



# Village of Lincolnwood Annual Budget FY 2021



Lincolnwood is committed to



*Safety*



*Development*



*Service*



*Infrastructure*



*Community*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Lincolnwood  
Illinois**

For the Fiscal Year Beginning

**May 1, 2019**

*Christopher P. Morill*

Executive Director

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# Transmittal Letter



**Letter from Anne Marie Gaura, Village Manager**

May 1, 2020

**TO:** President Bass  
Village Board

**FROM:** Anne Marie Gaura  
Village Manager

**SUBJECT:** Budget for Fiscal Year 2021

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On behalf of the Village staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2021 Budget. The drafted budget maintains the quality of services our residents have come to expect and reflects the general priorities and policy direction provided by the Village Board at the January 12, 2020 and March 12, 2020 Budget Workshops. A public meeting presenting the final draft budget document to the Village Board was held on April 7, 2020.

The total adopted budget for Fiscal 2021 is \$78,886,559. This represents an increase of 51% from last year's budget. The General Fund operating budget is \$23,529,674 which amounts to an increase of 2.9% over last year's adopted budget. It is balanced through the use of excess fund balance reserves, which will be utilized for specific, one-time capital improvements and equipment replacements. The Village has proactively made budget adjustments due to the COVID-19 pandemic. The adjustments, including deferring projects and purchases, have been noted throughout this document. The Village will be reviewing our budget quarterly to make additional adjustments where needed and help ensure a responsible approach to the fiscal management of the Village. The significant planned expenses include two vehicle purchases for Public Works (*deferred*) and three Police vehicles (*deferred*), resurfacing of tennis and basketball courts in Flowers Park (*deferred*), phase 1 of refurbishing the Police Department shooting range (*deferred*), and the Police and Fire Departments Roof Replacement (*deferred*).

The budget continues the Village's conservative approach to fiscal management and its emphasis on limiting negative impacts to taxpayers. The Village has a self-imposed cap on the annual increase in the property tax levy. The Village does not increase the annual property tax levy in excess of the State consumer price index increase, as of the prior December. The 2019 property tax increase is 1.9%.

The August 22, 2019 Moody's Report noted that the financial position of the Village remains very healthy. It references factors such as the Village's strong fund balance reserves and the Village's overall debt burden is small and in line with the assigned rating of Aa2.

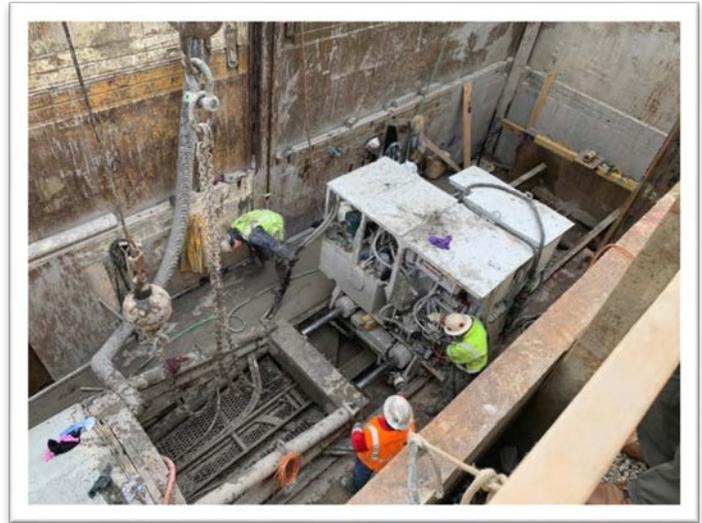
## Fiscal 2020 Review

The Fiscal Year 2020 adopted budget for the General Fund was \$22,863,862 with projected revenues of \$21,365,352. End of year projections indicate a net decrease to the fund balance of \$597,057 after transfers.

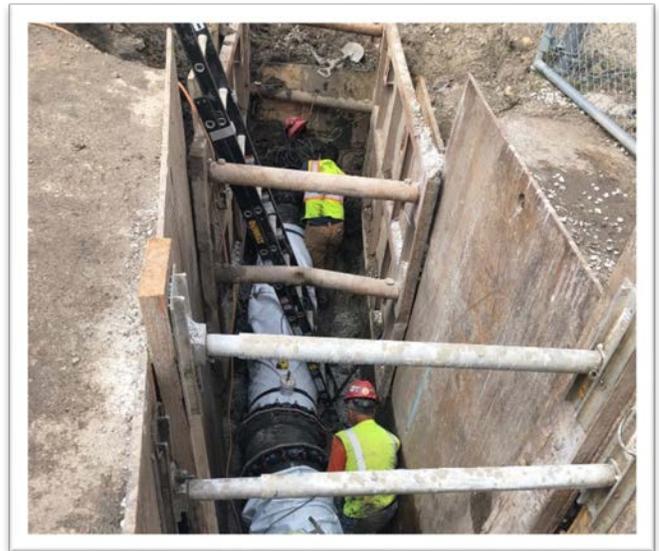
### Items of Note in Fiscal 2020

#### Capital Improvements

- The North Shore Outfall Sewer project has been installed along North Shore Avenue from the North Shore Channel to Drake Avenue. Installation of the smaller tributary sewers, underground restrictors and berms are estimated to be completed in the summer of 2020.
- Completed the installation of new street lights on Devon Avenue between Lincoln and retrofitted existing lights on Cicero and McCormick with LED fixtures.
- Completed the first year of the 10-year roadway resurfacing project.
- Construction began in the fall of 2019 to connect the Village's potable water system to our new water supplier the City of Evanston with an estimation completion date of summer of 2020.
- Completed a re-painting of the standpipe.



*North Shore Outfall Sewer*



*Water Transmission Project*

## Planning and Development

- Approved Zoning entitlements and an extension of an existing Economic Incentive Agreement to facilitate rebuilding the Lincolnwood Porsche showroom and expand the auto campus.
- Approved the Final PUD Zoning of the District 1860 development, including the final approval of a new 220-room dual-branded Marriott hotel.



*Lincolnwood Porsche*

- Approved the Final PUD Zoning of the District 1860 development, including the final approval of a new 220-room dual-branded Marriott hotel.

- Amended the Sign Code to expand the permissibility of temporary signage and electronic message signs on large properties in the furtherance of business-friendly amendments to Village codes.



*Walmart Pick-up Ribbon Cutting Event*

- Opened the first-in-the-nation prototype Walmart pick-up facility in July 2019.

- Updated the Village Building Codes to the 2015 International Building Code series, the most common Code series adopted by surrounding suburbs.

- Completed zoning approvals and issued Building Permits for redevelopment of a vacant warehouse property into the new prototype Zeigler Cadillac dealership.



*Zeigler Cadillac*

## Fiscal Management

- Received the distinguished budget presentation and excellence in financial reporting award from the Government Finance Officers Association.
- Issued \$15,450,000 of General Obligations bonds in September, 2019 for the financing of the new water transmission line and the outfall sewer projects.
- Assisted in the financing of the 1860 Development in the North Lincoln Tax Increment Fund (TIF). Finance has also assisted in the planning for the issuance of Tax Increment Financing notes with the assistance of Village’s financial consultant. The issuance of the notes should be completed in FY 2021.

## Administration

- The 1860 Development received final project approval during FY 2020. The Village Manager’s Office helped to coordinate and support these efforts through participation on the Development Review Team and coordinating of public and private meetings on this development. As part of the process the Village Manager’s Office helped to coordinate meetings for the Committee on Ordinances, Rules and Boards.

## Fiscal 2021 Adopted Budget Overview

At the March 12, 2020 Budget Workshop staff presented a balanced budget. The resulting fund balance will remain in excess of the maximum required in the Village’s Financial Policies.

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

Item	Budgeted Amount
Resurfacing of tennis and basketball courts – Flowers Park*	\$185,000
Replacement of riding mower and golf car (Park Patrol) *	\$22,000
Water and Kiddie slides and diving board refurbishing	\$105,000
Police shooting range refurbishing – Phase 1 *	\$125,000
Emergency Operations Center Study	\$20,000
Cardiac monitor replacement	\$40,000
PW truck #25 *	\$65,000
Replacement of truck #29 *	\$28,000
Replacement of three Police vehicles *	\$132,000
<b>Total</b>	<b>\$722,000</b>

\* Items shaded in red are deferred.

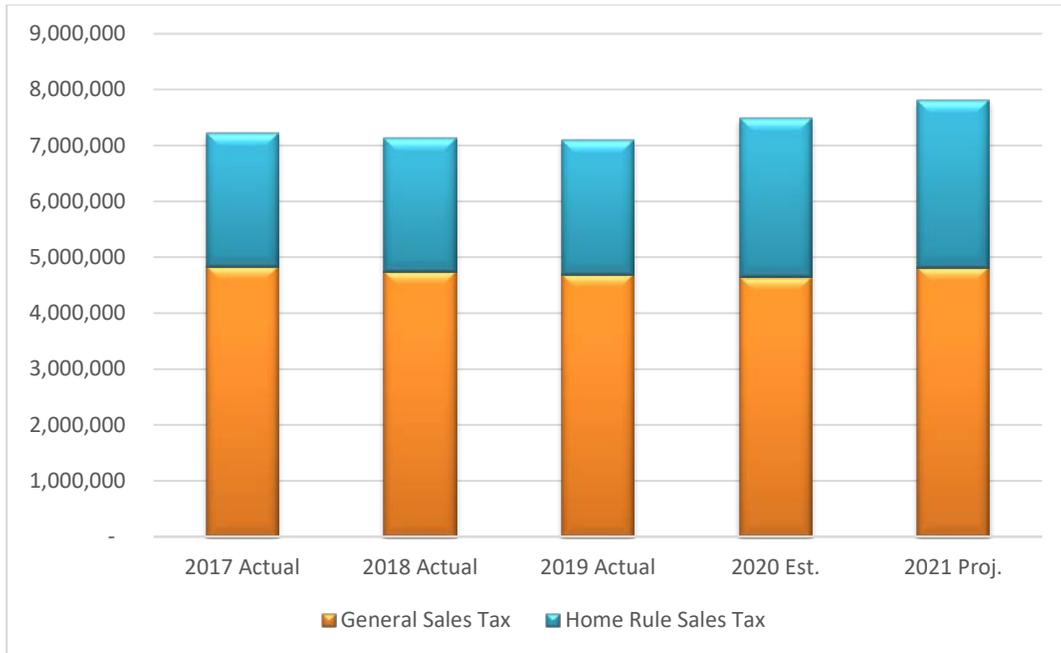
The adopted total budget is summarized as follows. Per accepted governmental financial standards, the Village’s finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources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

	<b>FY 2020</b>	<b>FY 2021</b>	<b>% Change</b>
All Funds	\$41,940,137	\$78,886,559	51%
General Fund	\$22,863,862	\$23,529,674	2.9%

The total budget has an increase of 51%. This is mainly due to the eligible cost payout from the North Lincoln TIF fund of \$30,000,000. The budget for the General Fund increased by 2.9% from the previous year, this is the result of the increase in personnel costs/benefits, increased Police pension costs, increase in contractual costs and planned vehicle replacements. Fiscal 2021 highlights include:

Sales Tax – Total sales tax revenue, including State and Home Rule sales tax is budgeted for \$7,820,000. The chart on the next page describes the trend in total sales tax revenue over the past five years.

### Total Sales Tax Revenue



	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Projected 2021
<b>Home Rule Sales Tax</b>	2,392,230	2,386,842	2,399,110	2,850,000	3,000,000
<b>General Sales Tax</b>	4,839,777	4,745,651	4,694,373	4,650,000	4,728,300
<b>Total</b>	<b>7,232,007</b>	<b>7,132,493</b>	<b>7,093,483</b>	<b>7,500,000</b>	<b>7,820,000</b>

- Refuse – The Village expenditures related to refuse, recycling and yard waste collections are accounted for in the General Fund. The total budget for this expense is \$1,135,000. Funding for refuse collection is paid through the use of property tax revenues. Of the total amount, \$905,000 is budgeted for Groot Industries, Inc. for refuse collection and \$230,000 is budgeted for the Solid Waste Agency of Northern Cook County (SWANCC) for landfill deposits.
- Personnel Costs – Personnel costs in Fiscal 2021 are budgeted to be 13,966,303. There is a 2.25% cost of living wage increase for non-union employees. There is a contractually-obligated 2% wage increase for the Public Works Teamsters Union and the Police contract is currently in negotiation.
- Police Pension Funding – The Police Pension Fund is currently 44.34% funded. Funding for the Village’s Pension fund obligations is derived from two sources: Employer and employee contributions and investment income. The General Fund provides the annual

actuarially required pension obligation and approximately \$270,000 of additional funding is deposited into the Police Pension Fund from a \$0.02 per gallon Gasoline Tax.

## Capital Projects

The Fiscal 2021 budget includes the following capital improvement projects:

### Parks and Recreation Projects

- \$185,000 to resurface the tennis and basketball courts in Flowers Park. This project will be funded from the General Fund. – **Deferred**
- \$105,000 on improvements to the Aquatic Center including the installation of an interior gel coat and exterior painting of the water slides, painting the kiddie pool feature and resurface the diving board area. This project will be funded from the General Fund.

### Water and Sewer Projects

- \$7,556,000 is budgeted to finish construction of the water transmission main that connects the Village's water system to Evanston's water system. This project will be funded from the Water and Sewer Fund.
- \$1,408,000 has been budgeted to finish the North Shore Outfall Sewer Project. This project will be funded from the Storm Water Management Fund.
- \$116,250 is budgeted for the design and construction of water main replacements based on the updated recommendations. This project will be funded from the Water and Sewer Fund.

### Devon Avenue Streetscape Project

- \$325,000 has been budgeted for Phase II engineering to provide streetscape improvements along Devon Avenue in the Devon-Lincoln TIF District. These improvements are intended to provide a more attractive corridor that will entice business and development to a corridor with retail vacancies and declining property values. This project will be funded from the Devon / Lincoln TIF fund. This project is 85% grant funded through the Surface Transportation Program and the cost is shared with the City of Chicago.

### Roadway Resurfacing Program

- \$3,465,500 is budgeted for year two of the roadway resurfacing program. The Village is planning to resurface all Village owned streets in the next 10 years. This project will be funded by the Motor Fuel Tax fund.

### Firing Range / EOC Improvements

- \$125,000 is budgeted for phase 1 of firing range and Emergency Operations Center improvements. Phase 1 includes the design and ventilation system replacement of the firing range. This project will be funded from the General Fund. – **Deferred**

### Village Hall Campus Parking Lot Resurfacing

- \$248,500 is budgeted to resurface the Village Hall Campus parking lot. This project will be funded by the Transportation Improvement Fund. – **Deferred**

### Adherence to Financial Policies

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

- The Fiscal 2021 total budget is balanced. The General Fund operating budget is balanced with the use of excess fund reserves in accordance with Village Financial Policies.
- The General Fund (GF) unreserved fund balance is maintained between 25% and 35% of annual GF revenue, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 1.9% property tax levy increase included in the Fiscal 2021 Budget. This is in accordance with the Village's financial policy to limit the property tax levy increase to the annual State consumer price index, as is the same limit for Non-Home Rule communities.
- The General Fund's support of the Parks and Recreation Department is limited to \$1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses.

### Financial Condition of the Village

The Village's financial position is very strong with a bond rating of Aa2. As of the end of Fiscal 2020 the Village has a general obligation bond of \$15,450,00 due in 2038 for the construction of a new water transmission main and an outfall sewer and an interest free loan owed to the State of Illinois for the replacement of the Village's Fire Truck which was replaced several years ago. The most recent Moody's Report mentions the Village's healthy position and its light debt

burden. The report also mentions that the Village's pension liability is above the US median according to Moody's adjusted calculations.

### **Conclusion**

The President and Village Board continue to provide stable and visionary leadership that have ultimately resulted in this year's accomplishments and allows staff to focus on operations. The preparation of the Fiscal 2021 Budget could not have been achieved without the hard work and assistance of staff throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. Much gratitude goes to the Village Manager's Office staff in preparation of the budget, in particular Management Analyst Jonathan Bogue's budget document preparation. Finally, particular and enormous thanks are extended to Finance Director Robert Merkel and the Finance Department staff. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



Anne Marie Gaura  
Village Manager

# Community Guide



**The Village is committed to serving our diverse community's needs.**

# Lincolnwood Board of Trustees

## Village President



**Barry Bass**

**Tel:** (847) 745-4717

**Email:** bbass@lwd.org



## Trustee



**Ronald Cope**

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## Trustee



**Georjean Hlepas Nickell**

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## Trustee



**Jean Ikezoe-Halevi**

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**Email:** jhalevi@lwd.org

## Trustee



**Craig Klatzco**

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## Trustee



**Jesal B. Patel, Sr.**

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## Trustee



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# Lincolnwood Executive Staff

## Village Manager

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## Public Works Director

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## Community Development Director

**Steve McNellis**

**Tel:** (847) 745-4710

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## Parks and Recreation Director

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## Community Development Manager

**Doug Hammel**

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## Police Chief

**Jay Parrott**

**Tel:** (847) 745-4748

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## Fire Chief

**Mike Hansen**

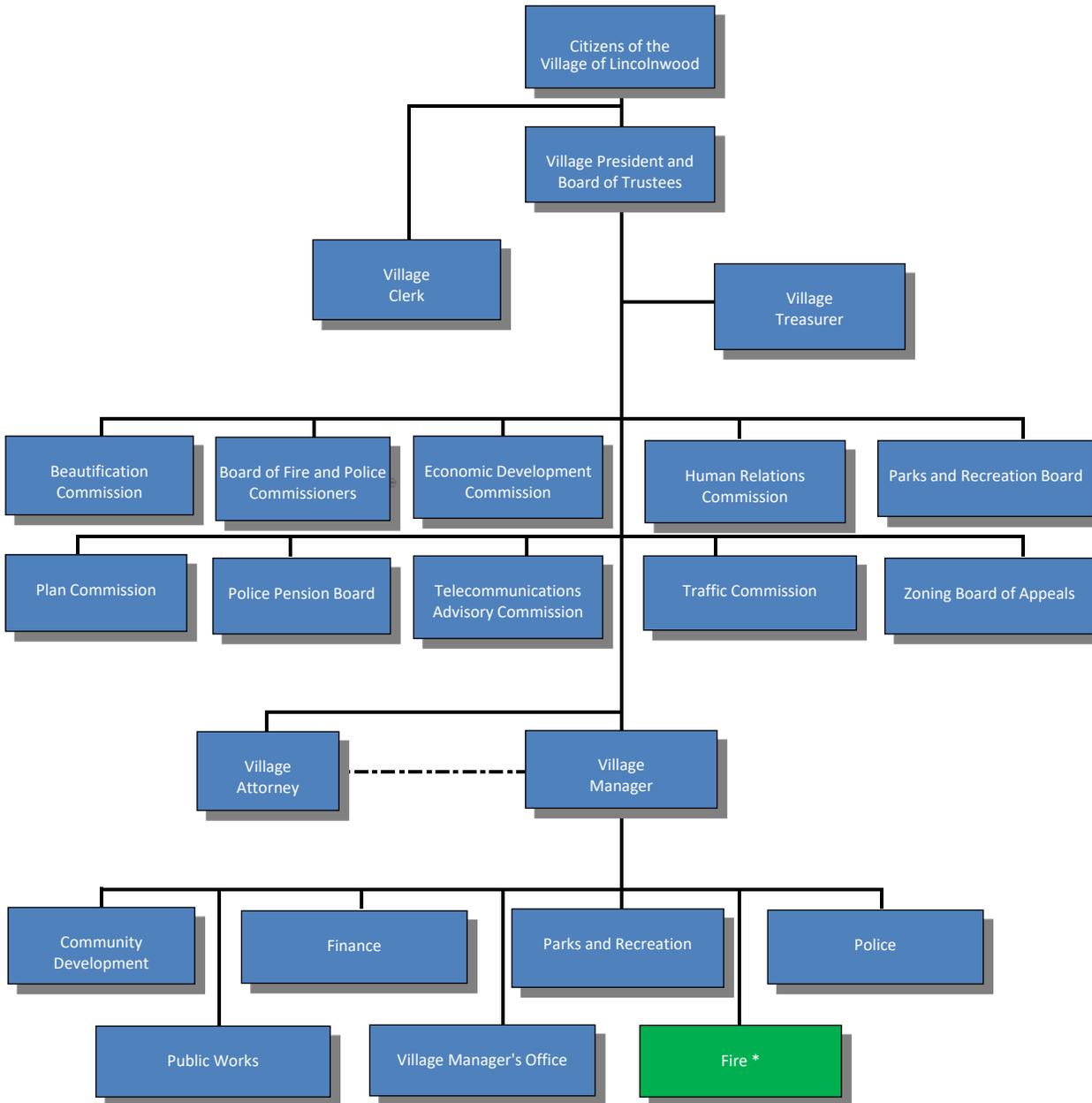
**Tel:** (847) 745-4762

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Village of Lincolnwood, Illinois

Organizational Chart  
April 30, 2020



\* Contracted Service

## HISTORY

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

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

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

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

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

Lincolnwood was able to keep taxes attractively low by fostering the growth of light industry and by attracting such giants as Bell & Howell. The opening in 1951 of the Edens Expressway had the most profound impact on the growth in the Village's history. It offered easy and fast access to and from Chicago, causing the community's population to grow from 3,072 in 1950 to more than 12,590 in 2020.

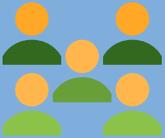
# Village Government

## Form of Government



Lincolnwood is governed as a home rule community under Illinois law and operates under the Village Board form of government with a full-time Manager. Under home rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The President, with concurrence from the Board, appoints the Village Manager. The Village Manager is the chief administrative officer who oversees the day- to-day operations of the Village.

## Employees



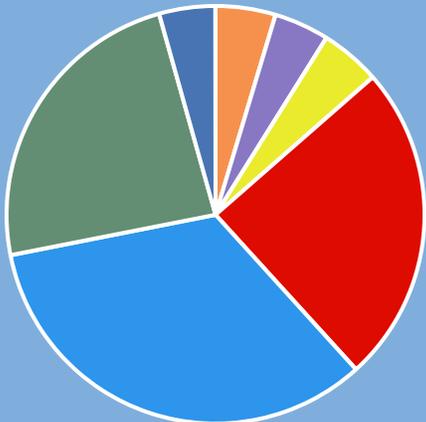
The Village currently has 86 full-time employees and 7 part- time employees who work in the seven departments that combine to form the Village government. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

7   
Departments

86   
Full-time Employees

7   
Part-time Employees

## Employees by Department



- Community Development
- Finance
- Parks and recreation
- Fire
- Police
- Public Works
- Village Manager's Office

\* Fire includes Contracted Employees

59%

Of all staff members are employed in the Fire or Police Departments



## **BOARDS AND COMMISSIONS**

The challenges which face municipalities across the country are similar to the ones facing Lincolnwood. Diminishing human and financial resources take their toll over time, if a Village is not proactive. The Village encourages citizen involvement in local government and residents fill a vital role on our many committees and commissions.

