

MEMORANDUM

TO: President Turry and Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

DATE: February 12, 2016

SUBJECT: **Village Board Budget Workshop**

As a reminder, we have scheduled the FY 2016/17 Budget Workshop for February 18 beginning at **6:00 p.m.** in the **Council Chambers**.

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

The objective of the workshop is for staff to summarize the budget preparation process and to obtain general policy direction from the Village Board on issues that will impact the expenditures and revenues to be included in the FY2016/17 budget. The purpose of the meeting is not to discuss specific budgets for specific departments. This discussion can occur at subsequent meetings of either the entire Village Board or Finance Committee.

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

- I) **Agenda** – [Attached](#) is the agenda for the Budget Workshop.
- II) **FY 2015/16 Departmental Goals Status and Proposed FY 2016/17 Departmental Goals** – As part of last year’s budget process, goals for each department were incorporated into the budget document. [Attached](#) is a document that provides a summary of the status of completion of each of the goals. In addition, this document contains the proposed departmental goals for pursuit during the next fiscal year. These goals articulate significant policy/program initiatives that staff is proposing, many of which will require funding to be included in the Fiscal Year 2016/17 budget.

Since time on Thursday evening will be limited, I do not plan on devoting a substantial amount of time to discuss either the status of the current year’s goals, or the goals proposed for FY2016/17. If any Village Board member has questions or concerns with regards to any of the goals, time can be set aside to address the issues.

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

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

- 1) [Attached](#) is the replacement schedule for our Village’s vehicle fleet. It is designed to spread the replacement of vehicles throughout each year so no one year becomes overly burdened. Staff is proposing \$64,800 in the proposed budget to replace two Police vehicles.
- 2) Contracted Landscape Maintenance - \$40,000 (net cost \$20,500) – [Attached](#) is a memorandum from the Public Works Director summarizing a request to privatize landscape services for several outdoor areas of the Village. The result will be more attractive landscaped areas and the reallocation of existing staff performing this work currently will result in improved services elsewhere.
- 3) Starcom Radio Replacements - \$225,000 – [Attached](#) is a memorandum from the Police Chief summarizing the need to transition away from our current NORCOM radio system to this new system. This represents another unfunded State mandate.
- 4) Replacement of GG Rowell Playground Equipment - \$100,000 – Staff is recommending the continuation of our phased replacement of playground equipment to ensure our playground remain safe and attractive places for families. [Attached](#) are photos of the current equipment in this park.
- 5) Lincoln Avenue Landscaped Medians - \$550,000 (General Fund) – Previously the Board discussed staff’s recommendation to construct landscaped medians on Lincoln Avenue. [Attached](#) is a memorandum from the Public Works Director summarizing this request. Staff will discuss our recommendation to utilize excess fund balance to this purpose.
- 6) NEID TIF Parking Lot - \$850,000 – [Attached](#) is a memorandum from the Public Works Director summarizing a proposed parking lot to be constructed on the current Union Pacific right-of-way that would serve both bicyclists on the proposed recreation trail, and employees of the area. This would be paid for by the NEID TIF.

V) Proposed Revenue Enhancements – Staff is always trying to identify funding sources to diversify our revenue stream, with primary focus on reducing our reliance on property taxes. Staff has identified the following revenue enhancements for the proposed budget:

- 1) Ambulance Fee adjustment – New revenue - \$20,000 – For many years the Village has charged a fee for ambulance services. Village residents only pay what their insurance pays for (no out-of-pocket costs) and non-residents pay the full amount. It has been six years since this fee has been adjusted. [Attached](#) is a memorandum from the Fire Chief summarizing the recommendation to adjust this fee. This revenue is included in the proposed budgeted revenues for next year.
- 2) Self-Storage Unit Tax – New revenue - \$100,000 – The Village has three self storage facilities. All three are located on commercial streets in areas that could support sales tax producing uses. While these facilities do pay property taxes, they provide no other revenue to the Village. [Attached](#) is a memorandum from the Assistant Village Manager summarizing the recommendation to implement a 5% tax to the customers of these facilities, based on the square footage of the rental units. This revenue is not included in the proposed budgeted revenues for next year.

Staff is prepared to discuss the major issues involved and outline for the Village Board how staff is recommending we balance next year's budget.

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



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE BOARD BUDGET WORKSHOP
COUNCIL CHAMBERS
6:00 P.M., FEBRUARY 18, 2016**

AGENDA

- I) Call to Order
- II) Roll Call
- III) Regular Business
 - 1) Discussion Concerning the Village's Fiscal Year 2015/16 Year-End Projections
 - 2) Discussion Concerning the Village's Fiscal Year 2016/17 Financial Forecast
 - 3) Discussion Concerning Fiscal Year 2016/17 Discretionary Spending
- IV) Adjournment

Posted: February 12, 2016

Village of Lincolnwood – Organizational Goals

Village Manager’s Office

Department/Activity Description

The Village Manager serves as the Chief Administrative Officer of the Village. The position was created by the President and Board of Trustees by Ordinance which enumerates the specific responsibilities of the Village Manager. The Village Manager is responsible for the overall management and operations of the Village. Purchasing, personnel management, oversight of the budgeting process, contract negotiations, coordination of services to residents, enforcement of the Village Ordinances, and responses to requests for services and inquiries are conducted by the Village Manager’s Office.

The Department is staffed by five full-time personnel.

Prior Year’s Goals Status

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

The Village engaged Springbrook to implement the module but due to a recent merger with eight other companies, Springbrook has delayed this project. This project will be completed in Fiscal Year 2016-17.

- 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.

The Village Manager’s Office created a marketing campaign to increase awareness of the email subscription list and its benefits. A Connections Newsletter article was published and staff is currently promoting on social media, website, and the cable channel. As of year-end 2015, the total number of subscribers on the email subscription list has increased by 6.4% compared to the beginning of Fiscal Year 2015-16. The department will continue to promote the campaign in an effort to achieve the additional 3.6% increase by the end of Fiscal Year 2015-16.

- 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.

Staff has developed the basic framework of the Business Continuity Plan that will be complete in April of 2016.

- 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.

Staff has developed the structure for the Orientation Packet. It is anticipated that the Orientation Packet will be implemented no later than April 1, 2016 for all new hires to the Village.

- 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.

A claims database was created using Laserfiche software, the Village's document management software that was implemented in 2007. The database stores all types of claims. The incidents that occurred throughout calendar year 2015 were exported to the GIS system by the GIS Specialist and organized by department. Using the information displayed by location, staff is able to analyze accident trends, mitigate types of incidents that occur more frequently, and create more effective risk management practices.

- 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.

The Village has partnered with other local government organizations, such as School District 74, School District 219, and the Lincolnwood Library. The Village Manager's Office has partnered with District 74 instructional technology teacher and students to create and publish a Public Service Announcement (PSA) video as part of the school's WLH Student News program. The Village also partnered with the Lincolnwood Library to provide programming this summer including the Summer Book Cart and Safety Break Story Time at the Proesel Park Family Aquatic Center.

- 7) The Village Manager's Office will identify options to expand mass transit opportunities available to Lincolnwood residents.

Staff has presented information to the Village Board which directed staff to potentially create a group of residents to explore this further. The Village created a structure for a mass transportation committee based on the direction received from the Village Board and staff is currently soliciting residents to participate in this group.

Proposed Goals

- 1) The Information Technology Division will streamline the document management process and increase productivity by implementing Laserfiche workflow. Workflow will allow files to be stored automatically in the appropriate location. The nine-year old file structure files will be reorganized to increase the speed at which documents are retrieved.
- 2) The Village Manager's Office will enhance outreach to new business by creating an online Business Resource Center (BRC) on the Village's website. The BRC will provide

a centralized point of information for potential business owners including available space, Village resources, and zoning information. The BRC will be accessible by a short hyperlink that will be used in the Village's marketing materials.

- 3) The Information Technology Division will enhance the security of the Village's network by implementing a Central Device Management System for Village issued devices. With the popularity of mobile devices in the workplace, there is a need for a system that will allow staff to remotely modify settings, push out updates, and disable devices if necessary.
- 4) The Village Manager's Office will coordinate the triennial manpower study that will be used to benchmark the Village with comparable communities in terms of services provided, workforce composition, and compensation.
- 5) The Village Manager's Office will develop a workforce and succession plan related to all of the Village's Departments. The plan will create a framework to guide each Department in developing employees to fulfill roles vacated through attrition, retirement, and resignation will addressing training needs in future years. The plan will improve hiring practices and ensure that valuable skills are transferred to new employees to safeguard against a reduction in services through the attrition of long-term employees.
- 6) The Village Manager's Office will increase online service requests by 10% through a new mobile app and citizen relationship management system. The Village will work with 14 other municipalities to launch a new mobile app using PublicStuff that includes an online service request system provides more features than the existing E-Gov system.
- 7) The Village Manager's Office will improve transparency of government by replacing the Village's audio visual system for televising public meetings. The original system is 10 years old and the new system will take advantage of new technology available and enhance video quality and system reliability.

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'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.

The Finance Department has met with the Police Pension Board to review funding strategies for the fund. A new investment policy was adopted and the Fund's actuary now provides more current information for the Pension Board to monitor funding levels.

- 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.

The Village is expecting a response from neighboring communities that are considering a joint consortium to purchase water from Evanston. Upon receipt of this report, the Village will analyze the results and plan further action on proceeding with this proposed venture.

- 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.

The Village's software provider recently merged with another company. These projects have been put on hold for further review and implementation should occur in the next fiscal year.

- 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.

The Finance Department has received training on the Crystal reporting software and has provided instructions to users in the Village to produce reports that increase the operational efficiency of their departments.

- 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.

The Village's software provider recently merged with another company. These projects have been put on hold for further review and implementation should occur in the next fiscal year.

Proposed Goals

- 1) The Finance Department will continue to monitor the State of Illinois budget stalemate and its potential impact on the Local Government Distributive Fund. Staff will report to the Village Board of any negative revenue impacts and possible expenditure adjustments if the State reduces the Village's amount of shared revenues.
- 2) The Finance Department will 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.
- 3) The Finance Department will reduce the Village's reliance on paper and increase the productivity of staff by implementing a paperless check requisition and purchase order system.
- 4) The Finance Department will streamline the evidence documentation process for the Village Adjudication Hearing by implementing Laserfiche workflow. The current files will be stored by type of hearing ticket with the appropriate evidence attachment which will allow files to be stored automatically and retrieved faster through the search function.
- 5) The Finance Department will prepare a payroll guide to assist the Village departments in preparing their bi-weekly payroll submissions. This guide should help in assuring the payroll is processed in an efficient and timely manner.

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 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.

An automated telephone attendant telephone answering system has been instituted in the department, allowing calls and inquiries to be routed to the appropriate staff.

- 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.

A draft plan has been completed and approved by the Comprehensive Plan Committee. A public hearing before the Plan Commission was held on January 27th. This goal is on track and nearing completion.

- 3) Shepherd through the Village's consideration process, the remaining approval steps for the proposed Shoppes at Lincoln Pointe, a key development at the major intersection of Touhy and Lincoln Avenues, that promises to be a catalyst for further community redevelopment.

The Shoppes and Lincoln Pointe development stalled during the year due to the developer/owner unable to obtain financing. A new owner/developer is expected to take possession of the property and propose a new development in the first quarter of 2016.

- 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.

Customer fillable forms have been created for all of the department's application forms.

- 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.

Research and area survey of contractor licensing requirements has occurred. Additional work to developing recommendations is required in the 4th quarter.

- 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.

An improved records and filing system for plan reviews in various stages of approval has been instituted in the department.

Proposed Goals

- 1) Shepherd through the Village's consideration process, the approval for the proposed new development for the former Purple Hotel site, which promises to be a catalyst for further community redevelopment.
- 2) Review existing monetary deposits received in connection with building permits to recommend adjustments and/or deposit elimination. Many deposits received are not used

and require return in their entirety to the applicant. The process of receiving and returning deposits by staff is intensive and time consuming. Eliminating unnecessary deposits will streamline the permitting process and provide improved customer service.

- 3) Review roof permitting and determine whether the Village should continue to require permits and/or a registration process. Communities have different approaches to permits for roofs, some not requiring a permit, some a registration process and others requiring a permit. Further, due to a variety of reasons, roof inspections performed in the Village are limited in scope. Staff believes roofing is an area for potential streamlining.
- 4) Review the 2012 family of International Building Codes for possible adoption. The Village has currently adopted the 2009 family of International Building Codes. Model Codes are revised every three years by the International Code Council. It is good practice to keep Village codes relatively current, but perhaps not the most current version, due to time needed by the market to adapt to new provisions.

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 Centennial Park, are planned for and maintained through the Department. The Department manages the Proesel Park Family Aquatics Center and the Community Center.

The Department is staffed by five full-time employees and approximately 250 part-time and seasonal employees.

Prior Year's Goals Status

- 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.

Four special events were scheduled and held at the Proesel Park Family Aquatic Center during the summer of 2015. The Salute to Veterans allowed veterans free entry in to the facility with proof of service. Due to poor weather conditions the "Noodle Night" and movie night were not successful. The Hawaiian Luau consisted of the Barefoot Hawaiians (dance group), decorations, and free sno-cones.

- 2) Complete the construction of the Union Pacific and ComEd bike paths by November 1, 2015.

Construction has not yet begun on the Union Pacific and ComEd bike paths. However, the ComEd lease has been approved and the Union Pacific railway purchase has been agreed upon. Construction will begin in early 2016.

- 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.

The Global Fitness Spot was dedicated on August 6, 2015. Five pieces of equipment were installed in Proesel Park along with a bench, sign and plantings to define the area. A donation was received from the family to cover the cost of the equipment and a second donator approached staff after for the addition of a bench.

- 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.

Safety fencing around the pump room was installed prior to the start of the 2015 aquatic season. Shade structures were purchased, and 75% installed for this past aquatic season. The remaining 25% were fitted at the end of the year and will be installed for the 2016 season.

- 5) Complete a master plan by April 30, 2016 for the Proesel Park Family Aquatic Center to inventory the current facility amenities and mechanics, and to plan for future maintenance, facility updates and repairs. This document will assist in the procurement of grants and donations for the facility.

The RFP process was conducted in 2015 and FGM Architects was selected to complete the Aquatic Center Master Plan. FGM Architects is in the process of contacting aquatic center patrons and will present the master plan to the Park Board in February 2016.

