be equal to that of the City of Chicago's and Village of Skokie's gasoline sales tax. The Village Board meeting is public and comments from the public are allowed. The meeting begins at 7:30 p.m. and is held in the Village Hall Council Chambers.

As a reminder, remittance of the tax to the Village is required on a monthly basis using the Monthly Motor Fuel Tax Return. A copy of the signed monthly Illinois ST-1 Sales Tax Return is required. The Lincolnwood tax return is due on the 20th day of the month following collection of the local motor fuel tax. Proprietors are entitled to a 1% discount if the tax return is filed timely and the tax is remitted timely. If not, a late payment penalty and interest charge will be assessed.

If you have any questions relative to this letter or the proposed Ordinance please refer your inquiries to the Village's Finance Director at (847) 673-1540.

Sincerely,

Timothy C. Wiberg
Village Manager

Request For Board Action

REFERRED TO BOARD: March 17, 2015 **AGENDA ITEM NO**: **5**

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Consideration of a Recommendation by the Park and Recreation Board to Adopt a Resolution to Award a Bid for the Purchase and Installation of Playground Equipment at O'Brien Park in the Amount of $104,800.00 to Elanar Construction, of Chicago, Illinois

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
During the 2005-2006 fiscal year a Playground Replacement Program was established, as part of the Village capital plan, to replace the aging, outdated playgrounds in the Village parks. So far, Columbia, Kildare, Rossi, Goebelt, Kenneth, Springfield, and Drake playgrounds have been replaced. After O'Brien Park is replaced, there are four other playgrounds remaining. They are Proesel, G.G. Rowell, Central and Flowers.

The playground equipment at O'Brien Park, located at 7260 East Prairie Road, is rusted and no longer meets the safety standards adopted by the ASTM (American Standard for Testing Materials). The Request for Proposals was advertised in the Lincolnwood Review on January 22, 2015. Ten site design options were submitted from playground vendors at no charge. The design options were also taken to Club Kid on February 9, 2015 and to the Park and Recreation Board at its February 9, 2015 meeting. Invitations were sent to the neighborhood surrounding the park to attend the February Park Board meeting to provide input. The design from NuToys was selected at the Park and Recreation Board meeting, by Village Staff and by the Club Kid program participants.

The Invitation to Bid was advertised in the Lincolnwood Review on February 19, 2015. Bid packets were also sent to 32 vendors. The bid documents requested a base bid for the equipment and installation specified by NuToys via the RFP process. Staff also added two alternates for bid. Alternate one was resurfacing the basketball court and replacing the basketball hoops and poles. Alternate two was replacing the basketball hoops and poles. On March 10, 2015 the Village opened two sealed bids for the purchase and installation of new playground equipment at O'Brien Park. Staff has reviewed the bids and found that the lowest responsible bidder is Elanar Construction in the amount of $104,800. The Park Board voted 7-1 at their March 10, 2015 meeting to recommend awarding the bid to Elanar Construction of Chicago, Illinois.

COMPANY	BASE BID	ALTERNATE #1	ALTERNATE #2
Elanar Construction	**$104,800.00**	**$8,400.00**	**$2,550.00**
Clauss Brothers Inc	$126,710.00	$12,870.00	$3,565.00

FINANCIAL IMPACT:
There is $100,000 budgeted in the Fiscal Year 2014/2015 Park Maintenance Fund in the Parks and Recreation Department budget.

DOCUMENTS ATTACHED:
1. Proposed Resolution with Bid Proposal and Contract
2. Unapproved Minutes of the March 10, 2015 Parks and Recreation Board meeting

RECOMMENDED MOTION:
Move to approve a Resolution awarding a bid for the purchase and installation of playground equipment at O'Brien Park in the amount of $104.800 to Elanar Construction of Chicago, Illinois.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2015-_____

A RESOLUTION APPROVING THE AWARD OF THE O'BRIEN PARK PLAYGROUND EQUIPMENT CONTRACT TO ELANAR CONSTRUCTION

WHEREAS, the Village sought bids for the award of a contract for the purchase and installation of playground equipment at O'Brien Park (***"Contract"***); and

WHEREAS, the Village received two bids for the Contract; and

WHEREAS, the lowest-price bids for the Contract satisfied the equipment specifications for the Contract; and

WHEREAS, Elanar Construction, of ***Chicago, Illinois*** (***"Elanar"***), was the low responsible and responsive bidder of the firms that submitted bid packages to the Village; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Elanar will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The Contract by and between the Village and Elanar shall be, and is hereby, approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and the Village Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Elanar; provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ___ day of _____, 2015.

AYES: _____

NAYS:_____

ABSENT:____

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2015.

_____
Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2015

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#11881443_v1

VILLAGE OF LINCOLNWOOD
CONTRACT FOR
O'BREIN PARK PLAYGROUND INSTALLATION

BIDDER'S PROPOSAL

Full Name of Bidder Elanar Construction ("***Bidder***")

Principal Office Address 6620 W. Belmont Ave. Chicago, IL 60634

Local Office Address N/A

Contact Person Ross Burns Telephone 773.628.7011

TO: Village of Lincolnwood ("***Owner***")
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
Attention: Chris Stachewicz, Superintendent of Parks and Facilities

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos., none, which are securely____ to the end of this Bidder's Proposal [if none, write "NONE"] ("Bid Package").

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. **Work Proposal**

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with the Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package ("***Work Site***") and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the removal, replacement, construction of new playground equipment at, and satisfactory disposal of existing playground equipment from, the Work Site; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all

of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract; all of which is herein referred to as the "Work."

B. Manner and Time of Performance. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that the Bidder will perform the Work in the manner and time prescribed in the Bid Package and according to the requirements of the Owner pursuant thereto.

C. General. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will do all other things required of Bidder or Contractor, as the case may be, by the Bid Package.

2. **Contract Price Proposal**

If this Bidder's Proposal is accepted, Bidder will, except as otherwise provided in Section 2.1 of the Contract, take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "Schedule of Prices" ("***Price Proposal***"), which Schedule of Prices Bidder understands and agrees will be made a part of the Contract:

SCHEDULE OF PRICES

A. LUMP SUM CONTRACT

For providing, performing and completing all Work, the total Contract Price of:

one hundred and four thousand and eight hundred dollars (in writing) Dollars and 00 (in writing) Cents

Removing and reinstalli existing EWF surfacing

104,800.00 (in figures) Dollars and 00 (in figures) Cents

$118,800 - one hundred and eighteen thousand and four hundred dollars

To: remove, dispos and replace EWF surfac

B. ALTERNATES

Alternate Bid Item 1

For the leveling and resurfacing of the existing basketball court at the Work Site, the lump sum price of:

Eight thousand and four hundred dollars (in writing) Dollars and 00 (in writing) Cents

8,400.00 (in figures) Dollars and 00 (in figures) Cents

Alternate Bid Item 2

For the replacement of the basketball hoop and basketball pole at the Work Site, the lump sum price of:

two thousand five hundred and fifty (in writing) Dollars and 00 (in writing) Cents

2,550.00 (in figures) Dollars and _____ (in figures) Cents

C. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. The Owner is not subject to state or local sales, use and excise taxes and no such taxes are included in this Schedule of Prices;

2. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits are included in this Schedule of Prices; and

3. All costs, royalties, and fees arising from the use on, or the incorporation into, the Work of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions are included in this Schedule of Prices.

All claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, or to claim any additional compensation by reason of the payment of any such tax, contribution, or premium or any such cost, royalty or fee is hereby waived and released.

3. **Contract Time Proposal**

If this Bidder's Proposal is accepted, Bidder will commence the Work not later than the "***Commencement Date***" set forth in Attachment A to the Contract and will perform the Work diligently and continuously and will complete the Work not later than the "Completion Date" set forth in Attachment A to the Contract.

4. **Firm Proposal**

All prices and other terms stated in this Bidder's Proposal are firm and shall not be subject to withdrawal, escalation, or change for a period of 60 days after the date on which any Bidder's Proposal is opened or such extended acceptance date for Bidder's Proposals as may be established pursuant to Sections 10 and 13 of the General Instructions to Bidders.

5. **Bidder Representations**

A. No Collusion. Bidder warrants and represents that the only persons, firms, or corporations interested in this Bidder's Proposal as principals are those named in Bidder's Sworn Acknowledgment attached hereto and that this Bidder's Proposal is made without collusion with any other person, firm or corporation.

B. Not Barred. Bidder warrants, represents and certifies that it is not barred by law from contracting with the Owner or with any unit of state or local government.

C. Qualified. Bidder warrants and represents that it has the requisite experience, ability, capital, facilities, plant, organization and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time Proposals set forth above. In support thereof, Bidder submits the attached Sworn Work History Statement. In the event Bidder is preliminarily deemed to be one of the most favorable to the interests of the Owner, Bidder hereby agrees to furnish upon request, within two business days or such longer period as may be set forth in the request, such additional information as may be necessary to satisfy the Owner that the Bidder is adequately prepared to fulfill the Contract.

D. Owner's Reliance. Bidder acknowledges that the Owner is relying on all warranties, representations and statements made by the Bidder in this Bidder's Proposal.

6. **Surety and Insurance**

Bidder herewith tenders surety and insurance commitment letters as specified in Section 6 of the Invitation for Bidder's Proposals.

7. **Bid Security**

Bidder herewith tenders a Cashier's Check or Certified Check as specified in Section 6 of the Invitation for Bidder's Proposals for the sum of 3,144.00 dollars ("***Bid Security***").

8. **Owner's Remedies**

Bidder acknowledges and agrees that should Bidder fail to timely submit all additional information that is requested of it; or should Bidder, if the Owner awards Bidder the Contract, fail to timely submit all the Bonds and all the certificates and policies of insurance required of it; or should Bidder, if the Owner awards Bidder the Contract, fail to timely execute the Contract, Contractor's Certification and all other required documentation related to the Contract, it will be difficult and impracticable to ascertain and determine the amount of damage

that the Owner will sustain by reason of any such failure and, for such reason, the Owner shall have the right, at its option in the event of any such default by Bidder, to retain or recover as reasonably estimated liquidated damages, and not as a penalty, the entire amount of the Bid Security or to exercise any and all equitable remedies it may have against Bidder.

9. **Owner's Rights**

Bidder acknowledges and agrees that the Owner reserves the right to reject any and all Bidder's Proposals, reserves the right to accept or reject any item of any Bidder's Proposal and reserves such other rights as are set forth in Section 13 of the General Instructions to Bidders.

10. **Bidder's Obligations**

In submitting this Bidder's Proposal, Bidder understands and agrees that it shall be bound by each and every term, condition or provision contained in the Bid Package, which are by this reference incorporated herein and made a part hereof.

DATED this 9th day of March, 2015.