Boards and Commissions consist of Village residents and/or business people. Each member is appointed by the Village President with consent of the Village Board of Trustees.

### **Beautification Commission**

The Beautification Commission serves as an advisory body to the Village Board. The Commission's purpose is to raise the standard of beautification in Lincolnwood by promoting, preserving, protecting and enhancing the natural environment of the Village through plantings and review of public projects when referred by the Board of Trustees. The first meeting of the Commission will take place on April 30, 2018. A meeting schedule will be established at the meeting. The Commission was converted to a Task Force in 2013 and reconverted to a Commission in 2018.

### **Board of Fire and Police Commissioners**

The Board of Fire and Police Commissioners is comprised of five members appointed by the Village President, with staggered terms of appointment. The Commission is responsible for the certification and appointment of police officers and for promotions within the Police Department, with the exception of the Chief and Deputy Chief. The Board conducts disciplinary hearings when the Chief of Police brings formal charges against a sworn member of the Police Department. The Board of Fire and Police Commissioners meets semi-regularly.

### **Economic Development Commission**

The Economic Development Commission (EDC) was created in 1994 by Village Ordinance as an advisory body to the Village Board. In creating the Economic Development Commission, the Village Board established as its purpose the encouragement and facilitation of economic growth within the Village.

### **Human Relations Commission**

The Human Relations Commission (HRC) was created to encourage understanding and respect among residents of Lincolnwood with various racial, ethnic, cultural and religious backgrounds. The Commission sponsors human relations activities throughout the year. These activities provide an opportunity for all residents to celebrate the community's ethnic and cultural diversity.

### **Parks and Recreation Board**

The Parks and Recreation Board reviews and recommends policies, fees, administrative and budgetary matters to the Village Board. Park and Recreation Board meetings are held on the second Tuesday of each month in the Village Hall Council Chambers.

### **Plan Commission**

The Plan Commission serves as an advisory body to the Board of Trustees. The Plan Commission hears all applications for Amendments to the Zoning Ordinance, Special Uses, and Planned Unit Developments. The Plan Commission is comprised of seven members who are Village residents.

### **Police Pension Board**

The purpose of the Pension Board is to govern the investments for current and retired Lincolnwood Police Officers and is also responsible for administering benefits for retired and disabled officers.

### **Telecommunications Advisory Commission**

Serving as an advisory commission, members review Telecommunications Regulations and Franchise Agreements as needed. Meetings are scheduled when such reviews are necessary.

**Traffic Commission**

The Traffic Commission is a recommending body to the Village Board, formulated to hear and review matters involving parkway parking permits, resident only parking, traffic calming devices such as speed humps, stop sign requests, access issues to Village streets, alley vacations, bicycle safety, pedestrian safety, line-of-sight issues and other traffic safety/control issues as needed. The Commission meets on the fourth Thursday of each month except for November.

**Zoning Board of Appeals**

The Zoning Board of Appeals serves as an advisory body to the Board of Trustees. The Zoning Board of Appeals' major function is to conduct Public Hearings and to consider Variation requests pertaining to the Zoning Code. The Zoning Board of Appeals is comprised of seven members who are Village residents.



# A Closer Look at Lincolnwood



**12,590**

People live in Lincolnwood

**45.6**

is the medium age of LWD residents



**4,341**

Households in Lincolnwood

**\$82,875**

is the medium household income in LWD



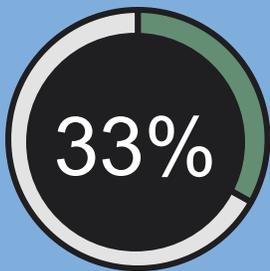
**3,714**

Single family homes in Lincolnwood

**\$477,000**

is the medium home value in LWD

## Lincolnwood by the Numbers



of LWD residents identify as a race that is non-white



**37%**

of LWD residents were born outside of the United States



**45%**

of LWD residents have some level of post secondary education



**55%**

of LWD residents speak a language other than English at home



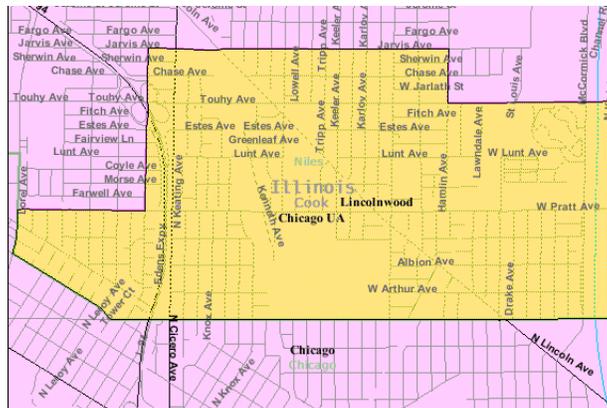
**75%**

of LWD residents drive alone to work

## STATISTICS AND DEMOGRAPHICS

### Major Employers

Employer	Number of Employees
Village of Lincolnwood	366
ATF	280
Lincolnwood Place	160
Loeber Motors	141
Trim Tex	125
Lowe's	119
Kohl's	115
Aperion Care Inc.	100
Olive Garden	104
Red Lobster	84



### Land Area

2000 2.69 square miles

2011 2.69 square miles

Region: Northeast Illinois

County: Cook

Elevation: 604 feet (mean)

### Climate

Avg. Winter Temp 23.40 F -4.78 C

Avg. Summer Temp 75.70 F 24.27 C

Avg. Annual Rainfall 33.18 In 84.27 Cm

Avg. Annual Snowfall 37.10 In 94.23 Cm

## TRANSPORTATION

### Major Highways/Routes

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

### Airports

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

### Distance to Major Cities (miles)

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

**Bold** Denotes Regional Market Destinations

## UTILITIES

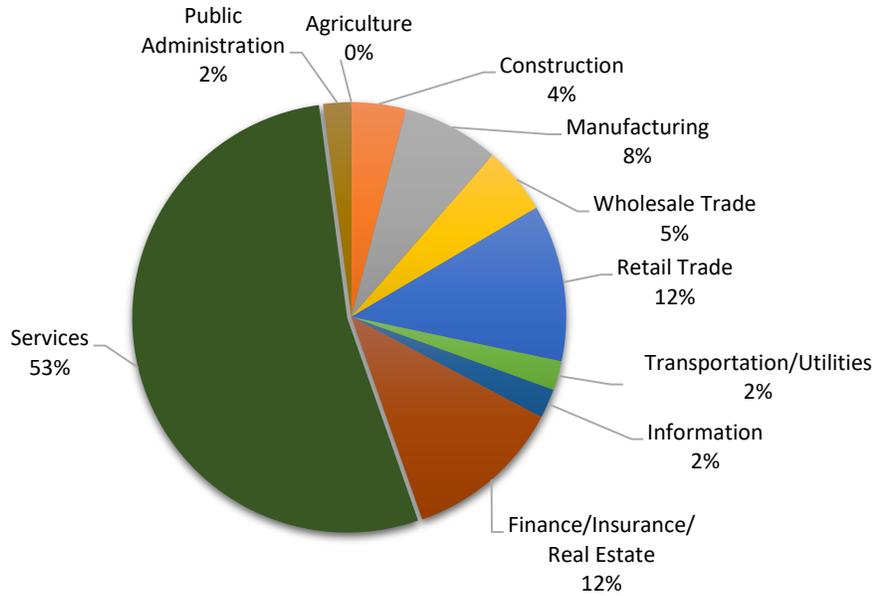
Water Supplier:	City of Evanston
Source:	Lake Michigan
Natural Gas Supplier:	NICOR
Electric Supplier:	ComEd

## LABOR/ POPULATION

### 2010 Employed Population ages 16+ by Industry

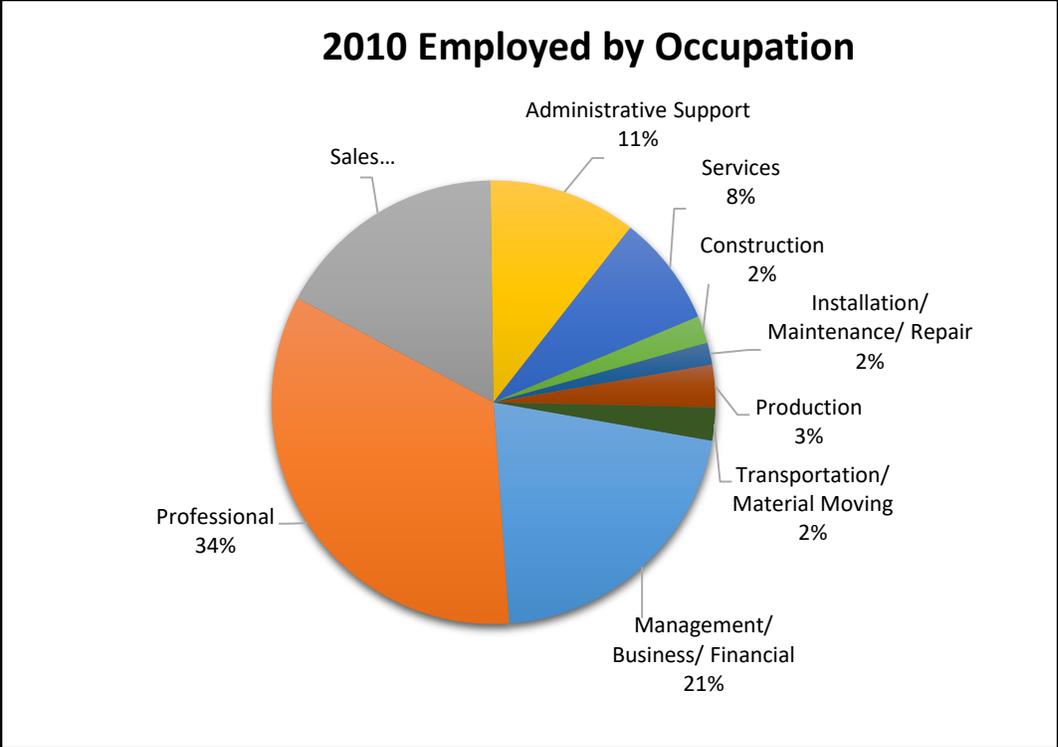
Agriculture/Mining	0.0%
Construction	4.1%
Manufacturing	7.3%
Wholesale Trade	5.1%
Retail Trade	11.8%
Transportation/Utilities	2.2%
Information	2.2%
Finance/Insurance/Real Estate	11.9%
Services	53.2%
Public Administration	2.1%

## 2010 Employed Industry



## 2010 Employed Population 16+ by Occupation

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



**Population by Sex**

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

**Population by Age**

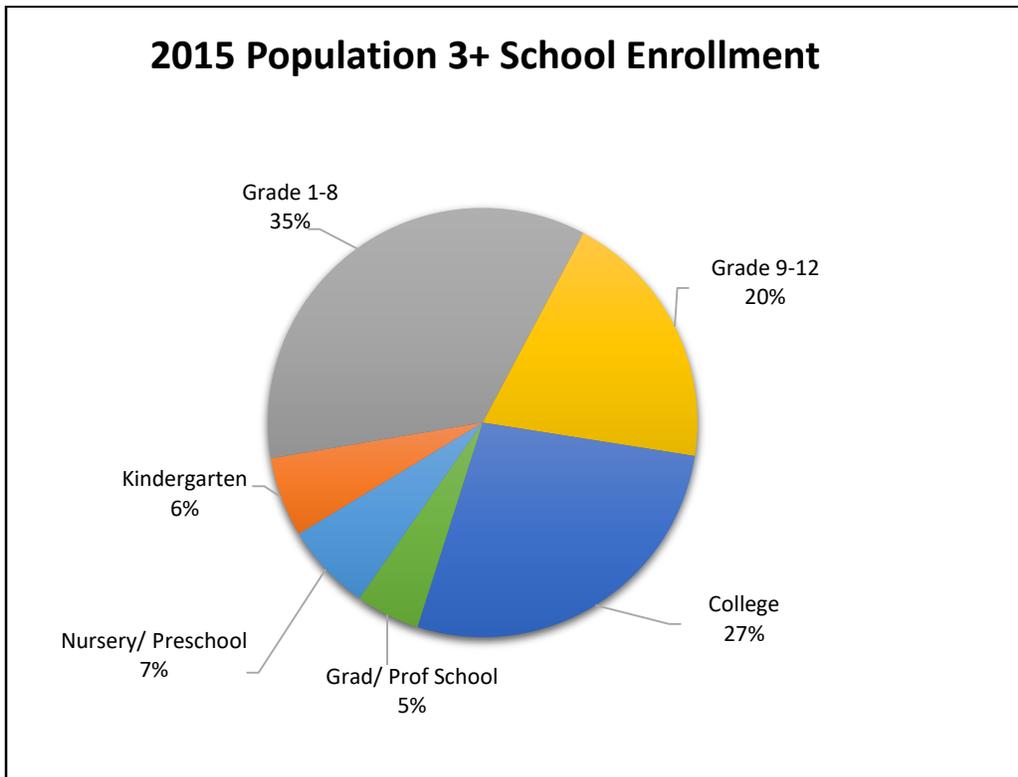
Age	2000	2010
Age	12,359	12,590
0 - 4	5.20%	5.4%
5 - 9	6.20%	5.7%
10- 14	7.30%	6.2%
15 - 19	6.40%	6.2%
20 - 24	4.40%	4.8%
25 - 34	7.40%	9.6%
35 - 44	12.40%	10.1%
45 - 54	14.90%	14.1%
55 - 64	11.90%	14.4%
65 - 74	11.20%	10.5%
75 - 84	8.60%	8.4%
85+	4.00%	4.8%
18+	77.10%	79.1%

**Population by Race and Ethnicity**

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

**2015 Population 3+ by School Enrollment**

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

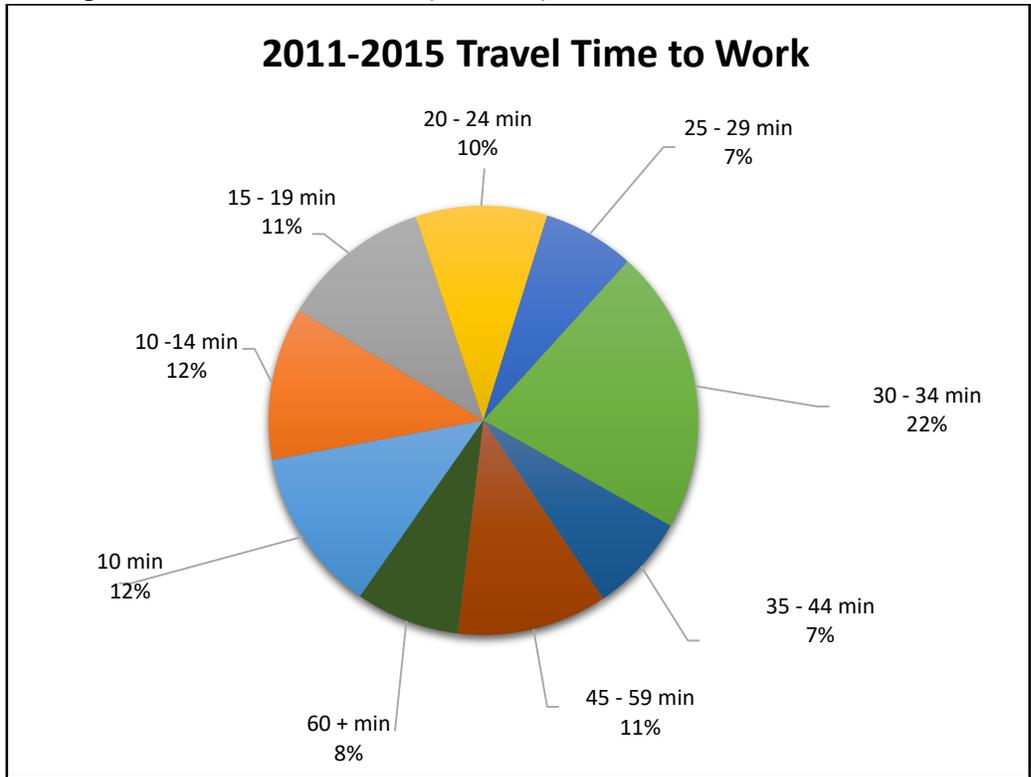


**2010 Pop. Age 25+ by Educational Attainment**

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

**2011-2015 Workers 16+ by Travel Time to Work**

<u>Total</u>	<u>5,304</u>
Less than 10 minutes	12.30%
10 to 14 minutes	11.50%
15 to 19 minutes	11.30%
20 to 24 minutes	9.90%
25 to 29 minutes	6.90%
30 to 34 minutes	21.40%
35 to 44 minutes	7.40%
45 to 59 minutes	11.30%
60 or more minutes	7.80%
Average Time to Travel to Work (minutes)	<b>26.6</b>



**2011-2015 Households by Vehicles Available**

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

## **LEGISLATIVE DISTRICTS**

### **Illinois Governor**

J. B. Pritzker

### **United States Senators**

Richard Durbin

Tammy Duckworth

### **United States Representative**

9th Congressional District

Jan Schakowsky

### **Illinois Senator**

8th Senate District

Ram Villivalam

### **Illinois Representatives**

15th Representative District

John D'Amico

16th Representative District

Yehiel Kalish

### **Cook County Board Commissioner**

District 13

Larry Suffredin

# Goals and Priorities

## GOALS AND PRIORITIES FOR FY 2021

### *Safety – FY 2021 Goals*

**Goal:** Update the Police Department’s firearms range ventilation system to comply with OSHA standards and allow for a transition to a tactical firearms range. This update and renovation will allow for adequate ventilation throughout the firearms range during training and give officers a model firearms training program that is considered best practices for law enforcement agencies. Planned ventilation replacement along with a transition to the firearms range renovation will be completed by FY2022.



**Goal:** Train all sworn personnel on the Meggitt Training Systems officer involved shooting scenarios. Meggitt Training Systems is the pioneer system of the firearms training simulator (FATS) that officers use to work through potential officer involved shooting situations. The system has the ability to judge officer decision making in various situations that officers may need to use deadly force.

**Goal:** Continue to evolve and train personnel in the rapid response to potential active threat situations through the use of force on force and Simunitions training. Training scenarios will focus on school settings and the workplace environment.

**Goal:** Conduct dedicated traffic enforcement on a weekly basis to various identifiable streets that have higher rates of accidents and/or moving traffic violations. These locations will then be shared ahead of time with residents via social media, the Village website and the Lincolnwood Connections Newsletter.

**Goal:** Comply with the requirements of records expungement related to the Cannabis Regulation and Tax Act and automatically expunge records for minor cannabis offenses that meet the criteria as outlined in the Act. The first deadline for compliance is January 1, 2021.

**Goal:** All field patrol officers to receive training in Advanced Roadside Impaired Driving Enforcement (A.R.I.D.E.) to assist in the detection while driving under the influence of cannabinoids due to the initial projection that more DUI drivers will be on the roadways as a result of the new recreational cannabis law.

**Goal:** The Village will update and finalize a revised Emergency Operations Plan (EOP). The EOP will be used to develop and implement table top exercises for the Emergency Operations Center Team to ensure that the Village is prepared to respond to crisis situations. As part of this process, the Emergency Operations Center Team will continue to refine its response process following National Incident Management System certification completed in Fiscal Year 2020.

**Goal:** In response to the COVID-19 the Village will develop plans to address the health and safety of the public to ensure compliance with applicable guidelines from Federal and State authorities. As needed, the Village will purchase and seek reimbursement for equipment and supplies to ensure that the public and staff are protected and mitigate any possible issues where

COVID-19 is spread. The Village will also work with residents and the business community to assess and address needs as applicable.

### ***Development – FY 2021 Goals***

**Goal:** The Village will coordinate with the finalization of the issuance of approximately \$35,000,000 in TIF notes for the District 1860 Development. The District 1860 Development is a project being spearheaded by Tucker Development to redevelop the former Purple Hotel Site located at the intersection of Touhy and Lincoln Avenues. The TIF notes will be issued by the Village and the debt service payments on the notes will be funded by the tax increment created by the new development.



**Goal:** Conduct a series of roundtable meetings, separately with local business and brokers, to discuss their thoughts and experiences working in the Village, any concerns that may be hindering business growth and commercial occupancy, and recommendations on how the Village can assist in marketing the community and supporting local businesses to help them be more successful. Businesses and Brokers in different sectors (ie. retail commercial, restaurants, office, warehouse/industrial, entertainment, etc.) will be invited. Cast a particular focus on the targeted business development areas (Northeast Industrial District and Devon-Lincoln TIF “triangle”).

**Goal:** Work with the Economic Development Commission to develop a marketing strategy and promotional materials for the targeted business development areas (Northeast Industrial District and Devon-Lincoln TIF “triangle”).

**Goal:** Prepare a comprehensive Landscaping Improvement Program with the goal of upgrading the landscaping and natural environment of commercial properties on arterial roadways throughout the Village. Work with the Beautification Commission to prepare an appropriate landscape species palette for a variety of improvements, from planters to parking lot and perimeter landscaping designs.

### ***Infrastructure – FY 2021 Goals***

**Goal:** The Finance Department will assist with the issuance of approximately \$2,700,000 of General Obligation (GO) Bonds for the second year of the road resurfacing program. The bonds will be issued after the start of the new fiscal year and the debt service will be funded by revenues from the Motor Fuel Tax fund.



**Goal:** In the fall of 2019, the Village entered into an agreement with Reliable Contracting and Equipment Company to construct a water transmission main to the City of Evanston for the purchase of potable water. Construction has been ongoing over the fall and winter with the majority of the underground work completed within the Village. The majority of the underground work will occur in the Village of Skokie over the spring. Due to the savings implications for purchasing water from Evanston versus

Chicago, completion of this project on time by the completion in July 2020 will be a top priority for the Department. Staff will work closely with the Village Engineer and contractor to monitor the progress of the project.

**Goal:** The North Shore Storm Sewer Project also began construction in the fall of 2019 with completion slated for the summer of 2020. The Village’s contractor has installed the majority of the mainline sewer under North Shore Avenue from Drake Avenue to the North Shore Channel. Construction will continue over the winter into the spring and summer to complete the tributary sewers, berms and restrictors, and restoration work. This project was designated as one of the top priorities in the Village’s Stormwater Master Plan and is being partially funded by the MWRD through a cost sharing agreement.