Proposed Goals

- 1) Expand the range of recreation services by working with Lincolnwood based organizations to ensure that a wide range of recreation needs are met within the Village of Lincolnwood. Strategies include, cross promotion of programming, sharing space, reducing program conflicts, and combining efforts to provide enhanced programming.
- 2) Enhance youth program offerings by utilizing both the space provided by School District 74 as well as the Lincolnwood Community Center. By programming both spaces the department will be able to accommodate more afterschool participation.
- 3) Enhance pool pass holder benefits by creating more available open swim time during morning weekday hours.
- 4) Improve registration procedures by streamlining operations and improving workflow by migrating recreation software to RecTrac 3.1. The new RecTrac 3.1 software will provide staff with easier and customizable point-of-sale options for smoother and faster on-site

transactions, a more intuitive web-based user experience, and greater program reporting capabilities.

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

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 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.

A Request for Proposals was published and bids were received. However the goal is on-hold, pending a review of outsourcing emergency communications, due in March, 2016. A recent law diverts 9-1-1 funds from public safety answering points serving less than 25,000 people. The change may make a standalone communications center a much less cost effective option.

- 2) Lexipol is a widely acclaimed law enforcement policy and training manual. It offers a consistent, integrated program of risk management designed by law enforcement professionals and researched by attorneys specializing in law enforcement litigation. The service is constantly updated to reflect the changing and unique needs of the Police Department. Currently, there are approximately 155 agencies in Illinois, and 47 in Cook County that subscribe to the service. The Intergovernmental Risk Management Association (IRMA) has financially sponsored the program by offering a grant of up to \$1,500 for the first year. Staff will contract with the vendor, train staff and implement

the system by February, 2016.

The Police Department signed the contract and underwent project management training and knowledge management system training, and is developing newly revised policy implementation procedures. Staff will review, approve, disseminate and train staff on five newly revised policies per month beginning March, 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.

The Police Department obtained a quote from L-3 for the installation and equipment (\$4,670). The system will be fully compatible with the Police Departments existing in-car camera system. No additional servers or staff training will be required. The installation is expected to be complete by March, 2016.

- 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.

After this goal was approved, the staff was approached by the President of NIPAS regarding deferring the change until May, 2016. The former Mobile Force Operations Commander resigned without notice. This necessitated Lincolnwood's staff to assume the role of Operations Commander until a qualified replacement is identified and trained. Staff recommended several police officers proceed in the NIPAS selection process for both the EST and MFF teams. Assignments will be made in March, 2016.

- 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.

Staff participated in training on program management and implementation. All supervisors were briefed at the October and November staff meetings. Supervisors began

training for all personnel in November. Training will continue to take place each month. The first subjects discussed were Obstructing Justice, the Police Community Improvement Act, Furtive Movements, Searching Suspects on Parole, and Words: How Important Are They?

- 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.

This program is fully operational. Communication operators are participating in on-line training each month in accordance with its guidelines.

- 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.

The program is fully operational. All current supervisors and acting watch commanders were trained by January 1, 2015.

Proposed Goals

- 1) The Police Department will research, recommend and implement the most cost effective solution to provide emergency communications. In July 2017, all Public Safety Answering Points (PSAP's) serving a population of less than 25,000 will lose E9-1-1 funding.
- 2) The Police Department is part of the North Regional (NORCOM) radio network shared by 13 communities. Recently, the Federal Government enacted legislation requiring NORCOM and other public safety agencies to change radio frequencies. The legislation and change of radio frequencies requires an upgrade to the entire radio network or switching to the State of Illinois Starcom radio network.
- 3) The Police Department has eight new police officers currently on probation and three newly promoted supervisors. The Police Department will continue to train and evaluate all 11 personnel over the course of FY2016-17.

- 4) The Police Department will begin a programmed replacement of in-car video cameras. The current system which has performed extremely well has been in place since 2009 has reached its “end of life” meaning that the provider will no longer offer a service and maintenance agreement. Repair costs are based on time and material.
- 5) The Police Department will begin using live cartridges for all in-service Taser recertification training. The Police Department has provided a Taser to every sworn police officer assigned to patrol for over 10 years. Two years ago, the Village began a programmed replacement program. Recently, the vendor began requiring the use of live cartridges for annual recertification. All sworn officers received annual recertification as part of in-service training.
- 6) The Police Department initiated a plan to reassign two officers assigned to the Northern Illinois Police Alarm System (NIPAS) (1) Emergency Services Team (EST) and (2) Mobile Field Force (MFF) in FY2015-16. Staffing limitations precluded reassigning and training staff in a timely manner. This goal has budget implications and will carry over to FY2016-17.
- 7) The Police Department will initiate a new program, installing an emergency traffic signal preemption device in each new squad car. The device will allow marked police public safety vehicles to capture a green light when responding to calls for service with the emergency overhead lighting activated. The Fire Department has effectively utilized the devices for more than 10 years. It will take a minimum of four years to equip each new marked squad car with a device.

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.

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

Prior Year's Goals Status

- 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 or 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.

Command Scope has been purchased, installed on our vehicles and the pre-plans continue to be developed.

- 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.

Staff worked with IDPH and the final application process for MIH was completed, approved and distributed. The collaboration with St. Francis Hospital continues as we apply for a Pilot Program with IDPH.

- 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 Patient 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.

ICD 10 Codes for ambulance billing were developed and accepted by Medicare and third-party billing. Staff is waiting for an upgrade to Tablet 6.0 from Zoll. NEMSIS version 3 was validated by IDPH. Deadline from IDPH for compliance is November 2016. Staff is waiting for an implementation time slot for upgrade from Zoll.

- 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.

The necessary repairs to the 1989 Engine were completed and this Engine is now running frontline. Staff developed bid specifications and a bid was awarded to UST Fire Apparatus from Delavan, Wisconsin. The chassis is being built and will be sent to UST in January, 2016. The body will be assembled, completed and delivered by June, 2016.

- 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.

This project was completed. The patient pads will be used on every patient that is in cardiac arrest. The data that is derived from the pads is stored for future research.

Proposed Goals

- 1) Staff will apply for Assistance to Firefighters Grant (AFG) from FEMA for a new ambulance and patient loading systems in our other ambulances. The Grant will be due in January with awarding sometime later in the fiscal year. If granted, the Village will pay 5% and FEMA will pay 95%
- 2) Acceptance of the new Engine and complete additional training put this vehicle into service. Staff anticipates delivery of the Engine in June or July, 2017.
- 3) The Insurance Services Office, Inc. (ISO) last evaluated the Lincolnwood Fire Department in 2008. The purpose of this survey is to review the available public fire suppression facilities and develop a Public Protection Classification (PPC) for insurance rating purposes. The current rating is insurance Class 4. ISO will evaluate the Department during the FY 2016/17.
- 4) Continue working with St. Francis Hospital exploring Mobile Integrated Healthcare opportunities. The Affordable Healthcare Act has areas of potential collaboration between hospitals and fire service in providing non-emergency healthcare to our residents.
- 5) Complete finalizing the dataset we currently use with IDPH as the Department switches over to the National Emergency Medical Services Information System (NEMSIS) Version 3 by November 2016.

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) 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 employee's skillset.

Staff has met with each Division to identify goals for the Division as well as training goals for each employee within the Division. A policy is currently being drafted

regarding these training goals as well as a training plan for each employee that will be reviewed annually.

- 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.

Staff conducted a survey of surrounding communities and evaluated a number of options for replacement of the existing radios. Ultimately, it was decided that the most prudent approach would be to replace the radios with basic cell phones for each full time employee. These cell phones are paid for at a rate of \$0.06 per minute, and the total annual budget was reduced by over \$1,000. In addition, the cell phones are used on a more regular basis than the old radios and have been effective in eliminating the need for employees to use their personal cell phones during work hours.

- 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.

Staff has completed an inventory of the Village Hall, Police/Fire Station, and Public Works facilities and is developing a five year plan for replacement of the aging infrastructure. In addition, following a bid process to select a vendor, staff will be working with the Village's HVAC contractor to develop a five year plan for replacement of aging mechanical equipment.

- 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.

The Village's Engineering firm, Christopher B. Burke Engineering, Ltd. (CBBEL), estimates that replacing the existing metal halide street light heads on McCormick Boulevard and Cicero Avenue will have an 18 year payback through reduced cost of electricity. The existing metal halide heads at the Touhy/Crawford intersection will be retrofitted with LED heads as part of the replacement of the Touhy Avenue street lights in 2016. McCormick Boulevard and Cicero Avenue street light heads will be retrofitted as part of a future street light project.

- 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.

The Department has been working with the Chicago Metropolitan Agency for Planning (CMAP) to identify streets that would be the best candidates for FAU status. Staff plans to submit applications for Northeast Parkway, Kostner Avenue, and East Prairie Road following the completion of updating traffic counts in the spring.

Proposed Goals

- 1) Work with the Village Engineer and building inspection firm (TPI) to update the Village's Americans with Disabilities Act (ADA) transition plan for sidewalks and facilities. The plan will specifically look at existing crosswalks and sidewalks as well as the entryways, restrooms, and parking lots for ADA compliance. The plan will also provide a framework for implementing improvements.
- 2) Research for implementation a grant management software package. The software would help the Village identify potential grant funding sources and manage the necessary reports following award of a grant.
- 3) Implement iPads in each operating division to eliminate the need for paper work orders and JULIE tickets. Integrating mobile technology into the foremen's daily operations will provide a more streamlined approach for receiving and completing work orders. In addition, this project will eliminate an administrative redundancy where the foremen write their comments on the paper work order and those comments are then typed into the work order system by a clerk.
- 4) Develop an interactive map of the Village's upcoming and ongoing capital improvement projects. Over the coming years, the Village will be undertaking a number of significant capital improvement projects including construction of two bike paths, an overpass, stormwater improvements, water main replacements, and street resurfacing. In an effort to keep the public informed of the ongoing and upcoming projects, staff will work with the GIS specialist to develop an interactive map that shows the location of the project limits and provides basic information about the project and its benefits to the community.
- 5) Staff will work to develop an emergency action plan for each division to provide guidance during large scale events such as wind storms, flooding, or water main breaks. These documents will include information such as the equipment required, where it is located and provide a general guideline to how the Department should respond to the emergency.
- 6) Work to beautify the public rights-of-way by completing construction of the Lincoln Avenue medians, continuing to pursue improvements to the Devon Avenue streetscape, and begin managing a median maintenance contract. These efforts are intended to improve the aesthetics of the Village's public space along commercial corridors.



Fiscal Year 2016/2017 Budget Workshop

February 18, 2016



Budget Workshop Agenda

- ❑ Quick economic snapshot
- ❑ Summarize budget process/Village operating structure
- ❑ Summarize FY 2015/16 fiscal performance
- ❑ Anticipate FY 2016/17 fiscal performance
- ❑ Discuss key policy issues
- ❑ Identify longer-term financial issues
- ❑ Review Capital Improvement, Equipment Replacement and I/T Initiative Programs
- ❑ Review other funds
- ❑ Closed Session

Economy Snapshot

The argument for why the economy will grow faster in 2016

- Employment. Job gains have been strong throughout 2015 and the job mix is improving.
- Tighter employment is finally lifting wages.
- Higher wages coupled with a sustained decline in energy prices will lift household income and consumer spending. A Mastercard report found that holiday retail sales grew 7.9% vs 5.5% last year.
- Even after an essentially flat year for stocks, US household wealth is near record levels (\$83 trillion).
- Household debt levels are down, balance sheets are better.
- Evidence....

Source: Rick Mattoon, Senior Economist and Economic Advisor Federal Reserve Bank of Chicago

The argument for why the economy will disappoint in 2016

- Very weak foreign markets...both developed and emerging economies. Europe is either pushing QE or negative interest rates to spur consumption and there is still little lift. China is slowing to under 7% growth (probably even less than what is said publically) as it shifts away from a high investment/construction model to a more consumer economy. Emerging markets often dependent on commodity prices are getting hammered. Who is going to buy our stuff?
- Continued strong dollar makes exporting harder
- Rising interest rates will cut into consumer purchases for items like cars or anything that was benefiting from cheap financing.
- The previously strong parts of the U.S. economy, manufacturing and agriculture are under serious pressure. Unlikely to get much lift here.
- Continued fiscal stress and policy uncertainty

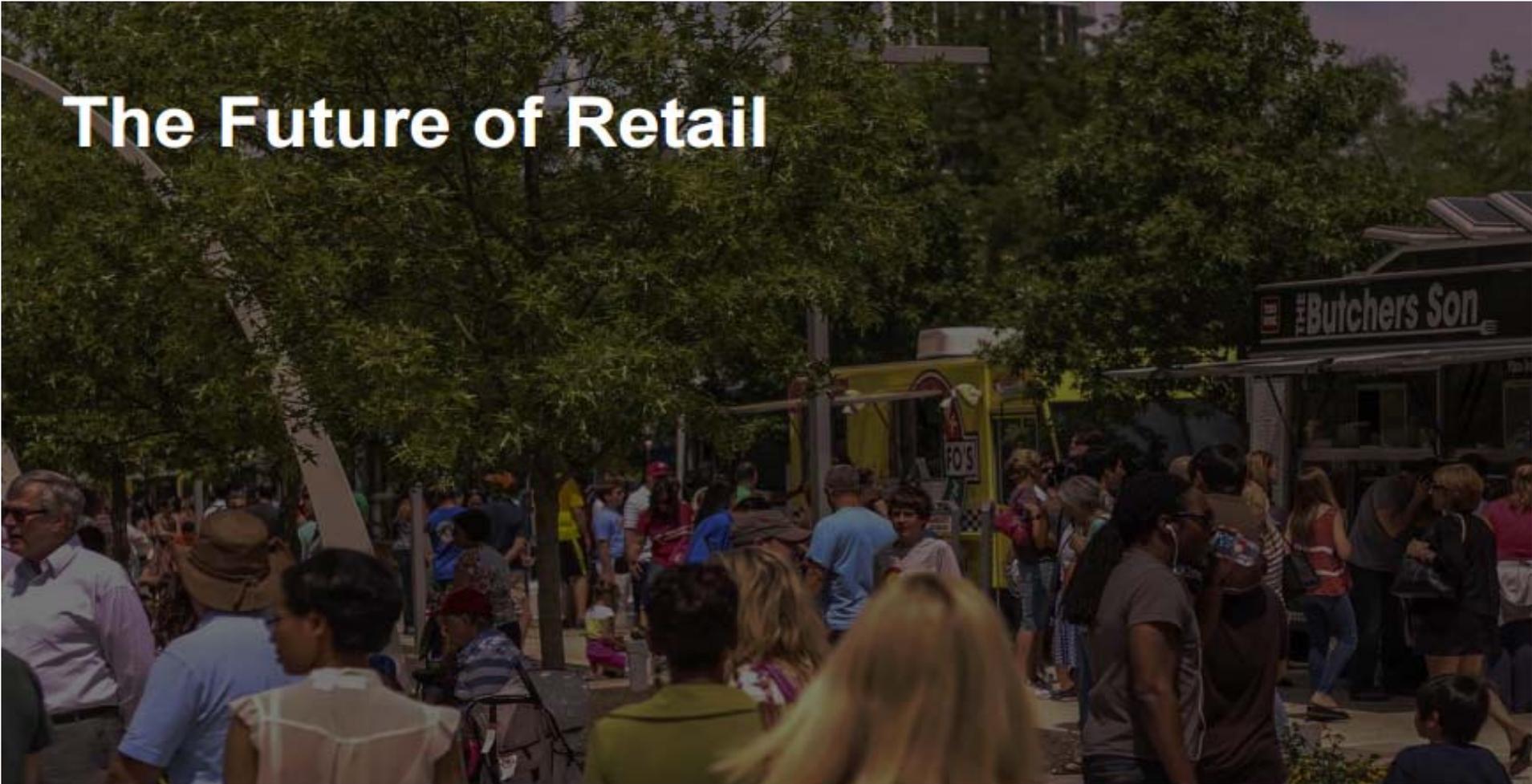
Source: Rick Mattoon, Senior Economist and Economic Advisor Federal Reserve Bank of Chicago