ATTEST:

Elanar Construction
Bidder

By: Rebecca Dudek

Title: Office Manager

By: **Ross Burns**

Title: **President**

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7, FOR SIGNATURE REQUIREMENTS

VILLAGE OF LINCOLNWOOD
CONTRACT FOR THE
O'BRIEN PARK PLAYGROUND INSTALLATION

BIDDER'S SWORN ACKNOWLEDGEMENT

Ross Burns [NAME OF DEPONENT] ("***Deponent***"), being first duly sworn on oath, deposes and states that the undersigned Bidder is organized as indicated below and that all statements herein made are made on behalf of such Bidder in support of its Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed and checked its Bidder's Proposal and that the statements contained in its Bidder's Proposal and in this Acknowledgement are true and correct.

COMPLETE APPLICABLE SECTION ONLY

1. **Corporation**

Bidder is a corporation that is organized and existing under the laws of the State of Illinois, that is qualified to do business in the State of Illinois, and that is operating under the legal name of Elanar Construction Company.

The officers of the corporation are as follows:

TITLE	NAME	ADDRESS
President	Ross Burns	701 Surrey Ln Glenview, IL 6002
Vice President		
Secretary		
Treasurer		

2. **Partnership**

Bidder is a partnership that is organized, existing and registered under the laws of the State of _____ pursuant to that certain Partnership Agreement dated as of __/__/__ that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

The general partners of the partnership are as follows:

ACKNOWLEDGEMENT

NAME	**ADDRESS**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. **Individual**

Bidder is an individual whose full name is _____ whose residence address is and whose business address is _____. If operating under a trade or assumed name said trade or assumed name is as follows: _____**[TRADE OR ASSUMED NAME]**.

4. **Joint Venture**

Bidder is a joint venture that is organized and existing under the laws of the State of _____ pursuant to that certain Joint Venture Agreement dated as of __/__/__ that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

The signatories to the aforesaid Joint Venture Agreement are as follows:

ACKNOWLEDGEMENT

NAME (and ENTITY TYPE)	**ADDRESS**
_____(__)	_____
_____(__)	_____
_____(__)	_____

[For each signatory, indicate type of entity (Corporation = "C"; Partnership = "P"; and Individual = "I") and provide, on separate sheets, the information required in Paragraph 1, 2, or 3 above, as applicable]

DATED this 9th day of March, 2015.

ATTEST:

By: _____

Title: Sr. PM

Elanar Construction
Bidder

By: _____

Title: President

Subscribed and Sworn to
Before me this 9th day
of March, 2015

Rebecca Dudek
Notary Public

My Commission Expires: 10/14/18

[SEAL]

OFFICIAL SEAL
REBECCA DUDEK
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/14/18

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7, FOR SIGNATURE REQUIREMENTS

VILLAGE OF LINCOLNWOOD
CONTRACT FOR THE
O'BRIEN PARK PLAYGROUND INSTALLATION

BIDDER'S SWORN WORK HISTORY STATEMENT (Only required of new Bidders)

Ross Burns

("***Deponent***"), being first duly sworn on oath, deposes and states that all statements made in this Sworn Work History Statement are made on behalf of the undersigned Bidder in support of its Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed and checked this Sworn Work History Statement and that the statements contained in this Sworn Work History Statement are true and correct.

IF NECESSARY FOR FULL DISCLOSURE, ADD SEPARATE SHEETS

JOINT VENTURES MUST SUBMIT SEPARATE SWORN WORK HISTORY STATEMENTS FOR THE JOINT VENTURE AND FOR EACH SIGNATORY TO THE JOINT VENTURE AGREEMENT

1. **Nature of Business**

State the nature of Bidder's business: Park and playground construction contractor

2. **Composition of Work**

During the past three years, Bidder's work has consisted of:

5 % Federal	90 % As Contractor	25 % Bidder's Forces
80 % Other Public	10 % As Subcontractor	35 % Subcontractors
15 % Private		40 % Materials

3. **Years in Business**

State the number of years that Bidder, under its current name and organization, has been continuously engaged in the aforesaid business: 12.5 years

WORK HISTORY STATEMENT

4. **Predecessor Organizations**

If Bidder has been in business under its current name and organization for less than five years, list any predecessor organizations:

NAME	ADDRESS	YEARS

5. **Business Licenses**

List all business licenses currently held by Bidder:

ISSUING AGENCY	TYPE	NUMBER	EXPIRATION
City of Chicago	GC	TGC029018	7/22/2015
City of Chicago	Sewer & Drain layer	2567	12/31/2015

6. **Related Experience**

List three projects most comparable to the Work completed by Bidder, or its predecessors, in the past five years:

	PROJECT ONE	PROJECT TWO	PROJECT THREE
The Owner Name	Glenview PD	Chicago PD	Winnetka PD
The Owner Address	1930 Prairie St Glenview, IL	541 N.Fairbanks Chicago, IL	540 Hibbard Rd Winnetka, IL
Reference	Ken Wexler	Randy DuRussel	Rick Schram
Telephone Number	224.521.2264	312.742.4694	847.501.2055
Type of Work	Playground con-struction	Playground con-struction	Playground con-struction

ELANAR Construction Co.

2011-2014 Project Reference List

Owner	Project Name	Contact	Phone#	Total Value
Arlington Heights PD	Recreation, Melas, Virginia Terrace & Evergreen Parks	Scott Elman	847.506.7144	$ 846,085
Bartlett Park District	Ancient Oaks & Oak Grove	Ed Reidy	630.837.6608	$ 182,389
Bensenville SD	Tioga & Johnson Schools	Purchasing		$ 227,424
Chicago Park District	Mather , Claremont, Mellin, Merryman, Merrimac, Touhy, Columbus, Lucy Flower, Hiawatha, and Lindblom Park Artificial Turf Field	Randy DuRussel	312.742.4694	$ 7,004,784
Chicago Public Schools	Numerous in 2013-2014	Purchasing		$ 616,134
Buffalo Grove Park District	Tartan Park	Bill Heider	847.850.2160	$ 63,405
Crystal Lake PD	Fetzner, Sam Johns & Della St.	Ann Viger	815.459.0680	$ 563,278
Cunningham Recreation	Numerous Parks	Scott Cunningham	800.942.1062	$ 334,408
Deerfield Park District	Rec Community Center	Jay Zohn	847.945.0670	$ 179,400
City of Evanston	Firemen's Park	Stefanie Levine	847.448.8043	$ 255,400
Fox Valley Park District	Bluff St. Park	Greg Stevens	847.897.0516	$ 213,784
Glenview Park District	Flick and 10 others	Ken Wexler	224.521.2264	$ 4,097,147
Hoffman Estates PD	Sycamore, Salem, Canterbury & Seascape Parks	Gary Bucskowski	847.885.7500	$ 296,324
Itasca Park District	Peacock Park	Eric Hornig	630.961.1787	$ 567,730
Village of Hanover Park	Memorial Park	Howard Killian	630.823.5600	$ 184,744
Morton Grove PD	Harrer Park	Greg Jayne	847.965.0065	$ 171,813
Wilmette Park District	Wheeler, Thornwood, Community & Early Childhood	Bill Lambrecht	847.256.6100	$ 432,048
Winnetka Park District	Village Green, Northfield and Skokie Playfield	Rick Schram	847.501.2055	$ 489,759

WORK HISTORY STATEMENT

	PROJECT ONE	PROJECT TWO	PROJECT THREE
Contractor (If Bidder was) (Subcontractor)	Glenview numerous parks	Chicago PD numerous parks	Winnetka PD numerous parks
Amount of Contracts	$4 million +	$9 million +	$800,000 +
Date Completed	last project completed 9/2014	last project completed 8/2014	last project completed 7/2014

DATED this 6th day of March, 2015.

ATTEST:

By: _____

Title: SR. PM

Elanar Construction
Bidder

By: Ross Burns

Title: President

Subscribed and Sworn to
Before me this 9th day
of March, 2015.

Rebecca Dudek
Notary Public

My Commission Expires: 10/14/18

[SEAL]

OFFICIAL SEAL
REBECCA DUDEK
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/14/18

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7, FOR SIGNATURE REQUIREMENTS



100-Year Limited Warranty On all PlayBooster®, PlayShaper® and PlaySense® aluminum posts, stainless steel fasteners, clamps, beams and caps against structural failure due to corrosion/natural deterioration or manufacturing defects, and on PlayBooster, Evos® and Weevos® steel posts and arches against structural failure due to material or manufacturing defects.

15-Year Limited Warranty On all plastic components (including TuffTimbers™ edging), all steel components (except 100-year steel posts), Mobius® climbers, decks and TenderTuff™ coatings (except Wiggle Ladders, Chain Ladders and Swing Chain) against structural failure due to material or manufacturing defects. TuffTurf® tiles against material or manufacturing defects.

10-Year Limited Warranty On concrete products against structural failure due to natural deterioration or manufacturing defects. Does not cover minor chips, hairline cracks or efflorescence.

8-Year Limited Warranty On Aeronet® climbers and climbing cables against defects in materials or manufacturing defects. On CoolToppers® fabric against failure from significant fading, deterioration, breakdown, mildew, outdoor heat, cold or discoloration. This warranty is limited to the design loads as stated in the specifications found in the technical information.

5-Year Limited Warranty On PebbleFlex® surfacing system against failure due to delamination, manufacturing defects, installation services provided by Landscape Structures Inc. and impact attenuation.

3-Year Limited Warranty On all other parts, i.e.: Pulse™ products, CableCore® products, all swing seats and hangers, Mobius climber handholds, Wiggle Ladders, Chain Ladders and ProGuard™ Swing Chain, Track Ride trolleys and bumpers, all rocking equipment including Sway Fun® gliders, PVC belting material, HealthBeat® resistance mechanism, Seesaws, Wiggle Ring Bridge, etc., against failure due to corrosion/natural deterioration or manufacturing defects.

This warranty does not include any cosmetic issues or wear and tear from normal use. It is valid only if the playstructures and/or equipment are erected to conform with Landscape Structures' installation instructions and maintained according to the maintenance procedures furnished by Landscape Structures Inc.

landscape structures

2015 Play Equipment Warranty

You have our word.

Landscape Structures Inc. warrants that all playstructures and/or equipment sold will conform in kind and in quality to the specifications manual for the products identified in the Acknowledgment of Order and will be free of defects in manufacturing and material. Seller further warrants:

All the warranties commence on date of Seller's invoice. Should any failure to conform to the above express warranties appear within the applicable warranty period, Seller shall, upon being notified in writing promptly after discovery of the defect and within the applicable warranty period, correct such nonconformity either by repairing any defective part or parts, or by making available a replacement part within 60 days of written notification. Seller shall deliver the repaired or replacement part or parts to the site free of charge, but will not be responsible for providing labor or the cost of labor for the removal of the defective part or parts and the installation of any replacement part or parts. Replacement parts will be warranted for the balance of the original warranty.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

The remedies hereby provided shall be the exclusive and sole remedies of the purchaser. Seller shall not be liable for any direct, indirect, special, incidental or consequential damages.