**Goal:** In the fall of 2019, the Village contracted with Baxter and Woodman Engineering to evaluate the condition of the Pump House in response to the precautionary boil order issued on June 13, 2019. Baxter and Woodman provided a report to the Village that included a list of high and low priority items to be addressed in future years. Staff will complete the high priority items outlined by Baxter and Woodman in FY 2020, which includes improvements to the automation systems and software upgrades.

**Goal:** The Village seeks to improve the overall quality of life for residents by increasing the Village’s stormwater protection during heavy rain events, and take the Village closer to meeting the stated goal of reaching a 10 year level of protection. The street storage pilot area was completed in 2020 with the construction of the North Shore Outfall Sewer and installation of the remaining underground sewer restrictors. The next step in the stormwater master plan calls for completing street storage, which will expand the construction of berms and underground restrictors throughout the remainder of the Village. Stages II and III are scheduled to be constructed in FY 2022 and FY 2023, respectively, at which point, the overall condition of the Village will be reevaluated to determine the stormwater project priority list.

### ***Service – FY 2021 Goals***

**Goal:** Oversee the transition of the Village’s Microsoft Office 2010 products to Microsoft 365 including the migration of these products from Village servers to the Cloud. The upgrading of this program will allow for greater functionality for staff along with transitioning the Village’s systems to the cloud to allow for better remote access for staff.

**Goal:** Every two years the Village Manager’s Office completes a comprehensive review of the Personnel Policy Manual to better reflect current trends and legal requirements. At the start of May, 2020, staff will look conduct a comparable analysis of other communities and the policies implemented for their staff to identify any areas of improvement within the Personnel Policy Manual. In addition, legislation implemented within the past two years as it relates to public sector employment will be reviewed to ensure the Village is meeting state regulations. The updated personnel policy manual will be reviewed during the FY 2022 Budget process.



**Goal:** The Community Development Department will create a multi-media suite of materials to provide user-friendly information on Building Permit procedures and requirements. Include new/updated printouts, brochures and web-based documents. Once Accela permit software system has been rolled-out, conduct a seminar, which will be open to the public and recorded for local cable channel and the Village website on-demand video broadcast. This seminar, intended for Village residents, will demonstrate online permitting through the Accela software system and also answer general building permitting questions.

**Goal:** Assess Community Department workflows and protocols to identify and rectify gaps in interdepartmental communication and coordination. This assessment will evaluate plan review coordination, construction inspections and site management, and project close-out and approval of occupancy. This will highlight critical communications and systems required to track the status of construction projects between various departments.

**Goal:** Continue comprehensive analysis of two major sections of the Zoning Code: Fences and Signs. Complete a legal review and analysis of the Sign Code to insure it is in compliance with recent court case decisions and findings, and exhibits best practices from a legal standpoint. Complete a Village-wide “base-line” survey of existing fence compliance, and utilize the results to determine the necessity for further Fence Code updates.

**Goal:** The Parks and Recreation Department will protect, maintain, and ensure safe surfacing on aquatic center water slides and kiddie pool play feature by installing a new gel coat on the interior of the slides, painting the exterior of the slides, and painting the kiddie pool play feature.

**Goal:** The Parks and Recreation Department will conduct an assessment of after school program and club options for Lincolnwood middle school students in an effort to identify service gaps. Staff will strive to fill service gaps by providing a minimum of two new programs for middle school students during out-of-school time.

**Goal:** Conduct a survey of the current and former participants of the Park and Recreation Department’s early childhood programs in an effort to determine optimal days and times to offer programs for this demographic. At least one program per season will be to the Park and Recreation Department’s program portfolio based on this feedback.

**Goal:** Continue to review and update the Parks and Recreation Department sponsorship opportunities to ensure the sponsorship program is structured to attract and retain quality sponsors for department programs and events. Based on observations and experience of a full year cycle of sponsorships, staff will update the existing program and documents to best serve the needs of the Parks Department.

**Goal:** The police department records unit will transition and become more involved in handling Freedom of Information Act (FOIA) requests related to inquiries on police activities. This allows for a more practical approach and better oversight of the FOIA requests related specifically to police operations.

**Goal:** The Village is a member of the GIS Consortium, which is a collaboration of 35 communities that partnered to share GIS services. MGP, Inc., the service provider for the consortium will be releasing a new mapping software to replace the aging MapOffice additionally, they will be continuing to implement asset management software designed to help communities track assets

and measure performance. Staff will implement both programs as well as train employees on how to properly utilize the programs.

**Goal:** The Finance Department will assist the Police Pension Board in the implementation of the new pension consolidation bill passed by the State of Illinois in December, 2019. The bill requires mandatory consolidation of Illinois' downstate and suburban police officers' and firefighters' pension funds into two new investment funds. The law will create one investment fund for the police officers and one investment fund for the firefighters. The bill also requires all funds transfer assets no later than 30 months after the effective date of January 1, 2020. As part of this process, the Village will work with the Auditor, Lauterbach & Amen, to hold a meeting with the Village Board to explain the impact of this legislation on the Village of Lincolnwood.

**Goal:** The Parks and Recreation Department will conduct an ongoing evaluation of programs and events offered throughout the year to determine which programs shall be continued or discontinued in each seasonal program guide. The main evaluation factors will include participation, cost recovery, and participant satisfaction. Community member ideas will be pursued through an idea/suggestion form on the Department's website, which will be available at all times and will be publicized as the Department plans for upcoming program guides. New programs and events will be developed based on observed trends, feedback, and identified service gaps when financially and spatially feasible.

**Goal:** The Village Board will hold a discussion regarding priorities for Code Enforcement. The goal of this meeting will be for the Village Board to convey to staff their expectations related to how different types of violations should be processed by staff and how different violations of the Village Code will be prioritized and handled. As a result of this meeting staff will provide a rubric that will guide staff's process for handling Code Enforcement and address in what instances staff will seek compliance and will seek tickets for Code violations. Following this update to the guidance, staff will provide regular updates to the Village Board on achievement of the priorities laid out by the Village Board.

### ***Community – FY 2021 Goals***

**Goal:** The Village Board will hold informal roundtable discussions with residents in the community. The purpose of the discussions will to provide residents with the opportunity to discuss ongoing projects and items facing the Village of Lincolnwood. These discussions will assist with the development of goals and initiatives for the Village Board to consider during the FY 2022 Budget and the Strategic Planning process that is scheduled to continue in May, 2021.



# Budget Summary



**Lincolnwood is committed to investing in public infrastructure within the Village.**

# Budget Overview

## **BUDGET OVERVIEW**

The Fiscal 2021 Village budget strives to be a policy document which includes organizational financial policies and goals that address long-term concerns and issues; a financial plan that includes in detail all funds that are subject to appropriation; a communication device which provides summary information identifying budgetary issues; and an operations guide that describes all activities, services and functions in the organization.

A statement of financial policies approved by the Village Board was used as a guide to prepare the annual Village budget. The Fiscal 2021 budget meets all the operating budget procedures. The General Fund meets the unreserved fund balance policy which is to maintain a balance of 25% of current revenues. Capital budget policies have also been met, as funding for infrastructure equals annual funding requirements.

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

## **ABOUT THE BUDGET DOCUMENT**

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

### **BUDGET SUMMARY**

The Budget Summary consists of the Fiscal 2021 budget message which provides an overview of Fiscal 2020 year-end results and an overview of the Fiscal 2021 budget. Key issues for the General Fund and other operating funds are also discussed.

This section also explains the budget structure and budget process of the Village and lists details of budgeted revenue, expense, transfers and estimated change in fund balance for all funds for the Fiscal 2021 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

### **PERSONNEL SUMMARY**

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

## **REVENUE SUMMARY**

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

## **FUND EXPENDITURES SECTION**

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

## **APPENDIX**

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

## **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**

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

# Financial Policies

## Introduction

Financial policies are the key elements of sound fiscal administration and responsibility.

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

- Revenues
- Expenditures
- Financial Planning

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

## Revenues

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

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

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

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

**Limit total annual property tax levy increases to the Cook County consumer price index.** Although the Village is not restricted in its annual levy of taxes, the Village Board has a self-imposed cap on the annual increase in the property tax levy. The Village shall not increase the annual property tax levy in excess of the Cook County consumer price index increase applicable as of the prior December. This will limit the Village's dependence on a single source of revenue and prevent property owners from being overburdened by spikes in the tax rate.

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

## Expenditures

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

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

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

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

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

## Financial Planning

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

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

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

The budget shall be adopted at the legal level of control of a Department within the Fund (i.e., the expenditures shall not exceed the total for any department within a fund without the Village Board approval). The Director of Finance shall have the authority to transfer within a department within the same fund from one line item to other line items. Current costs shall be financed with current revenues, including the use of authorized fund balance. The Village shall not balance current expenditures through the obligation of future year's resources.

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

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

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

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

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

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

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

### **General Fund**

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

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

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

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

### **Debt Service Fund**

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

### **Water and Sewer Fund**

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

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

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

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

## **Police Pension Fund**

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

## **All other Funds**

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

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

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

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

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

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

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

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

When the Village utilizes long-term debt financing it shall ensure that the debt is financed soundly by: conservatively projecting the revenue sources that shall be utilized to repay the debt; every effort shall be made to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine that the cost benefit of the capital expenditure including interest cost shall benefit future citizens; and the amount of long-term debt financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

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

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

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

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

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

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

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

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

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

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

**Adopted January, 2006  
Updated March, 2013**

# Investment Policy

**Investment Policy:**

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

**Introduction Prudence:**

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

**Objective:**

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

**Authority:**

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

**Ethics and Conflicts of Interest:**

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

**Authorized Investments:**

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

**Internal Control**

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

**Investment Policy Adoption:**

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

**Adopted January, 2006**

# Budget Structure & Process

## **BUDGET STRUCTURE**

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

### **MAJOR GOVERNMENTAL FUNDS**

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

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

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

### **MAJOR PROPRIETARY FUND**

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

### **NON-MAJOR GOVERNMENTAL FUNDS**

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

Transportation Improvement Fund, Devon/Lincoln TIF Fund and the North Lincoln TIF Fund.

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

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

**BUDGET BY FUND STRUCTURE**

<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Capital Projects</u>	<u>Pension Trust</u>
Departments:	Motor Fuel Tax	All Debt	Water & Sewer	Property Enhancement	Pension
Administration	Transportation			Program	
Finance	Improv.			Private Sewer Line	
Com. Development				Assistance	
Police	NEID TIF			Storm Water Management	
Fire	North/Lincoln TIF				
Public Works	Devon/Lincoln TIF				
Parks & Recreation					

**BUDGET PROCESS**

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

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

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

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

existing budgeting and planning issues and link these goals into the individual department goals. During Fiscal 2020, the Board of Trustees and Department Directors were to meet to update the Strategic Planning Report. Due to the Coronavirus pandemic, these meetings are being rescheduled.

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

### **THE CAPITAL IMPROVEMENT PLAN**

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of \$10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the FY2021 budget workshop, the 2021-2025 CIP was prepared.

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

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

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

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

## BUDGETARY/ACCOUNTING BASIS

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

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

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

## BUDGET PROCESS WITH DATES OF BUDGET HEARINGS AND NOTICES

October 2019	Evaluate fiscal year financial forecasts and develop FY 2020/21 budgetary assumptions.
November	Village Manager (VM) discusses budgetary guidelines with department heads.
December	Department heads meet with Finance Director to discuss CIP. Staff prepares preliminary revenue estimates along with departmental expenditure targets.
December	Public hearing to approve 2019 Property Tax Levy.
January 2020	VM meets with each department head to discuss proposed budgets. Budgets revised following VM's approval.
February	Village Board workshop. Staff presents policy issues and CIP Funding requests. Budget is revised to incorporate Village Board direction.
March/April	Village Board Finance Committee meets to review draft budget. FY 2020/21 public meeting. After the proposed budget is placed for public viewing, a meeting is held with the Village Board to allow for public and Village Board discussion.
April	FY 2020/21 budget is presented for formal consideration to the Village Board.
May 1	New fiscal year begins. Implementation of the budget is monitored by updates to the Village Board. During the year, the (VM) may revise the budget for the Village. Revision requests by Department Heads must be submitted to the VM. The VM reviews all request for budget revisions as to their effect on the total budget and presents them to the Village Board for approval. No revision of the budget shall be made if funds are not available.

July	FY2021 appropriation ordinance is presented at public meeting to allow for public and Village Board discussion. After meeting, appropriation ordinance is presented for formal consideration to the Village Board.
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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its annual budget for the fiscal year beginning May 1, 2019. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our Fiscal 2021 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

# Total Budget Comparison

## FY 2021 BUDGET FINANCIAL SUMMARY - ALL FUNDS

The following is a summary of revenues and expenses for the Village from FY2018 through FY2021 by Fund type.

	2018 Actual	2019 Actual	2020 Projected	2021 Adopted
<b>Revenues by Fund</b>				
General	20,496,878	21,342,953	21,365,352	22,473,758
Motor Fuel	365,379	402,100	444,000	444,000
Transportation Improvement	309,515	385,437	390,000	562,000
E911	40,814	-	-	-
NEID TIF	1,392,081	1,316,681	1,650,000	-
Devon/Lincoln TIF	251,769	534,271	535,000	839,000
North Lincoln TIF	-	-	-	-
Debt Service	480,792	-	-	-
Capital Projects	205,509	83,864	1,150,000	1,300,000
Water and Sewer-Enterprise	4,758,921	4,771,479	4,900,000	4,900,000
Police Pension	3,829,752	3,528,828	2,848,360	3,931,300
<b>Total</b>	<b>32,131,410</b>	<b>32,365,613</b>	<b>33,282,712</b>	<b>34,450,058</b>
<b>Expenses by Fund</b>				
General	21,141,973	21,225,024	22,244,909	23,529,674
Motor Fuel	74,534	70,773	1,557,000	3,619,000
Transportation Improvement	24,145	237,833	230,000	760,560
E911	42,079	-	-	-
NEID TIF	1,044,663	1,927,096	2,102,220	348,000
Devon/Lincoln TIF	216,169	98,795	320,000	440,500
North Lincoln TIF	-	-	-	32,730,000
Debt Service	689,644	210,381	12,500	312,234
Capital Projects	1,216,237	537,463	2,354,000	2,269,000
Water and Sewer-Enterprise	4,337,874	4,854,708	10,327,187	11,716,589
Police Pension	2,636,251	2,829,141	3,003,734	3,161,002
<b>Total</b>	<b>31,423,569</b>	<b>31,991,214</b>	<b>42,151,550</b>	<b>78,886,559</b>
Excess (Deficit) of Revenues over Expenses	707,841	374,399	(8,868,838)	(44,436,501)
Other financing - bond/note proceeds	-	-	15,450,000	38,665,000
Excess(Deficiency) of Revenues over Expenses after Other Financing	<b>707,841</b>	<b>374,399</b>	<b>6,581,162</b>	<b>(5,771,501)</b>

## FY 2021 BUDGET SUMMARY TOTAL VILLAGE BUDGET

The following is a summary of revenues and expenses for the Village from FY2018 through FY2021.

	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
<b>Revenues</b>				
Local Taxes	16,481,687	16,012,157	17,645,000	16,255,000
Intergovernmental Taxes	2,594,937	3,221,667	2,890,000	2,910,000
Licenses and Permits	1,095,771	1,214,024	1,323,393	2,303,393
Charges for Services	6,801,721	6,848,502	6,985,559	7,031,265
Fines and Forfeitures	302,224	334,589	314,900	224,900
Rent	129,268	122,890	112,000	112,000
Grants	210,409	137,298	715,000	1,341,000
Investment Income	389,686	501,330	363,300	261,000
Reimbursements	134,340	341,216	46,000	46,000
Police Pension	3,829,752	3,528,828	2,848,360	3,931,300
Other	161,615	103,112	39,200	34,200
<b>Total</b>	<b>32,131,410</b>	<b>32,365,613</b>	<b>33,282,712</b>	<b>34,450,058</b>
<b>Expenses</b>				
Personnel	12,539,730	12,320,808	13,062,604	13,966,303
Contractual	6,477,273	7,876,002	7,667,149	9,678,291
Commodities	4,911,021	4,331,890	5,073,120	4,250,073
Economic Development	177,191	170,670	195,000	30,275,000
Debt Service	1,688,757	939,491	580,155	3,502,670
Capital Outlay	2,993,346	3,523,212	12,569,788	14,053,220
Police Pension	2,636,251	2,829,141	3,003,734	3,161,002
<b>Total</b>	<b>31,423,569</b>	<b>31,991,214</b>	<b>42,151,550</b>	<b>78,886,559</b>
Excess (Deficit) of Revenues over Expenses	707,841	374,399	(8,868,838)	(44,436,501)
Other Financing Sources (Uses)				
Bond/note proceeds	-	-	15,450,000	38,665,000
Excess (Deficit) of Revenues over Expenses after Other Financing	707,841	374,399	6,581,162	(5,771,501)
<b>Fund Balances</b>				
Start of Budget Year	46,650,096	47,094,141	47,468,540	54,049,702
End of Budget Year	47,357,937	47,468,540	54,049,702	48,278,201
Less: Pension Fund Balance (a)	(21,376,675)	(22,076,362)	(21,920,988)	(22,691,286)
<b>Available Fund Balances</b>	<b>25,981,262</b>	<b>25,392,178</b>	<b>32,128,714</b>	<b>25,586,915</b>

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

## BUDGET NOTES

### **FY 2021 - Expenses are projected to exceed revenues and other financing sources by \$5,771,501.**

The General Fund is budgeted to have a decrease in Fund Balance of \$893,416 after transfers. There are many capital projects budgeted to refurbish aging infrastructure in the various funds this budget year. The NEID TIF fund is budgeted to have a deficit of \$348,000 as the District will be using remaining fund balance to finalize various projects as the fund will be closing during FY 2021. The North Lincoln TIF is expected to issue \$35,000,000 in TIF notes for the development expected to start construction in FY 2021. The project is to be a mix of retail and residential apartments. The Motor Fuel Tax Fund will continue with Year 2 of the roadway resurfacing project. The Village will issue \$3.6 million in GO Bonds to fund the program. The Water and Sewer Fund will have a deficit of approximately \$7.3 million as the Village will finish the construction of the new water transmission main.

### **FY 2020 - Revenues and other financing sources are projected to exceed expenses by \$6,581,162.**

This is mainly due to the issuance of GO Bonds to fund two projects, the largest being the construction of a new water transmission main to the Village's new potable water supplier. This project will be finished in FY2021 and is included in the Water and Sewer Fund. The General Fund is projected to have a decrease of \$879,557, which is slightly lower than the budgeted deficit of \$929,378. The NEID TIF Fund is projected to have a decrease of \$452,220 for the year. This is due to various capital projects ongoing in the District. The Police Pension Fund is projected to have a decrease of \$155,375. This is mainly due to the decrease in investment income from the decline in the stock market because of the effect of the COVID-19 pandemic.

### **FY 2019 - Revenues exceeded expenses by \$374,399.**

The General Fund had an increase of \$47,129 after transfers. The NEID TIF Fund had a decrease of \$740,415. This was due to capital projects completed in the TIF district. The Water and Sewer Fund had a decrease of \$283,229. The decrease was mainly due to lower water sales and replacement of one of the water pumps.

### **FY 2018 - Revenues exceeded expenses by \$707,841.**

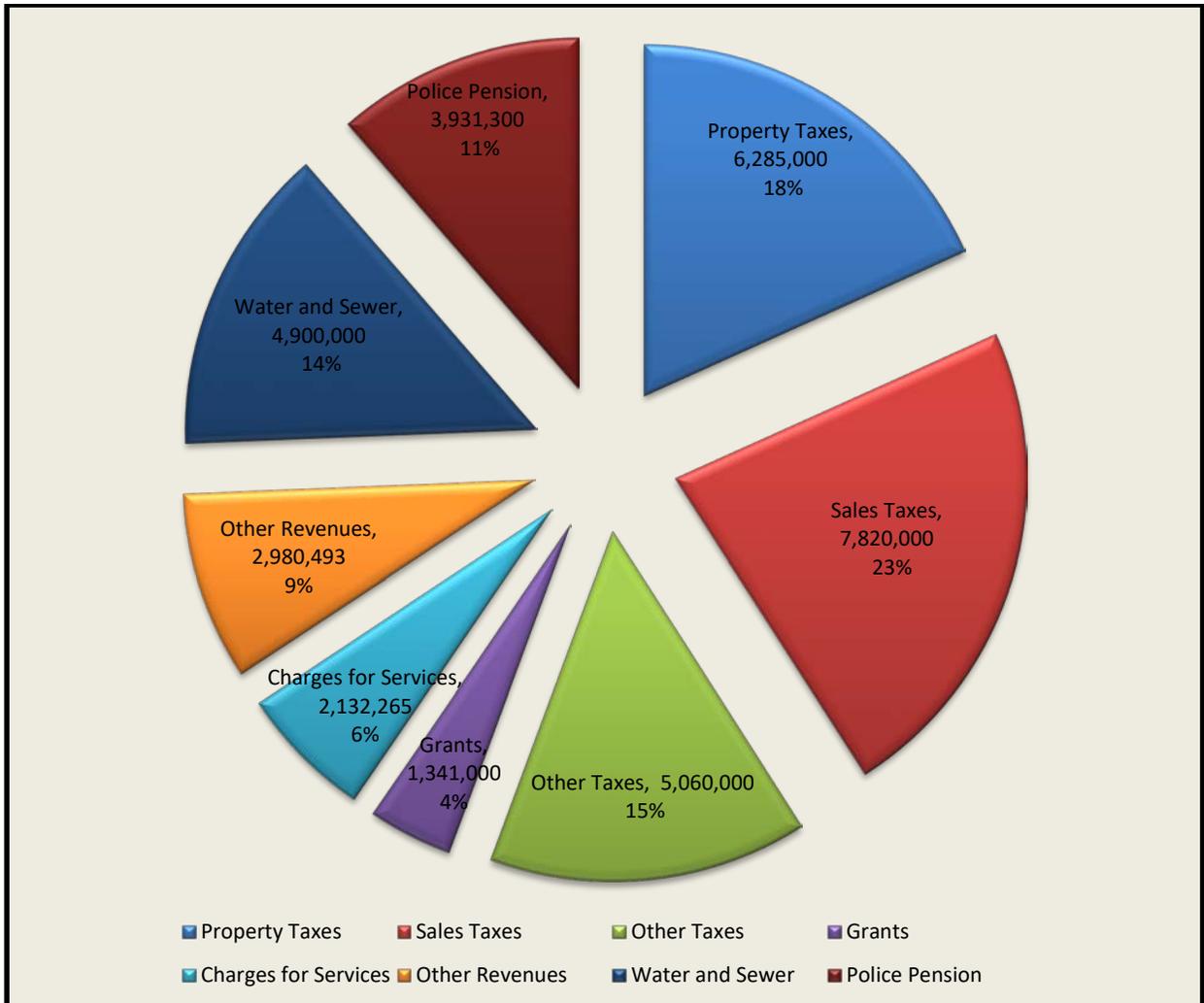
The General Fund had a deficit of \$1,454,528 after transfers. The budgeted transfers included two major projects for street median beautification and construction of a pedestrian overpass. The Police Pension Fund experienced a \$1,193,501 increase in fund balance mainly due to an increase in investment income.