The Current Forecast

- Last FOMC (December, 2015) central tendency projection for **GDP growth in 2015 is 2.1%**, the 2016 projection is **2.3 to 2.5%**. **Long-run 1.8% to 2.2%**. More plodding growth in 2017 at 2.0 to 2.3%
- inflation is running well below target. CPI and core have seen either declines or minimal growth, although gas/food prices might cause a blip. FOMC forecast **has PCE at to 0.4% (2015) and 1.2% to 1.7% in 2016**. **Long-run estimate is at 2%, with 2017 projected at 1.8 to 2.0%**.
- FOMC forecast has **unemployment at 5.0% (2015) and 4.6% to 4.8% (2016)**. **Long-run—4.8% to 5.0%**
- Fed policy. December was the first quarter point increase since 2008. Big issue will be the pace of potential future increases to get to “normalization” (3 to 3.5%). Inflation rising to 2% was a significant justification in the statement. Big question is just how sensitive is the U.S. economy to super-low borrowing costs?

Source: Rick Mattoon, Senior Economist and Economic Advisor Federal Reserve Bank of Chicago

The Future of Retail



People want to live in communities that offer everything.

Residents want a 'third place' away from home and office to have a social experience, dine or be entertained.

Source: The Retail Coach

The Future of Retail

- **Urbanization is driving retail development**
- **Retailers & developers are cautious; looking for the sure thing**
- **Very, very little spec retail development**
- **Most new development involves existing development**
- **Urban, infill opportunities are being sought**
- **Densely populated retail trade areas are desired**

Source: The Retail Coach

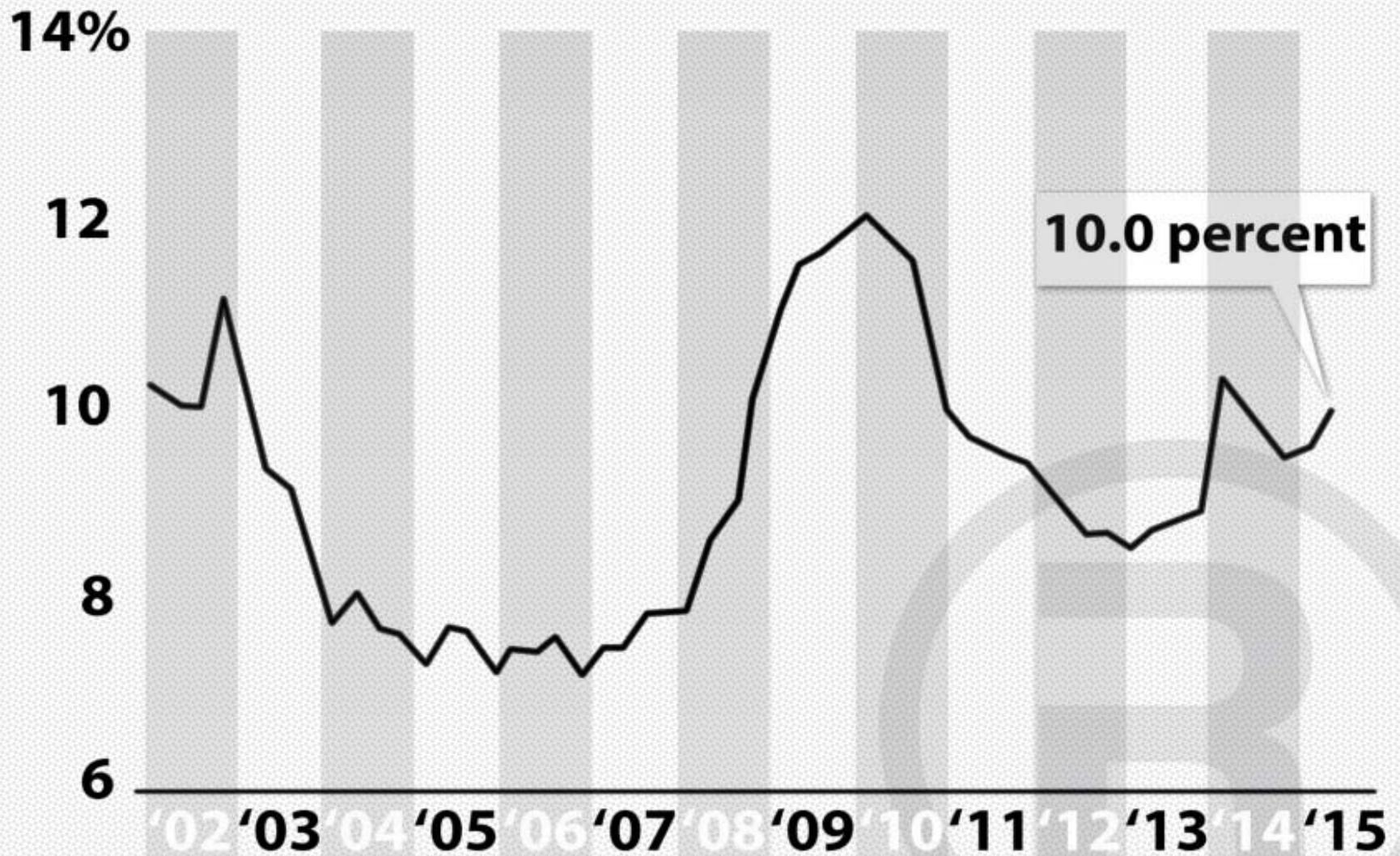
The Future of Retail

Urbanization is driving retail development

2008	404.2 million sq. ft. delivered nationally (60% in questionable trade areas – grocery-anchored neighborhood centers & unanchored centers)
2014	109 million sq. ft. delivered
2015	111.9 million sq. ft. projected

- No more speculation on fringe locations; must be the sure thing
- Tenants must be in place - regardless of location
- Retailers & developers looking for densely populated urban locations with strong demographic profiles; purchasing power
- Target & Walmart led the way – grocers, discounters and others now following

Vacancy Rate For Metro Area, By Quarter



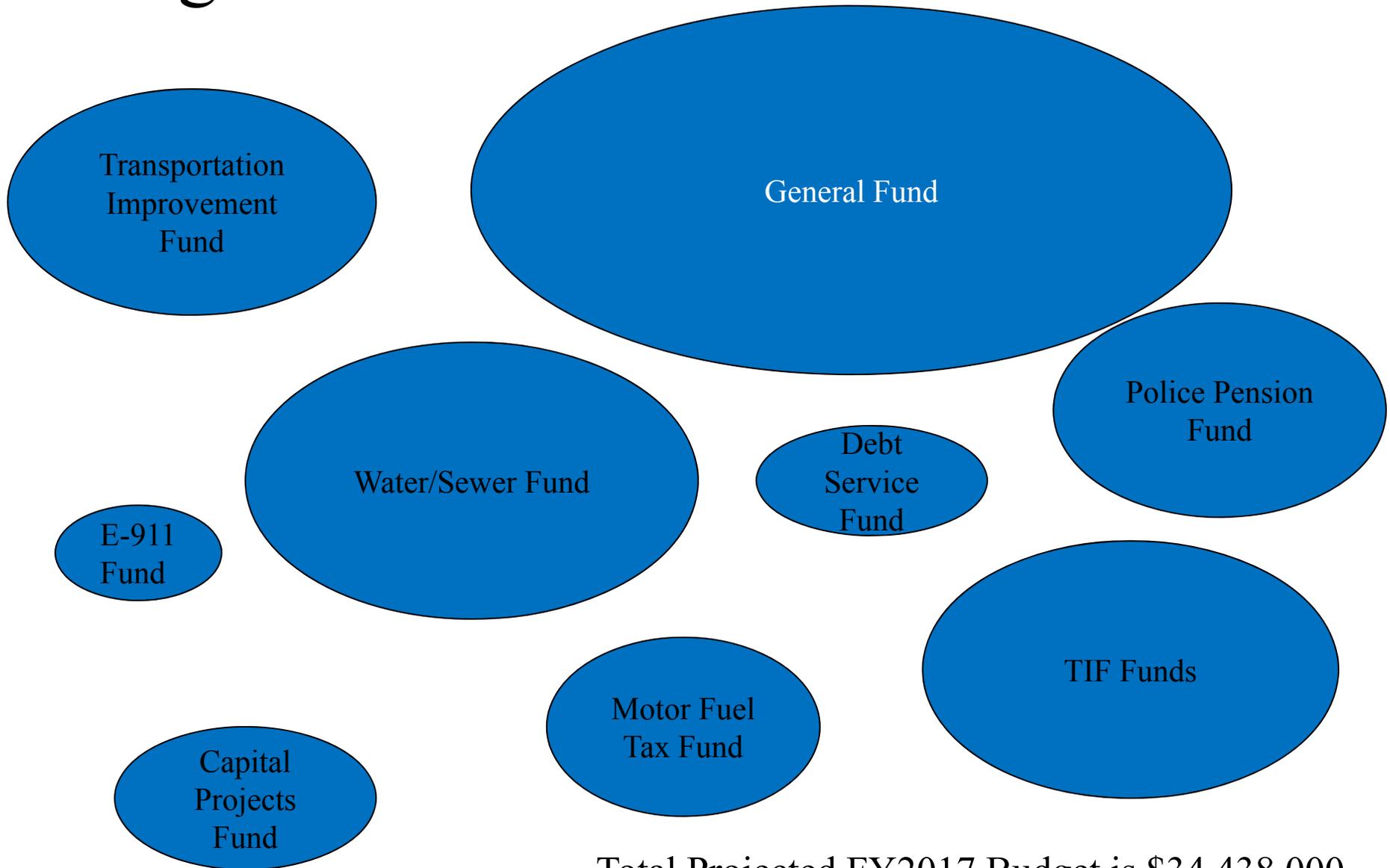
Source: The Retail Coach

The Future of Retail

2016 Positive Indicators & Trends

- The Fed raised interest rates – the economy is stronger
- More people are working – unemployment falling to 4.6% in 2016 from 5% year-end in 2015
- Wages are up - more disposable income
- Gas prices are low – quick-serve restaurants are beneficiaries
- Consumer confidence rose in December
- Multi-family boom – many consumers prefer renting vs. owning
- Single family home construction & sales projected to increase 16%
- Industrial sector seeing spec development
- Resurgence of urban/downtowns – living, working, shopping

Village's Overall Financial Fund Structure



Total Projected FY2017 Budget is \$34,438,000

Review of Budget Preparation Process

- **October/November**-Village Manager (VM) develops budgetary assumptions for FY2017 and meets with department Heads to discuss
- **December** – Finance and VM discuss preliminary revenue estimates. Department budgets are due to VM along with departmental goals for FY2017
- **January** - VM and budget team meets with each department to discuss proposed budgets. Proposed budgets are revised following VM's approval
- **February** – Staff presents draft FY2017 budget and policy issues to Village Board (VB). Draft budget is revised to incorporate VB direction.
- **March** – Staff meets to review revised draft budget with Village Board Finance Committee.
Proposed budget is placed for public viewing and a public meeting is held for public and VB discussion.
- **April** – FY2017 budget is presented for formal consideration to the VB
- **May** – New fiscal year begins. Budget is monitored and updates provided to VB



FY 2015/16 Year-End
General Fund Projection



General Fund Projections – April 30, 2016

	Adopted Budget FY15/16	Projected Actual FY15/16	Increase/ (Decrease)
Revenues	\$20,793,735	\$20,198,906	\$(594,829)
Expenditures	20,404,689	19,681,720	(722,969)
Surplus Before Transfers	389,046	517,186	128,140



FY 2016 Year-End GF Revenue Issues

	Adopted Budget FY 15/16	Projected Actual FY15/16	Difference
<u>Revenue</u>	\$20,793,735	\$20,198,906	\$(594,829)

Revenue Item

Adopted/Projected Variance

- Sales tax \$ (100,000)
- Other fees- Site development permits (250,000)
- Expense reimbursements (50,000)
- Donation revenue- Friends of the Park (100,000)

(received in FY2015)

FY 2016 Year-End GF Expenditure Issues

	Adopted Budget FY 15/16	Projected Actual FY15/16	Difference
<u>Expenditures</u>	\$20,404,689	\$19,681,720	\$(722,969)

<u>Expenditure Item</u>	<u>Adopted/Projected Variance</u>
<input type="checkbox"/> SD 74 development benefit payment	\$ (365,000)
<input type="checkbox"/> Reduction in personnel costs	(171,000)
<input type="checkbox"/> Reduction in camp and pool expenses	(47,000)
<input type="checkbox"/> Reduction in legal and engineering costs	(52,000)
<input type="checkbox"/> Reduction in SWANCC refuse fees	(28,000)