Seller neither assumes nor authorizes any employee, representative or any other person to assume for Seller any other liability in connection with the sale or use of the structures sold, and there are no oral agreements or warranties collateral to or affecting this agreement. The warranty stated above is valid only if the structures and/or equipment are erected in conformance with Landscape Structures' installation instructions and maintained according to the maintenance procedures furnished by Landscape Structures Inc., have been subjected to normal use for the purpose for which the goods were designed; have not been subject to misuse, negligence, vandalism, or accident; have not been subjected to addition or substitution of parts; and have not been modified, altered, or repaired by persons other than Seller or Seller's designees in any respect which, in the judgement of Seller, affects the condition or operation of the structures. To make a claim, send your written statement of claim, along with the original job number or invoice number to: Landscape Structures Inc. 601 7th Street South, Delano, Minnesota, 55328-8605.

Signed: _____ Chairman **Date:** 01/01/2015



Terms of Sale

PRICING: Landscape Structures' list prices do not include delivery and handling charges. Prices are subject to change without notice.

TERMS: To tax-supported institutions and those with established credit: net 30 days from the date of the invoice. 1.5% per month thereafter; freight charges are prepaid and applied to the invoice.

TAXES: Landscape Structures' list prices do not include applicable taxes, if any.

WEIGHTS: Weights are approximate and may vary.

DELIVERY: If delivery of the equipment is by common carrier, and there is damage or a shortage, notify the carrier at once and sign delivery documents provided by the carrier noting the damage or shortage. Most products are delivered on large pallets and will require a forklift or similar equipment to unload as a unit on the site.

INSTALLATION: All playstructures and/or equipment are delivered unassembled and packaged with recyclable materials. For a list of factory-certified installers in your area, please contact your Landscape Structures playground consultant.

SERVICE: We have knowledgeable, qualified playground consultants throughout the world who are available to help you before, during and after the sale. Landscape Structures has exclusive design software that features all of our parts and pieces in pull-down menus. With this software, your playground consultant can design a playground layout that meets not only your needs, but ASTM and CPSC standards as well. In addition, we have a full staff of NPSI-certified designers, along with 2-D and 3-D drawing capabilities and custom capabilities to assist you with your playground plans.

RETURN POLICY: As an indication of our commitment to our customers, Landscape Structures will accept returns of new structures and/or new equipment purchased within 60 days of the original invoice date. Advance notification is necessary to ensure proper credit. Parts not included in this return policy are custom parts (including PlayShaper® posts), as well as used or damaged parts. A 20% restock fee plus all return freight charges will apply to all product returns. NOTE: All parts are subject to inspection upon return. Parts returned damaged may not receive a full credit. For this reason, it is important that all returned parts are properly packaged to prevent damage while in transit.

PRODUCT CHANGES: Because of our commitment to safety, innovation, and value, we reserve the right to change specifications at any time.

PLEASE CONTACT US AT:

Landscape Structures Inc.
601 7th St. South
Delano, MN 55328-8605
888.438.6574 *(inside the U.S.A.)*
763.972.5200 *(outside the U.S.A.)*
playlsi.com

landscape structures®

#207587-00 © 2015 Landscape Structures Inc. Printed in the U.S.A. All rights reserved. #765-2078

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE PURCHASE AND INSTALLATION OF

PLAYGROUND AT O'BRIEN PARK

TABLE OF CONTENTS

1. **INVITATION TO BID** 1
2. **DEFINED TERMS** 1
3. **THE BID PACKAGE** 1
4. **INSPECTION AND EXAMINATION** 2
5. **BID OPENING** 2
6. **BID SECURITY AND INSURANCE** 2

Contractor's Certification

Attachment A -	Supplemental Schedule of Contract Terms
Attachment A-1	Schedule of Contract Prices
Attachment B -	Specifications
Attachment C -	List of Drawings
Attachment D -	Special Project Requirements
Appendix -	Prevailing Wage Ordinance

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE CONSTRUCTION OF

NAME OF WORK

INVITATION FOR BIDDER'S PROPOSALS

OWNER: Village of Lincolnwood ("***Owner***")
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Attn: [INSERT NAME AND TITLE OF VILLAGE CONTACT]

1. **Invitation to Bid**

Owner invites sealed Bidder's Proposals for the Work described in detail in the Contract and generally described as follows:

_____

_____

The Work shall be performed at the following Work Site:

[INSERT DESCRIPTION OF WORK SITE]

_____

_____

2. **Defined Terms**

All terms capitalized in this Invitation for Bidder's Proposals and in the other documents included in the Bid Package are defined in the documents included in the Bid Package, as hereinafter defined, and shall have such defined meanings wherever used.

3. **The Bid Package**

The Bid Package consists of the following documents, all of which are by this reference made a part of this Invitation for Bidder's Proposals as though fully set forth herein:

(1) Invitation for Bidder's Proposals;

(2) General Instructions to Bidders;

(3) Addenda, if issued;

(4) Bidder's Proposal;

(5) Bidder's Sworn Acknowledgement;

(6) Bidder's Sworn Work History Statement;

(7) Other Information Submitted by Bidder, if requested;

(8) Notice of Award; and

(9) Contract, including all of its Attachments and Appendices, if any.

4. **Inspection and Examination**

The Bid Package may be examined at the office of Owner as listed above. A copy of the Bid Package in making copies of the Bid Package available to prospective Bidders, Owner does so only for the purpose of obtaining Bidder's Proposals and such provision does not confer a license or grant for any other use.

Each prospective Bidder shall, before submitting its Bidder's Proposal, carefully examine the Bid Package. Each prospective Bidder shall then inspect in detail the Work Site and the surrounding area and shall familiarize itself with all local conditions, including subsurface, underground and other concealed conditions, affecting the Contract, the Work and the Work Site. The Bidder whose Bidder's Proposal is accepted will be responsible for all errors in its Bidder's Proposal including those resulting from its failure or neglect to make a thorough examination and investigation of the Bid Package and the conditions of the Work Site and the surrounding area.

5. **Bid Opening**

Owner will receive sealed Bidder's Proposals for the Work until **11:00 a.m.**, local time, _____ **[DATE]**, at Owner's office listed above, at which time, or as soon thereafter as possible, all Bidder's Proposals will be publicly opened and read aloud. Bidders or their agents are invited to be present.

6. **Bid Security and Insurance**

A. Bid Security. Each Bidder's Proposal shall be accompanied by a security deposit in the form of a Cashier's Check or Certified Check drawn on a solvent bank insured by the Federal Deposit Insurance Corporation and payable without condition to Owner

Contract Bid Security Amounts

Amount of Proposal		**Security Amount**
$ -	**$ 5000**	**0 %**
$ 5,001	**$ 10,000**	**0 %**
$ 10, 001	**$ 50,000**	**10.0 %**
$ 50, 001	**$ 100,000**	**5.0 %**
$ 100, 001	**$ 5,000,000**	**3.0 %**

B. Performance and Payment Bonds. The successful Bidder will be required to furnish a Performance Bond and a Labor and Material Payment Bond upon award of the Contract, each in the penal sum of the full amount of the Contract Price, on forms provided by, or otherwise acceptable to, Owner, from a surety company meeting the requirements set forth above. Each Bidder's Proposal must be accompanied by a letter from such a surety company stating that it will execute Bonds on forms provided by, or otherwise acceptable to, Owner, upon award of the Contract to Bidder.

C. Insurance. The successful Bidder will be required to furnish certificates and policies of insurance as required by Section 4.2 of the Contract upon award of the Contract. Each Bidder's Proposal must be accompanied by a letter from Bidder's insurance carrier or its agent certifying that said insurer has read the requirements set forth in the Contract and will issue the required certificates and policies of insurance upon award of the Contract to Bidder.

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE PURCHASE AND INSTALLATION OF PLAYGROUND EQUIPMENT AT O'BRIEN PARK

GENERAL INSTRUCTIONS TO BIDDERS

TABLE OF CONTENTS

Section		Page
1.	**INTERPRETATION OF DOCUMENTS INCLUDED IN BID PACKAGE**	1
2.	**CALCULATION OF UNIT PRICE PROPOSALS**	2
3.	**PREVAILING WAGES**	2
4.	**TAXES AND BENEFITS**	2
5.	**PERMITS AND LICENSES**	2
6.	**PREPARATION OF BIDDER'S PROPOSAL**	3
7.	**SIGNATURE REQUIREMENTS**	3
8.	**BID SECURITY**	4
9.	**SUBMISSION OF BIDDER'S PROPOSAL**	5
10.	**WITHDRAWAL OF BIDDER'S PROPOSAL**	5
11.	**QUALIFICATION OF BIDDERS**	5
12.	**DISQUALIFICATION OF BIDDERS**	6
13.	**AWARD OF CONTRACT**	6
14.	**NOTICE OF AWARD; EFFECTIVE DATE OF AWARD**	7
15.	**CLOSING OF CONTRACT**	7
16.	**FAILURE TO CLOSE**	8
17.	**SPECIAL INSTRUCTIONS**	8

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE CONSTRUCTION OF

NAME OF WORK

GENERAL INSTRUCTIONS TO BIDDERS

1. Interpretation of Documents Included in Bid Package

A. Defined Terms. All terms capitalized in these General Instructions to Bidders and in the other documents included in the Bid Package are defined in the documents included in the Bid Package and shall have such defined meanings wherever used.

B. Implied Terms. If any personnel, equipment, materials, or supplies that are not directly or indirectly set forth in the Contract are nevertheless necessary to the proper provision, performance, and completion of the whole of the Work in accordance with the intent of the Contract, each prospective Bidder shall understand such personnel, equipment, materials, or supplies to be implied and shall provide for such personnel, equipment, materials, or supplies in its Bidder's Proposal as fully as if it were particularly described.

C. Information Provided by Owner. When information pertaining to subsurface, underground or other concealed conditions, soils analysis, borings, test pits, utility locations or conditions, buried structures, condition of existing structures, and other preliminary investigations is distributed with the Bid Package, or such information is otherwise made available to any prospective Bidder by Owner, such information is distributed or made available solely for the convenience of such prospective Bidder and is not part of the Bid Package. Owner assumes no responsibility whatever in respect to the sufficiency or accuracy of any such information, and there is no guaranty or warranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the Work or the Work Site, or that the conditions indicated are representative of those existing at any particular location, or that unanticipated conditions may not be present.

D. Addenda. No interpretation of the documents included within the Bid Package will be made except by written addendum duly issued by Owner ("***Addendum***"). No interpretation not contained in an Addendum shall be valid or have any force or effect whatever, nor entitle any Bidder to assert any claim or demand against Owner on account thereof.