# Fund Type Summary

### FISCAL 2021 REVENUES

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2020 and ending April 30, 2021 is \$34,450,058. Total revenues have decreased \$995,702 (2.8%) from the prior year's budget.

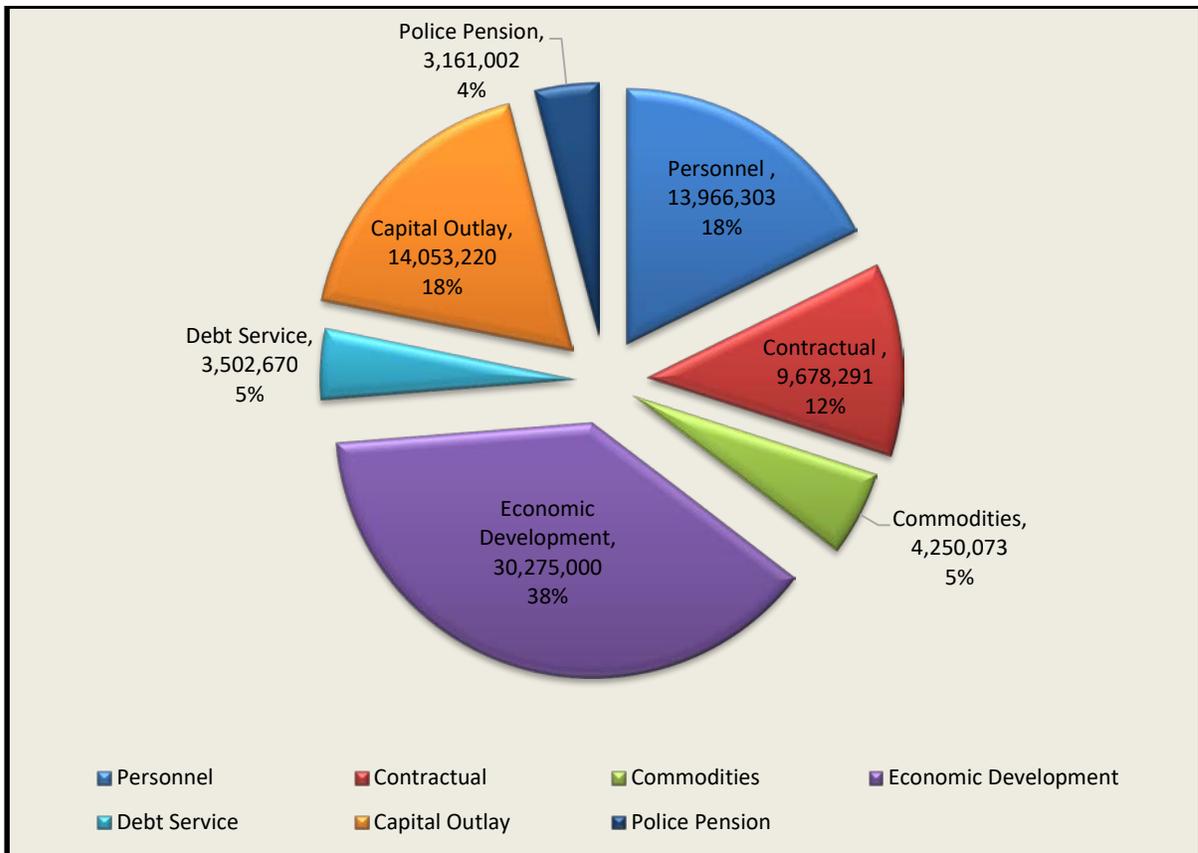
FY2021 Budgeted Revenues - All Funds - \$34,450,058



**FISCAL 2021 BUDGETED EXPENDITURES**

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2020 and ending April 30, 2021 is \$78,886,559. This is an increase of \$26,755,244 (51.3%) from the previous year’s budget. The majority for the increase is due to a large development project in on the Village’s TIF funds. The budget consists of \$61,330,669 of operating expenses, \$3,502,670 of debt service and \$14,053,220 of capital outlay. Operating expenses are budgeted to increase 4.8% from the prior year’s level while capital outlay will increase 77% from the prior year’s budget.

FY2021 Budgeted Expenditures – All Funds - \$78,886,559



The schedule on the following page summarizes the various revenues and expenditures and changes in fund equity for the various funds of the Village for the Fiscal 2021 budget.

**OPERATING BUDGET**  
Fiscal Year May 1, 2020 to April 30, 2021

	General Fund	Motor Fuel Tax Fund	Transportation Improvement Fund	Northeast Industrial Dist TIF Fund	Devon Lincoln TIF Fund	North Lincoln TIF Fund	Total - Special Revenue Funds	Debt Service Fund	Storm Water Management Fund	Private Sewer Line Assistance Fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Water and Sewer Debt Service Fund	Police Pension Fund	Budget Total - All Funds 2020-2021	Budget Total- All Funds 2019-2020	Increase (Decrease)
<b>Revenue</b>																		
Local Taxes	14,890,000	0	280,000		535,000	0	815,000	0	550,000	0	550,000	16,255,000	0	0	0	\$ 16,255,000	17,350,000	(1,095,000)
Intergovernmental Taxes	2,506,000	404,000	0	0	0	0	404,000	0	0	0	0	2,910,000	0	0	0	2,910,000	2,569,000	341,000
Licenses and Permits	2,303,393	0	0	0	0	0	0	0	0	0	0	2,303,393	0	0	0	2,303,393	2,133,393	170,000
Charges for Services	608,600	0	0	0	0	0	0	0	0	0	0	608,600	4,840,000	0	0	5,448,600	5,408,215	40,385
Charges for Services-Culture and Recreation	1,523,665	0	0	0	0	0	0	0	0	0	0	1,523,665	0	0	0	1,523,665	1,519,682	3,983
Fines and Forfeitures	224,900	0	0	0	0	0	0	0	0	0	0	224,900	59,000	0	0	283,900	383,900	(100,000)
Rent	112,000	0	0	0	0	0	0	0	0	0	0	112,000	0	0	0	112,000	112,000	0
Grants	5,000	0	282,000	0	304,000	0	586,000	0	750,000	0	750,000	1,341,000	0	0	0	1,341,000	2,096,000	(755,000)
Investment Income	220,000	40,000	0	0	0	0	40,000	0	0	0	0	260,000	1,000	0	1,200,000	1,461,000	1,350,000	111,000
Reimbursements	46,000	0	0	0	0	0	0	0	0	0	0	46,000	0	0	0	46,000	166,000	(120,000)
Pension Contributions		0	0	0	0	0	0	0	0	0	0	0	0	0	2,731,300	2,731,300	2,324,000	407,300
Other Revenue	34,200	0	0	0	0	0	0	0	0	0	0	34,200	0	0	0	34,200	33,570	630
<b>Total Revenues</b>	<b>22,473,758</b>	<b>444,000</b>	<b>562,000</b>	<b>0</b>	<b>839,000</b>	<b>0</b>	<b>1,845,000</b>	<b>0</b>	<b>1,300,000</b>	<b>0</b>	<b>1,300,000</b>	<b>25,618,758</b>	<b>4,900,000</b>	<b>0</b>	<b>3,931,300</b>	<b>34,450,058</b>	<b>35,445,760</b>	<b>(995,702)</b>
<b>Expenditures</b>																		
Current Operating Expenditures																		
General Government	5,687,175	0	0	0	1,500	630,000	631,500	65,000	150,000	0	150,000	6,533,675	0	0	0	6,533,675	5,919,212	614,463
Public Safety	12,191,568	0	0	0	0	0	0	0	0	0	0	12,191,568	0	0	0	12,191,568	12,060,952	130,616
Highway and Streets	1,538,146	154,000	530,500	0	359,000	0	1,043,500	0	0	0	0	2,581,646	0	0	0	2,581,646	2,544,589	37,057
Sanitation	1,135,000	0	0	0	0	0	0	0	0	0	0	1,135,000	0	0	0	1,135,000	1,135,060	(60)
Culture and Recreation	2,777,785	0	0	0	0	0	0	0	0	0	0	2,777,785	0	0	0	2,777,785	2,635,449	142,336
Economic Development and Assistance	200,000	0	0	0	50,000	30,000,000	30,050,000	0	0	25,000	25,000	30,275,000	0	0	0	30,275,000	235,000	30,040,000
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	3,316,153	0	0	3,316,153	4,657,912	(1,341,759)
Capital Outlay Expenditures	0	3,465,000	230,060	348,000	30,000	0	4,073,060	0	2,094,000	0	2,094,000	6,167,060	7,310,000	0	0	13,477,060	18,238,130	(4,761,070)
Debt Service Expenditures	0	0	0	0	0	2,100,000	2,100,000	247,234	0	0	0	2,347,234	380,156	710,280	0	3,437,670	1,632,655	1,805,015
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,161,002	3,161,002	3,072,356	88,646
<b>Total Expenditures</b>	<b>23,529,674</b>	<b>3,619,000</b>	<b>760,560</b>	<b>348,000</b>	<b>440,500</b>	<b>32,730,000</b>	<b>37,898,060</b>	<b>312,234</b>	<b>2,244,000</b>	<b>25,000</b>	<b>2,269,000</b>	<b>64,008,968</b>	<b>11,006,309</b>	<b>710,280</b>	<b>3,161,002</b>	<b>78,886,559</b>	<b>52,131,315</b>	<b>26,755,244</b>
Excess revenues over expenditures	(1,055,916)	(3,175,000)	(198,560)	(348,000)	398,500	(32,730,000)	(36,053,060)	(312,234)	(944,000)	(25,000)	(969,000)	(38,390,210)	(6,106,309)	(710,280)	770,298	(44,436,501)	(16,685,555)	(27,750,946)
<b>Other Financing Sources and Uses</b>																		
Transfers In	200,000	3,600,000	0	0	0	0	3,600,000	247,234	0	25,000	25,000	4,072,234	0	970,000	0	5,042,234	2,482,500	2,559,734
Issuance of Bonds/Notes						35,000,000	35,000,000	3,665,000	0	0	0	38,665,000	0	0	0	38,665,000	47,540,000	(8,875,000)
Transfers Out	(37,500)	(100,000)	0	0	0	0	(100,000)	(3,600,000)	(134,734)	0	(134,734)	(3,872,234)	(1,170,000)	0	0	(5,042,234)	(2,482,500)	(2,559,734)
<b>Total Other Financing Sources and Uses</b>	<b>162,500</b>	<b>3,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,000,000</b>	<b>38,500,000</b>	<b>312,234</b>	<b>(134,734)</b>	<b>25,000</b>	<b>(109,734)</b>	<b>38,865,000</b>	<b>(1,170,000)</b>	<b>970,000</b>	<b>0</b>	<b>38,665,000</b>	<b>47,540,000</b>	<b>(8,875,000)</b>
<b>Net Change to Fund Balance</b>	<b>(893,416)</b>	<b>325,000</b>	<b>(198,560)</b>	<b>(348,000)</b>	<b>398,500</b>	<b>2,270,000</b>	<b>2,446,940</b>	<b>6,500</b>	<b>(1,078,734)</b>	<b>0</b>	<b>(1,078,734)</b>	<b>474,790</b>	<b>(7,276,309)</b>	<b>259,720</b>	<b>770,298</b>	<b>\$ (5,771,501)</b>	<b>30,854,445</b>	<b>(36,625,946)</b>
<b>Estimated Fund Balances May 1</b>	<b>10,619,503</b>	<b>3,002,141</b>	<b>204,169</b>	<b>450,155</b>	<b>757,067</b>	<b>0</b>	<b>4,413,532</b>	<b>500</b>	<b>1,131,000</b>	<b>0</b>	<b>1,131,000</b>	<b>16,164,535</b>	<b>15,964,179</b>	<b>0</b>	<b>21,920,988</b>	<b>54,049,702</b>	<b>47,468,540</b>	<b>6,581,162</b>
<b>Projected Fund Balances April 30</b>	<b>9,726,087</b>	<b>3,327,141</b>	<b>5,609</b>	<b>102,155</b>	<b>1,155,567</b>	<b>2,270,000</b>	<b>6,860,472</b>	<b>7,000</b>	<b>52,266</b>	<b>0</b>	<b>52,266</b>	<b>16,639,325</b>	<b>8,687,870</b>	<b>259,720</b>	<b>22,691,286</b>	<b>48,278,201</b>	<b>78,322,985</b>	<b>(30,044,784)</b>
<b>Percentage Change in Fund Balance</b>	<b>-8.4%</b>	<b>10.8%</b>	<b>-97.3%</b>	<b>-77.3%</b>	<b>52.6%</b>	<b>0.0%</b>	<b>55.4%</b>	<b>1300.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2.9%</b>	<b>-45.6%</b>	<b>#DIV/0!</b>	<b>3.5%</b>	<b>-10.7%</b>	<b>65.0%</b>	

# Summary of Transfers

**SCHEDULE OF OPERATING TRANSFERS**

Fiscal Year May 1, 2020 to April 30, 2021

<b>Transfer From</b>	<b>General Fund</b>	<b>Private Sewer Line Replacement Fund</b>	<b>Water &amp; Sewer Debt Service Fund</b>	<b>Motor Fuel Tax Fund</b>	<b>Debt Service Fund</b>	<b>Total</b>
<b>Water &amp; Sewer Fund</b>	200,000		970,000			1,170,000
<b>Storm Water Management Fund</b>					134,734	134,734
<b>Motor Fuel Tax</b>					100,000	100,000
<b>Debt service Fund</b>				3,600,000		3,600,000
<b>General Fund</b>		25,000			12,500	37,500
<b>Total</b>	\$ 200,000	25,000	970,000	3,600,000	247,234	5,042,234

# Personnel Summary



**Lincolnwood is committed to safety.**

Summary of  
Personnel Services  
Costs  
**All Funds**

## Summary of Personnel Services Costs All Funds

### Expected Payroll

Number	Fund / Department	2021 Total Personnel Services	2020 Total Personnel Services	Increase/ (Decrease)
<b>101</b>	<b>General Fund Departments</b>			
100	Village President and Board of Trustees	86,681	86,876	(195)
110	Village Clerk	8,852	8,852	0
200	Village Manager	711,888	694,212	17,676
210	Finance Department	580,831	564,110	16,721
240	Community Development Department	594,767	624,110	(29,343)
300	Police Department	7,529,400	7,215,509	313,891
350	Fire Department	93,426	90,035	3,391
400	Public Works Department	477,165	446,128	31,037
410	Vehicle Maintenance Division Building	272,251	259,984	12,267
420	Maintenance Division	193,502	178,639	14,863
440	Street Maintenance Division	862,396	817,099	45,297
	<b>Total General Fund Departments</b>	<b>11,411,159</b>	<b>10,985,554</b>	<b>425,605</b>
<b>205</b>	<b>Parks and Recreation Department</b>			
430	Park Maintenance Division Parks	435,620	415,090	20,530
500	and Recreation Department	292,825	271,776	21,049
502	Youth/Tot	4,426	4,346	80
504	Special Events	221	808	(587)
505	Athletic	1,107	664	443
508	Park Patrol	55,325	55,325	0
509	Turkey Trot	22,476	20,935	1,541
520	Club Kid Program	44,428	42,167	2,261
530	Day Camp Program	339,702	302,104	37,598
560	Aquatic Center	377,902	347,590	30,312
561	Swim Lessons	9,699	8,852	847
562	Swim Team	25,450	18,811	6,639
563	Concessions	27,663	29,876	(2,213)
570	Seniors Program	8,852	8,299	553
571	Community Center	16,598	16,598	0
	<b>Total Parks and Recreation Department</b>	<b>1,662,294</b>	<b>1,543,241</b>	<b>119,053</b>
660	Water and Sewer Fund	834,951	847,137	(12,186)
801	Police Pension Fund	3,043,552	2,954,906	88,646
	<b>Total - All Funds</b>	<b>16,951,956</b>	<b>16,330,838</b>	<b>621,118</b>

# Staffing Schedule

## STAFFING SCHEDULE

### Full Time Equivalents - Departmental Breakdown

<b>Village Manager's Office</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Village Manager	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00
Human Resources Manager				
Assistant to the Village Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Administrative Secretary				
Executive Secretary*	1.00	1.00	1.00	1.00
Clerk/Receptionist				
Intern				
<b>Total - Village Manager's Office</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

\*Shares with Village President and Board

#### Finance Dept

Director	1.00	1.00	1.00	1.00
Deputy Finance Director				
Accountant	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00
Account Clerk II				
Account Clerk	2.00	2.00	2.00	1.00
Clerk/Receptionist				
<b>Total - Finance Department</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>

#### Community Development Department

Director	1.00	1.00	1.00	1.00
Building Commissioner				
Development Manager	1.00	1.00	1.00	1.00
Building Inspector				
Plumbing Inspector				
Electrical Inspector				
Coordinator	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00
Clerk/Scheduler				
Intern	0.50	0.50	0.50	0.50
Code Enforcement Officer	0.50	1.00	1.00	1.00
<b>Total - Community Development Department</b>	<b>5.00</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>

<b>Police Department</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Chief	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	3.00	3.00
Sergeant	3.00	3.00	4.00	4.00
Patrol Officer	24.00	24.00	24.00	24.00
Executive Secretary	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00
Communications Operator	0.00	0.00	0.00	0.00
PIMS Clerk				
Records Clerk	2.50	2.50	2.50	2.00
Community Service Officer	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50
<b>Total - Police Department</b>	<b>39.50</b>	<b>39.50</b>	<b>39.50</b>	<b>39.00</b>

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

<b>Public Works Department</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
Director	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00	1.00
Management Analyst				
Coordinator				
Clerk/Receptionist	0.50	0.50	0.50	0.50
Superintendent	-	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00
<i>Vehicle Maintenance Division:</i>				
Chief Mechanic	1.00	1.00	1.00	1.00
Equipment Operator				
Laborer	1.75	1.75	1.75	1.25
<i>Building Maintenance Division:</i>				
Foreman	0.25	0.25	0.25	0.25
Equipment Operator	0.50	0.50	0.50	0.50
Laborer	1.50	1.50	1.50	1.00
<i>Street Maintenance Division:</i>				
Foreman	1.50	1.50	1.50	1.50
Supervisor	0.50	0.00	0.00	0.00
Equipment Operator	3.00	3.00	3.00	3.00
Laborer	1.75	1.75	1.75	1.75

*Water and Sewer Division:*

Foreman	0.50	0.50	0.50	0.50
Supervisor	0.50	0.00	0.00	0.00
Water System Operator	2.00	2.00	2.00	2.00
Equipment Operator	2.00	2.00	2.00	2.00
Laborer	3.00	3.00	3.00	2.00

**Total - Public Works Department** 23.25 23.25 23.25 21.25

**Parks And Recreation Department** **FY 18** **FY 19** **FY 20** **FY 21**

Director	1.00	1.00	1.00	1.00
Superintendent - Recreation and Facilities	2.00	1.00	1.00	1.00
Supervisor - Recreation				
Communications Manager	-	-	-	-
Recreation Supervisor	1.00	2.00	2.00	2.00
Youth Program Coordinator	0.50	0.00	0.00	0.00
Community Outreach Coordinator	0.50	0.50	0.50	0.50
Recreation Coordinator				
Clerk/Receptionist	1.00	1.00	1.00	1.00

*Maintenance Division:*

Foreman	0.75	0.75	0.75	0.75
Equipment Operator	0.50	0.50	0.50	0.50
Laborer	3.00	3.00	3.00	3.00

**Total - Parks and Recreation Department** 10.25 9.75 9.75 9.75

**Total - All Departments** 89.00 89.00 89.00 85.50

**There were no positions added in FY2021.**

# Revenue Summary



**Lincolnwood is committed to improving our community through investing in public infrastructure.**

## GENERAL FUND REVENUES

FY2021 Budgeted General Fund Revenues - \$22,473,758

### Revenue Overview

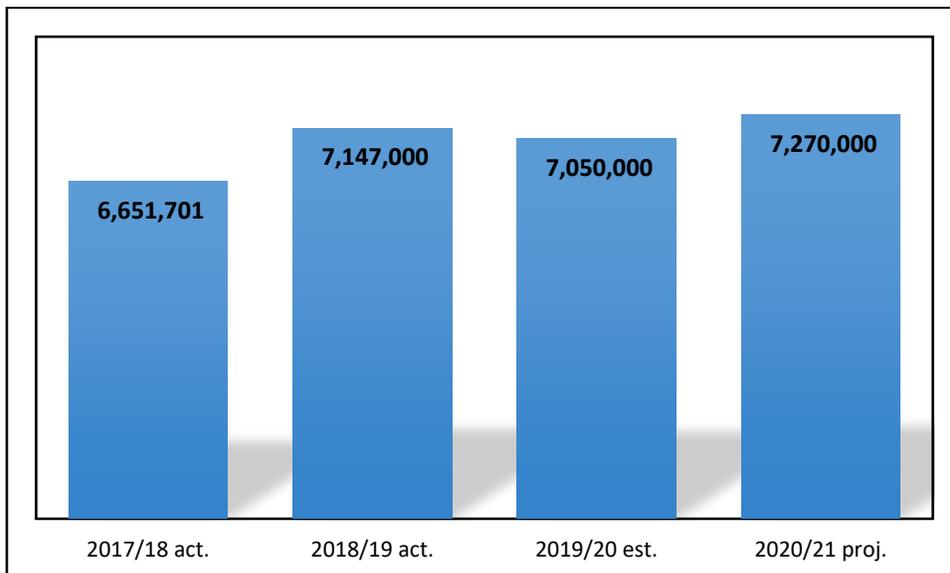
	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Adopted</b>
Property Taxes	5,679,158	5,353,477	5,700,000	5,750,000
Sales Taxes	6,651,701	7,093,483	7,050,000	7,270,000
Charges for Services	2,043,913	2,077,023	2,089,559	2,132,265
Licenses and Permits	1,095,771	1,214,024	1,320,393	2,303,393
Intergovernmental and other Taxes	4,004,900	4,374,991	4,386,000	4,376,000
Grants	4,900	16,254	5,000	5,000
Other Revenues	1,016,535	1,213,701	814,400	637,100
<b>Total</b>	<b>20,496,878</b>	<b>21,342,953</b>	<b>21,365,352</b>	<b>22,473,758</b>

### Revenue Comments

The total General Fund revenue increased from \$22,007,760 to \$22,473,758 an increase of \$465,998 or 2.1 % from last year's budget. The increase is mainly due to an increase in building permit fees and sales tax revenues.