General Fund Projections – April 30, 2016

	Adopted Budget FY15/16	Projected Actual FY15/16	Increase/ (Decrease)
Revenues	\$20,793,735	\$20,198,906	\$(594,829)
Expenditures	20,404,689	19,681,720	(722,969)
Surplus (Deficit)	389,046	517,186	128,140
Transfers-net	(662,225)	(303,905)	358,320
Net Change to Fund Balance	(273,179)	213,281	486,460

Projected FY 2016 G.F. Transfer Activity

Transfers in-to GF:	Budgeted	Actual
Water Fund	\$200,000	\$200,000
NEID TIF	<u>130,000</u>	<u>130,000</u>
	<u>\$330,000</u>	<u>\$330,000</u>
Transfers out of GF:		
ComEd ROW Bike Path	248,000	48,000
Private Sewer Line Assistance	25,000	10,000
E-911	210,000	70,000
PEP Grant Program	50,000	50,000
Debt Service - fire vehicle & field lighting	<u>459,225</u>	<u>455,905</u>
	<u>\$992,225</u>	<u>\$633,905</u>
Net Transfer	<u>\$(662,225)</u>	<u>\$(303,905)</u>

FY 2016/17 General Fund Draft Budget

FY 2017 General Fund Draft Budget

Revenues	\$20,442,803
Expenditures	20,266,199
Surplus	176,604
Net Transfers	(952,500)
Net change to fund balance (excess fund reserves for capital projects used to balance budget)	\$(775,896)



GF Fund Balance Policy

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



Projected G.F. Fund Balance FY2017

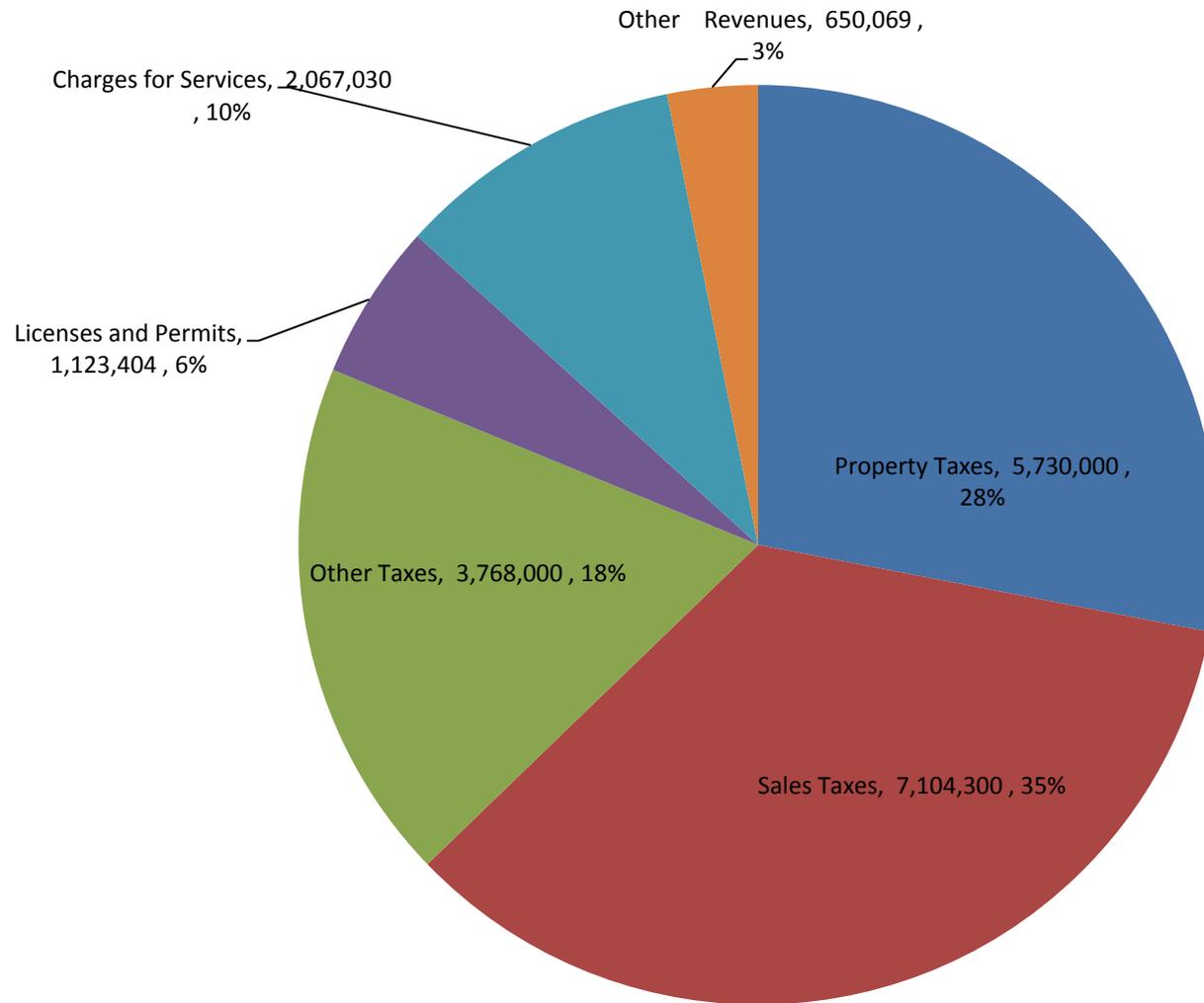
Projected Fund Balance as of 4/30/17	\$10,220,155
Required Max. Fund Balance for FY 2017	\$7,154,981
“Excess” fund balance available for equipment purchases and capital projects - as of 4/30/17	\$3,065,174



Proposed GF Revenues FY 2017

Projected Actual FY2016	Draft Budget FY2017	Difference
\$20,198,906	\$20,442,803	\$243,897

Total GF Revenues \$20,442,803





FY2017 Proposed General Fund Revenue Highlights

- Fee adjustments of approx. \$20,000 recommended for FY2017
(Detailed on following slides)
- No increase in pool pass costs for both residents and non-residents
- No increase in camp fees for both residents and non-residents
- Possible Self-storage tax - \$100,000

FY 2017 GF Revenue Key Issues

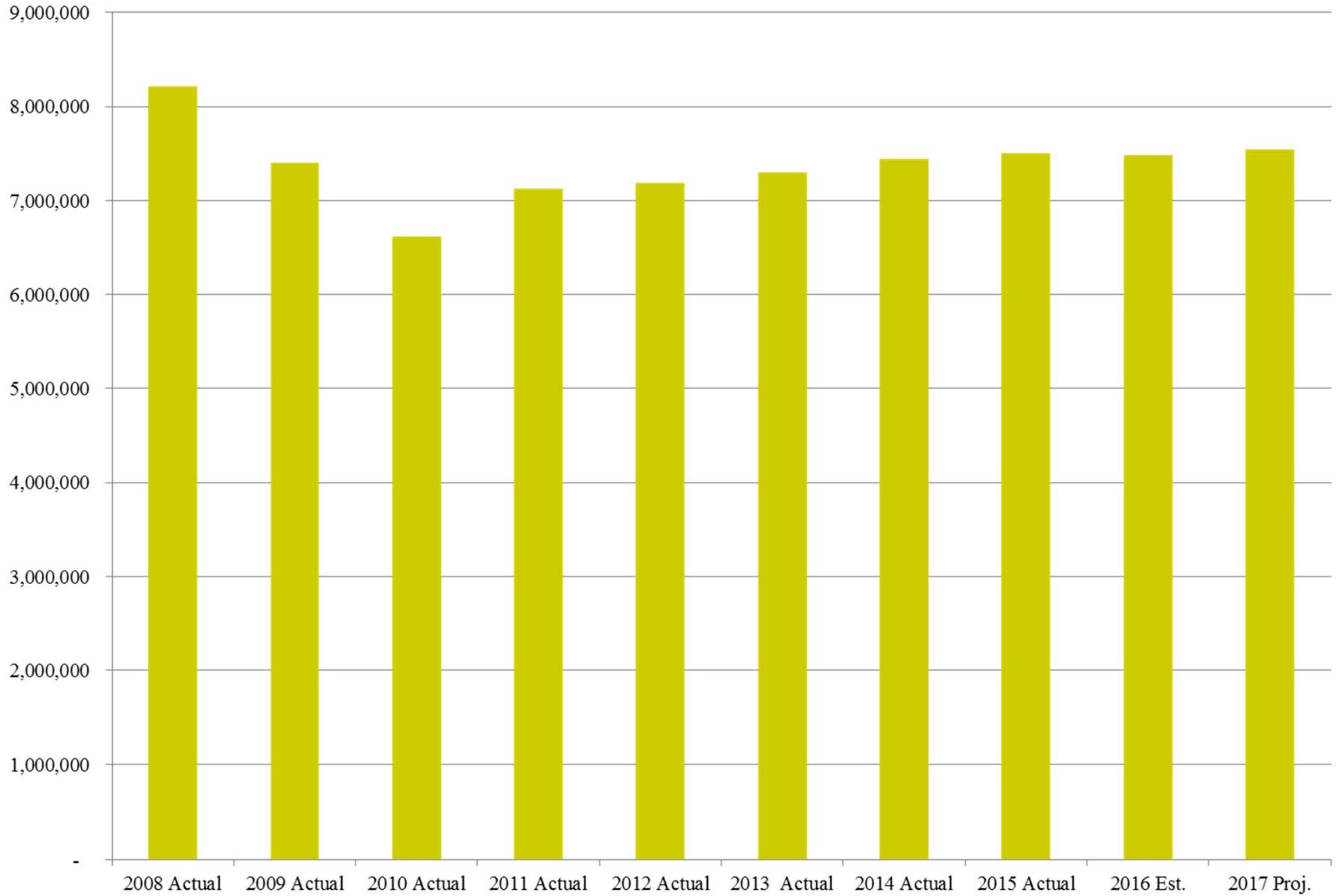
	Projected Actual FY2016	Draft Budget FY2017	Difference
<u>Revenue</u>	\$20,198,906	\$20,442,803	\$243,897

Revenue Item

FY2016/FY2017 Variance

- | | |
|---|--|
| <ul style="list-style-type: none"> □ Property tax
(Includes TIF surplus distribution) □ Building permit fees □ Sales tax □ State income tax –
possible reduction in LGDF fund due to State
of Illinois budget situation | <ul style="list-style-type: none"> \$ 310,000 50,000 100,000 (260,000) |
|---|--|

Total Sales Tax History



Potential New Revenue: Ambulance Fee Adjustment

- Last adjustment Fiscal Year 2010-11
- Non-Residents pay entire fee amount
- Residents pay only what insurance pays
- Potential new revenue: \$20,000

Non-Resident Ambulance Service Rates		
Charges	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$850.00	\$1,000.00
Advanced Life Support I ambulance transport fee	\$1,000.00	\$1,150.00
Advanced Life Support II ambulance transport fee	\$1,250.00	\$1,400.00
Mileage transport fee	\$17.00/Mile	\$20.00/Mile

Resident Ambulance Service Rates		
Charges	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$500.00	\$650.00
Advanced Life Support I ambulance transport fee	\$700.00	\$850.00
Advanced Life Support II ambulance transport fee	\$950.00	\$1,050.00
Mileage transport fee	\$15.00/Mile	\$17.00/Mile



Potential New Revenue: Self-Storage Tax

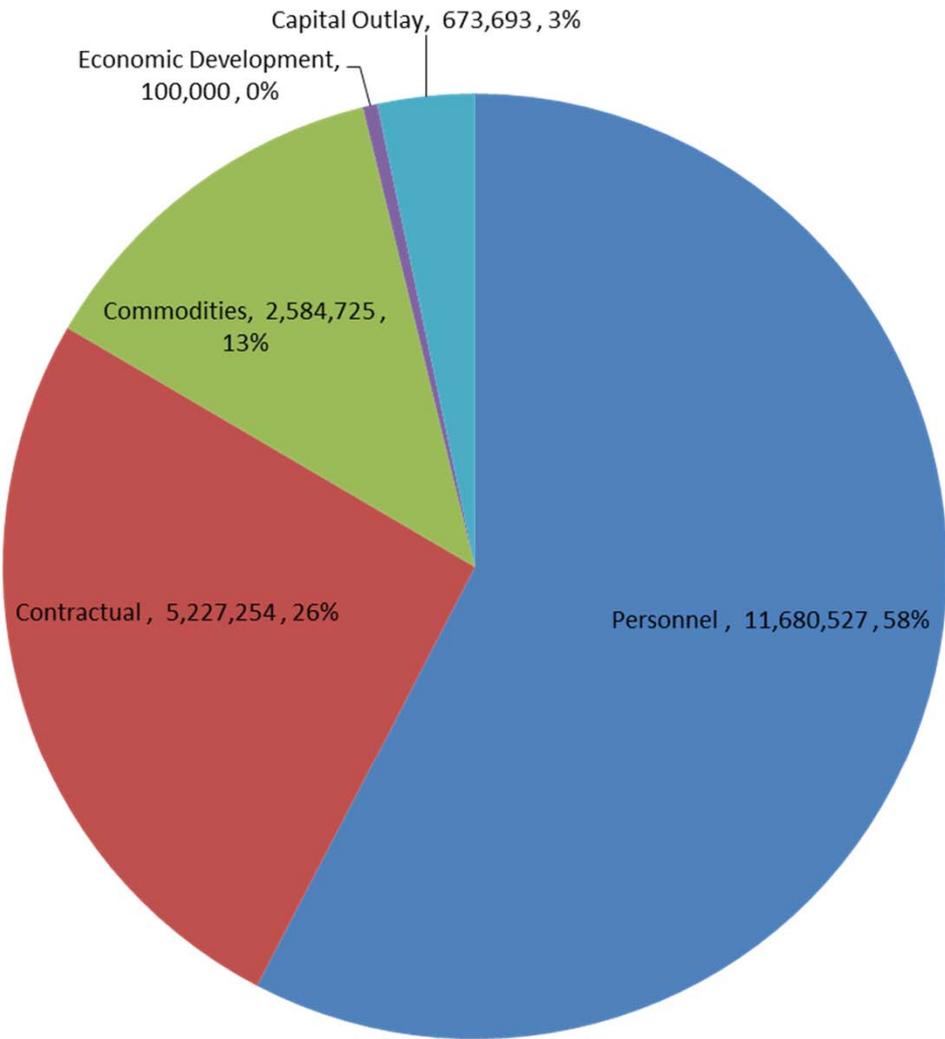
- ❑ Three facilities in the Village, all on commercial streets
- ❑ Tax would be paid by customer, based on size of storage space rented
- ❑ An average of 28 police calls per year has been generated over the past 8 years
- ❑ Estimated annual revenue: \$100,000 (not included in FY 16/17 proposed budget)