All Addenda issued prior to the opening of Bidder's Proposals shall become a part of the Bid Package. Each prospective Bidder shall be responsible for inquiring from time to time as to the availability of Addenda.

If any prospective Bidder is in doubt as to the true meaning of any part of the Bid Package, such prospective Bidder shall submit to Owner a written request for an interpretation thereof as far in advance of the scheduled opening of Bidder's Proposals as possible.

Owner shall use its best efforts to issue Addenda in response to all valid, appropriate, and timely inquiries, but accepts no responsibility for doing so. Inquiries not answered by Addenda shall be considered invalid, inappropriate, or untimely inquiries.

2. **Calculation of Unit Price Proposals**

On all items for which Bidder's Proposals are to be received on a unit price basis, the approximate quantities stated in the Schedule of Prices are Owner's estimate only for Owner's convenience in comparing Bidder's Proposals and shall not be relied upon by Prospective Bidders. Each prospective Bidder shall, before submitting its Bidder's Proposal, make its own estimate of the quantities of Unit Price Items required to complete the Work and shall determine its Price Proposal for each Unit Price Item in light of its own estimate.

3. **Prevailing Wages**

In accordance with the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., not less than the prevailing rate of wages for similar work in the locality in which the Work is to be performed shall be paid to all laborers. A copy of Owner's ordinance ascertaining the prevailing rate of wages, in effect as of the date of the Invitation for Bidder's Proposals, is included in the Bid Package. If the Illinois Department of Labor revises the prevailing rate of hourly wages to be paid, the revised rate shall apply to the Contract (when applicable).

4. **Taxes and Benefits**

Owner is exempt from state and local sales, use, and excise taxes. Bidder's Price Proposal shall not include any such taxes. A letter of exemption will be provided to the successful Bidder, if necessary. Owner will not reimburse, nor assist the successful Bidder in obtaining reimbursement for, any state or local sales, use or excise taxes paid by the successful Bidder.

Bidder's Price Proposal shall include all other applicable federal, state, and local taxes of every kind or nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities or other similar benefits.

5. **Permits and Licenses**

Except as otherwise expressly provided in Attachment A to the Contract, Bidder's Price Proposal shall include the cost of obtaining all permits, licenses, and other approvals and authorizations required by law for performance of the Work. It shall be the sole responsibility of each prospective Bidder to determine the applicable permits, licenses, and other approvals and authorizations and no extra compensation shall be paid by Owner for the successful Bidder's failure to include these costs in its Bidder's Proposal.

6. **Preparation of Bidder's Proposal**

Bidder's Proposals to enter into the Contract for the Work shall be made only on the blank Bidder's Proposal form furnished by Owner and included in the Bid Package. The Bidder's Proposal form included in the Bid Package *shall be removed* from the Bid Package *prior to* preparation for submission.

Entries on the Bidder's Proposal form shall be typed or legibly written in ink. Price Proposals are to be written by words and by figures as provided on the Bidder's Proposal form. In case of any conflict, words shall prevail. In case of any error in adding or multiplying individual items, the prices listed for individual items shall control over any incorrect total of such items. A Bidder's Proposal may be rejected if it does not contain a requested price for each and every item named in the Bidder's Proposal form or may be interpreted as bidding "no charge" to Owner for any item left blank.

Prospective Bidders are warned against making alterations of any kind to the Bidder's Proposal form or to any entry thereon. Bidder's Proposals that contain omissions, conditions, alterations, or additions not called for may be rejected or interpreted so as to be most favorable to Owner.

Each Bidder shall securely staple into its Bidder's Proposal a copy of each Addendum issued and shall include in the place provided therefore in the Bidder's Proposal form a listing of all such Addenda.

Each Bidder shall complete and securely staple into its Bidder's Proposal the Bidder's Sworn Acknowledgement (both Sealed and Notarized) and the Bidder's Sworn Work History Statement (when applicable) included in the Bid Package, and shall staple into its Bidder's Proposal the Bid Security and the surety and insurance commitment letters as specified in the Invitation for Bidder's Proposals.

Every Bidder submitting a Bidder's Proposal shall be conclusively deemed to have evidenced an intention to be bound thereby whether or not the requirements for signing Bidder's Proposals found in Section 7 of these General Instructions to Bidders are satisfied. However, any Bidder's Proposal that fails to comply with Section 7 of these General Instructions to Bidders may nevertheless be rejected.

Bidder's Proposals that are not submitted on the Bidder's Proposal form furnished by Owner or that are not prepared in accordance with these General Instructions to Bidders may be rejected. If a deficiently prepared Bidder's Proposal is not rejected, Owner may demand correction of any deficiency and award the Contract to Bidder upon satisfactory compliance with these General Instructions to Bidders.

7. **Signature Requirements**

A. Bidder's Proposals. The following requirements shall be observed in the signing of each Bidder's Proposal:

(1) Corporations. Each Bidder's Proposal submitted by a corporation shall be signed by the President or other authorized officer of the corporation and shall also bear the attesting signature of the Secretary or Assistant Secretary of the corporation.

(2) Partnerships. Each Bidder's Proposal submitted by a partnership shall be signed by all of its general partners or by an attorney-in-fact.

(3) Individuals. Each Bidder's Proposal submitted by an individual shall be signed by such individual or by an attorney-in-fact.

(4) Joint Ventures. Each Bidder's Proposal submitted by a joint venture shall be signed by each signatory of the joint venture agreement by which such joint venture was formed in accordance with the applicable provisions of (1), (2), and (3) above or by an attorney-in-fact.

When requested by Owner, satisfactory evidence of the authority of the person or persons signing on behalf of Bidder shall be furnished.

B. Other Documents. The signature requirements set forth in Subsection 7A shall apply to all other documents in the Bid Package required to be executed by Bidder, Bidder's sureties and Bidder's insurance representatives as well as to the Contract, the Contractor's Certification, and all other required documentation related to the Contract.

8. **Bid Security**

A. Required Bid Security. Every Bidder's Proposal shall be accompanied by bid security in the form of a Cashier's Check or Certified Check as specified in the Invitation for Bidder's Proposals ("***Bid Security***"), which Bid Security shall stand as a guaranty that (1) Bidder will submit all additional information requested by Owner; (2) if such Bidder's Proposal is accepted, Bidder will timely file the Bonds and the certificates and policies of insurance required by the Contract; and (3) if such Bidder's Proposal is accepted, Bidder will timely execute the Contract, the Contractor's Certification, and all other required documentation related to the Contract. Bid Bonds will not be accepted.

B. Return of Bid Security. The Village will hold the Bid Security from the two lowest Bidders until the contract is signed. Bid Security submitted in the form of Cashier's Checks or Certified Checks will be returned within five days after execution of the Contract by Owner. C. Liquidated Damages. If a Bidder fails to timely submit all additional information requested by Owner, or if the successful Bidder fails to timely and properly submit all required Bonds, certificates and policies of insurance, or if the successful Bidder fails to timely and properly execute the Contract, the Contractor's Certification, and all other required documentation related to the Contract, it will be difficult and impracticable to ascertain and

determine the amount of damage that Owner will sustain by reason of any such failure. For such reason, every Bidder shall, by submitting its Bidder's Proposal, be deemed to agree that Owner shall have the right, at its option in the event of any such default, to retain or recover as reasonably estimated liquidated damages, and not as a penalty, the entire amount of the Bid Security , or to exercise any and all equitable remedies it may have against the defaulting Bidder.

9. **Submission of Bidder's Proposal**

One copy of each Bidder's Proposal, properly signed, together *with all other required documents*, shall be enclosed in a sealed envelope or package and shall be addressed and delivered to the place, before the time, and in the manner designated in the Invitation for Bidder's Proposals. All Bidder's Proposals received after the time for the opening of bids specified in the Invitation for Bidder's Proposals will be returned unopened.

Each sealed envelope or package containing a Bidder's Proposal shall be identified as such and shall be visibly marked with the title of the Contract and Bidder's full legal name. All Addenda will be considered part of each Bidder's Proposal whether attached or not.

10. **Withdrawal of Bidder's Proposa**l

Any Bidder's Proposal may be withdrawn at any time prior to the opening of any Bidder's Proposal, provided that a request in writing, executed by Bidder in the manner specified in Section 7 of these General Instructions to Bidders, for the withdrawal of such Bidder's Proposal is filed with Owner prior to the opening of any Bidder's Proposal. The withdrawal of a Bidder's Proposal *prior to opening* of any Bidder's Proposal will not prejudice the right of Bidder to file a new Bidder's Proposal.

No Bidder's Proposal shall be withdrawn without the consent of Owner for a period of 60 days after the opening of any Bidder's Proposal. Any Bidder's Proposal may be withdrawn at any time following the expiration of said 60 day period, provided that a request in writing, executed by Bidder in the manner specified in Section 7 of these General Instructions to Bidders, for the withdrawal of such Bidder's Proposal is filed with Owner after said 60 day period. If no such request is filed, the date for acceptance of such Bidder's Proposal shall be deemed to be extended until such a request is filed or until Owner executes a Contract pursuant to the Invitation for Bidder's Proposals or until Owner affirmatively and in writing rejects such Bidder's Proposal.

11. **Qualification of Bidders**

A. Factors. Owner intends to award the Contract only to a Bidder that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, plant, organization and staffing to enable it to perform the Work successfully and promptly and to complete the Work for the Contract Price and within the Contract Time.

B. Additional Information. Owner reserves the right to require from any Bidder, prior to award of the Contract, a detailed statement regarding the business and technical

organizations and plant of Bidder that is available for the Work. Information pertaining to financial resources, experience of personnel, contract defaults, litigation history, and pending construction projects *may also be requested*.

C. Final Determination. The final selection of the successful Bidder shall be made on the basis of the amount of the Bidder's Price Proposals, Owner's prior experience with the Bidders, Owner's knowledge of the Bidders' performance on other relevant projects, any additional information submitted by Bidders to satisfy Owner that Bidders are adequately prepared to fulfill the Contract, and all other relevant facts or matters mentioned in the Bid Package or that Owner may legally consider in making its determination.

12. Disqualification of Bidders

A. More Than One Bidder's Proposal. No more than one Bidder's Proposal for the Work described in the Contract shall be considered from any single corporation, partnership, individual or joint venture, whether under the same *or different names* and whether or not in conjunction with any other corporation, partnership, individual or joint venture. Reasonable grounds for believing that any corporation, partnership, individual or joint venture is interested in more than one Bidder's Proposal for the Work may cause the rejection of all Bidder's Proposals in which such corporation, partnership, individual or joint venture is interested. Nothing contained in this Subsection 12A shall prohibit any single corporation, partnership, individual or joint venture, whether under the same or different names and whether or not in conjunction with any other corporation, partnership, individual or joint venture, from submitting a bid or quoting prices to *more than one Bidder* for equipment, materials and supplies or labor to be furnished as a subcontractor or supplier.