### Local Taxes

#### Sales Tax



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

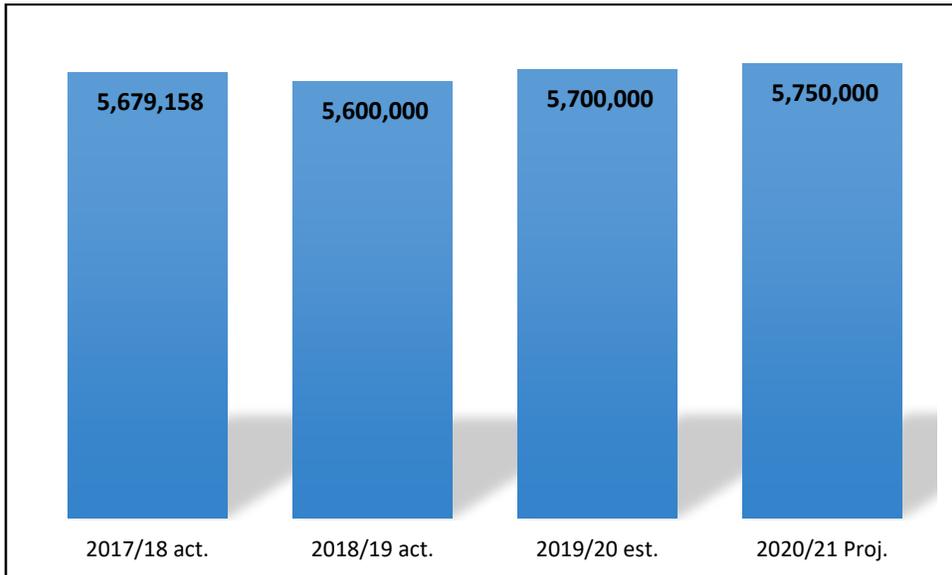
The Village largest source of sales tax revenue is still derived from the various auto dealerships located in the Village boundaries. Sales tax from these dealerships is expected to show a modest growth from last year's estimates.

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

A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to experience a slight increase as compared to the Fiscal 2020 budget. The Fiscal 2021 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow pace.

1% regular share of retail sales	\$ 4,820,000
1% home rule sales tax	\$ <u>3,000,000</u>
Total budgeted	\$ 7,820,000
Amount allocated to Storm Water Management Fund	\$ <u>(550,000)</u>
Net Sales taxes available to the General Fund	\$ 7,270,000

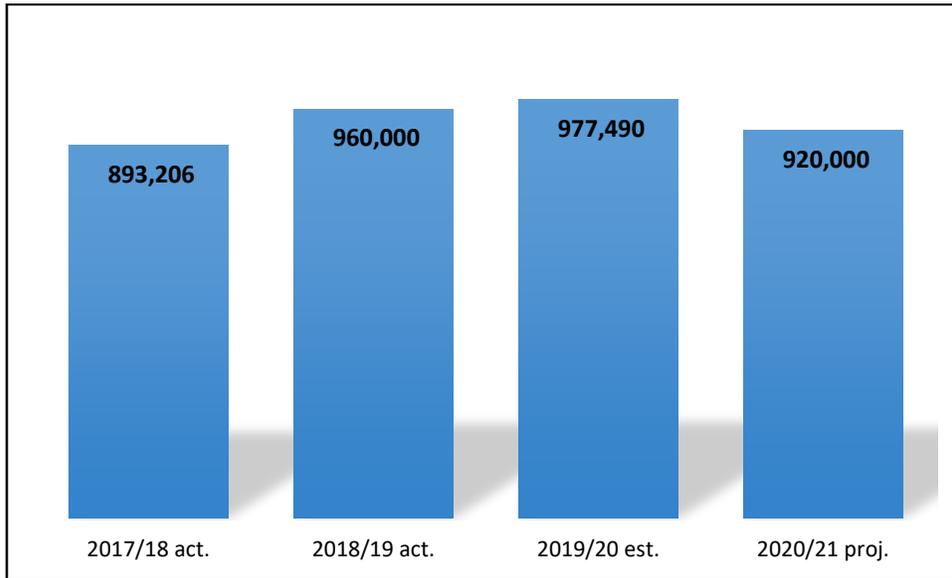
## Property Taxes



Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.5% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2021 budget was levied prior to December 31, 2019 and contained a 1.9% increase.

Total budgeted **\$5,750,000**

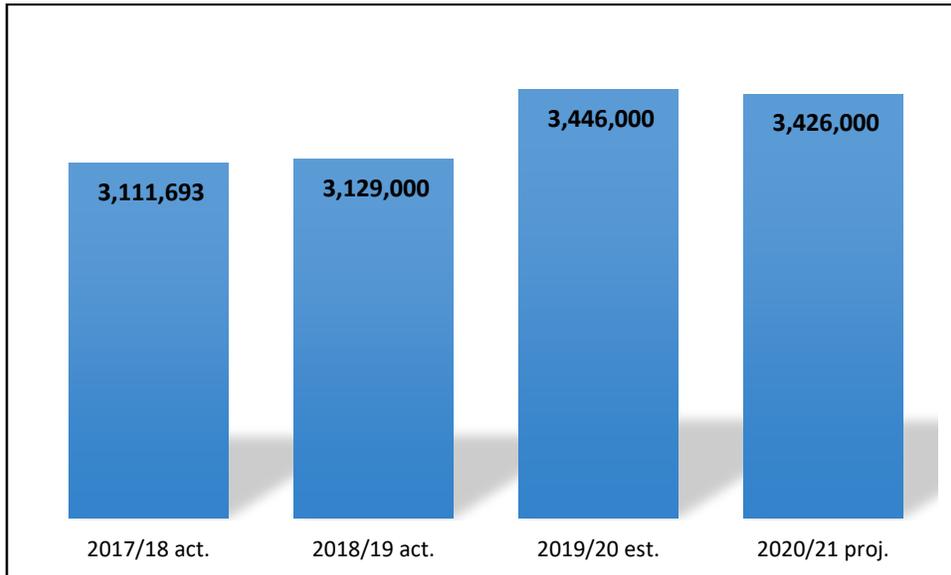
## Utility Taxes



The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax receipts. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source are difficult. The Fiscal 2021 budget reflects a minimal change from the prior year's budget.

Electric Use	\$ 560,000
Gas Utility Tax	<u>\$ 360,000</u>
Total budgeted	\$ 920,000

## Intergovernmental Taxes



The Village collects various taxes from the State of Illinois. The major item is the state income tax. Income taxes are distributed by the State on a per capita basis. This revenue source had increased in the last few years but is projected to remain stable in Fiscal 2020 due to the slow growth in State revenues and the State reducing the amounts local governments receive.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last few years and we have again projected a minimal decrease from last year's budget for Fiscal 2021.

The Use tax applies to the privilege of using tangible personal property purchased at retail from a retailer outside of the state of Illinois and this revenue has continued to grow in the last few years. This revenue source had increased in the last few years but is projected to have a minimal increase in Fiscal 2021.

Many years ago, there was a personal property tax in Illinois. This tax was abolished for individuals by the 1970 Illinois Constitution and phased out for corporations in 1979. The personal property replacement tax "replaced" the original tax. This tax has fluctuated over the last few years. The budgeted amounts for Fiscal 2020 have no increase projected from last year's budget.

The Village has outsourced its 911 center to a neighboring municipality. The amount budgeted reflects the anticipated amounts to be received from the State of Illinois for

these services. Residents are charged a fee on their phone bills which is then remitted to the State and distributed back to the Village.

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

State income tax	\$1,300,000
Telecommunication tax	\$ 360,000
Local use tax	\$ 400,000
Personal property replacement tax	\$ 130,000
E-911 surcharge tax	\$ 280,000
Other	<u>\$ 36,000</u>
<b>Total budgeted</b>	<b>\$ 2,506,000</b>

The Village enacted a food and beverage tax for the Fiscal 2009. This tax of 1% is assessed on all businesses which prepare food and alcohol on their premise. This amount has been budgeted to increase approximately 3% from the prior year's amount for Fiscal 2021. The Village also has a Motor Fuel Tax of 5 cents per gallon. Three cents is allocated to the General Fund to assist in the funding of the Police Pension Fund and two cents is allocated to the Transportation Improvement Fund.

Food and beverage tax	\$ 550,000
Motor Fuel tax	<u>\$ 400,000</u>
<b>Total budgeted</b>	<b>\$ 950,000</b>

Total budgeted utility and intergovernmental taxes	<b><u>\$ 4,376,000</u></b>
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## Licenses and Permits

The Village collects various fees for the following:

The Village collects a fee for registration of all motor vehicles within its boundaries and the charge for most vehicles is \$50.

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

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

The Village collects various fees for construction or rehabilitation of commercial and residential units throughout the Village. This revenue source is subject to the amount of building activity that occurs in the Village and is estimated to increase for the Fiscal 2021 budget as a new business development should occur in one of the Village's TIF districts.

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

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

Motor Vehicles	\$ 395,740
Liquor Licenses	\$ 33,968
Business Licenses	\$ 116,885
Permits	\$ 1,541,800
Franchise fees-cable services	\$ <u>215,000</u>
<b>Total budgeted</b>	<b>\$ 2,303,393</b>

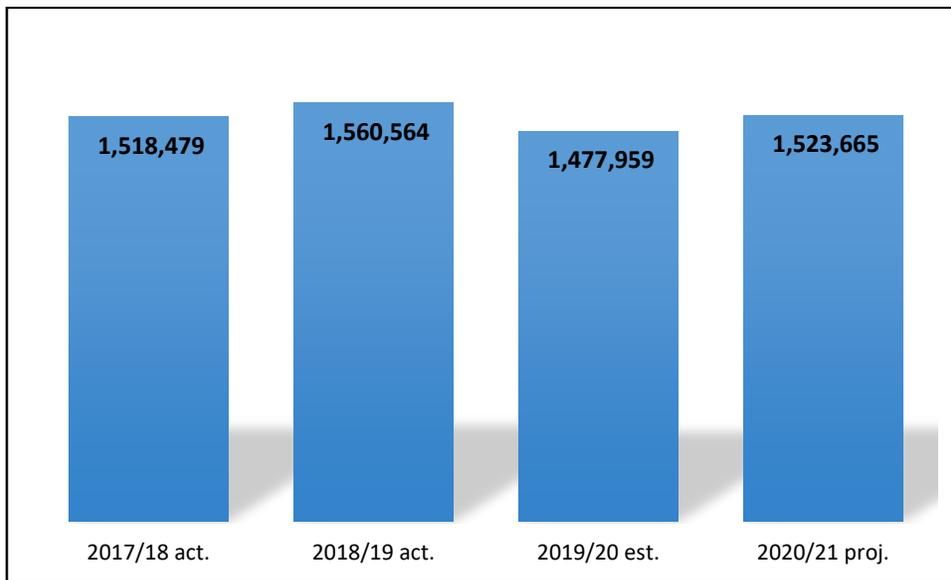
### Charges for Services

The Village collects fees for various services that are provided such as burglar alarm servicing, sidewalk and tree replacement, property damage charges, and ambulance use.

The major item is the ambulance user fee which is budgeted on a cash basis, rather than an accrual basis. The fee for the current budget includes resident invoicing and acceptance of insurance assignment as payment for resident ambulance user fees. The other fees listed have been very consistent with prior years and budgets remain the same as the previous year. Below is a breakdown by category of these charges:

Ambulance fees	\$ 440,000
Alarm service fees	\$ 107,000
Filing and variance	\$ 7,000
Other	\$ <u>54,600</u>
Total budgeted	\$ <b>608,600</b>

### Park and Recreation Program Fees



The Village charges fees for various programs for individuals of all ages in the areas of sports, trips, after school, camps, teens, adults, seniors, swimming, concerts and special events. Camp fee revenues are budgeted with no increase from prior year costs. Pool-pass fees are also budgeted with no increase from the prior year. Revenues for Fiscal 2021 are budgeted to reflect normal summer weather conditions. Below is a breakdown by category of these charges:

Camps	\$ 467,900
Pool and concessions	\$ 652,150
Community Center Rental	\$ 53,000
Senior Program	\$ 25,450
Other	\$ <u>325,165</u>
<b>Total budgeted</b>	<b>\$ 1,523,665</b>

### Fines and Forfeitures

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

Red light camera fines	\$ 80,000
Circuit court fines	\$ 45,000
Parking and other fines	\$ 75,000
False alarm fines	\$ 9,500
Other	\$ <u>15,400</u>
<b>Total budgeted</b>	<b>\$ 224,900</b>

### Grants

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

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

## Other Revenue

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

Rent	\$ 112,000
Investment income	\$ 220,000
Reimbursements	\$ 46,000
Miscellaneous	\$ <u>34,200</u>
Total budgeted	\$ <b>412,200</b>

<b>Total revenues from General Fund for Fiscal 2021 Budget - \$22,473,758</b>
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## SPECIAL REVENUE FUNDS

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Adopted</b>
Local Taxes	1,879,279	2,092,281	2,445,000	815,000
Intergovernmental				
Taxes	380,794	334,642	404,000	404,000
Grant	-	83,864	110,000	586,000
Interest/Other	99485	211,566	60,000	40,000
Total	<u>2,359,558</u>	<u>2,722,353</u>	<u>3,019,000</u>	<u>1,845,000</u>

The following are the major revenue sources budgeted for Fiscal 2021 for the five special revenue funds of the Village.

### Motor Fuel Tax Fund

Projected motor fuel tax allotment from the State of Illinois. Allotments are based on the municipal share of state-wide gasoline sales. The monies are distributed on a per-capita basis. Amounts are based on Illinois Municipal League projections. For Fiscal 2021, the Village estimates a per-capita amount of \$24 for a total of \$404,000. This revenue source has been very consistent over the prior years. The Village also estimates \$40,000 of investment income will be earned for Fiscal 2021.

### Transportation Improvement Fund

The Village instituted a gas tax in July 2005. This revenue is used to improve the transportation systems in the Village. Two cents of the gas tax is allocated to the Transportation Improvement Fund. For Fiscal 2021, the Village estimates revenues will remain stable as the current price of oil has decreased which has a direct impact on the transportation habits of auto drivers. The Village estimates \$280,000 will be received from the gas tax for Fiscal 2021. The Village also will receive a grant of \$282,000 for phase1 Touhy/Cicero intersection improvements.

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

Property tax revenue for all three TIF districts is estimated based on the EAV of the property in the TIF districts as established by the County Clerk's office. This projection is based upon the amount collected during the 2019 and 2020 fiscal years. For Fiscal 2021, the Village estimates \$535,000 of property tax revenue will be received for the Devon/Lincoln TIF Fund. The new North Lincoln TIF Fund has not budgeted property tax revenues for Fiscal 2021 as there is not an expected increase of the EAV of the property in this TIF fund. The Devon/Lincoln TIF fund has budgeted \$304,000 in grant revenue for a project to design a streetscape plan for Devon Avenue. The NEID TIF was closed in FY2020 and no tax revenue will be received in FY2021.

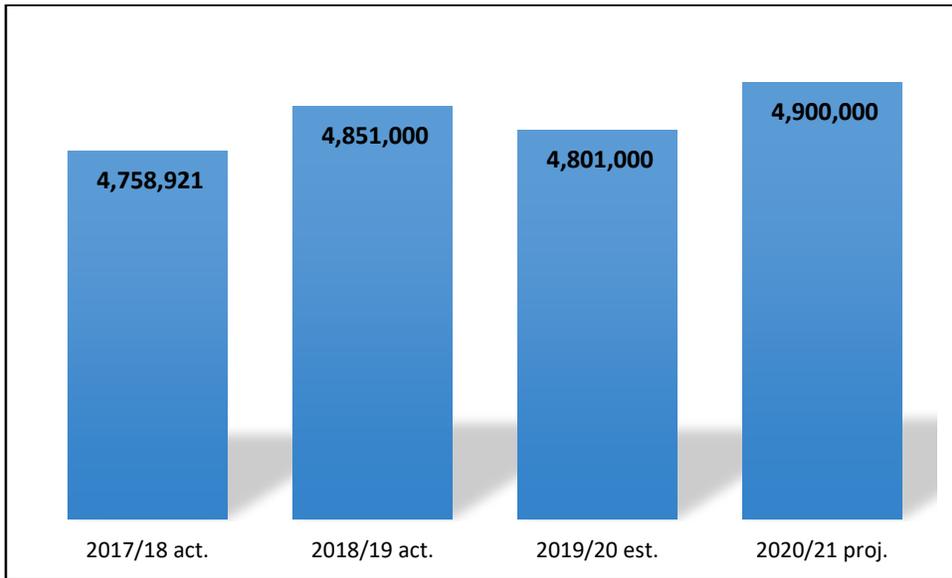
<b>Total revenue from all Special Revenue Funds for Fiscal 2021 Budget - \$1,845,000</b>
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### CAPITAL PROJECT FUNDS REVENUES

The Village has budgeted \$550,000 in local tax revenue and \$750,000 in grant revenue for Fiscal 2021 for the construction of an outflow sewer as part of the Village's storm water management infrastructure program.

<b>Total revenue from all Capital Project Funds for Fiscal 2021 Budget - \$1,300,000</b>
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**WATER AND SEWER FUND REVENUES (ENTERPRISE FUND)**



The following are the major revenue sources budgeted for Fiscal 2019 for the Water and Sewer Fund.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Adopted</b>
Water/Sewer Charges	4,757,808	4,770,209	4,899,000	4,899,000
Interest	1,113	1,270	1,000	1,000
<b>Total</b>	<b>4,758,921</b>	<b>4,771,479</b>	<b>4,900,000</b>	<b>4,900,000</b>

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village’s water provider did not increase the cost of water purchases to the Village for next year’s budget. Also, there was no increase in the sewer charge for Fiscal 2020. The sewer charge of \$1 dollar per unit of water was instituted in Fiscal 2011. The Village estimates \$1,000 will be earned on the investments of the fund for Fiscal 2020.

**Total revenue for the Water and Sewer Fund for Fiscal 2021 Budget - \$4,900,000**

## **POLICE PENSION FUND REVENUES**

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

This year's pension outlay reflects the funding requirement as determined by the Illinois Department of Insurance actuarial study. Also, current officers contribute 9.91% of their base salary to the Fund. Total contributions from both the Village and employee contributions total \$2,731,300 for the Fiscal 2021 budget year. The fund also budgeted \$1,200,000 in investment income from the police pension investment portfolio.

<b>Total revenue for the Police Pension Fund for Fiscal 2021 Budget - \$3,931,300</b>
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<b>Total Revenue - All Funds Fiscal 2021 Budget - \$34,450,058</b>
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# Expenditure Summary

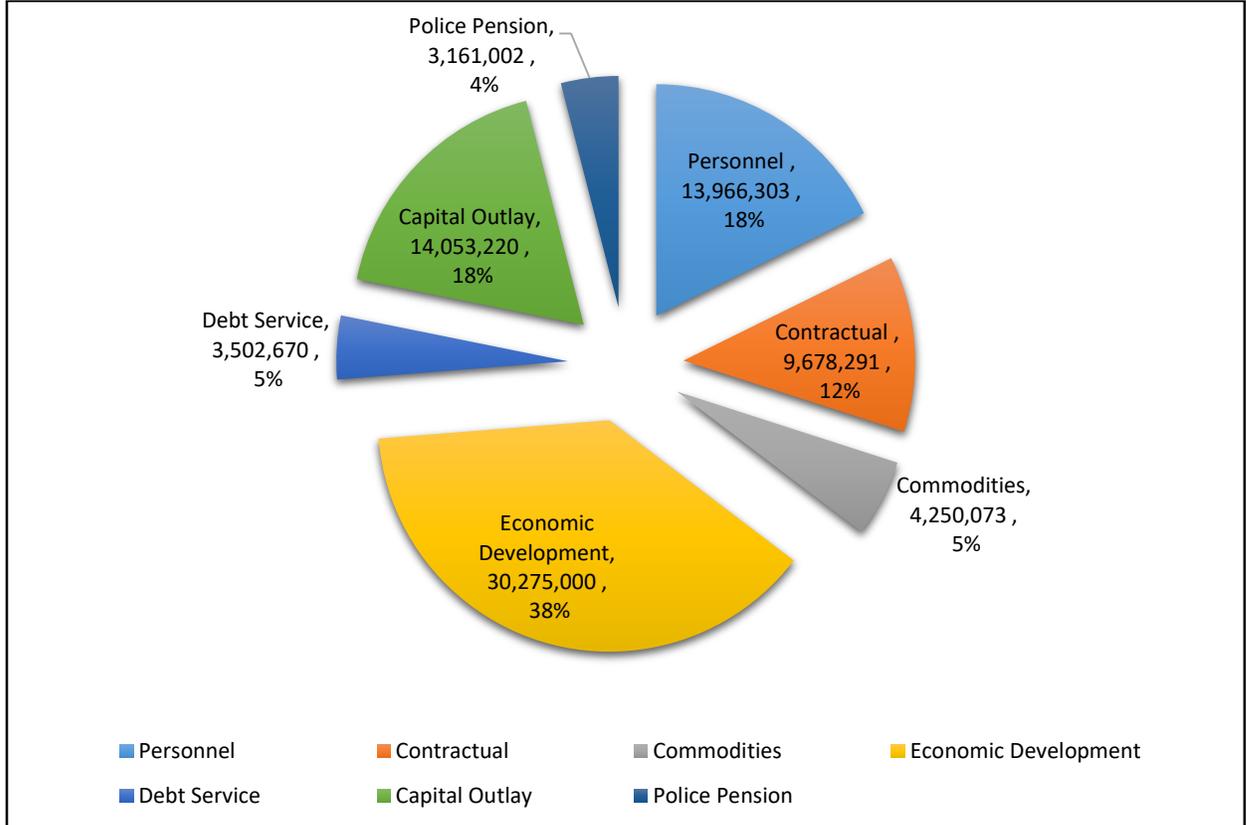


**Lincolnwood is committed to the development of the Village.**

## ANALYSIS OF EXPENDITURES

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

### FY2021 Total Budgeted Expenditures



## EXPENDITURES BY TYPE

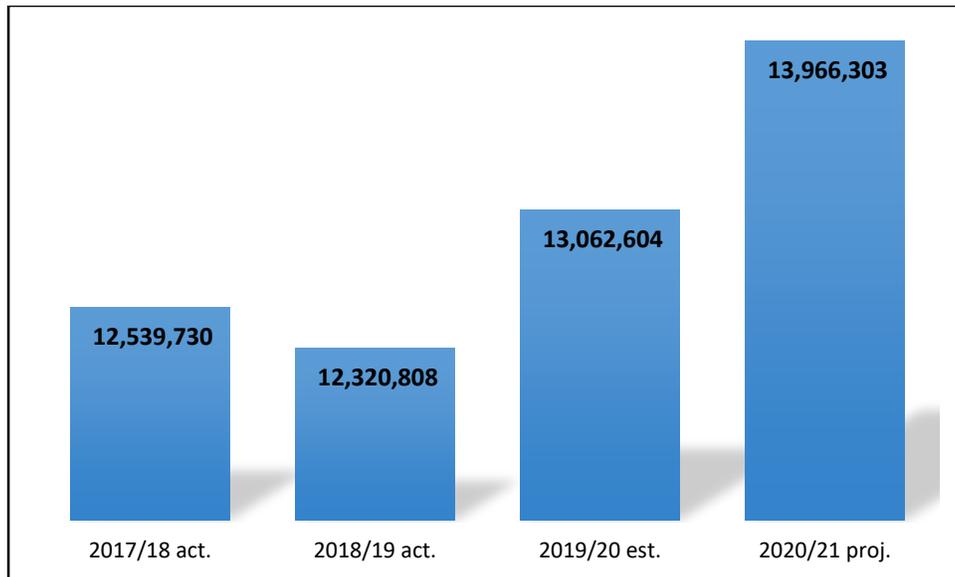
Figures are shown at the budgeted amounts.