Proposed G.F. Expenditures FY2017

Projected Actual FY2016	Draft Budget FY2017	Difference
\$19,681,720	\$20,266,199	\$584,479

Total GF Expenses \$20,266,199





FY 2017 GF Expenditure Key Issues

	Projected Actual	Draft Budget	Difference
	FY2016	FY2017	
<u>Expenses</u>	\$19,681,720	\$20,266,199	\$584,479

<u>Expenditure Item</u>	<u>FY2016/FY2017 Variance</u>
<input type="checkbox"/> Salaries and benefits	\$ 305,000
<input type="checkbox"/> Police pension contribution	131,000
<input type="checkbox"/> Star-com purchase	225,000

Proposed FY2017 G.F. Transfer Activity

Transfers in-to GF:	Amount
Water Fund	\$200,000
NEID TIF	130,000
	<u>\$330,000</u>
Transfers out of GF:	
Comm. Ed. ROW Bike Path	300,000
PEP Grant Program	50,000
Private Sewer Replacement Assistance	25,000
Debt Service -fire vehicle & field lighting	12,500
Median Beautification	550,000
E-911	<u>345,000</u>
	<u>1,282,500</u>
Net Transfer	\$(952,500)



Significant Capital Expenditures Included in General Fund Draft Budget for FY2017

□ Replacement of two Police squad cars	\$ 64,800
□ Replacement of emerald ash trees (year 3 of 3)	40,000
□ Purchase of new Fire Engine - Final Payment	281,000
□ Contracted median landscape management	40,000
□ Police star-com radio replacement (unfunded mandate)	225,000
□ Replacement of playground equipment – GG Rowell Park	100,000
□ Lincoln Ave. median beautification project	550,000

Landscape Maintenance Contract



Landscape Maintenance Contract

- Improve Aesthetics by Outsourcing Maintenance
 - Village Hall Campus Beds, Aquatic Center and Medians on Lincoln, Touhy and Crawford Avenues
- Services to be Improved by Reallocating Staff:
 - Increased maintenance of small parks
 - Provide additional support for various events in the parks
 - Maintain various park amenities (e.g. baseball fields, tennis courts, volleyball courts, aquatic center, etc.)
 - Quicker responses to requests for service in the Village facilities
 - Performing special projects in the parks and facilities



Landscape Maintenance Contract

- Outsourced services would include:
 - Mowing grass medians
 - Weeding and cultivation of planting beds
 - Spring/Fall Cleanup
 - Fertilization and herbicidal application
 - Pruning of shrubs and trees
- Total anticipated cost: **\$40,000**
 - P&R Park Maint.: \$12,000 (Village Campus Beds)
 - P&R Pool: \$8,000 (Aquatic Center)
 - PW Streets Maint.: \$20,000 (Medians)
- Cost is partially offset by the elimination of a seasonal laborer position (**Annual cost: \$19,500**)
- Total Net Cost: **\$20,500**

Star-Com21 Radio System



Starcom 21 Radio System

- North Regional Telecommunications Network (NORCOM) maintains a 20-year old UHF analog system
 - The FCC is requiring all public safety agencies on UHF systems to vacate the current radio frequency by 2021
 - Starcom is a digital radio system with state-wide coverage and roaming for Illinois governments



Starcom 21 Radio System

□ Benefits

- While there is a significant initial investment, projected multi-year costs are less than a Village-owned network, or shared network
- Offers improved coverage
- Eliminates radio network maintenance
- Area suburbs have already transitioned with no issues/problems
- Projected upfront costs for Police: \$225,000
 - This cost may be eligible for multi-year financing

Lincoln Avenue Medians

Cost Estimate

Includes:

- Raised beds
- Perennials
- Irrigation
- Brick edging
- All medians from Jarvis Avenue south to Devon Avenue
- Medians that currently do not have plantings
- No modifications within the parkway

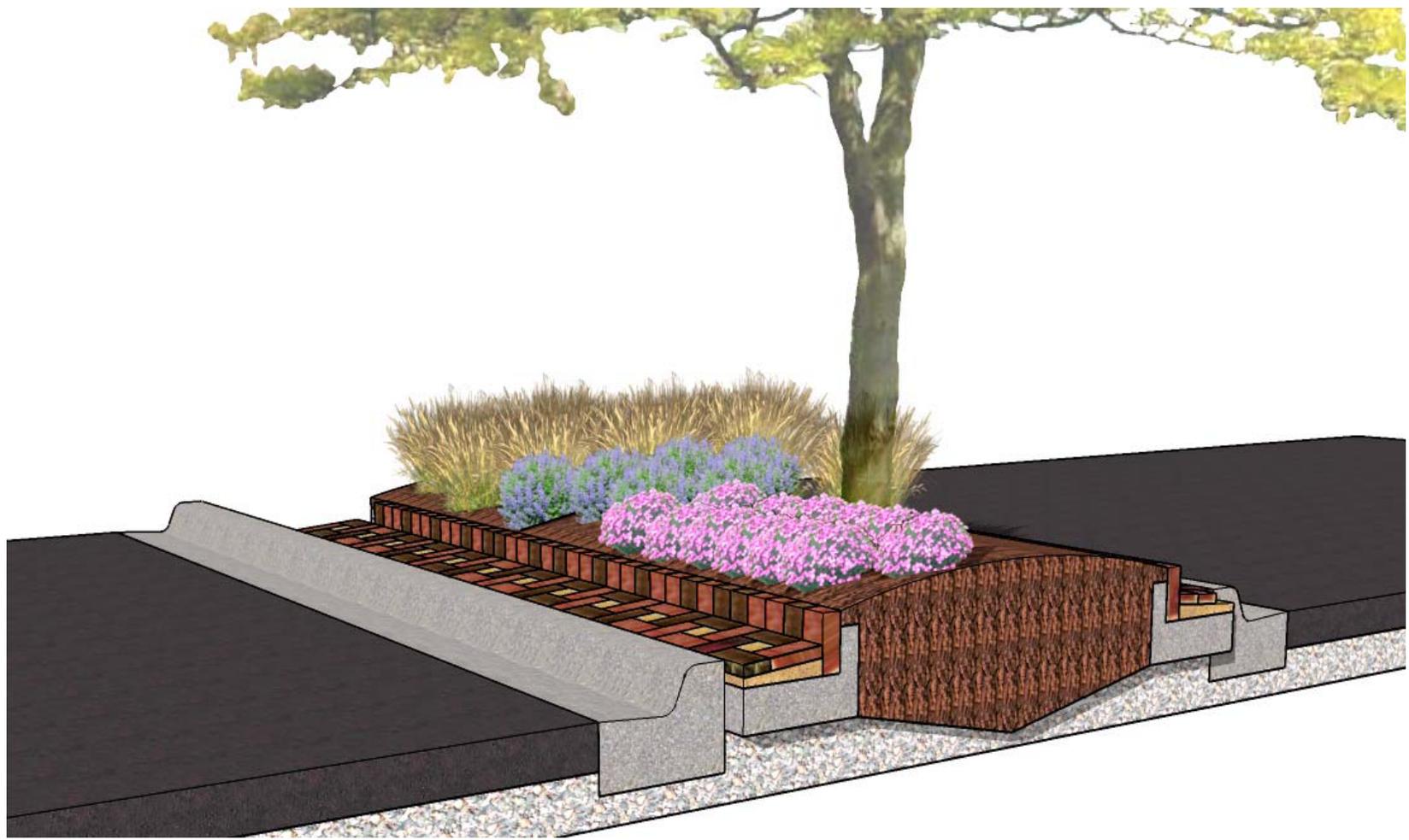
Table 1. Cost Estimate

<i>Item</i>	<i>Amount</i>
Engineering Design	\$35,000
Construction	\$850,000
Construction Oversight	\$35,000
TOTAL	\$920,000

Table 2. Construction Cost Breakdown by Funding Source

<i>Fund</i>	<i>Amount</i>
General	\$550,000
Lincoln/Devon TIF	\$194,225
Lincoln/Touhy TIF	\$175,775
TOTAL	\$920,000

Fall 2016 Construction





Playground Replacement Program – GG Rowell Park



Playground Replacement Program – GG Rowell Park



FY 2017 General Fund Draft Budget

Revenues	\$20,442,803
Expenditures	20,266,199
Surplus	176,604
Net Transfers	(952,500)
Net change to fund balance (excess fund reserves for capital projects used to balance budget)	\$(775,896)

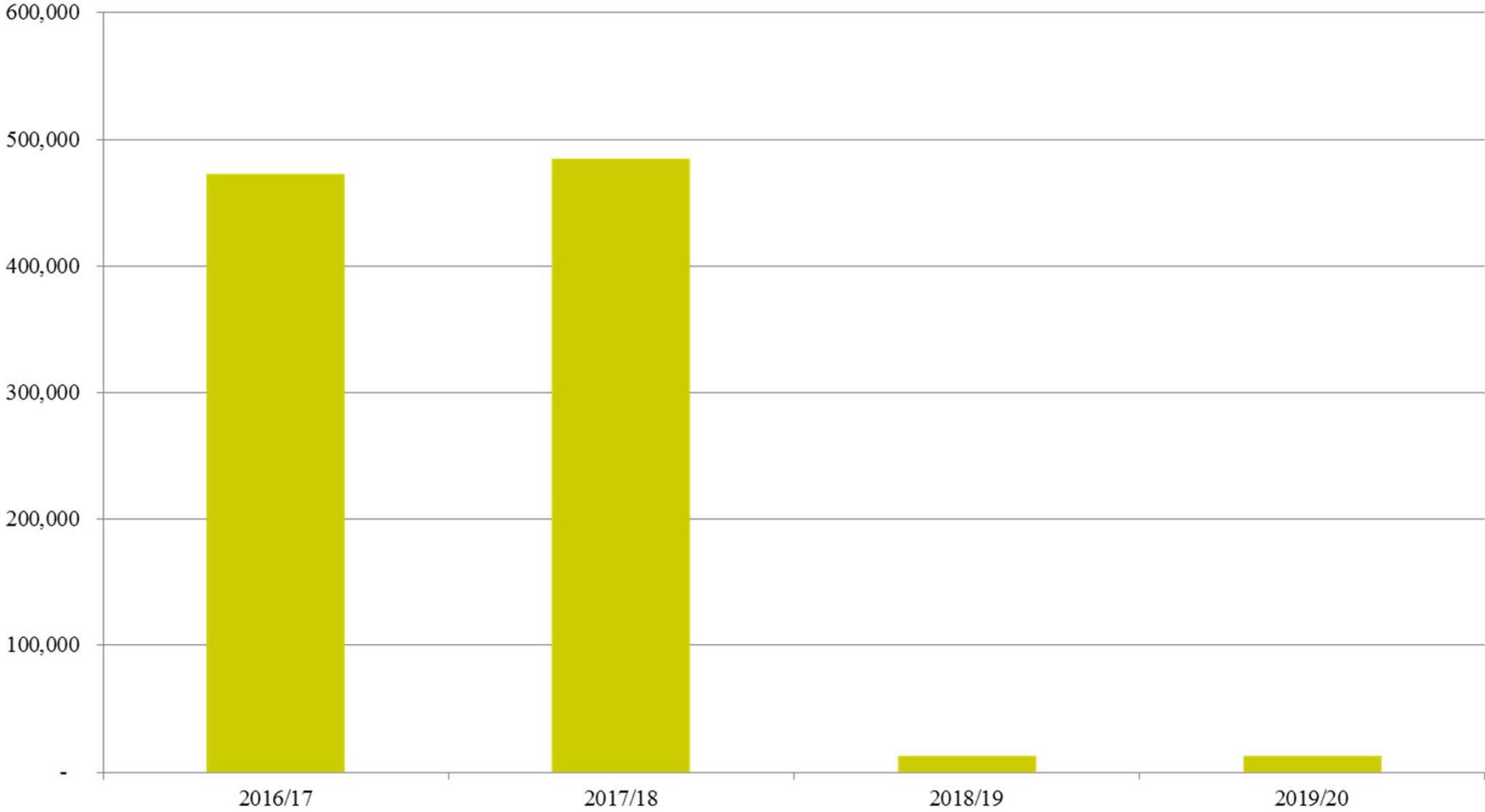


Issues Affecting FY2017 Budget and Beyond

- Village's General Fund will be virtually debt-free in FY 2018/19
- Pension Funding
- Impact on future Village revenue and expenses from redevelopment of former Purple Hotel site
- Possible reduction of state revenue sharing to municipalities due to financial condition of the State of Illinois



Village Debt Principal Re-Payment Schedule General Fund Obligations



Other Funds



NEID TIF Budget

Estimated Fund Balance 5-1-2016

\$2,872,000

(TIF to expire in 2019)

□ Construction of U.P. Bike Path	240,000
□ Parking lot construction	850,000
□ Fiber optic connection	180,726
□ PEP and GIFT Programs	50,000
□ Debt payments (last payment FY2018)	312,150
□ Transfer to Devon/Lincoln TIF	1,100,000
■ (Devon Ave. Streetscape project)	



Lincoln/Touhy TIF

Estimated Fund Balance 5-1-2016 **\$(213,000)**

(TIF to expire in 2034)

□ Lincoln Ave. medians 175,775



Devon/Lincoln TIF

Estimated Fund Balance 5-1-2016 **\$(600,500)**

(TIF to expire in 2037)

- | | |
|---------------------------|------------|
| □ Streetscape engineering | \$ 325,000 |
| □ Lincoln Ave. medians | 194,225 |
| □ PEP grants | 50,000 |



Debt Service Fund

- Debt service for General Obligation bonds
and loans - \$480,200

(The Village has two outstanding GO bond issues.
Final payment will be made on both issues in
FY2018)



Com Ed R.O.W. Bike Path Fund

- Construction of bike path \$202,000
 (Village portion only)
- Engineering – bike overpass 289,000
 - 80% reimbursed by grant
- Engineering Com. Ed. bike path 100,000



Lincoln Ave. Median Fund

- Engineering and construction of medians on Lincoln Ave. \$550,000
- Village General Fund transfers pays for these grants