B. Collusion. If there are reasonable grounds for believing that collusion exists among any Bidders, all Bidders' Proposals of the participants in such collusion will not be considered.

C. Default. If a Bidder is or has been in default on a contract with Owner or in the payment of monies due Owner, its Bidder's Proposal will not be considered.

13. Award of Contract

A. Reservation of Rights. Owner reserves the right to accept the Bidder's Proposal that is, in its judgment, the best and most favorable to the interests of Owner and the public; to reject the low Price Proposal; to accept any item of any Bidder's Proposal; to reject any and all Bidder's Proposals; to accept and incorporate corrections, clarifications or modifications following the opening of the Bidder's Proposals when to do so would not, in Owner's opinion, prejudice the bidding process or create any improper advantage to any Bidder; and to waive irregularities and informalities in the bidding process or in any Bidder's Proposal submitted; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defects or informalities, and Bidders should not rely upon, or anticipate, such waivers in submitting their Bidder's Proposals.

B. Firm Offers. All Bidder's Proposals are firm offers to enter into the Contract and no Bidder's Proposals shall be deemed rejected, notwithstanding acceptance of any other Bidder's Proposal, *until the Contract has been executed* by both Owner and the successful Bidder or until Owner affirmatively and in writing rejects such Bidder's Proposal.

C. Time of Award. It is expected that the award of the Contract, if it is awarded, will be made within 60 days following the opening of the Bidder's Proposals. Should administrative difficulties be encountered after the opening of the Bidder's Proposals, including the annulment of any award, that may delay an award or subsequent award beyond such 60 day period, Owner may accept any Bidder's Proposal for which the date for acceptance *has been extended* as provided in Section 10 of these General Instructions to Bidders in order to avoid the need for readvertisement. No Bidder shall be under any obligation to extend the date for acceptance of its Bidder's Proposal. Failure of one or more of the Bidders or their sureties to extend the date for acceptance of its Bidder's Proposal shall not prejudice the right of Owner to accept any Bidder's Proposal for which the date for acceptance has been extended.

14. Notice of Award; Effective Date of Award

If the Contract is awarded by Owner, such award shall be effective when a Notice of Award in the form included in the Bid Package has been delivered to the successful Bidder ("***Effective Date of Award***"). Owner will prepare four copies of the Contract based upon Bidder's Proposal and will submit them to the successful Bidder with the Notice of Award.

15. Closing of Contract

A. Closing Date. Unless otherwise stated in the Notice of Award, the successful Bidder shall satisfactorily complete all Conditions Precedent to Closing before, and the Contract and *all related documents* shall be executed, submitted and exchanged by Owner and Bidder ("***Closing***") on, *the tenth day* following the Effective Date of Award or within such extended period as Owner may, in the exercise of its sole discretion, authorize in writing after issuance of the Notice of Award ("***Closing Date***").

B. Conditions Precedent to Closing. On or before the Closing Date, the successful Bidder shall: (1) sign (see Section 7), date as of the Closing Date, and submit to Owner all four copies of the Contract, the Contractor's Certification, and *all other required documentation* related to the Contract on or before the Closing Date; and (2) submit four executed copies of all required Bonds dated as of the Closing Date and all certificates and policies of insurance (see Contract, Article IV) ("***Conditions Precedent to Closing***").

Failure to timely execute or submit any of the aforesaid documents shall be grounds for the imposition of liquidated damages as more specifically set forth in Section 8 above. If the submitted documents or any of them fail to comply with these General Instructions to Bidders or the Contract or are not timely executed and submitted, Owner may, in its sole discretion, annul the award or allow the successful Bidder an opportunity to correct the deficiencies.

In no event will Owner execute the Contract until any and all such deficiencies have been cured or Owner has received adequate assurances, as determined by Owner, of complete and prompt performance.

C. Closing. At the Closing, and provided that all documents required to be submitted prior to or at the Closing have been reviewed and determined by Owner to be in compliance with these General Instructions to Bidders and the Contract, or assurances of complete and prompt performance satisfactory to Owner have been received, Owner shall execute all copies of the Contract, retain three copies of the completed Contract, and tender one copy to the successful Bidder at the Closing.

16. **Failure to Close**

A. Annulment of Award; Liquidated Damages. The failure or refusal of a successful Bidder to comply with the Conditions Precedent to Closing or to Close shall be just cause for the annulment of the award and the imposition of liquidated damages or the exercise of equitable remedies, both as more specifically set forth in Section 8 above.

B. Subsequent Awards. Upon annulment of an award, Owner may accept, and award a Contract based on, any other Bidder's Proposal as Owner, in its sole judgment, deems to be the best or may invite new Proposals or may abandon the bidding process or the Work.

17. **Special Instructions**

See Attachment D of Contract

PROPOSAL

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE CONSTRUCTION OF

NAME OF WORK

BIDDER'S PROPOSAL

Full Name of Bidder _____("***Bidder***")

Principal Office Address _____

Local Office Address _____

Contact Person _____ Telephone _____

TO: Village of Lincolnwood ("***Owner***")
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Attention: [INSERT NAME AND TITLE OF VILLAGE CONTACT]

Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. _____, which are securely stapled to the end of this Bidder's Proposal [if none, write "NONE"] ("*Bid Package*").

Bidder acknowledges and agrees that all terms capitalized in this Bidder's Proposal shall have the meaning given to them in the documents included in the Bid Package.

1. **Work Proposal**

A. Contract and Work. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will contract with Owner, in the form of the Contract included in the Bid Package: (1) to provide, perform and complete at the site or sites described in the Bid Package ("***Work Site***") and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the _____ **DESCRIPTION OF WORK]**; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds

and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract; all of which is herein referred to as the "Work."

B. Manner and Time of Performance. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that the Bidder will perform the Work in the manner and time prescribed in the Bid Package and according to the requirements of Owner pursuant thereto.

C. General. If this Bidder's Proposal is accepted, Bidder proposes, and agrees, that Bidder will do all other things required of Bidder or Contractor, as the case may be, by the Bid Package.

2. **Contract Price Proposal**

If this Bidder's Proposal is accepted, Bidder will, except as otherwise provided in Section 2.1 of the Contract, take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth on the following "Schedule of Prices" ("***Price Proposal***"), which Schedule of Prices Bidder understands and agrees will be made a part of the Contract:

SCHEDULE OF PRICES (Choose One)

☐ A. LUMP SUM CONTRACT

For providing, performing, and completing all Work, the total Contract Price of:

_____ Dollars and _____ Cents
(in writing) (in writing)

_____ Dollars and _____ Cents
(in figures) (in figures)

☐ B. UNIT PRICE CONTRACT

For providing, performing, and completing all Work, the sum of the products resulting from multiplying the number of acceptable units of Unit Price Items listed below incorporated in the Work by the Unit Price set forth below for such Unit Price Item:

PROPOSAL

COMPLETE TABLE AS INDICATED

Unit Price Item	Unit	Approximate Number of Units	Price Per Unit	Extension
1			$_____	$_____
2			$_____	$_____
3			$_____	$_____

TOTAL CONTRACT PRICE:

_____ Dollars and _____ Cents
(in writing) (in writing)

_____ Dollars and _____ Cents
(in figures) (in figures)

☐ C. COMBINED LUMP SUM/UNIT PRICE CONTRACT

(1) For providing, performing, and completing all Work related to _____ **DESCRIPTION OF LUMP SUM WORK]**, the total sum of:

_____ Dollars and _____ Cents
(in writing) (in writing)

_____ Dollars and _____ Cents
(in figures) (in figures)

(2) For providing, performing, and completing all Work related to _____
[DESCRIPTION OF UNIT PRICE WORK], the sum of the products resulting from multiplying the number of acceptable units of Unit Price Items listed below incorporated in the Work by the Unit Price set forth below for such Unit Price Item:

COMPLETE TABLE AS INDICATED

PROPOSAL

	Unit Price Item	Unit	Approximate Number of Units	Price Per Unit	Extension
1				$_____	$_____
2				$_____	$_____
3				$_____	$_____

TOTAL CONTRACT PRICE (the sum of (1) plus the extension of (2)):

_____ Dollars and _____ Cents
(in writing) (in writing)

_____ Dollars and _____ Cents
(in figures) (in figures)

D. BASIS FOR DETERMINING PRICES

It is expressly understood and agreed that:

1. [For Unit Price Only] ***The approximate quantities set forth in this Schedule of Prices for each Unit Price Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, and that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item installed complete in place, measured on the basis defined in the Contract;***

2. Owner is not subject to state or local sales, use and excise taxes and no such taxes are included in this Schedule of Prices;

3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits are included in this Schedule of Prices; and

4. All costs, royalties, and fees arising from the use on, or the incorporation into, the Work of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions are included in this Schedule of Prices.

All claim or right to ***[dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be***

provided or performed, or to] claim any additional compensation by reason of the payment of any such tax, contribution, or premium or any such cost, royalty or fee is hereby waived and released.3. **Contract Time Proposal**

If this Bidder's Proposal is accepted, Bidder will commence the Work not later than the "***Commencement Date***" set forth in Attachment A to the Contract and will perform the Work diligently and continuously and will complete the Work not later than the "Completion Date" set forth in Attachment A to the Contract.

4. **Firm Proposal**

All prices and other terms stated in this Bidder's Proposal are firm and shall not be subject to withdrawal, escalation, or change for a period of 60 days after the date on which any Bidder's Proposal is opened or such extended acceptance date for Bidder's Proposals as may be established pursuant to Sections 10 and 13 of the General Instructions to Bidders.

5. **Bidder Representations**

A. No Collusion. Bidder warrants and represents that the only persons, firms, or corporations interested in this Bidder's Proposal as principals are those named in Bidder's Sworn Acknowledgment attached hereto and that this Bidder's Proposal is made without collusion with any other person, firm or corporation.

B. Not Barred. Bidder warrants, represents and certifies that it is not barred by law from contracting with Owner or with any unit of state or local government.

C. Qualified. Bidder warrants and represents that it has the requisite experience, ability, capital, facilities, plant, organization and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time Proposals set forth above. In support thereof, Bidder submits the attached Sworn Work History Statement. In the event Bidder is preliminarily deemed to be one of the most favorable to the interests of Owner, Bidder hereby agrees to furnish upon request, within two business days or such longer period as may be set forth in the request, such additional information as may be necessary to satisfy Owner that Bidder is adequately prepared to fulfill the Contract.

D. Owner's Reliance. Bidder acknowledges that Owner is relying on all warranties, representations and statements made by Bidder in this Bidder's Proposal.