### Expenditures by Classification

	FY2018 Actual	FY2019 Actual	FY2020 Projected	FY2021 Adopted
Personnel	12,539,730	12,320,808	13,062,604	13,966,303
Contractual	6,477,273	7,876,002	7,667,149	9,678,291
Commodities	4,911,021	4,331,890	5,073,120	4,250,073
Debt Service	1,688,757	939,491	580,155	3,502,670
Economic Development	177,191	170,670	184,000	30,275,000
Capital outlay	2,993,346	3,523,212	12,569,788	14,053,220
Pension Expenses	2,636,251	2,829,141	3,003,734	3,161,002
<b>Total</b>	<b>31,423,569</b>	<b>31,991,214</b>	<b>42,140,550</b>	<b>78,886,559</b>

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2020 and ending April, 30, 2021 is \$78,886,559. Total expenditures have increased \$26,755,244 (51%) from the prior's year budget. The following narratives explain the major expenditure classifications. A detailed analysis by each fund is provided following the narratives.

## Personnel Services



Personnel costs consists of wages, medical, dental, life and workers compensation, pensions, and other benefits for the Village's work force. We have projected a 4.7% increase in personnel costs from the prior year's budget for Fiscal 2021. This is mainly due to an increase in pension and health insurance costs.

Non-union employees are on a merit based pay plan. There was a 2.25% cost of living increase budgeted in Fiscal 2021 for non-union employees. The Village has contracts with two collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in negotiations and the contract expired April 30, 2020. The contract with the International Brotherhood Teamsters Local 714 is in effect from May 1, 2019 through April 30, 2022 and has a 2% increase for the union members.

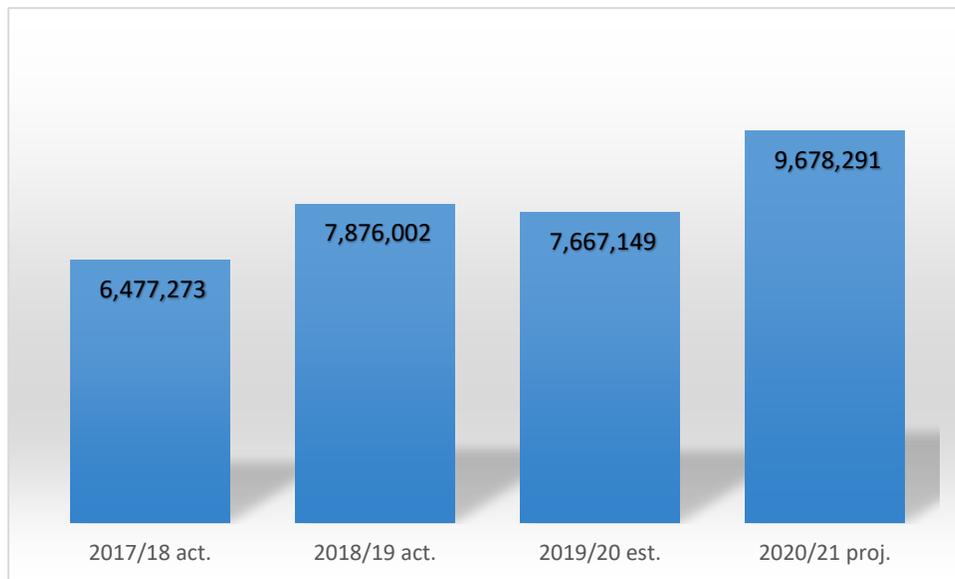
The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) experienced a substantial decrease from 7.16% to 8.95% (25%). This rate is determined on a calendar basis and IMRF contributions amount to \$407,976 for the Fiscal 2021 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate has a 5% increase from the previous year. The pension fund is approximately 45% funded and the State of Illinois has mandated that all public safety

pension funds to be 90% funded by the year 2040. The contribution to the police pension fund is actuarially determined and the Village funds 100% of the required contribution. This amount totals \$2,451,300 for Fiscal 2021 and is included in the Police Department budget.

The insurance line in the budget reflects the cost of employee medical, dental and life insurance. The Village provides the employees two choices for medical coverage: a preferred provider option (PPO) or a health maintenance organization (HMO). PPO costs increased 8% from the prior year and HMO costs are expected to increase 2%. Exact increases are subject to change. The Village is a member of an insurance cooperative and rates are based on actual claims experience of the cooperative. Dental costs and life insurance costs have not increased from the prior year. Total insurance costs amount to \$1,397,831 for Fiscal 2021 and are allocated to each department based on employee eligibility.

Workers compensation costs have minimum increases from the previous year. The Village is a member of group of municipalities and special districts in Northeastern Illinois which have formed an association to pool its risk management. Total insurance costs amount to \$262,497 for Fiscal 2021 and are allocated to each department based on total wages.

### Contractual Services



Contractual services consist of services of outside private and public agencies, contributions to community organizations, and liability insurance. Contractual services are second to personnel services as a percentage of total operating expenses in the total budget. The Village has projected an increase of 11% from last year’s budget.

The largest portion of the contractual budget is for fire protection for the Village. The Village contracts with Paramedic Services of Illinois to provide both fire and paramedic

services. The contract is for a six year period expiring on April 30, 2022. The amount budgeted for Fiscal 2021 is \$2,967,459 which represents a 1.25% increase over the prior budget and is included in the Fire/Paramedics Departments' budget.

The Village contracts for the operation of the E-911 center. The amount budgeted is \$852,929 which represents a 5% increase over the prior budget and is included in the Police budget.

Liability and property insurance are recorded in the contractual services section of the Finance Department and Water and Sewer Fund budgets. The Village is a member of IRMA, which is an organization of municipalities which have formed together to pool its risk management. The deductible on the policy is \$25,000 per occurrence. The Village has budgeted \$182,000 for liability and property insurance for Fiscal 2021. This amount has increased 5% from the prior year budget as claim costs have increased.

The Village contracts for inspection and planning services for our Community Development Department. The cost of \$220,000 is included in their budget for these services for Fiscal 2021. The Village has also budgeted \$140,000 for inspection services for a large development project that will be constructed in the North Lincoln TIF.

The Village also contracts for legal, engineering, and information technology services. These contracts are renewed annually and total \$1,127,027 in the Fiscal 2021 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$60,300 as payment to the GIS consortium.

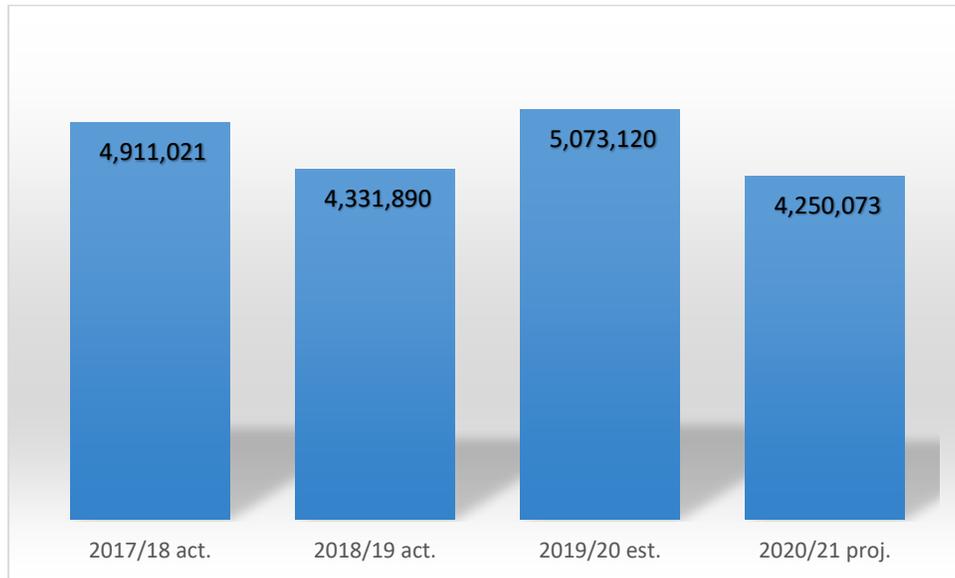
The Village contracts for refuse and recycling. The contract for refuse is for a seven year period and expires in Fiscal 2027. The amount budgeted for Fiscal 2021 is \$1,135,000 which represents a minimal increase over the prior year. This amount is included in the Public Works Streets and Maintenance Department.

Public Works has also budgeted \$42,000 for Village tree replacement and \$35,000 for median maintenance. This budget also includes \$30,000 for repairing Village streetlights.

The Water and Sewer Fund has budgeted \$642,250 for engineering fees associated with the construction of a water transmission line from the Village's new potable water supplier.

The Village has also budgeted \$2,006,000 for engineering in various special revenue and capital project funds for projects consisting of streetlight replacements, water management and roadway resurfacing.

## Commodities



Commodities consist of minor equipment items, supplies and materials, and utilities. The Village has projected a 21% decrease in commodity spending from the previous year for the Fiscal 2021 budget.

The Police Department has budgeted \$33,710 for various dues and memberships in organizations which will help them to improve public safety. \$37,710 is budgeted to be spent on training our officers. Also, \$87,010 has been budgeted for program supplies that include taser replacement, starcom radios, a messaging trailer, protective gear and liquor license inspections. The Village will also continue the Red Light Camera Monitoring System. The annual cost of leasing the systems is \$29,618.

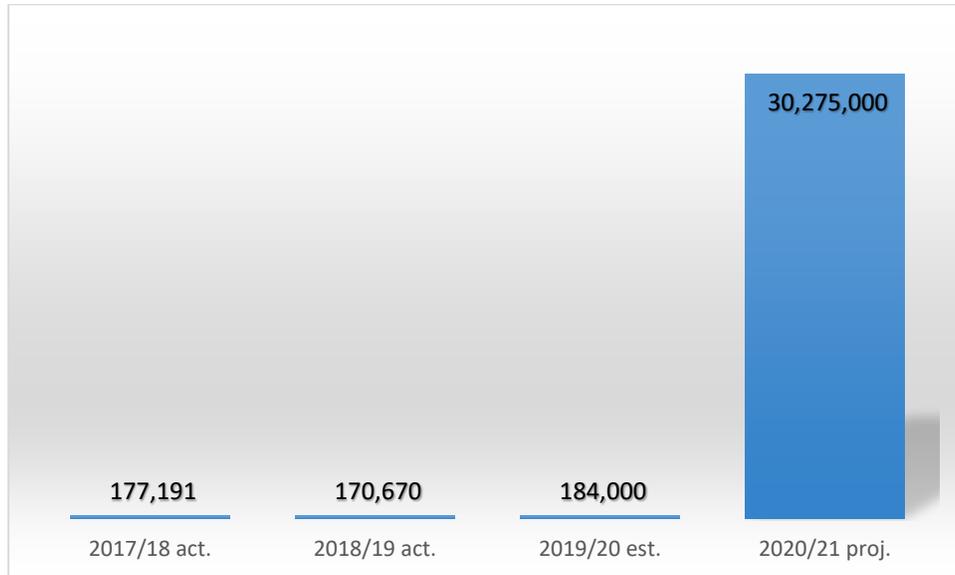
Public Works will spend \$126,760 for upkeep of Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. The Village spends approximately \$145,000 per year for electricity for streetlights. The Village expects electric rates to remain stable for Fiscal 2021. The Village also plans to spend \$120,000 on snow removal supplies as the cost of street salt has had a large increase from last fiscal year. The Village has budgeted \$249,115 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$151,860 as part of the upgrading of software programs, server upgrades and replacements, and the ongoing computer replacement program.

The Parks and Recreation department will spend \$150,000 for the Village's share to be a member of Maine-Niles Association of Special Recreation (MNASR). This agency provides programs for handicapped residents of the Village.

The Water and Sewer Fund has budgeted \$1,213,000 for water purchases from the City of Chicago and the Village's new water supplier, the City of Evanston.

### Economic Development Assistance

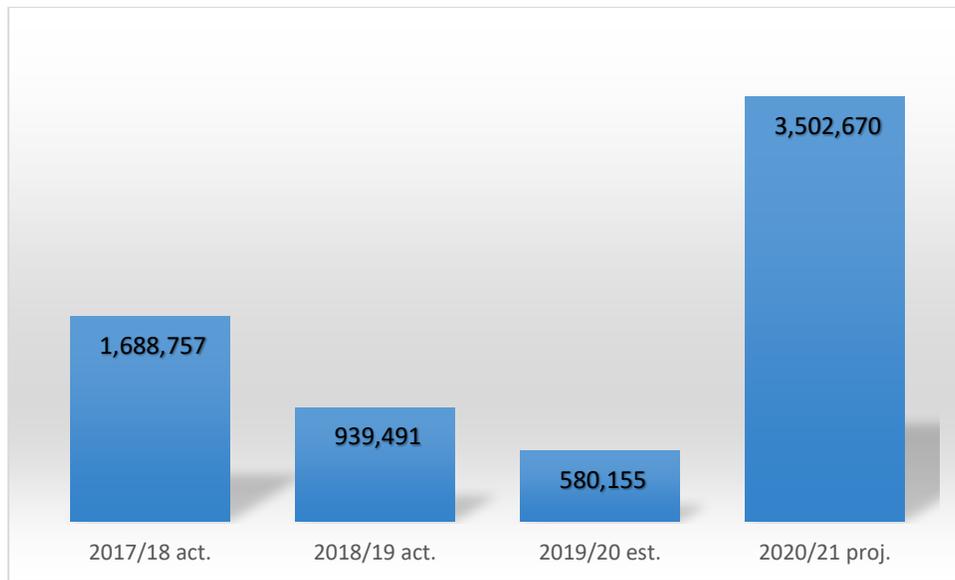


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses' facilities in the Village. These amounts total \$160,000 in the Fiscal 2021 budget and are included in the Community Development department.

The Village has instituted a new program to assist homeowners in replacing their private sewer lines due to damage caused by Village trees located in the homeowner's parkways. The maximum amount reimbursable to the homeowner will be \$2,000. The Village has budgeted \$25,000 for this program in FY2021.

The largest increase in the Economic Development Assistance budget is in the North Lincoln TIF. The Village will issue TIF notes to provide approximately \$30,000,000 in assistance to the development of a large project in the TIF boundaries. The project should take about two years to complete.

## Debt Service



This category accounts for all multi-year principal and interest obligations of the Village.

The Village received an interest free loan from the Illinois Finance Authority to finance the purchase of a fire truck. The Village has budgeted \$12,500 for the principal amount on this loan in Fiscal 2021.

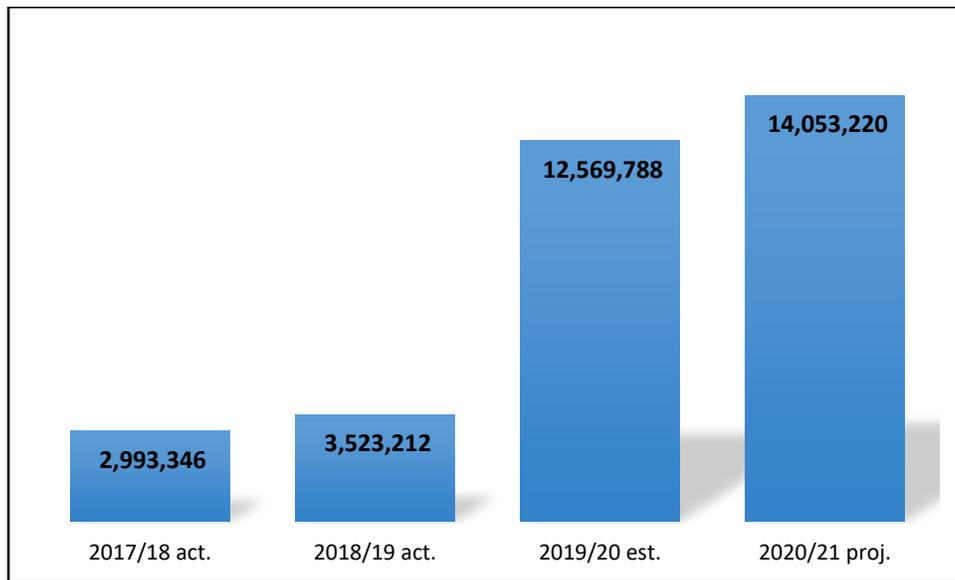
The Water and Sewer Fund received a loan from the Illinois Environmental Protection Agency (IEPA) in Fiscal 2010. \$380,155 has been budgeted as a repayment of principal and interest for this loan in Fiscal 2021.

The Water and Sewer Fund issued \$13,150,000 of General Obligation (GO) bonds in Fiscal 2020 to fund the construction of a water transmission line from the Village's new potable water supplier. The Village has budgeted \$710,280 of debt repayment for these bond issues in Fiscal 2021.

The Debt Service Fund issued \$2,300,000 in General Obligation (GO) bonds to fund the construction of an outfall sewer in the Storm Water Management Fund in Fiscal 2020. \$134,734 has been budgeted for debt service payments for this bond in Fiscal 2021. The Village has also budgeted for the issuance of \$3,600,000 of GO Bonds for year 2 of the roadway resurfacing program and \$100,000 for debt service payments related to this debt in Fiscal 2021.

The North Lincoln TIF District has budgeted \$35,000,000 for the issuance of TIF notes for a development in the District's boundaries. These notes are financed through the tax increment generated by this new development. \$2,100,000 has been budgeted for debt service payment for the notes in Fiscal 2021.

## Capital Improvements Projects and Operating Budget Impacts



Capital improvements are projects with expenditures of \$10,000 or more. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time programs. In Fiscal 2021, the total capital budget is projected at \$14,053,220.

For Fiscal 2021 the Village has continued with major programs to replace aging infrastructure. The Village is starting Year 2 of the roadway resurfacing program. The village had budgeted \$3,465,000 in the Motor Fuel Tax Fund for this expenditure. There is no other financial impact on the current budget.

The Village has budgeted \$7,556,000 in the Water and Sewer Fund to complete construction of the water transmission line from the Village's new potable water supplier. The Village expects to save approximately \$100,000 per month on water purchases which is reflected in the current budget. This amount will be used to pay the debt service on the general obligation bonds used to finance the construction. The net annual savings to the Village will be approximately \$250,000 per budget year. The Village will realize these savings starting in Fiscal 2021.

The Village has also budgeted \$2,244,000 for completion of a water outflow sewer as part of a storm water management program. This project will be partially funded through a grant which would pay up to 50% of the cost. There is no other financial impact on the current budget.

The Village has budgeted \$103,000 for standpipe and Public Work's yard improvements in the NEID TIF Fund. In addition, \$171,000 for a sidewalk extension has also been budgeted in the Fund. There is no other financial impact on the current budget. The Village budgets annually for vehicle replacement based on the estimated useful life of the fixed asset. In Fiscal 2021 approximately \$505,000 has been budgeted for vehicle

and equipment replacements. There is no other financial impact on the current budget for annual maintenance.

The Village has budgeted \$185,000 for tennis and basketball court resurfacing in Flowers Park and \$105,000 for the refurbishing of the slides in the Village Aquatic Center. There are no other financial impacts for these projects.

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

### **Police Pension**

The Police Pension Fund accounts for payments of pensions to the retired or disabled police personnel and their families. These amounts are estimated at \$3,043,552 for the Fiscal 2021 budget. The fund has also budgeted \$117,450 for administration expenses which include investment consulting fees and other operating expenses.