Property Enhancement Program

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



Private Sewer Line Assistance Fund

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



Water and Sewer Fund – Water Rate Adjustment

Estimated Fund Balance 5-1-2016 \$2,280,000

- Chicago increase: 5% max. effective 7-1-2016. Current Village policy: adjust rate commensurate with the Chicago rate increase
- Staff recommendation - Increase rates 5%
 - Water rate increases \$.42 per unit (1000 gallons) to \$8.70 per unit
 - Effective May 1

Impact on Customer's Water Bill

Annual Consumption (1 unit =1,000 gallons)	Current Water Bill	Water Bill with Proposed Increase	Annual Difference
40 units	\$400.35	\$417.15	\$16.80
90 units	\$883.35	\$921.15	\$37.80
165 units	\$1607.85	\$1677.15	\$69.30



Water and Sewer Fund – FY2017 Budget

□	Pilot program for Stormwater program	\$ 490,000
□	Crawford Avenue related improvements – paid to Cook County over Five Years:	
■	Water main replacement	
■	Fire hydrants	
■	Flow meter	
	Payment three of five	302,119
□	Purchase of water from Chicago	2,205,000
□	Debt service payments IEPA loan	380,156
□	Engineering for alternate water supplier	125,000

Capital Improvement Program 2017-2021

DEPARTMENT	PROJECT NAME	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	TOTAL COST
Administration							
	Emergency Backup Power Preparedness	-	846,978	-	-	-	846,978
Public Works							
	Sidewalk Replacement Program	80,000	85,000	90,000	95,000	100,000	450,000
	Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000	200,000
	Touhy Overpass for Skokie Valley Bike Trail	289,000	3,974,000				4,263,000
	Bike Lane Lining and Signing	16,200	181,500				197,700
	Pratt Resurfacing	251,500					251,500
	Street Light Replacement Program	1,223,000	1,274,000				2,497,000
	Universal Crosswalk Striping/Signage Program	12,500	50,000				62,500
	Village Hall Parking Lot and Service Road Improvements	10,000	210,000				220,000
Parks and Recreation							
	ComEd Bike Path Engineering and Construction	302,000	785,000	845,000			1,932,000
	Park Replacement Program	100,000	200,000	100,000			400,000
	Community Center Expansion				2,700,000	2,700,000	5,400,000
Public Works/NEID TIF Fund							
	Bike Path Parking Lot	850,000					850,000
	Parkway Tree Planting Program	30,000	30,000	30,000	30,000	30,000	150,000
	Devon Streetscape	101,000	228,000	4,066,000			4,395,000
	Fiber Optic Cable Construction	180,726					180,726
	Union Pacific Bike Path	380,000					380,000
	Lincoln Ave Medians	920,000					920,000
Water Fund							
	Stormwater Improvement-Berms and Restrictors	654,700	1,583,200	2,000,000	2,000,000		6,237,900
	Water Main Improvements		50,000	320,000	320,000	320,000	1,010,000
	Water Transmission Main	125,000	475,000	3,800,000			4,400,000
	Pump House Improvements	33,000	299,000				332,000
Total Capital Improvement Project Costs		5,598,626	10,311,678	11,291,000	5,185,000	3,190,000	35,576,304

FY2017 Capital Improvements - Significant Programs

Project	Total Cost	Grant	General Fund Cost	Other Fund Cost
Streetscape – Devon Ave. Engineering	\$325,000	\$0	\$0	\$325,000
Bike Path Construction	1,200,000	960,000	0	240,000
Pratt Ave. resurfacing	838,000	586,500		251,500
Parking Lot Construction	850,000	0	0	850,000
Com.ED Bike Path	1,000,000	800,000	200,000	0
Street Light Replacement-Touhy Ave.	1,200,000	0	0	1,200,000
Lincoln Ave. Medians	920,000	0	550,000	370,000
Water Fund - Pilot area storm water project	654,700	0	0	654,700
Totals	\$6,987,700	\$2,346,500	\$750,000	\$3,891,200

Village of Lincolnwood
CIP - Capital Vehicles/Equipment - Department Summary

Department	F/Y	F/Y	F/Y	F/Y	F/Y	Total
Fire Department	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Replacement Pumper	285,000					285,000
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
Police Department						
Replacement of Police Vehicles	64,800	112,000	112,000	114,000	114,000	516,800
Public Works Department						
Truck #48 (Parks)		35,700				35,700
Truck #49 (Streets)		35,700				35,700
Sewer Televising Equipment (Water)		100,000				100,000
Street Sweeper #2 (Streets)		250,000				250,000
Truck #47 (Water and Sewer Fund)		35,700				35,700
Truck #18 (Water and Sewer Fund)			156,100			156,100
Truck #14 (Streets)			156,100			156,100
Truck #8 (Parks)			36,600			36,600
Tractor #3 (Parks)				99,300		99,300
Truck #25 (Streets)				37,530		37,530
Truck #3 (Water and Sewer Fund)					164,100	164,100
Truck #10 (Water and Sewer Fund)					38,500	38,500
Totals	349,800	918,279	460,800	250,830	316,600	2,296,309

Proposed Technology Initiatives 2017-2019

STRATEGY	FY 2016-17	FY 2017-18	FY 2018-19	TOTAL
Document Management		\$73,200		\$73,200
Expand Citizen Communication Using the Internet	\$7,500			\$7,500
Mobile Worker Connectivity	\$14,300	\$4,500		\$18,800
Maximize Efficiencies Gained through the Use of Technology	\$116,960	\$87,700	\$65,500	\$270,160
Utilize Technology for Public Safety	\$2,500	\$71,000	\$17,500	\$91,000
Disaster Recovery Preparedness	\$35,000	\$63,500		\$98,500
IT Infrastructure Improvements	\$180,726	\$56,437		\$237,163
GRAND TOTAL	\$356,986	\$356,337	\$83,000	\$796,323

Closed Session

Personnel Issues



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Ashley Engelmann, Public Works Director

DATE: February 11, 2016

SUBJECT: Contract Landscape Maintenance Budget Request

Background:

The Public Works Department requests that \$40,000 be allocated in the Fiscal Year 2016/2017 budget for landscape maintenance services, \$12,000 of which is to be charged to the Parks and Recreation budget and \$8,000 to the Aquatic Center budget. The funds requested would be utilized to maintain the following:

- Medians on Lincoln, Crawford and Touhy Avenues
- The Aquatic Center
- Madeline's Garden
- Planting bed at the corner of Morse and Kostner
- Lincoln Avenue Bed
- Village Hall Campus

Services would include:

- Mowing
- Weeding
- Fertilization
- Spring and Fall Cleanup

The department's Parks & Buildings Division is currently responsible for maintaining the following landscaped areas, those in bold are proposed to be contracted.

Medians	Municipal Facilities	Parks	Planting Beds
Lincoln Ave.	Aquatic Center	Proesel Park	Madeline's Garden
Crawford Ave.	Municipal Complex	11 Satellite Parks	Kostner & Morse
Touhy Ave.	Public Works		Lincoln Ave. Sign
Spaulding Ave.	Pumping Station		
Cicero Ave.			
Lincolnwood Dr.			
Greenleaf Ave.			

*The landscaped areas to be contracted are those that require more maintenance than simple mowing and are the most highly visible in the Village. All but Crawford Avenue require expert knowledge in the maintenance of annuals and perennials.

Justification:

Public Works lacks the staffing and subsequently the horticultural expertise to adequately maintain the medians, swimming pool and planting beds throughout the Village.

Staffing

Public Works strives to have a consistent and timely landscape maintenance schedule but it is often interrupted due to a lack of staffing. As such, Public Works must prioritize its maintenance schedule and thus, the visual appearance of the medians on Lincoln and Touhy Avenues suffer from a lack of attention.

Beginning in May of each year, Public Works employees are utilized to prepare the swimming pool for the summer season. This preparation includes painting, plumbing, mowing, and planting bed maintenance and plant installation. During this time, the Division does not have sufficient staffing to conduct spring clean-up of the medians nor maintain them on a weekly basis. Each year, staff from other Divisions within the Department are reassigned to offer assistance to the Division so that all work may be completed. After preparations for the swimming pool are complete, the department must focus its attention on preparing the baseball fields, event set-up for the concerts in the park, and maintenance of the pool. This leaves little time to adequately maintain the medians.

On average, the medians are maintained one-two days per month using three employees. The medians directly in front of Village Hall as well as within the promenade receive weekly attention in an effort to present an attractive municipal complex. An adequate median maintenance schedule requires weekly maintenance.

The swimming pool planting beds also suffer from a lack of maintenance due to the department's inability to implement a consistent maintenance schedule. The planting beds are weeded and cultivated when time permits, whereas, an appropriate pool maintenance schedule requires weekly attention.

Seasonal Laborer Expertise

The maintenance of the Village's landscaped areas requires the use of skilled laborers with a horticultural background in order to apply appropriate levels of herbicide, cultivate the beds, differentiate between weeds and plantings, and prune shrubs and groundcover.

The department's full-time employees cannot be utilized to maintain the medians and planting beds because they are responsible for maintaining Proesel Park and the 11 satellite parks, the landscaping at the municipal complex and general building maintenance. As such, seasonal employees are needed to maintain the medians, swimming pool and planting beds. These seasonal employees lack the necessary expertise to adequately maintain the landscaping.

Reallocation of Resources:

With the use of contractual services the Parks/Buildings Maintenance Division will increase their level of response time to Village requests, increase the level of maintenance at the small parks within the Village, provide additional support for various events within the parks, increase the level of maintenance and efficiency at the aquatic center and perform special projects in a more timely manner. Finally, due to the age of the municipal buildings there are many projects and work assignments that are in need but due to the current work demand these items get placed on hold. With the reallocation of resources these things can be done in a much more efficient and timely manner.

Proposed Contractual Services:

As part of the landscape maintenance contract, a certified horticulturalist will oversee the following services in accordance with accepted horticultural practices:

- Weekly mowing of grass
- Weekly weeding and cultivation of planting beds
- Fertilizer and Herbicide application for weed control
- Pruning of shrubs and trees
- Spring and fall clean-up

Current Seasonal Staffing:

The Parks and Buildings Division employs three seasonal employees each year to assist with their daily responsibilities from May through November. Should the Village move forward with contracting a portion of the landscape maintenance responsibilities one seasonal employee could be removed from the operating budget. A seasonal employee's annual wages are \$11,500. However, almost all seasonal employees request unemployment and are subsequently granted it upon completion of their seasonal employment. The cost to the Village to pay for unemployment is \$8,000. Therefore, the Village's actual cost for a seasonal employee is \$19,500.

When taking the reduction of workforce into account the increase to the budget for the cost of landscape maintenance is \$20,500.

Recommendation:

In order to improve the presentation of the Village's most highly visible landscaped areas, staff recommends that \$40,000 be budgeted in Fiscal Year 2016/2017 for landscape maintenance services. The services will include the medians on Lincoln, Crawford and Touhy Avenues, the Municipal Complex, the Aquatic Center, Madeline's Garden, the Lincoln Avenue sign bed and the planting bed at the corner of Kostner & Morse.



LINCOLNWOOD POLICE DEPARTMENT

INTER-OFFICE MEMO

Robert LaMantia
Chief of Police

To: Timothy C. Wiberg, Village Manager
From: Robert LaMantia, Chief of Police
Date: February 8, 2016
Subject: FY2016-17 Capital Improvement Plan: STARCOM21

The Lincolnwood Police Department is currently a member of the North Regional Telecommunications Network (NORCOM), an intergovernmental agency operating and maintaining a 20 year old UHF radio analog infrastructure system. By order of the Federal Commerce Commission (FCC), all public safety agencies on UHF analog (including Lincolnwood Police and all 11 NORCOM agencies) must vacate their current radio frequencies by 2021.

STARCOM21 (STARCOM) is a digital 700/800 MHz radio system with state-wide coverage and roaming for Illinois governmental users with over 280 sites and over 45,000 users, and 1,533 agencies using the system today. It was built to public safety standards, achieves economies of scale and promotes interoperability among local, state and federal government users.

Motorola is under state contract with fixed pricing until 2022 to manage, operate and staff the STARCOM network. Although there is a higher initial investment as new portable and mobile radios must be purchased, the projected costs over a multiple-year span are less when compared to rebuilding the Village's own individual network or shared network with other agencies.

Transitioning to STARCOM eliminates radio network maintenance, wired telephone line fees, risk and capital replacement as the Village becomes a subscriber through a user services fee.

Several NORCOM agencies have already moved from the NORCOM radio network to STARCOM or are in the process of transitioning to STARCOM. As each agency transitions from NORCOM to STARCOM, investing in the NORCOM infrastructure to comply with the FCC's regulations becomes less and less cost effective.

The estimated cost to transition to STARCOM in FY2016-17 is \$225,000.



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager

FROM: Ashley Engelmann, Public Works Director

DATE: February 11, 2016

SUBJECT: Lincoln Avenue Medians

Background: In 2005, the Lincoln Avenue task force developed a comprehensive plan to guide redevelopment and revitalization within the Lincoln Avenue Corridor. The Task Force report was ultimately adopted by the Village Board and incorporated into the Village's Comprehensive Plan. Two key recommendations of the report were:

1) to modify Village land use codes so as to encourage new uses and to embody new urbanism

2) to create a unified corridor streetscape plan for the public right-of-way that would encourage pedestrian use, a sense of place, as well as improve public safety in the corridor

Upon completion of the report, Village land use codes were updated and the task force began working on the Lincoln Avenue Streetscape Master Plan. In July of 2009 the Village Board approved the Lincoln Avenue Streetscape Master Plan. The plan included the following components:

- Roadway and parkway streetscape improvements
 - New street lighting
 - Site furnishings

- Landscaped medians
- Striping of bike lanes and on-street parking
- Crosswalk enhancements
- Bump-outs
- Geometry changes to various intersections
- Entryway monuments
- Village Hall and Promenade improvements

Status of Plan: Since approval of the plan certain elements have been implemented. Those include:

- The Village Hall Promenade update
- Striping of parking lanes on Lincoln Avenue
- An Illinois Transportation Enhancement Program grant (ITEP) was secured to install a bike lane on Lincoln Avenue, which is anticipated to occur in 2017
- Replacement of street lights on Lincoln avenue (project is in the final stages)

The Village has also applied for ITEP grants twice to move forward with additional elements of the plan, however grant funding has not been secured.