6. **Surety and Insurance**

Bidder herewith tenders surety and insurance commitment letters as specified in Section 6 of the Invitation for Bidder's Proposals.

PROPOSAL

7. **Bid Security**

Bidder herewith tenders a Cashier's Check or Certified Check as specified in Section 6 of the Invitation for Bidder's Proposals for the sum of _____ dollars ("***Bid Security***").

8. **Owner's Remedies**

Bidder acknowledges and agrees that should Bidder fail to timely submit all additional information that is requested of it; or should Bidder, if Owner awards Bidder the Contract, fail to timely submit all the Bonds and all the certificates and policies of insurance required of it; or should Bidder, if Owner awards Bidder the Contract, fail to timely execute the Contract, Contractor's Certification and all other required documentation related to the Contract, it will be difficult and impracticable to ascertain and determine the amount of damage that Owner will sustain by reason of any such failure and, for such reason, Owner shall have the right, at its option in the event of any such default by Bidder, to retain or recover as reasonably estimated liquidated damages, and not as a penalty, the entire amount of the Bid Security or to exercise any and all equitable remedies it may have against Bidder.

9. **Owner's Rights**

Bidder acknowledges and agrees that Owner reserves the right to reject any and all Bidder's Proposals, reserves the right to accept or reject any item of any Bidder's Proposal and reserves such other rights as are set forth in Section 13 of the General Instructions to Bidders.

10. **Bidder's Obligations**

In submitting this Bidder's Proposal, Bidder understands and agrees that it shall be bound by each and every term, condition or provision contained in the Bid Package, which are by this reference incorporated herein and made a part hereof.

DATED this _____ day of _____, 2009.

ATTEST: _____

Bidder

By: _____ By: _____

Title: _____ Title: _____

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7,
FOR SIGNATURE REQUIREMENTS

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE CONSTRUCTION OF

NAME OF WORK

BIDDER'S SWORN ACKNOWLEDGEMENT

_____ **NAME OF DEPONENT]** ("***Deponent***"), being first duly sworn on oath, deposes and states that the undersigned Bidder is organized as indicated below and that all statements herein made are made on behalf of such Bidder in support of its Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed and checked its Bidder's Proposal and that the statements contained in its Bidder's Proposal and in this Acknowledgement are true and correct.

COMPLETE APPLICABLE SECTION ONLY

1. **Corporation**

Bidder is a corporation that is organized and existing under the laws of the State of _____, that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

The officers of the corporation are as follows:

TITLE	**NAME**	**ADDRESS**
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

2. **Partnership**

Bidder is a partnership that is organized, existing and registered under the laws of the State of _____ pursuant to that certain Partnership Agreement dated as of __/__/__ that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

ACKNOWLEDGEMENT

The general partners of the partnership are as follows:

NAME	**ADDRESS**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. **Individual**

Bidder is an individual whose full name is _____ whose residence address is and whose business address is _____. If operating under a trade or assumed name said trade or assumed name is as follows: _____**[TRADE OR ASSUMED NAME]**.

4. **Joint Venture**

Bidder is a joint venture that is organized and existing under the laws of the State of _____ pursuant to that certain Joint Venture Agreement dated as of __/__/__ that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____**.**

ACKNOWLEDGEMENT

The signatories to the aforesaid Joint Venture Agreement are as follows:

NAME (and ENTITY TYPE)	**ADDRESS**
_____(___)	_____
_____(___)	_____
_____(___)	_____

[For each signatory, indicate type of entity (Corporation = "C"; Partnership = "P"; and Individual = "I") and provide, on separate sheets, the information required in Paragraph 1, 2, or 3 above, as applicable]

DATED this _____ day of _____, 200_.

ATTEST: _____
Bidder

By: _____ By: _____

Title: _____ Title: _____

Subscribed and Sworn to
Before me this ____ day
of _____, 200__.

My Commission Expires: _____

_____ [SEAL]
Notary Public

**SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7,
FOR SIGNATURE REQUIREMENTS**

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE CONSTRUCTION OF

NAME OF WORK

BIDDER'S SWORN WORK HISTORY STATEMENT (Only required of new Bidders)

_____

("***Deponent***"), being first duly sworn on oath, deposes and states that all statements made in this Sworn Work History Statement are made on behalf of the undersigned Bidder in support of its Bidder's Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Bidder has carefully prepared, reviewed and checked this Sworn Work History Statement and that the statements contained in this Sworn Work History Statement are true and correct.

IF NECESSARY FOR FULL DISCLOSURE, ADD SEPARATE SHEETS

JOINT VENTURES MUST SUBMIT SEPARATE SWORN WORK HISTORY STATEMENTS FOR THE JOINT VENTURE AND FOR EACH SIGNATORY TO THE JOINT VENTURE AGREEMENT

1. **Nature of Business**

State the nature of Bidder's business: _____

_____

2. **Composition of Work**

During the past three years, Bidder's work has consisted of:

____% Federal	____% As Contractor	____% Bidder's Forces
____% Other Public	____% As Subcontractor	____% Subcontractors
____% Private		____% Materials

3. **Years in Business**

State the number of years that Bidder, under its current name and organization, has been continuously engaged in the aforesaid business: _____ years

WORK HISTORY STATEMENT

4. **Predecessor Organizations**

If Bidder has been in business under its current name and organization for less than five years, list any predecessor organizations:

NAME	ADDRESS	YEARS
_____	_____	_____
_____	_____	_____

5. **Business Licenses**

List all business licenses currently held by Bidder:

ISSUING AGENCY	TYPE	NUMBER	EXPIRATION
_____	_____	_____	_____
_____	_____	_____	_____

6. **Related Experience**

List three projects most comparable to the Work completed by Bidder, or its predecessors, in the past five years:

	PROJECT ONE	PROJECT TWO	PROJECT THREE
Owner Name	_____	_____	_____
Owner Address	_____	_____	_____
	_____	_____	_____
Reference	_____	_____	_____
Telephone Number	_____	_____	_____
Type of Work	_____	_____	_____
	_____	_____	_____

WORK HISTORY STATEMENT

	PROJECT ONE	**PROJECT TWO**	**PROJECT THREE**
Contractor (If Bidder was) (Subcontractor)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Amount of Contract	_____	_____	_____
Date Completed	_____	_____	_____

DATED this _____ day of _____, 200__.

ATTEST: _____
Bidder

By: _____ By: _____

Title: _____ Title: _____

Subscribed and Sworn to
Before me this ____ day
of _____, 200__.

My Commission Expires: _____

_____ [SEAL]
Notary Public

**SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7,
FOR SIGNATURE REQUIREMENTS**

PERFORMANCE AND PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS

_____***(Bidder)***, a Principal, hereinafter called the

Contractor, and _____

_____***(Surety Company)***

_____***(Legal Title)***

hereinafter called the "Surety", are held and firmly bound unto the Village of Lincolnwood, 1707 St. Johns Avenue, Lincolnwood, Illinois 60712, as obligee, hereinafter called the VILLAGE, in the amount of _____***(written Dollars)*** or **($_____)** for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated __/__/__, entered into a contract with VILLAGE for the

_____***(Project)***

in accordance with drawings and specifications prepared by the Village of Lincolnwood, which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that if the Contractor shall promptly and faithfully perform said Contract, then the obligation of this bond shall be null and void; otherwise, it shall remain in full force and effect.

A. The Surety hereby waives notice of any alteration of extension of time made by the Village.

B. Whenever Contractor shall be and is declared by the Village to be, in default under the Contract, the Village having performed Village's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

    1. Complete the Contract in accordance with its terms and conditions, or

    2. Obtain a bid or bids for submission to Village for completing the Contract in accordance with its terms and conditions, and upon determination by Village and Surety of the lowest responsible bidder, arrange for a contract between such bidder and Village, and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price. The term "balance of the Contract Price," as used in this paragraph shall mean the total amount payable by Village to Contractor under the Contract and any amendments thereto, less the amount previously paid by Village to Contractor. It is the intention of this undertaking that the total cost and expenditure by Village shall not exceed the Contract price.

NOTICE OF AWARD

C. No right of action shall accrue to or for the use of any person or corporation other than the Village named herein or the heirs, executors, administrators or successors of Village.

IT IS A FURTHER CONDITION OF THIS OBLIGATION that the Principal and Surety shall pay to all persons, firms or corporations having contracts directly with the Principal or with subcontractors, all just claims due them for labor performed or materials furnished in the performance of the Contract on account of which this bond is given.

SIGNED AND SEALED THIS _____ day of _____, 200__, A.D.

IN THE PRESENCE OF:

_____ _____

Witness **(Principal)**

_____ _____

Witness **(Title)**

SEAL

_____

(Surety)

_____

(Title)

NOTICE OF AWARD

VILLAGE OF LINCOLNWOOD

CONTRACT FOR THE CONSTRUCTION OF

NAME OF WORK

NOTICE OF AWARD

CERTIFIED MAIL/RETURN RECEIPT REQUESTED OR PERSONAL DELIVERY

TO: **BIDDER**
ADDRESS

("***Contractor***")

FROM: Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL
60712

("***Owner***")

On the _____ day of _____, **200__**, Owner found to be most favorable to the interests of Owner the Bidder's Proposal submitted by Contractor and dated on the _____ day of _____, **200__**, in which Contractor proposes to contract with Owner, in the form of the Contract included in the Bid Package to perform the following Work: (1) to provide, perform and complete at the Work Site and in the manner described and specified in the Bid Package all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items necessary for the _____ **DESCRIPTION OF WORK**; (2) to procure and furnish all permits, licenses and other governmental approvals and authorizations necessary in connection therewith except as otherwise expressly provided in Attachment A to the Contract included in the Bid Package; (3) to procure and furnish all Bonds and all certificates and policies of insurance specified in the Bid Package; (4) to pay all applicable federal, state and local taxes; (5) to do all other things required of the Contractor by the Contract; and (6) to provide, perform and complete all of the foregoing in a proper and workmanlike manner and in full compliance with, and as required by or pursuant to, the Contract.

OWNER ACCORDINGLY AWARDS CONTRACTOR, EFFECTIVE AS OF THE DATE OF DELIVERY OF THIS NOTICE OF AWARD, THE CONTRACT FOR SAID WORK FOR THE LUMP SUM AND/OR UNIT PRICES, AS THE CASE MAY BE, SET FORTH IN THE BIDDER'S PROPOSAL.

The Closing will be by mail. The Bidder will mail all signed documents to the Owner at 6900 North Lincoln Avenue, Lincolnwood, Illinois provided that all Conditions have

NOTICE OF AWARD

been satisfied. Contractor must have complied with all Conditions set forth in Section 15 of the General Instructions to Bidders included in the Bid Package, on or before __/__/__.