# Fund Expenditure Section



**Lincolnwood is committed to serving our residents by providing high quality customer service.**

# General Fund

# Village President and Board of Trustees

## Department Description

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

**FY 2021 BUDGET | VILLAGE PRESIDENT AND BOARD OF TRUSTEES**

**Performance Measures**

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Meetings Held</b>				
Committee of the Whole	24	22	22	23
Regular Business	25	24	24	24
Executive Session	21			
Total Meetings Held	70	46	46	47
<b>Village Board Actions</b>				
Resolutions	70	90	80	85
Ordinances	71	94	73	80
Total Board Actions	141	184	153	165

## BUDGET ANALYSIS

### President and Village Board

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Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Salary - elected/appointed	42,538	41,861	42,953	42,000	44,160	42,000
Wages - full time hourly	14,466	15,104	15,826	16,240	16,240	16,560
HSA Savings Acct	-	-	-	2,160		2,160
Opt Out Insurance	-	2,200	1,621	-	-	-
Employer FICA	3,461	3,650	3,574	3,611	3,744	3,631
Employer Medicare	810	854	836	844	844	849
Employer IMRF	3,913	4,152	3,370	3,127	3,127	3,272
Insurance - group life & AD&D	-	-	-	49	49	49
Insurance - group medical	1,181	1,317	6,285	18,234	18,892	17,539
Insurance - group dental	114	117	520	124	1,316	124
Insurance - workers compensation	433	433	471	487	487	497
<b>Personnel Services</b>	<b>66,916</b>	<b>69,688</b>	<b>75,456</b>	<b>86,876</b>	<b>88,859</b>	<b>86,681</b>
Purchased program services	1,666	2,055	1,535	7,500	1,200	2,800
Consulting	14,635	15,875	100	5,000	1,000	5,000
Other professional services	4,500	9,000	4,500	4,500	-	5,500
<b>Contractual Services</b>	<b>20,802</b>	<b>26,930</b>	<b>6,135</b>	<b>17,000</b>	<b>2,200</b>	<b>13,300</b>
Intergovernmental fees & dues	9,043	8,713	8,713	10,000	8,031	10,000
Printing & copying services	310	370	311	1,000	300	1,000
Village Newsletter	10,605	10,680	11,545	14,000	15,455	16,000
Other contractual	-	20	-	1,000	-	1,000
Books & publications	-	302	39	50	39	50
Office supplies	308	296	356	500	-	500
Other materials & supplies	4,615	6,167	2,838	2,500	4,526	3,000
<b>Commodities</b>	<b>24,880</b>	<b>26,548</b>	<b>23,801</b>	<b>29,050</b>	<b>28,351</b>	<b>31,550</b>
Conference & meeting registration	815	315	385	600	620	600
Local mileage, parking & tolls	13	-	35	400	83	400
Lodging	-	-	-	500	-	800
Meals	6,461	5,584	5,721	7,000	7,558	7,000
Purchased Transportation	10	14	-	200	-	200

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
<b>Meetings and Travel</b>	<b>7,299</b>	<b>5,912</b>	<b>6,141</b>	<b>8,700</b>	<b>8,261</b>	<b>9,000</b>
<b>Totals</b>	<b>119,896</b>	<b>129,077</b>	<b>111,533</b>	<b>141,626</b>	<b>127,671</b>	<b>140,531</b>

# Village Clerk

## Activity Description

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

**FY 2021 BUDGET | VILLAGE CLERK**  
**Performance Measures**

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Village Board Minutes Recorded</b>				
Total Minutes Recorded	25	24	24	24
<b>Board Actions</b>				
Resolutions	70	90	80	85
Ordinances	71	94	73	80
Total Board Actions	141	184	153	165

## BUDGET ANALYSIS

### Village Clerk

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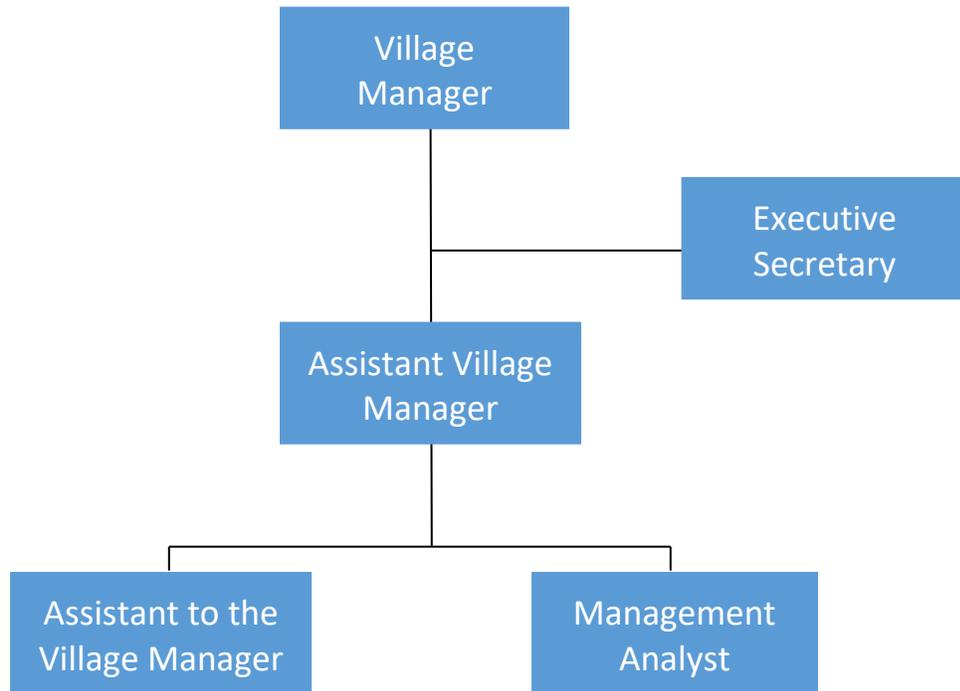
Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Salary - elected/appointed	8,000	8,031	8,031	8,000	8,000	8,000
Employer FICA	496	496	496	496	496	496
Employer Medicare	116	116	116	116	116	116
Insurance - workers compensation	240	240	240	240	240	240
<b>Personnel Services</b>	<b>8,852</b>	<b>8,883</b>	<b>8,883</b>	<b>8,852</b>	<b>8,852</b>	<b>8,852</b>
Ordinance codification	5,250	10,788	5,927	10,000	8,488	10,000
Professional associations	-	-	-	50	50	100
<b>Commodities</b>	<b>5,250</b>	<b>10,788</b>	<b>5,927</b>	<b>10,050</b>	<b>8,538</b>	<b>10,100</b>
Conference & Meeting Registration	-	-	-	150	-	300
Local mileage, parking & tolls	-	-	-	50	-	100
Meals	-	-	-	100	-	100
<b>Meetings and Travel</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>500</b>
<b>Totals</b>	<b>14,102</b>	<b>19,670</b>	<b>14,810</b>	<b>19,202</b>	<b>17,390</b>	<b>19,452</b>

# Village Manager's Office

## Department Description

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

# VILLAGE MANAGER'S OFFICE ORGANIZATIONAL CHART



## **GOALS: Village Manager's Office**

### Prior Year's Goals Status

**Goal:** The Village has been running its own Adjudication process since 2009 and has not updated the software used to operate the hearing process since that time. At the end of 2019, the current software operated by DACRA will no longer be supported and will need to be updated. The Finance Department and the Village Manager's Office in a joint effort will select a new vendor through a bidding process with the expectation that the new software will offer improved efficiencies and enforcement features.

**Status:** A request for proposals was issued in the summer of 2019 and the Village Board approved an agreement with Tyler Technologies to provide adjudication services going forward for the community. It is anticipated that the Village will transition over to Tyler Technologies for adjudication services during the Fiscal Year.

**Goal:** The Village Manager's office will support Departments and the Village Board in implementation of a redevelopment agreement (RDA) and shepherding planned developments through the Village's approval process. Work with the Finance Department to develop revenue estimates for the project for the 1860 site.

**Status:** The 1860 Development received final project approval during the current Budget Year. The Village Manager's Office helped to coordinate and support these efforts through participation on the Development Review Team and coordinating of public and private meetings on this development. Construction for the project is expected to begin in the spring of 2020 following meetings between the developer and Village staff. As part of the process the Village Manager's Office helped to coordinate meetings for the Committee on Ordinances, Rules and Boards.

**Goal:** The Village Manager's Office will continue to work with the Finance and Public Works Departments to facilitate the requisite approvals, funding, and permits needed to secure an alternative supplier for potable water.

**Status:** The Village Manager's Office supported the issuance of bonds for the Village by coordinating meetings and a tour of the Village with the Village's bond consultant. The first bonds for the project were released in the summer of 2019 with construction commencing soon thereafter in the fall of 2019. As part of this process the Village Manager's Office assisted with the selection and oversight of a Bond Consultant and update to Lincolnwood's credit rating.

**Goal:** Review the existing performance evaluation tool for supervisors. The review will include evaluating the use of a 360 degree evaluation tool. A 360 degree process includes feedback from an employee's subordinates, peers, and supervisor, as well as a self-evaluation by the employee. The tool will provide an opportunity for subordinate comments to be considered

within the evaluation process. This process will give the supervisor a better understanding of their subordinate's feedback.

**Status:** The Village Manager's Office is evaluating the 360 degree tool for Department Directors. Staff have surveyed other Illinois municipalities to identify how the tool is typically utilized and are in the process of assessing how it may benefit the Village's evaluation process. A recommendation on the 360 evaluation tool will be provided before the end of FY2020.

**Goal:** Research and develop a process for residents to participate in the public comment portion of Village Board meetings without having to attend the meetings in person. The Village has made extensive efforts over the years to increase accessibility; however, Board meetings are difficult for many to attend during the traditional workweek. Creating a platform for residents to participate in their local government's legislative process off-site will better enable all residents' voices to be heard regarding important local issues.

**Status:** The Village Manager's Office evaluated different methods for engaging the public. As part of this process the Village implemented a new portal to hold the Village's Boards and Commissions. During the Fiscal Year, the Village expanded broadcasting of meetings to include Park and Recreation, Traffic Commission, and the Human Relations Commission. Additionally, the public comment portion of meetings was refined and clarified by the Village Attorney.

### Proposed Goals

**Goal:** In response to the COVID-19 the Village will develop plans to address the health and safety of the public to ensure compliance with applicable guidelines from Federal and State authorities. As needed, the Village will purchase and seek reimbursement for equipment and supplies to ensure that the public and staff are protected and mitigate any possible issues where COVID-19 is spread. The Village will also work with residents and the business community to assess and address needs as applicable.

**Goal:** Oversee the transition of the Village's Microsoft Office 2010 products to Microsoft 365 including the migration of these products from Village servers to the Cloud. The upgrading of this program will allow for greater functionality for staff along with transitioning the Village's systems to the cloud to allow for better remote access for staff.

**Goal:** Every two years the Village Manager's Office completes a comprehensive review of the Personnel Policy Manual to better reflect current trends and legal requirements. At the start of May, 2020, staff will look conduct a comparable analysis of other communities and the policies implemented for their staff to identify any areas of improvement within the Personnel Policy Manual. In addition, legislation implemented within the past two years as it relates to public sector employment will be reviewed to ensure the Village is meeting state regulations. The updated personnel policy manual will be reviewed during the FY 2022 Budget process.

**Goal:** The Village Board will hold informal roundtable discussions with residents in the community. The purpose of the discussions will to provide residents with the opportunity to discuss ongoing projects and items facing the Village of Lincolnwood. These discussions will assist with the development of goals and initiatives for the Village Board to consider during the FY 2022 Budget and the Strategic Planning process that is scheduled to continue in May, 2021.

**FY 2021 BUDGET | VILLAGE MANAGER'S DEPARTMENT**  
**Performance Measures**

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Newsletters</b>				
Village Connections	6	6	6	6
Employee Newsletters	24	52	52	52
E-News, Lincolnwood Local	26	26	26	26
Total Newsletters	56	84	84	84
<b>Freedom of Information Act Requests</b>				
Total Requests	480	447	379	435
<b>Broadcasting</b>				
Village Board	23	23	24	23
Plan Commission	12	14	12	12
Zoning Board of Appeals	8	3	8	8
Human Relations Commission	0	0	5	12
Traffic Commission	0	0	4	12
Park and Recreation Board	0	0	4	12
Total Meetings Broadcast	43	40	57	79
<b>Personnel</b>				
Budgeted Full-Time Positions	84	89	90	90
Full-Time Positions Hired	7	12	12	10
Full-Time Position Replacement	8.33%	13.48%	13.33%	11.11%
<b>Inspections</b>				
Food Service	173	166	245	245

## BUDGET ANALYSIS

### Village Manager's Office

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Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time salaried	458,867	467,603	429,596	437,342	415,000	452,440
Wages - full time hourly	57,862	60,420	63,301	64,960	64,960	66,240
Wages - part time hourly	1,422	2,671	2,230	2,200	3,000	2,200
Deferred compensation	12,574	13,007	10,535	11,570	11,570	11,830
Opt out Insurance	-	-	-	-	-	2,400
Educational stipend	4,404	4,674	2,796	4,373	2,400	2,704
Phone Stipend	900	825	840	1,080	990	720
Employer FICA	27,005	28,007	22,338	28,744	29,000	30,129
Employer Medicare	7,675	7,855	7,344	7,546	7,100	7,764
Employer IMRF	58,443	57,520	47,577	36,574	36,574	47,723
Insurance - group life & AD&D	1,752	1,822	1,219	1,555	1,600	1,600
Insurance - group medical	37,773	52,359	40,350	76,735	56,000	64,776
Insurance - group dental	3,964	4,470	3,283	5,866	4,000	5,246
Insurance - workers compensation	13,073	13,351	13,741	15,667	15,667	16,116
<b>Personnel Services</b>	<b>685,714</b>	<b>714,583</b>	<b>645,150</b>	<b>694,212</b>	<b>647,861</b>	<b>711,888</b>
Consulting	2,800	1,500	1,400	3,000	1,500	3,000
Other professional services	16,000	10,640	13,680	15,000	16,020	17,000
<b>Contractual Services</b>	<b>18,800</b>	<b>12,140</b>	<b>15,080</b>	<b>18,000</b>	<b>17,520</b>	<b>20,000</b>
Advertising	5,404	2,988	2,235	5,000	6,556	5,500
Printing & copying services	508	699	248	7,684	450	1,500
Professional associations	3,593	2,973	976	5,320	4,400	5,320
Training	2,080	911	953	3,500	-	7,000
Other contractual	53,909	67,108	8,496	26,500	19,970	14,975
Books & publications	939	959	1,049	1,140	1,319	2,340
Office supplies	1,816	2,682	4,452	2,000	4,204	3,000
Other materials & supplies	8,390	4,528	4,592	4,900	11,427	7,500
<b>Commodities</b>	<b>76,639</b>	<b>82,848</b>	<b>23,001</b>	<b>56,044</b>	<b>48,327</b>	<b>47,135</b>
Conference & meeting registration	3,297	2,580	1,899	4,576	3,403	3,530
Local mileage, parking & tolls	9,307	9,218	6,003	9,500	9,362	9,500
Lodging	2,320	650	540	3,305	3,761	4,280
Meals	3,038	1,368	794	1,760	1,414	2,000
Purchased transportation	944	-	67	550	-	550

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
<b>Meeting and Travel</b>	<b>18,905</b>	<b>13,816</b>	<b>9,303</b>	<b>19,691</b>	<b>17,939</b>	<b>19,860</b>
<b>Totals</b>	<b>800,058</b>	<b>823,387</b>	<b>692,535</b>	<b>787,947</b>	<b>731,647</b>	<b>798,883</b>

<b>FY2021 Budget Highlights</b>
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**Personnel Services**

No increase in personnel headcount

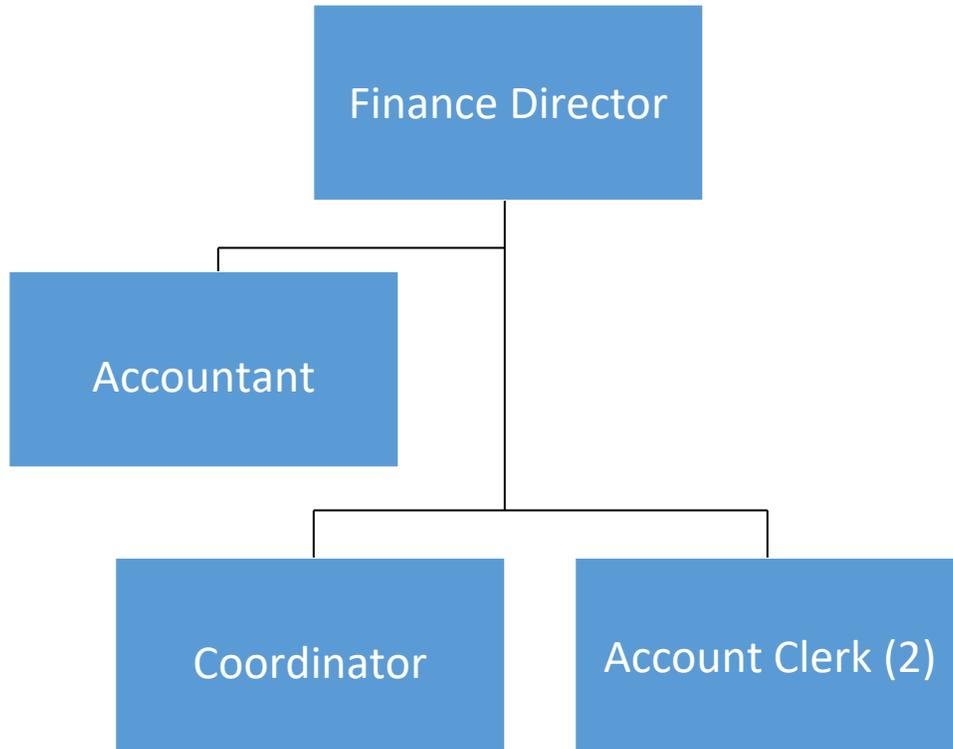
# Finance Department

## Department Description

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

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

# FINANCE ORGANIZATIONAL CHART



## GOALS: Finance Department

### Prior Year's Goals Status

**Goal:** The Finance Department will assist with the issuance of general obligation bonds to construct a water transmission line to obtain water from the City of Evanston, the Village's new potable water supplier. The bonds would be financed through the savings on the water costs associated with the new potable water supplier. The bonds will also be used to finance the installation of an outflow sewer in conjunction with the storm water management program.

**Status:** \$15,450,000 of General Obligations bonds were issued in September, 2019 for the financing of the new water transmission line and the outfall sewer projects.

\$13,150,000 of the bond is allocated for the water transmission line and \$2,300,000 is allocated for the outfall sewer project. The water transmission line portion of the bond is to be financed by the savings in water purchase costs from the Village's new potable water provider and the outfall sewer project portion of the bond will be financed by an increase in the Village's home rule sales tax.

**Goal:** The Finance Department will assist in the financing of the first phase of the Village infrastructure improvement plan. Resurfacing of streets will begin in one of the Village's TIF districts and continue in subsequent years to achieve the goal of having all Village owned streets resurfaced in the next ten years.

**Status:** The Finance Department assisted the Public Works Department in the financing of the first year of the street resurfacing plan. Finance has also been assisting on year two of the plan which will require the issuance of General Obligation Bonds to finance the project.

### Proposed Goals

**Goal:** The Village will coordinate with the finalization of the issuance of approximately \$35,000,000 in TIF notes for the District 1860 Development. The District 1860 Development is a project being spearheaded by Tucker Development to redevelop the former Purple Hotel Site located at the intersection of Touhy and Lincoln Avenues. The TIF notes will be issued by the Village and the debt service payments on the notes will be funded by the tax increment created by the new development.

**Goal:** The Finance Department will assist with the issuance of approximately \$2,700,000 of General Obligation (GO) Bonds for the second year of the road resurfacing program. The bonds will be issued after the start of the new fiscal year and the debt service will be funded by revenues from the Motor Fuel Tax fund.

**Goal:** The Finance Department will assist the Police Pension Board in the implementation of the new pension consolidation bill passed by the State of Illinois in December, 2019. The bill

requires mandatory consolidation of Illinois' downstate and suburban police officers' and firefighters' pension funds into two new investment funds. The law will create one investment fund for the police officers and one investment fund for the firefighters. The bill also requires all funds transfer assets no later than 30 months after the effective date of January 1, 2020. As part of this process, the Village will work with the Auditor, Lauterbach & Amen, to hold a meeting with the Village Board to explain the impact of this legislation on the Village of Lincolnwood.

**FY 2021 BUDGET | FINANCE DEPARTMENT**  
**Performance Measures**

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Licenses Issued</b>				
Vehicle Licenses Issued	8,400	7,953	7,894	7,800
Business	1,364	1,260	1,389	1,275
Total Licenses Issued	9,764	9,213	9,283	9,075
<b>Vendor Checks Issued</b>	3,368	3,294	3,158	3,095
<b>Payroll Checks Issued</b>	4,487	4,461	4,300	3,900

## BUDGET ANALYSIS

### Finance

#### 210

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time salaried	204,354	210,878	236,925	228,445	228,445	239,092
Wages - full time hourly	144,456	151,659	159,111	165,500	154,500	163,334
Wages - seasonal hourly	17,001	3,070	4,853	4,500	15,251	4,500
Wages - overtime 1.5X	-	-	-	450	-	450
HSA Savings Acct	240	-	-	720	720	720
Educational stipend	2,602	2,729	2,985	2,961	2,961	3,095
Phone Stipend	660	720	720	720	720	720
Employer FICA	21,509	21,455	22,585	23,874	23,874	24,478
Employer Medicare	5,128	5,056	5,546	5,842	5,842	5,952
Employer IMRF	38,976	38,390	35,224	28,279	28,279	36,334
Insurance - group life & AD&D	1,171	1,633	1,181	1,192	1,192	1,210
Insurance - group medical	59,582	72,289	78,383	83,758	81,758	83,450
Insurance - group dental	5,642	6,229	6,490	6,556	6,556	6,010
Insurance - workers compensation	10,452	10,979	10,985	11,313	11,313	11,486
Employee Benefit Expenses	64,450	36,389	62,808	60,000	60,000	57,900
<b>Personnel Services</b>	<b>576,223</b>	<b>561,477</b>	<b>627,796</b>	<b>624,110</b>	<b>621,411</b>	<b>638,731</b>
Liability insurance	99,127	122,073	111,505	140,000	140,000	140,000
Audit	32,900	28,200	27,500	28,200	28,200	28,900
Consulting	2,900	1,220	1,410	2,800	3,750	500
<b>Contractual Services</b>	<b>134,927</b>	<b>151,492</b>	<b>140,415</b>	<b>171,000</b>	<b>171,950</b>	<b>169,400</b>
Other professional services	2,825	2,800	590	4,050	4,050	5,800
R&M - office equipment	24,640	26,168	25,986	25,000	20,000	25,000
Advertising	1,024	1,045	962	1,000	700	750
Printing & copying services	5,476	4,862	163	7,000	5,000	5,000
Professional associations	760	775	792	1,000	800	1,600
Telephone	41,043	38,632	47,059	43,000	47,000	47,000
Training	775	349	564	1,000	950	1,000
Office supplies	20,304	19,221	18,871	21,000	18,000	19,000
Postage	13,933	13,471	17,669	14,500	16,000	16,000
Bank & Credit Card Fees	8,541	9,893	15,639	13,000	16,000	16,000
Program supplies	3,589	4,054	4,255	5,000	5,000	5,000
<b>Commodities</b>	<b>122,910</b>	<b>121,269</b>	<b>132,550</b>	<b>135,550</b>	<b>133,500</b>	<b>142,150</b>

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Conference & meeting registration	-	-	-	400	-	-
Local mileage, parking & tolls	806	964	1,280	500	500	500
Meals	280	365	660	700	400	400
Purchased transportation	-	22	80	300	-	-
<b>Meeting and Travel</b>	<b>1,086</b>	<b>1,350</b>	<b>2,020</b>	<b>1,900</b>	<b>900</b>	<b>900</b>
<b>Totals</b>	<b>835,146</b>	<b>835,588</b>	<b>902,781</b>	<b>932,560</b>	<b>927,761</b>	<b>951,181</b>

<b>FY2021 Budget Highlights</b>
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**Personnel Services**

No increase in personnel

# Legal Department

## Activity Description

The Village contracts for its legal services. The Legal Department accounts for all expenditures concerning legal review, litigation, and prosecution of State Law and Local Ordinance violations. In addition, the Legal Department provides contractual Primary and Backup Hearing Officers who preside over the Village's Administrative Adjudication Hearing process (AAH). The AAH process is a civil proceeding that hears a wide range of appeals to violations and is an alternative to the Cook County Circuit Court system. The AAH process is intended to expedite resolutions, reduce litigations expenses, and allow the Circuit Court to focus on more serious allegations. It also provides a more convenient location for residents and businesses who wish to contest a citation or notice because the hearings are held at Village Hall.