Proposal to Implement Landscaped Medians: In 2014, the Village entered into a contract with Christopher B. Burke Engineering, Ltd. (CBBEL) to act as the Village Engineer. In 2015, staff worked with CBBEL and their in-house landscape architect to develop a design proposal and cost estimate to implement updated and new landscaped medians along Lincoln Avenue.

The plan includes the installation of raised beds to include perennial landscaping, irrigation and brick edging. All medians on Lincoln Avenue from Jarvis Avenue south to Devon Avenue are included within the proposal. Medians that currently do not have plantings would become landscaped. The proposal does not include any modifications within the parkway.

Cost Estimate: Table 1 provides a summary of the cost estimate broken down by phase of the project. Table 2 provides a breakdown of the funding sources. Engineering would be paid for out of the General Fund. Staff is proposing that the General Fund costs be taken out of the Village’s General Fund reserve balance.

Table 1. Cost Estimate	
Item	Amount
Engineering Design	\$35,000
Construction	\$850,000
Construction Oversight	\$35,000
TOTAL	\$920,000

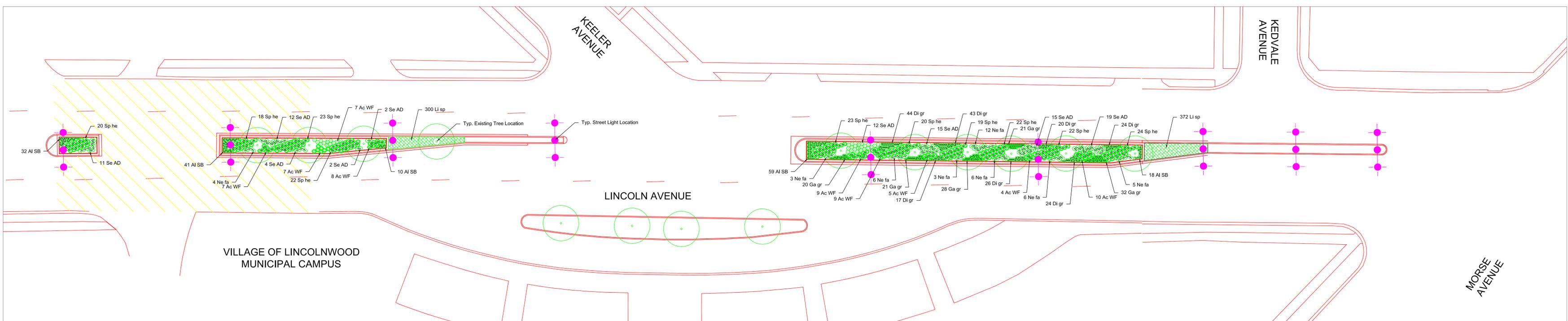
Table 2. Breakdown by Funding Source	
Fund	Amount
General	\$550,000
Lincoln/Devon TIF	\$194,225
Lincoln/Touhy TIF	\$175,775
TOTAL	\$920,000

Anticipated Schedule: If the plan is approved by the Village Board, staff would budget accordingly in the Fiscal Year 2016/2017 budget. Construction is anticipated to occur in the Fall of 2016.

Requested Village Board Direction: Staff is seeking direction regarding moving forward with the Lincoln Avenue median streetscape proposal.

Attachments:

1. Proposed landscape plan



1st PHASE MEDIAN LANDSCAPE PLAN

SCALE 1" = 20'-0"



Allium 'Summer Beauty'
Summer Beauty Onion

Height: 12-18 in
Width: 18-24 in
Soil Conditions: Dry
Flower Color: Purple
Bloom Time: July, August
Attributes: Salt Tolerant



Autumn Delight™ Sedum 'Beka'

Height: 18-24 in
Width: 18-24 in
Soil Conditions: Dry
Flower Color: Pink
Bloom Time: August, Sept.
Attributes: Salt Tolerant



Sporobolus heterolepis 'Tara'

Dwarf Prairie Dropseed
Height: 24-36 in
Width: 8-12 in
Soil Conditions: Dry
Flower Color: Gold
Bloom Time: Aug., Sept., Oct.
Attributes: Salt Tolerant



Gaillardia x grandiflora 'Kobold'
Goblin Blanket Flower

Height: 8-12 in
Width: 8-12 in
Soil Conditions: Dry
Flower Color: Red
Bloom Time: June, July, August, September, October

PLANT LIST					
SYM.	BOTANICAL NAME	COMMON NAME	Qty.	Size	Cond.
Perennials / Grasses					
Ac WF	Achillea 'Walther Funcke'	Walther Funcke Yarrow	66	#1	Cont.
AI SB	Allium 'Summer Beauty'	Summer Beauty Ornamental Onion	160	#1	Cont.
Di gr	Dianthus gratianopolitanus 'Firewitch'	Firewitch Cheddar Pinks	198	#1	Cont.
Ga gr	Gaillardia x grandiflora 'Kobold'	Goblin Blanket Flower	122	#1	Cont.
Li sp	Liriope spicata	Creeping Lilyturf	672	10 flat	Cont.
Ne fa	Nepeta x faassenii 'Junior Walker'	Junior Walker Catmint	45	#1	Cont.
Se AD	Sedum 'Autumn Delight'	Autumn Delight Sedum	92	#1	Cont.
Sp he	Sporobolus heterolepis 'Tara'	Dwarf Prairie Dropseed	213	#1	Cont.



Achillea 'Walther Funcke'
Walther Funcke Yarrow

Height: 18-24 in
Width: 18-24 in
Soil Conditions: Dry
Flower Color: Orange
Bloom Time: May, June, July
Attributes: Salt Tolerant



Dianthus gratianopolitanus 'Firewitch'
Firewitch Cheddar Pinks

Height: 8-12 in
Width: 3-6 in
Soil Conditions: Dry
Flower Color: Pink
Bloom Time: May, June, July, August



Nepeta x faassenii
Junior Walker™ Catmint

Height: 12-18 in
Width: 24-36 in
Soil Conditions: Dry
Flower Color: Purple
Bloom Time: May, June, July, Aug., Sept.



Liriope spicata
Creeping Lilyturf

Height: 8-12 in
Width: 8-12 in
Soil Conditions: Moist/Well Drained
Flower Color: Purple
Bloom Time: August

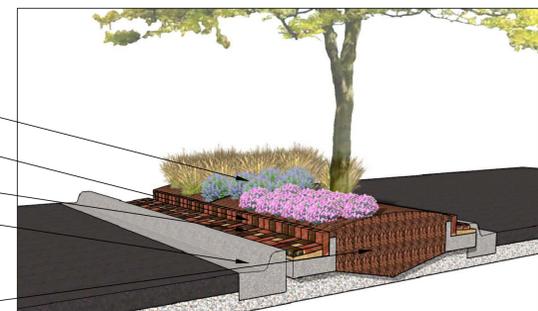
New Grasses and Perennials

Prop. Brick Edging

Prop. Brick Pavement

Ex. Curb

New Soil Mix



TYP. RAISED MEDIAN DETAIL



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Ashley Engemann, Public Works Director

DATE: February 11, 2016

SUBJECT: Proposed Parking Lot

Background: In 2013 the Village Board discussed the possibility of constructing a public parking lot in the Northeast Industrial Business District (“business district”) generally bounded by Pratt Avenue to the south, Touhy Avenue to the north, Hamlin Avenue to the west and Central Park Avenue to the east. It was determined at that time that the most appropriate location for a parking lot would be within the Union Pacific railroad right-of-way (ROW) between Morse and Lunt Avenues. The location would both serve the users of the planned bike path as well as the businesses within the area.

The Village is in the final stages of acquiring the Union Pacific railroad ROW property. Therefore, staff requested that the Village Engineer develop concept plans for the proposed parking lot.

Purpose of Discussion: To obtain direction regarding budgeting funds within the FY 2016/2017 budget to design and construct a public parking lot within the Union Pacific railroad ROW that would be open for use by the businesses in the area as well as users of the planned bike path.

Concept Plans: The Village Engineer initially developed five concept plans for parking within the area. A sixth concept plan was subsequently developed to contemplate traffic exiting onto Northeast Parkway.

Alternative	Parking Stalls	Handicap Stalls	Cost
1	49	3	\$680,000
2	56	3	\$715,000
3*	118	5	\$850,000
4	118	5	\$850,000
5A	116	5	\$850,000
6	116	5	\$960,000

*Would require right-of-way from 3665 Lunt Avenue (Z Bakery), costs associated with property acquisition is not included.

Funds to design and construct the parking lot would be utilized from the Northeast Industrial District Tax Increment Financing budget.

Parking Count: On the dates of December 1, 3, 8, 10 and 15 a parking user count was conducted during the morning and afternoon within the business district area. The following locations were counted (see attached map):

- Lawndale Lot
- Central Park Spaces (north, middle, south)
- Northeast Parkway Lot
- Ridgeway Avenue On-Street Parking
- Central Park Avenue On-Street Parking
- Hamlin Avenue On-Street Parking
- Morse Avenue On-Street Parking
- Lunt Avenue On-Street Parking

In total, the morning count found that of the available 453 spaces on average 232.6 were occupied for a total of 51% used. The afternoon count found that of the available 453 spaces on average 234 were used for a total of 52% occupied. More specifically, the following areas were found to be 85%-100% occupied on average:

Morning 85-100% Occupied

- Lawndale Lot
- Morse Avenue On- Street Parking
- Central Park Spaces
- Lunt Avenue On-Street Parking

Afternoon 85-100% Occupied

- Morse Avenue On- Street Parking

- Central Park Spaces
- Lunt Avenue On-Street Parking

A detailed average for each location is attached.

Meeting with Z Bakery: On November 30, 2015 staff met with Willie Zimberoff, the owner of Z Bakery to discuss the parking lot concepts with him due to the potential impact some of the alternatives would have on his business. Mr. Zimberoff was supportive of constructing a parking lot in the proposed area. Staff reviewed Alternative 3 & 4 with him as these options were determined to be the most feasible as well as provide the most benefit to the area. Upon review of the concepts with Mr. Zimberoff it was determined that Alternative 3 would not be feasible due to truck delivery traffic and that Alternative 4 needed modifications to accommodate delivery truck traffic. Therefore the Village Engineer developed Alternative 5A.

Staff Review: Following the meeting with Mr. Zimberoff staff concluded that Alternative 5A was the most feasible concept to solicit further comments on. The concept provides parking for a significant amount of vehicles, does not require acquiring ROW from 3665 Lunt Avenue and allows for delivery truck movement adjacent to it.

Business Meeting: On January 8, 2016 a letter was mailed to 72 business owners within the business district inviting them to an open house to review and comment on the plan. The Village received one call prior to the meeting from a representative of Gage Assembly located at 3771 Morse Avenue. The representative called to inquire as to which direction traffic would flow when entering the parking lot. No representatives from any of the businesses within the business district attended the meeting.

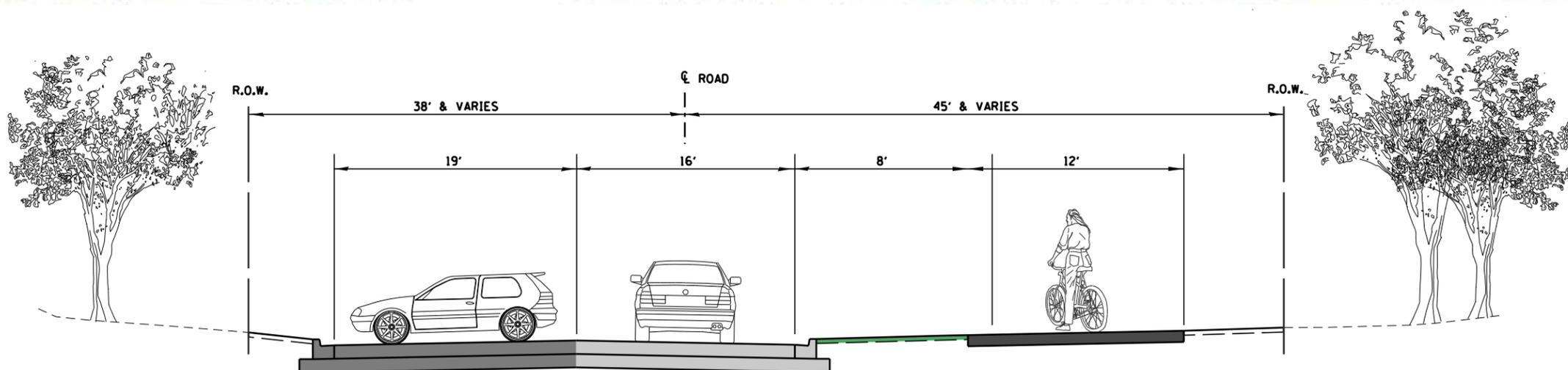
Economic Development Commission Meeting:

On January 27, 2016 the Economic Development Commission (EDC) met to discuss the concepts that were developed by CBBEL. The EDC mainly discussed concepts 3-6 as they felt that concepts 1 and 2 did not provide a significant amount of parking compared to the cost to construct the parking lot. The EDC made a unanimous motion to move forward with one of the concepts labeled 3-6. The main difference between concepts 3-6 is where the entrance and exit of the parking lot would occur. The options include a one way entrance from Morse Avenue northbound to Lunt Avenue or an entrance/exit from Northeast Parkway. The EDC did not provide a recommendation regarding ingress and egress. The EDC's recommendation was scheduled to go to the Village Board on February 2, 2016. After the meeting concluded, Trustee Patel suggested that traffic counts be obtained for the possible ingress/egress routes and that the Traffic Commission review the options and provide a recommendation to the Village Board. A meeting of the Traffic Commission to discuss this matter has been scheduled for March 10, 2016.

Village Board Direction Sought: Staff is seeking direction regarding allocating funds in the FY 2016/2017 budget for the parking lot described as Alternative 5A within the business district.