The failure or refusal to comply with the Conditions Precedent to Closing on or before the Closing Date or to Close on the Closing Date shall result, at Owner's option, in the imposition of liquidated damages and the annulment of this award, or in Owner's exercise of any or all equitable remedies Owner may have, all as more specifically set forth in Sections 8, 15, and 16 of the General Instructions to Bidders.

DATED this _____ day of _____, 200__.

VILLAGE OF LINCOLNWOOD

By: _____
[INSERT NAME AND TITLE OF VILLAGE CONTACT]

Return to VB Agenda

Lincolnwood Parks and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers
March 10, 2015
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT MEETING

Park Board Members: Gail Ito, Art Lovering, Jennifer Spino, Laura Tomacic, Barry Bass, Reese Gratch, and Sarah Hardin
Parks and Recreation Department Staff: Katie Gamroth and Chris Stachewicz
Audience: Board Liaison Trustee Klatzco; Village Clerk Beryl Herman

APPROVAL OF MINUTES

On motion, Ito/Tomacic to approve the meeting minutes of the February 10, 2015. 7-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

None

OLD BUSINESS

None

NEW BUSINESS

A. Approval of an Ordinance Amending Section 6-3-2 of the Village Code of Lincolnwood Regarding the Hours of Operation of Village Parks

Gamroth: In this Ordinance we are looking to correct the time discrepancy in the Village Code for Centennial Park? The change would put the hours in line with all parks except Proesel.
Lovering: Will the bike path still be able to be used when the park is closed?
Stachewicz: Yes, the bike path can still be used as a thoroughfare
Ito: Will the no parking after hours be at all parks or just Centennial? I am against the no parking after hours if this affects Proesel Park.
Gamroth: The way it is written looks like any parking lot is included when the park is closed. Staff can look into parking section of the ordinance and present more information.
Lovering: Can we change the picnic time to close? What is considered a picnic? If I take my dinner and a blanket over to the park at 6:30pm, am I not in accordance with the new time?
Gamroth: Staff will look for clarification of picnic for the Ordinance to read more clearly and bring this back to the board
Ito: I understand the why time would be changed. There has been some vandalism at Centennial Park
Klatzco: Do we know what time the vandalism happened?
Gamroth: We are unsure of the exact time
Stachewicz: Staff is working with the Police Department to find out more information regarding the vandalism took place.

B. Request from Approval of an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village of Lincolnwood

Stachewicz- Presentation of O'Brien Park Playground Donation and Award of Bid for Playground Replacement

On motion, Ito/Lovering to approve Ordinance Authorizing the Donation of Playground Equipment Owned by the Village of Lincolnwood. 7-0, motion passed.

C. Approval of a Resolution Authorizing the Village Manager to Sign an Agreement With Kids Around the World to Accept the O'Brien Park Playground Equipment as a Donation and to Disassemble, Re-furbish, Transport and Assemble in a New Location. Removed from agenda

D. Request for Approval of a Resolution Approving the Award of the O'Brien Park Contract

Ito: What was budgeted?
Stachewicz: $100,000 was budgeted for the O'Brien Park project.
Klatzco: Why were the bids so high?
Gratch: Can you see any reason they were high?
Gamroth: This park is a larger park than Drake, which we completed last year.
Bass: I am blown away by the numbers. How did we go about getting the bids?
Stachewicz: We put a legal announcement in the paper and e-mailed 32 companies about the project.
Bass: Why did we have only two bids?
Gamroth: We have an aggressive deadline and that might have scared off companies from submitting
Stachewicz: One of our alternates is resurfacing the basketball court. Most asphalt plants do not open until April; this would be tough to complete the project in time.
Spino: Can we buy the equipment ourselves? The bidder is charging their upcharge and overhead.
Gamroth: This is the process we have to use in the past, I am not aware if we have purchased directly from the company. This way takes out the middle man of having equipment delivered ahead of time, or not having staff to assemble the equipment when it becomes available.
Gratch: This doesn't make us liable.
Gamroth: If a part is damaged the bidder is responsible.
Spino: Did you try to cut down the bid? Can we go back to the bidder?
Klatzco: We could reject the bid.
Stachewicz: If we reject the bid we would have to start the bid process over. With the tight time line we might not get the project done in time.
Ito: This is the process, no negotiation. It is by law.
Klatzco: We also have to pay prevailing wage.
Gratch: Is going back out to bid the right way go?
Ito: We can't go back out to bid. Going back out to bid doesn't mean the bids will come in lower. We have done it before and regretted it. Prices are about right and normally we only get three to four bids.
Lovering: Were the alternates expected?
Gamroth: No, the initial budget was for the playground equipment.
Stachewicz: Alternates were in case the bids came in low, we would have the ability to add alternates and not have to go back out to bid.

On motion, Ito/Hardin to approve a Resolution awarding a bid for the Purchase and Installation of playground equipment at O'Brien Park in the amount of $104,800 to Elanar Construction of Chicago, Illinois. 6-1 motion passed

Lovering: Staff did a good job budgeting but would like to see more bids**.**
Klatzco: Equipment was $63,900 of the bid.

CHAIRPERSON'S REPORT – None

COMMISSIONERS' REPORTS - None

D**IRECTOR'S REPORT -** None

STAFF REPORTS

A. **SUPERINTENDENT OF RECREATION – GAMROTH**
As noted in report

B. **SUPERINTENDENT OF PARKS AND FACILITIES - STACHEWICZ**
As noted in report
Ito: How is staff hiring going?
Stachewicz: It is going well.
Ito: He uses my pool for training.

C. **COMMUNITY CENTER PROGRAM SUPERVISOR - RIMDZIUS**
As noted in report

D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**
As noted in report

E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**
As noted in report

ADJOURNMENT

Meeting adjourned at 7:30 P.M.
Park Board Minutes prepared by: Chris Stachewicz, Superintendent of Parks and Facilities

Return to VB Agenda

Park and Recreation Board President: _____ _____

Signature Date

Return to VB Agenda

Request For Board Action

REFERRED TO BOARD: March 17, 2015 **AGENDA ITEM NO: 6**

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Consideration of a Recommendation by the Park and Recreation Board to Approve an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The playground equipment at O'Brien Park is rusted, dated and no longer meets the ASTM (American Standard for Testing Materials) safety regulations. If authorized by the Village Board, the Village with enter into an agreement with Kids Around the World, a non-profit organization, to disassemble, remove and refurbish the equipment. Kids Around the World, based in Rockford, will install the equipment in a city or country needing a playground. The Village worked with this organization when the Drake Park playground was replaced. The playground was split into two playgrounds and installed in Lebanon and Israel.

An Invitation to Bid for the purchase and installation of new equipment was advertised in late February with submittals due on March 10, 2015. A recommendation will be considered by the Village Board at its March 17, 2015 meeting. The playground will be replaced this spring.

FINANCIAL IMPACT:
The Village will not remove the current playground equipment or pay to have a contractor remove the equipment. This is a cost savings of $800.

DOCUMENTS ATTACHED:
1. Proposed Ordinance
2. Kids Around the World Agreement
3. Unapproved Minutes of the March 10, 2015 Park and Recreation Board Meeting

RECOMMENDED MOTION:
Move to approve an Ordinance authorizing the donation of playground equipment owned by the Village.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2015-_____

AN ORDINANCE AUTHORIZING THE DONATION OF PLAYGROUND EQUIPMENT OWNED BY THE VILLAGE OF LINCOLNWOOD

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2015.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois this
_____ day of _____, 2015

_____
Village Clerk

ORDINANCE NO. 2015-_____

AN ORDINANCE AUTHORIZING THE DONATION OF PLAYGROUND EQUIPMENT OWNED BY THE VILLAGE OF LINCOLNWOOD

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village is the owner of certain playground equipment currently located at O'Brien Park, which equipment is described in detail on **Exhibit A** attached to and, by this reference, made a part of this Ordinance (***"Property"***); and

WHEREAS, the Village President and Board of Trustees have determined that ownership of the Property is no longer necessary or useful to, or for the best interests of, the Village; and

WHEREAS, Kids Around the World, Inc., of Rockford, Illinois (***"KIDS"***), is an Illinois not-for-profit corporation that provides charitable services to underprivileged children, which services include the construction of playgrounds; and

WHEREAS, the Village desires to dispose of the Property by donating it to KIDS; and

WHEREAS, the Village and KIDS desire to enter into an agreement for the donation of the Property by the Village to KIDS, and for the disassembly and removal of the Property from O'Brien Park (***"Agreement"***); and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interest of the Village and its residents to enter into the Agreement with KIDS and to donate the Property to KIDS, as set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. AUTHORIZATION TO DISPOSE OF PROPERTY. Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, Section 8-8-14 of the Municipal Code of Lincolnwood, and the home rule authority of the Village, the Village Board of Trustees declares that ownership of the Property is no longer necessary or useful to, or in the best interests of, the Village. The President and Board of Trustees hereby authorizes the donation of the Property to KIDS in accordance with the Agreement.

SECTION 3. APPROVAL OF AGREEMENT. The Agreement by and between the Village and KIDS is hereby approved in substantially the form attached to this Ordinance as **Exhibit A**, and in a final form to be approved by the Village Manager and the Village Attorney.

SECTION 4. EXECUTION OF AGREEMENT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Agreement upon receipt by the Village Clerk of at least one original copy of the Agreement executed by KIDS; provided, however, that if the executed copy of the Agreement is not received by the Village Clerk within 30 days after the effective date of this Ordinance, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

SECTION 5. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 6. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage and approval as provided by law

PASSED this _____ day of _____, 2015.

AYES: _____

NAYS:_____

ABSENT:____

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2015.