Documents Attached:

1. Parking Count Survey
2. Alternative 1
3. Alternative 2
4. Alternative 3
5. Alternative 4
6. Alternative 5A
7. Alternative 6



PROPOSED TYPICAL SECTION
LOOKING NORTH

56 PARKING STALLS
3 HANDICAP STALLS
COST APPROX. \$715,000 (2015 DOLLARS)

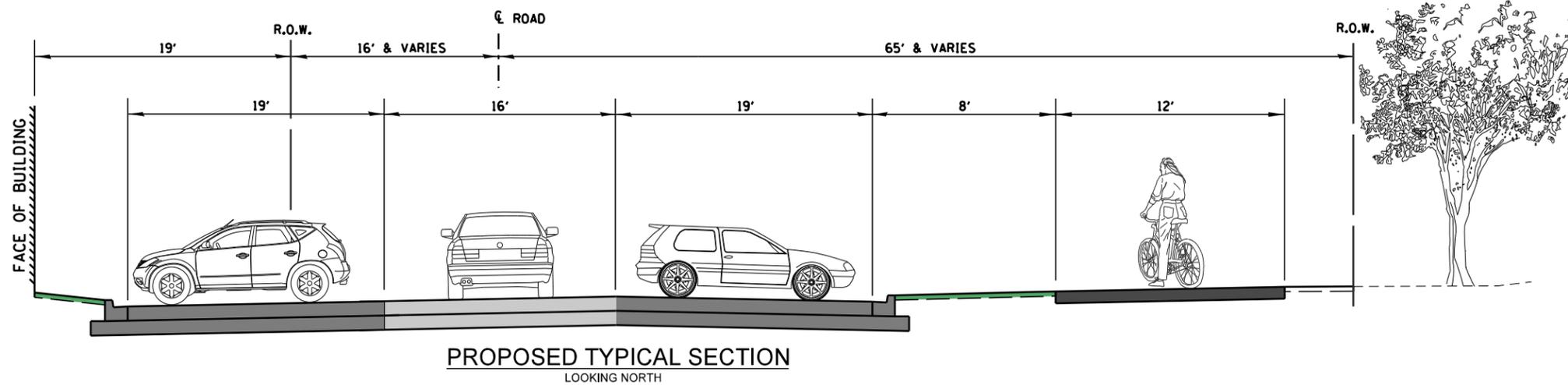
CHRISTOPHER B. BURKE ENGINEERING, LTD.
9575 W. Higgins Road, Suite 600
Rosemont, Illinois 60018
(847) 823-0500

CLIENT:  **Village of Lincolnwood**
6900 N. Lincoln Ave
Lincolnwood, IL 60712

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL:	DSGN.	PMM
					DWN.	PMM
					CHKD.	JMA
					SCALE:	80'
					PLOT DATE:	11/2/2015
					CAD USER:	pmognell
					MODEL:	Default
FILE NAME: N:\LINCOLNWOOD\GENERAL\2015\UP ROW Parking Lot\Civil\Concept Layout 2.dgn						

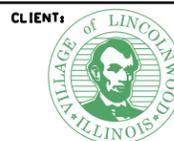
TITLE: **2015 - UP ROW PARKING LAYOUT
ALTERNATE 2**

PROJ. NO. 2015 UP PKL
DATE:
SHEET OF
DRAWING NO.
ALT 2



118 PARKING STALLS
5 HANDICAP STALLS
COST APPROX. \$850,000 (2015 DOLLARS)
*COST EXCLUDES ROW/EASEMENT TAKE

CHRISTOPHER B. BURKE ENGINEERING, LTD.
9575 W. Higgins Road, Suite 600
Rosemont, Illinois 60018
(847) 823-0500

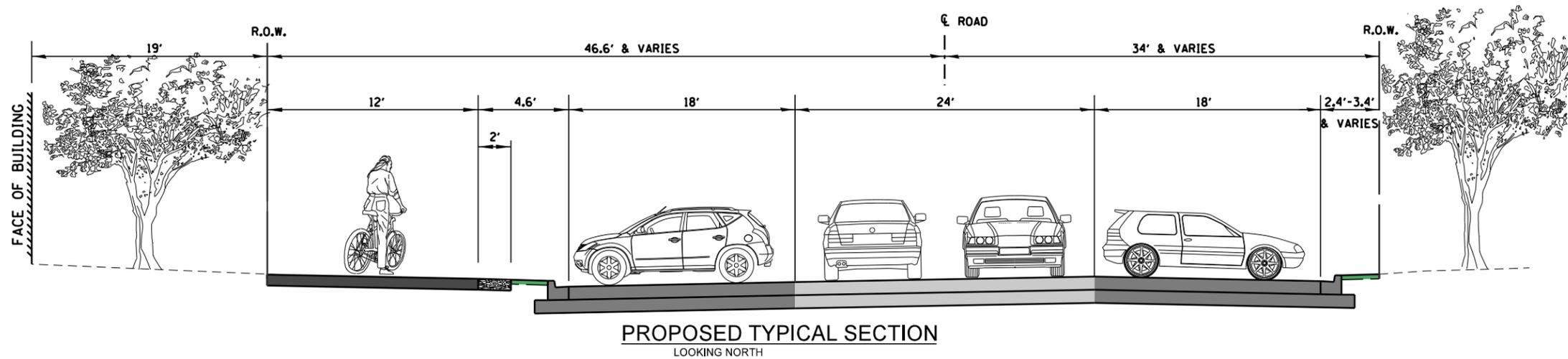


Village of Lincolnwood
6900 N. Lincoln Ave
Lincolnwood, IL 60712

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL:
FILE NAME	N:\LINCOLNWOOD\GENERAL\2015\UP ROW Parking Lot\Civil\Concept Layout 3.dgn			

DSGN.	PMM
DWN.	PMM
CHKD.	JMA
SCALE:	80'
PLOT DATE:	11/2/2015
CAD USER:	pmognell
MODEL:	Default

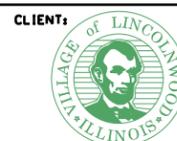
TITLE:	2015 - UP ROW PARKING LAYOUT ALTERNATE 3
PROJ. NO.	2015 UP PKL
DATE:	
SHEET OF	
DRAWING NO.	ALT 3



116 PARKING STALLS
5 HANDICAP STALLS

PROPOSED TYPICAL SECTION
LOOKING NORTH

CHRISTOPHER B. BURKE ENGINEERING, LTD.
9575 W. Higgins Road, Suite 600
Rosemont, Illinois 60018
(847) 823-0500



Village of Lincolnwood
6900 N. Lincoln Ave
Lincolnwood, IL 60712

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL:
FILE NAME	N:\LINCOLNWOOD\GENERAL\2015\UP ROW Parking Lot\Civil\Concept Layout 6.dgn			

TITLE:

**2015 - UP ROW PARKING LAYOUT
ALTERNATE 6**

PROJ. NO.	2015 UP PKL
DATE:	
SHEET	OF
DRAWING NO.	
	ALT 6



Lincolnwood Fire Department
6900 Lincoln Avenue
Lincolnwood Illinois 60712
Phone 847-673-1545 FAX 847-673-7456
Direct 847-745-4762 E-mail: mhansen@LWD.org

To: Doug Petroschius
Assistant Village Manager

January 12, 2016

From: Mike Hansen
Fire Chief

RE: Ambulance Fee Adjustment

In 1992, the Fire Department proposed an ambulance fee as part of our budget process. Prior to this time there was no charge for ambulance services. At that time, the Village Board felt that only non-residents should be charged this fee and adopted an Ordinance setting the fees for only non-resident ambulance transports. In 2004 all that changed as the Fire Department started billing residents for ambulance services.

Our resident rate is lower than the non-resident rate because staff has evaluated by surveys that many communities viewed that local tax dollars help support the fire service already; thus the resident discount seemed appropriate. Through the ambulance billing process no resident ever experiences any out of pocket monies as staff only collects what private insurance, Medicare, Medicaid or any other insurance pays to the Village.

Non-residents are responsible to pay the full amount of the ambulance bill unless contractual agreements of Medicare and Medicaid prohibit such practice. Staff will send unpaid balances to collection, to aggressively recoup the balance due.

The Fire Department had requested adjusting the fee schedule in the FY 2004/2005, FY 2008/2009 and FY 2010/2011 budget discussions. The Village Board approved those fee adjustments.

For the FY 2016/2017 budget, the Fire Department is requesting an adjustment in the ambulance billing fees. Listed below is a chart that shows the current and proposed fee adjustments. Staff anticipates an increase in ambulance billing revenue of \$20,0000 annually.

NON-RESIDENT AMBULANCE SERVICE RATES:

Charges	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$850.00	\$1,000.00
Advanced Life Support I ambulance transport fee	\$1,000.00	\$1,150.00
Advanced Life Support II ambulance transport fee	\$1,250.00	\$1,400.00
Mileage transport fee	\$17.00/Mile	\$20.00/Mile

RESIDENT AMBULANCE SERVICE RATES:

Charges	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$500.00	\$650.00
Advanced Life Support I ambulance transport fee	\$700.00	\$850.00
Advanced Life Support II ambulance transport fee	\$950.00	\$1,050.00
Mileage transport fee	\$15.00/Mile	\$17.00/Mile



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Douglas J. Petroschius, Assistant Village Manager

DATE: February 10, 2016

SUBJECT: Self-Storage Unit Tax

There are three self-storage facilities within the Village. A self-storage facility is a facility that contains separately divided storage rooms offered for lease or rent to members of the general public for the storage of personal property and/or property leased or rented to members of the general public for the overnight parking or storage of vehicles (cars, boats, RVs, etc.) Individual storage units range in size from closet-sized units to units that can store automobiles. Individuals that use self-storage facilities drive on public streets from one location to the facility to load or unload belongings. The self-storage facilities in the Village are predominately located in commercial areas (Lincoln Avenue, Devon Avenue, and Touhy Avenue). Self-storage facilities do not generate sales tax dollars for the Village. It is important for the Village to encourage sales tax generating uses in commercial areas such as Lincoln Avenue, Devon Avenue, and Touhy Avenue. The cumulative total acre of the three self-storage facilities is five acres. This land could be utilized for a higher and better sales tax producing use.

Staff proposes the Village implement a 5% self-storage tax on units that are rented or leased. The self-storage facility would collect the tax from the tenant at the time rental payments are made. The business must then remit these taxes to the Village. Each business would be required to keep accurate records showing the gross receipts for the lease of any self-storage facility accommodations. Records would show the prices, rents or charges made, and occupancies that are taxable. Businesses found in violation face a late filing penalty and suspension or revocation of their business license.

Morton Grove is the only municipality in our area that has successfully implemented a self-storage tax. Morton Grove implemented a 5% tax on self-storage units and receives \$120,000 annually in revenue from this tax. There are three self-storage facilities in Morton Grove with an estimated total of 209,000 sq. ft. of storage space. The Village has three self-storage facilities with an estimated total of 235,000 sq. ft. of storage space. Staff estimates that the proposed tax could generate between \$95,000 and \$110,000 per year. This estimate depends on a number of factors such as occupancy of storage units, size, and pricing. When Morton Grove initially estimated the revenue that would be generated by this tax, they assumed that 50% of the self-storage units would be occupied. This method of estimating yielded low projections. In the three years since Morton Grove implemented the tax, revenues have exceed expectations.

Harwood Heights implemented a similar tax; however, the Village sunset the tax due to litigation. Harwood Heights self-storage tax only applied to the one self-storage facility in the community. The self-storage facility felt the Village was discriminating their business and filed a lawsuit. Rather than fighting the litigation, Harwood Heights decided to sunset their self-storage tax. The tax remains in the Village's Code and when another self-storage facility opens within the community, the tax will be reinstated.

The Village has several similar user-based taxes such as the food and beverage tax, hotel/motel tax, and motor fuel tax. Self-storage tax revenues would be placed in the general fund to pay for public services such as snow removal, parkway maintenance, street light maintenance, curb replacement, road salt, personnel costs, street improvements, and road repairs.

Below is a table summarizing the size and monthly cost or renting self-storage units in the Village. (Data pulled from self-storage unit websites).

3850 West Devon Avenue

The Lock Up Self Storage Lincolnwood - 93,000 sq. ft. Building

Size	Description	Monthly Rent	5% Monthly Tax	Annual Per Unit Tax
3X4X4	Traditional	37.00	1.85	22.20
4X5	Traditional	39.00	1.95	23.40
5X5	Climate Controlled	49.00	2.45	29.40
5X10	Traditional	60.00	3.00	36.00
5X12	Climate Controlled	101.00	5.05	60.60
5X15	Climate Controlled	89.00	4.45	53.40
10X10	Climate Controlled	103.00	5.15	61.80
10X10	Traditional	152.00	7.60	91.20
10X10	Climate Controlled	185.00	9.25	111.00
10X15	Traditional	145.00	7.25	87.00
10X15	Traditional	179.00	8.95	107.40
10X15	Climate Controlled	199.00	9.95	119.40
10X15	Traditional	149.00	7.45	89.40
10X20	Traditional	239.00	11.95	143.40
10X25	Traditional	299.00	14.95	179.40

6460 North Lincoln Avenue

Public Storage - 90,647 sq. ft. Building

Size	Description	Monthly Rent	5% Monthly Tax	Annual Per Unit Tax
5X5	Climate Controlled	59.00	2.95	35.40
5X9	Climate Controlled	73.00	3.65	43.80
5X10	Climate Controlled	75.00	3.75	45.00
7X10	Climate Controlled	91.00	4.55	54.60
5X15	Climate Controlled	93.00	4.65	55.80
10X10	Climate Controlled	125.00	6.25	75.00
9X10	Climate Controlled	133.00	6.65	79.80
10X12	Climate Controlled	137.00	6.85	82.20
7X14	Climate Controlled	151.00	7.55	90.60
10X15	Climate Controlled	185.00	9.25	111.00
10X20	Climate Controlled	262.00	13.10	157.20
10X30	Climate Controlled	309.00	15.45	185.40
15X20	Climate Controlled	339.00	16.95	203.40

3501 West Touhy Avenue
Public Storage - 51,500 sq. ft. Building

Size	Description	Monthly Rent	5% Monthly Tax	Annual Per Unit Tax
5X5	Climate Controlled	59.00	2.95	35.40
5X9	Climate Controlled	73.00	3.65	43.80
5X10	Climate Controlled	75.00	3.75	45.00
7X10	Climate Controlled	91.00	4.55	54.60
5X15	Climate Controlled	93.00	4.65	55.80
10X10	Climate Controlled	125.00	6.25	75.00
9X10	Climate Controlled	133.00	6.65	79.80
10X12	Climate Controlled	137.00	6.85	82.20
7X14	Climate Controlled	151.00	7.55	90.60
10X15	Climate Controlled	185.00	9.25	111.00
10X20	Climate Controlled	262.00	13.10	157.20
10X30	Climate Controlled	309.00	15.45	185.40
15X20	Climate Controlled	339.00	16.95	203.40