_____
Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

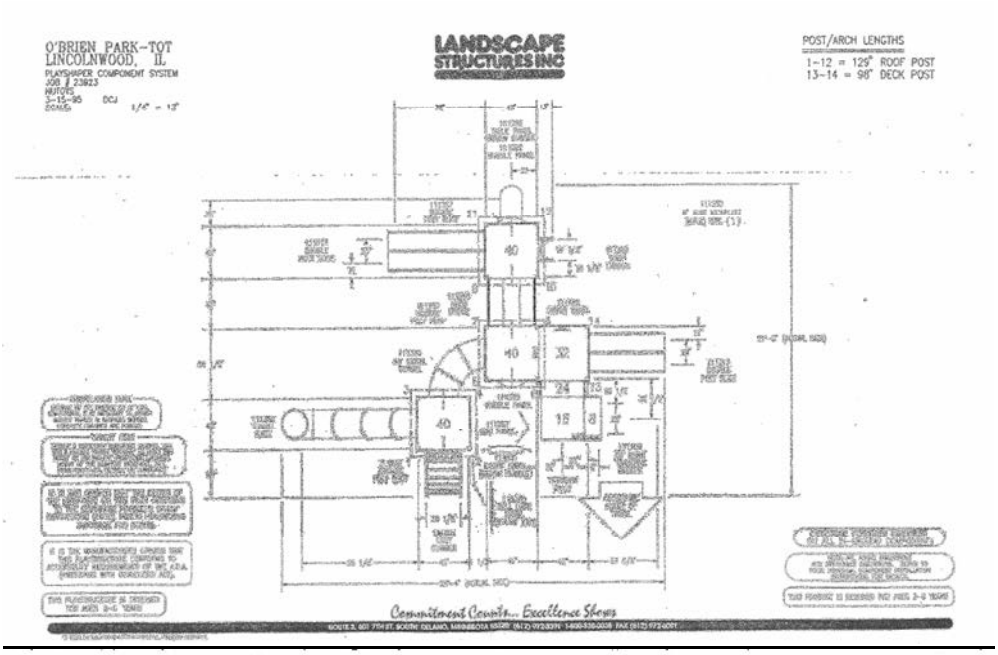
ATTESTED and FILED in my office this
_____ day of _____, 2015

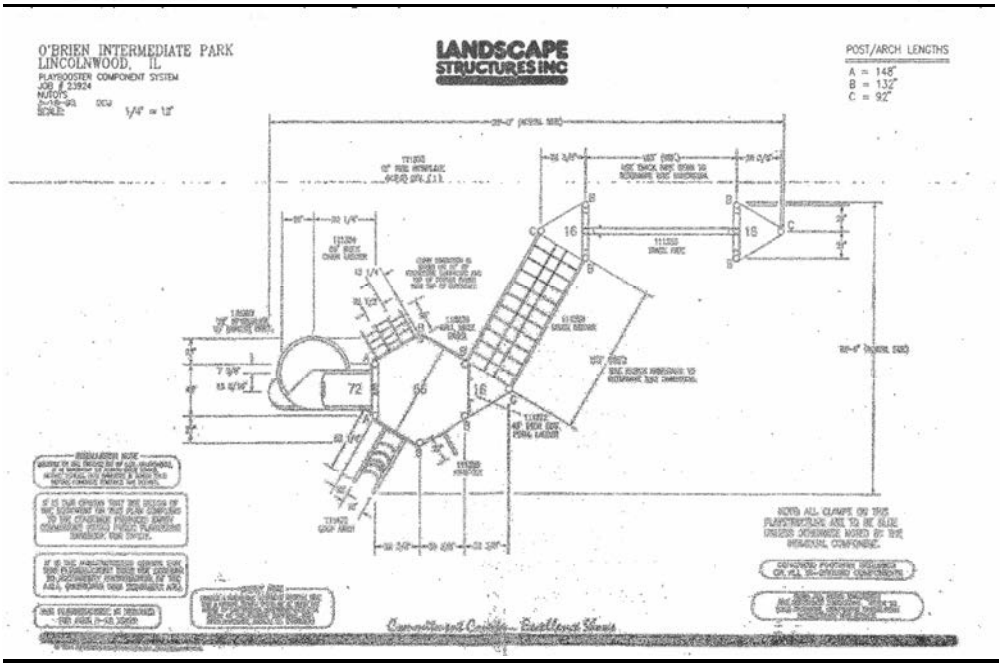
_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#25877310_V1

EXHIBIT A

DESCRIPTION OF THE PROPERTY





kids around the world

PLAYGROUND EQUIPMENT DONATION AGREEMENT

This agreement is entered this date between Kids Around The World, Inc., 2424 Charles St., Rockford, IL 61125 (hereinafter referred to as "KIDS") and The Village of Lincolnwood (hereafter referred to as "Donating Organization").

KIDS, an Illinois not-for-profit corporation, registered in Illinois at the above address performing charitable programs including building playgrounds for children in underprivileged locations, desires to Acquire as a donation, the below identified used playground equipment from the Donating Organization (hereafter referred to as the "Equipment").

In consideration for the donation of the Equipment from the Donating Organization, KIDS agrees to the following:

DISCLAIMER: KIDS acknowledges and agrees that the Donating Organization is neither a manufacturer nor a vendor of the Equipment, that KIDS takes the Equipment and each part thereof "as-is" and that the Donating Organization has not made, and does not hereby make, any representation, warranty, or covenant, express or implied, with respect to compliance with any and all applicable guidelines or regulations, including, but not limited to ASTM and CPSC, the merchantability, condition, quality, durability, design, operation, fitness for use, or suitability of the Equipment in any respect whatsoever or in connection with or for the purposes and uses of KIDS, or as to the absence of latent or other defects whether or not discoverable, or as to the absence of any infringement of any patent, trademark or copyright, or as to any obligation based on strict liability in tort or any other representation, warranty, or covenant of any kind or character, express or implied, with respect thereto, it being agreed that all risks incident thereto are to be borne by KIDS and the Donating Organization shall not be obligated or liable for actual, incidental, consequential, or other damages of or to buyer or other person or entity arising out of or in connection with the use or performance of the Equipment and the maintenance thereof. KIDS acknowledges that KIDS has selected the Equipment KIDS is acquiring from the Donating Organization based on KIDS' own judgment and the Donating Organization hereby affirmatively disclaims reliance on any oral representation concerning the Equipment made to KIDS.

INSURANCE REQUIREMENTS: KIDS shall maintain insurance of the types and in the amounts listed below.

A. Commercial General Liability Insurance

KIDS shall maintain commercial general liability (CGL) insurance with a limit of not less than $1,000,000 each occurrence and a $2,000,000 aggregate limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract.

Return to VB Agenda

Lincolnwood Parks and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers
March 10, 2015
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT MEETING

Park Board Members: Gail Ito, Art Lovering, Jennifer Spino, Laura Tomacic, Barry Bass, Reese Gratch, and Sarah Hardin
Parks and Recreation Department Staff: Katie Gamroth and Chris Stachewicz
Audience: Board Liaison Trustee Klatzco; Village Clerk Beryl Herman

APPROVAL OF MINUTES

On motion, Ito/Tomacic to approve the meeting minutes of the February 10, 2015. 7-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

None

OLD BUSINESS

None

NEW BUSINESS

A. Approval of an Ordinance Amending Section 6-3-2 of the Village Code of Lincolnwood Regarding the Hours of Operation of Village Parks

Gamroth: In this Ordinance we are looking to correct the time discrepancy in the Village Code for Centennial Park? The change would put the hours in line with all parks except Proesel.
Lovering: Will the bike path still be able to be used when the park is closed?
Stachewicz: Yes, the bike path can still be used as a thoroughfare
Ito: Will the no parking after hours be at all parks or just Centennial? I am against the no parking after hours if this affects Proesel Park.
Gamroth: The way it is written looks like any parking lot is included when the park is closed. Staff can look into parking section of the ordinance and present more information.
Lovering: Can we change the picnic time to close? What is considered a picnic? If I take my dinner and a blanket over to the park at 6:30pm, am I not in accordance with the new time?
Gamroth: Staff will look for clarification of picnic for the Ordinance to read more clearly and bring this back to the board
Ito: I understand the why time would be changed. There has been some vandalism at Centennial Park
Klatzco: Do we know what time the vandalism happened?
Gamroth: We are unsure of the exact time
Stachewicz: Staff is working with the Police Department to find out more information regarding the vandalism took place.

B. Request from Approval of an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village of Lincolnwood

Stachewicz- Presentation of O'Brien Park Playground Donation and Award of Bid for Playground Replacement

On motion, Ito/Lovering to approve Ordinance Authorizing the Donation of Playground Equipment Owned by the Village of Lincolnwood. 7-0, motion passed.

C. Approval of a Resolution Authorizing the Village Manager to Sign an Agreement With Kids Around the World to Accept the O'Brien Park Playground Equipment as a Donation and to Disassemble, Re-furbish, Transport and Assemble in a New Location. Removed from agenda

D. Request for Approval of a Resolution Approving the Award of the O'Brien Park Contract

Ito: What was budgeted?
Stachewicz: $100,000 was budgeted for the O'Brien Park project.
Klatzco: Why were the bids so high?
Gratch: Can you see any reason they were high?
Gamroth: This park is a larger park than Drake, which we completed last year.
Bass: I am blown away by the numbers. How did we go about getting the bids?
Stachewicz: We put a legal announcement in the paper and e-mailed 32 companies about the project.
Bass: Why did we have only two bids?
Gamroth: We have an aggressive deadline and that might have scared off companies from submitting
Stachewicz: One of our alternates is resurfacing the basketball court. Most asphalt plants do not open until April; this would be tough to complete the project in time.
Spino: Can we buy the equipment ourselves? The bidder is charging their upcharge and overhead.
Gamroth: This is the process we have to use in the past, I am not aware if we have purchased directly from the company. This way takes out the middle man of having equipment delivered ahead of time, or not having staff to assemble the equipment when it becomes available.
Gratch: This doesn't make us liable.
Gamroth: If a part is damaged the bidder is responsible.
Spino: Did you try to cut down the bid? Can we go back to the bidder?
Klatzco: We could reject the bid.
Stachewicz: If we reject the bid we would have to start the bid process over. With the tight time line we might not get the project done in time.
Ito: This is the process, no negotiation. It is by law.
Klatzco: We also have to pay prevailing wage.
Gratch: Is going back out to bid the right way go?
Ito: We can't go back out to bid. Going back out to bid doesn't mean the bids will come in lower. We have done it before and regretted it. Prices are about right and normally we only get three to four bids.
Lovering: Were the alternates expected?
Gamroth: No, the initial budget was for the playground equipment.
Stachewicz: Alternates were in case the bids came in low, we would have the ability to add alternates and not have to go back out to bid.

On motion, Ito/Hardin to approve a Resolution awarding a bid for the Purchase and Installation of playground equipment at O'Brien Park in the amount of $104,800 to Elanar Construction of Chicago, Illinois. 6-1 motion passed

Lovering: Staff did a good job budgeting but would like to see more bids**.**
Klatzco: Equipment was $63,900 of the bid.

CHAIRPERSON'S REPORT – None

COMMISSIONERS' REPORTS - None

D**IRECTOR'S REPORT -** None

STAFF REPORTS

A. **SUPERINTENDENT OF RECREATION – GAMROTH**
As noted in report

B. **SUPERINTENDENT OF PARKS AND FACILITIES - STACHEWICZ**
As noted in report
Ito: How is staff hiring going?
Stachewicz: It is going well.
Ito: He uses my pool for training.

C. **COMMUNITY CENTER PROGRAM SUPERVISOR - RIMDZIUS**
As noted in report

D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**
As noted in report

E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**
As noted in report

ADJOURNMENT

Meeting adjourned at 7:30 P.M.
Park Board Minutes prepared by: Chris Stachewicz, Superintendent of Parks and Facilities

Return to VB Agenda

Park and Recreation Board President: _____ _____

Signature Date