**FY 2021 BUDGET | LEGAL DEPARTMENT**

Performance Measures

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Number of Hearings per year</b>	12	12	12	12
<b>Number of Cases adjudicated</b>	546	696	604	600

## BUDGET ANALYSIS

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### Legal

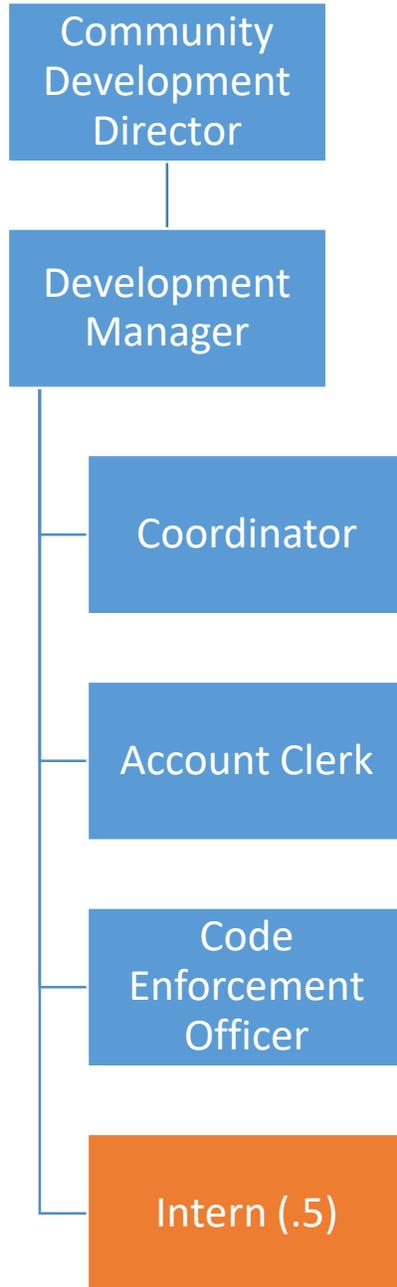
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Description	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Adopted	Projected	Adopted
Legal - retainer	152,140	158,680	165,815	172,217	172,217	172,000
Legal - litigation	32,184	23,714	10,108	31,000	37,771	31,000
Legal - review	59,644	109,824	210,465	103,150	79,696	100,000
Other professional services	45,759	87,802	74,976	55,000	57,203	77,800
<b>Totals</b>	<b>289,727</b>	<b>380,019</b>	<b>461,364</b>	<b>361,367</b>	<b>346,887</b>	<b>380,800</b>

# Community Development Department

## Department Description

The Community Development Department is responsible for administering the Village's building, zoning and development codes. It provides staff assistance to the Village's Plan Commission, Economic Development Commission, and Zoning Board of Appeals. Services provided by the Department include plan review, permit issuance, and construction inspectional services. In addition to these services and duties, this Department also carries out various community planning initiatives and improvement projects. This budget element includes line items for sales tax rebates pursuant to executed agreements. The Department is staffed by five full-time positions.



## **GOALS: Community Development Department**

### Prior Year's Goals Status

**Goal:** Following final approval of the District 1860 project, begin the public meeting phase of the North Gateway Sub-Area Plan, addressing land use, street configurations, traffic controls, and other infrastructure considerations in the area bound by Touhy Avenue, Cicero Avenue, Lincoln Avenue and the northern Municipal Boundary of the Village. The public-input phase of this project will be followed by a collaborative effort between an established task force, staff and the planning consultant, with the goal of preparing a plan and policy for capturing spinoff redevelopment from the District 1860 project in this major commercial core and entryway to the Village.

**Status:** With the pending completion of the Zoning entitlements phase of the District 1860 development, staff is mobilizing the planning consultant to complete the remainder of this project. It is anticipated that this effort will be completed in the first quarter of FY 2021.

**Goal:** Begin a series of roundtable meetings, separately with local business and brokers, to discuss their thoughts and experiences working in the Village, any concerns that may be hindering business growth and commercial occupancy, and recommendations on how the Village can assist in marketing the community and supporting local businesses to help them be more successful. Businesses and Brokers in different sectors (i.e. retail commercial, restaurants, office, warehouse/industrial, entertainment, etc.) will be invited to participate to insure a well-rounded discussion.

**Status:** Due to the departure of the Chamber of Commerce Executive Director, who was to partner with the Village on this effort, this goal will be carried-over to the FY 2021. This will allow the Chamber to on-board a new Director, who will support this effort.

**Goal:** Develop a marketing strategy and promotional materials for targeted business development areas. The Economic Development Commission (EDC) will research and analyze "hot and cold zones" for economic development in the Village, and recommend a program to allocate Village marketing resources focusing first on hot zones, both those that are currently active and in-demand and those that have potential as hot zones, but are underutilized at the current time.

**Status:** The EDC has worked on this goal for most of the 2019 calendar year, and is anticipating completing their analysis and visioning in the first quarter of 2020, with presentation to the Village Board of their findings shortly thereafter. This part of the goal is anticipated to be completed by the end of this Fiscal Year, with a marketing campaign to follow in the 2021 Fiscal Year.

**Goal:** Continue work toward overhauling two major sections of the Zoning Code: Fences & Natural Screening and Signs, two of the most-utilized Code sections by residents (Fences) and

businesses (Signs). Complete a legal review and analysis of the Sign Code to insure it is in compliance with recent court case decisions and findings, and exhibits best practices from a legal standpoint. Utilize the results of a Village-wide compliance inventory of existing fences to prepare a comprehensive review and rewrite of the Fence Code. Goals of this comprehensive overhaul are to reduce unnecessarily restrictive code language and add graphics to make these sections more user-friendly.

**Status:** Improvements to the Sign Code have been completed. Legal review and analysis of the Sign Code for compliance with best legal practices will be carried-over to FY 2021. Review of the Fence Code has begun with a basic compliance survey. Additional work on this goal, including a more comprehensive “base-line” survey, will carry-over to FY 2021.

**Goal:** Conduct a public seminar on the Village’s Building Permitting process once the Accela permit software system has been rolled-out to the public. This seminar will be open to the public and recorded for local cable channel and the Village website on-demand video broadcast. This seminar, intended for Village residents, will demonstrate online permitting through the Accela software system and also answer general building permitting questions. The Village’s Building Consultant will be present to assist staff in answering general questions.

**Status:** The public roll-out of Accela has been delayed due to operational aspects of the system. In the interim, staff continues to develop supporting materials that provide assistance to the public regarding the Village’s permitting process. This goal will be carried-over to FY 2021.

**Goal:** Develop internal tools for monitoring building consultant performance and costs with the intent of assessing the timeliness and cost effectiveness of consultant performance, reporting work performance to management staff and Village officials, and assessing the relationship between consultant costs and building permit fees being assessed to property owners. This analysis will be used as the basis for consideration of revised Building Permit fees during the winter of 2019/2020.

**Status:** The recent hiring of the Fire/Community Development Management Analyst position now supports the time necessary to complete this goal. It is anticipated work will continue on this goal into the FY 2021.

### Proposed Goals

**Goal:** Conduct a series of roundtable meetings, separately with local business and brokers, to discuss their thoughts and experiences working in the Village, any concerns that may be hindering business growth and commercial occupancy, and recommendations on how the Village can assist in marketing the community and supporting local businesses to help them be more successful. Businesses and Brokers in different sectors (ie. retail commercial, restaurants, office, warehouse/industrial, entertainment, etc.) will be invited. Cast a particular focus on the targeted business development areas (Northeast Industrial District and Devon-Lincoln TIF “triangle”).

**Goal:** Work with the Economic Development Commission to develop a marketing strategy and promotional materials for the targeted business development areas (Northeast Industrial District and Devon-Lincoln TIF “triangle”).

**Goal:** Prepare a comprehensive Landscaping Improvement Program with the goal of upgrading the landscaping and natural environment of commercial properties on arterial roadways throughout the Village. Work with the Beautification Commission to prepare an appropriate landscape species palette for a variety of improvements, from planters to parking lot and perimeter landscaping designs.

**Goal:** The Community Development Department will create a multi-media suite of materials to provide user-friendly information on Building Permit procedures and requirements. Include new/updated printouts, brochures and web-based documents. Once Accela permit software system has been rolled-out, conduct a seminar, which will be open to the public and recorded for local cable channel and the Village website on-demand video broadcast. This seminar, intended for Village residents, will demonstrate online permitting through the Accela software system and also answer general building permitting questions.

**Goal:** Assess Community Department workflows and protocols to identify and rectify gaps in interdepartmental communication and coordination. This assessment will evaluate plan review coordination, construction inspections and site management, and project close-out and approval of occupancy. This will highlight critical communications and systems required to track the status of construction projects between various departments.

**Goal:** Continue comprehensive analysis of two major sections of the Zoning Code: Fences and Signs. Complete a legal review and analysis of the Sign Code to insure it is in compliance with recent court case decisions and findings, and exhibits best practices from a legal standpoint. Complete a Village-wide “base-line” survey of existing fence compliance, and utilize the results to determine the necessity for further Fence Code updates.

**Goal:** The Village Board will hold a discussion regarding priorities for Code Enforcement. The goal of this meeting will be for the Village Board to convey to staff their expectations related to how different types of violations should be processed by staff and how different violations of the Village Code will be prioritized and handled. As a result of this meeting staff will provide a rubric that will guide staff’s process for handling Code Enforcement and address in what instances staff will seek compliance and will seek tickets for Code violations. Following this update to the guidance, staff will provide regular updates to the Village Board on achievement of the priorities laid out by the Village Board.

## FY 2021 BUDGET | COMMUNITY DEVELOPMENT DEPARTMENT

### Performance Measures

	Actual 2018	Actual 2019	Estimated 2020	Projected 2021
<b>Grants Issued</b>				
Property Enhancement Programs	1	2	1	1
Green Initiatives for Tomorrow	1	1	0	1
<b>Development Review Cases</b>	8	3	3	5
<b>Meetings Staffed</b>				
EDC	6	12	11	11
ZBA	8	4	8	9
Plan Commission	12	13	12	12
	26	29	31	32
<b>Permits Issued</b>				
Building Permits	771	793	662	741
Demolition Permits	9	7	9	7
Total Permits Issued	780	800	671	748
<b>Building Code Inspections</b>	6777	2132	2164	5236

## BUDGET ANALYSIS

### Community Development

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Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time salaried	206,673	234,894	245,876	254,100	257,000	270,000
Wages - full time Hourly	104,769	107,848	143,946	152,300	140,000	156,200
Wages- Part time hourly	26,228	22,219	11,977	18,000	9,000	18,000
Educational stipend	1,954	2,348	2,832	3,319	3,319	3,682
Opt Out Insurance	200	2,400	3,200	4,800	4,000	4,800
Cell Phone Stipend	300	360	360	360	1,830	360
Employer FICA	20,470	21,898	23,978	25,869	25,869	26,240
Employer Medicare	4,833	5,174	5,716	6,277	6,277	6,494
Employer IMRF	35,724	38,403	36,569	30,650	30,650	40,085
Insurance - group life & AD&D	820	1,064	1,165	1,230	1,400	1,290
Insurance - group medical	40,614	40,504	44,376	46,577	48,300	51,190
Insurance - group dental	3,774	3,417	3,408	2,978	2,978	2,990
Insurance - workers compensation	7,887	8,157	8,940	12,842	12,842	13,436
<b>Personnel Services</b>	<b>454,246</b>	<b>488,686</b>	<b>532,342</b>	<b>559,302</b>	<b>543,465</b>	<b>594,767</b>
Consulting (1860 Project)	-	-	-	140,000	15,000	140,000
Other professional services	322,792	242,082	257,612	228,000	198,000	220,000
<b>Contractual Services</b>	<b>322,792</b>	<b>242,082</b>	<b>257,612</b>	<b>368,000</b>	<b>213,000</b>	<b>360,000</b>
R&M - vehicles	1,090	-	319	200	200	200
Advertising	4,837	3,685	4,383	800	4,000	3,500
Printing & copying services	1,719	246	270	500	500	500
Professional associations	558	2,299	783	1,775	1,500	1,850
Training	32	165	154	500	500	500
Books & publications	-	-	-	1,000	1,200	1,000
Fuel	-	99	1,005	1,000	400	600
Office supplies	2,297	1,028	2,126	1,300	1,300	1,300
Other materials & supplies	711	1,233	3,075	2,200	1,900	1,800
<b>Commodities</b>	<b>11,243</b>	<b>8,755</b>	<b>12,116</b>	<b>9,275</b>	<b>11,500</b>	<b>11,250</b>
Conference & meeting registration	1,322	2,760	2,545	2,200	1,300	2,400
Local mileage, parking & tolls	60	92	47	150	50	100
Lodging	-	4,374	2,686	2,400	1,200	-
Meals	100	584	960	650	300	500
Purchased transportation	-	1,256	829	600	300	700

Description	Actual	Actual	Actual	Adopted	Projected	Adopted
Meetings and Travel	1,482	9,066	7,067	6,000	3,150	3,700
Sales Tax Sharing Agreements	170,622	177,191	135,444	160,000	160,000	200,000
Revenue Sharing	170,622	177,191	135,444	160,000	160,000	200,000
Totals	960,385	925,780	944,581	1,102,577	931,115	1,169,717

**FY2021 Budget Highlights**

**Personnel Services**

No increase in personnel

# Information Technology Division

## Activity Description

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

## BUDGET ANALYSIS

### Information Technology

250

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Consulting	117,187	131,191	171,499	143,940	140,488	164,480
Data processing	83,583	47,647	60,554	113,430	111,885	85,340
Maintenance Agreement Expense	112,064	169,771	166,110	239,251	252,046	314,407
<b>Contractual Services</b>	<b>312,834</b>	<b>348,608</b>	<b>398,163</b>	<b>496,621</b>	<b>504,419</b>	<b>564,227</b>
Telecommunications	30,376	14,263	23,545	59,005	59,399	58,816
Training	-	-	1,227	7,320	7,000	11,400
Other contractual	15,190	15,244	11,053	14,000	14,000	20,100
Computer supplies	425	204	568	1,000	1,000	1,000
<b>Commodities</b>	<b>45,991</b>	<b>29,710</b>	<b>36,393</b>	<b>81,325</b>	<b>81,399</b>	<b>91,316</b>
Equipment - data processing	83,639	121,971	116,944	174,131	160,683	151,860
<b>Equipment</b>	<b>83,639</b>	<b>121,971</b>	<b>116,944</b>	<b>174,131</b>	<b>160,683</b>	<b>151,860</b>
<b>Totals</b>	<b>442,464</b>	<b>500,289</b>	<b>551,501</b>	<b>752,077</b>	<b>746,501</b>	<b>807,403</b>

# Engineering

## Activity Description

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

## BUDGET ANALYSIS

### Engineering

290

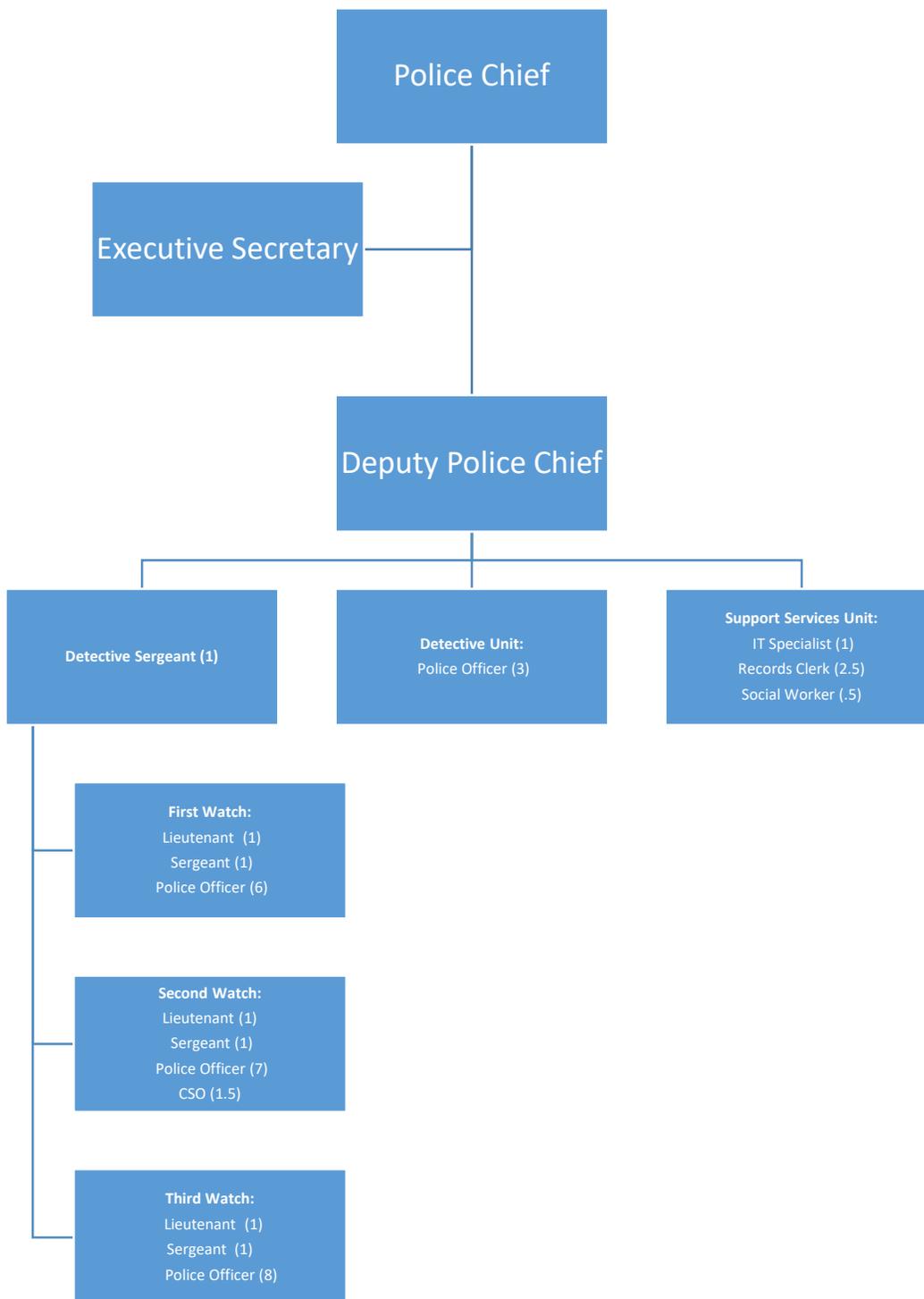
<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Administration Engineer Costs	49,995	54,000	53,439	54,000	54,000	54,000
Building Engineering Costs	54,189	43,428	50,257	52,500	70,000	95,500
PW Building Engineer Costs	15,467	11,355	24,477	47,500	29,000	32,500
<b>Contractual/Totals</b>	<b>119,650</b>	<b>108,783</b>	<b>128,173</b>	<b>154,000</b>	<b>153,000</b>	<b>182,000</b>

# Police Department

## Department Description

The mission of the Lincolnwood Police Department is to provide effective and professional Police service to the community. The Department recognizes that its authority is derived from the community, that it must be responsive to its needs, and that it is accountable for its actions. Believing in the dignity and worth of all people, it must protect the rights of all citizens and treat employees in an equitable manner. The Police and community share responsibility for maintaining law and order, and their relationship must be based on mutual respect. The Lincolnwood Police Department is staffed with 39 full-time and three part-time employees.

POLICE ORGANIZATIONAL CHART



## GOALS: Police Department

### Prior Year's Goals Status

**Goal:** Complete Starcom21 installation of mobile radios in all field unit vehicles of the police department. The police department transitioned to Starcom21 in June of 2018 and purchased 6 mobile radios for vehicles. This allowed for installation in almost half of the police fleet with the other half remaining.

**Status:** Almost all police vehicles have been outfitted with the Stacom21 mobile radios with exception two 2020 Ford SUV vehicles awaiting installation. Total installation when completed will be 13 mobile radios with an estimated completion of March 2020.

**Goal:** Complete A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) training to all school district 74 staff by Lincolnwood police certified instructors. School District 74 provided funds in FY 2018 to train two Lincolnwood police officers as certified A.L.I.C.E. instructors. Active shooter response involves a proper response from public safety personnel, in addition to ensuring school staff are prepared to adapt to a potential active shooter situation.

**Status:** Completed in the fall of 2019 with District 74 staff. This training was also extended to Village employees with two completed sessions in the Fall of 2019 and an additional make-up session planned for Winter 2020.

**Goal:** Transition to online OSHA compliance training for hazardous materials and blood-borne pathogens. Previous instruction took place at the Police Department's annual mini-academy where officers attended this mandated training. On-line training can be conducted during regular staff hours and reduce costs associated with personnel attending this segment of the mini-academy.

**Status:** The Police Department used to complete mandated hazardous materials and blood borne pathogens training adding a third day to the annual min-academy in-service training for sworn officers. To meet this mandate of compliance, the Police Department eliminated a redundant training system and used these funds for the online training program that eliminated sworn personnel from attending eight hours of classroom instruction and created the ability for personnel to complete this training from within the police vehicle or a desktop computer within the Department in a much shorter period of time.

**Goal:** Enable an on-line portal for information regarding crime and traffic crash data. Lincolnwood in an effort to be transparent with its position on public safety will enable the ability of public to see crime data regarding the type of incident, generic location of occurrence, along with the date and time. This will inherently keep the public informed on safety concerns or any trending information.

**Status:** Crime mapping is complete, and accident mapping is still in-progress through coordination with MGP and the Police records unit.

**Goal:** Conduct active shooter response training in collaboration with the Lincolnwood Fire Department and the rescue task force concept. Proper active shooter response is a real concern with the United States. Having the ability to accurately and effectively deploy resources to an active threat to minimize casualties, along with utilizing fire safety personnel to respond and safely treat patients at an active scene, is imperative to establishing an effective response plan.

**Status:** Training was conducted at the Lincolnwood Town Center with police simulating an active shooter and fire personnel making observation. A winter table top exercise is planned with District 74 and a consultant that both Police and Fire Departments will have representation.

**Goal:** Illinois Law Enforcement Training and Standards Board certification course for all field officers in crisis intervention response. Global concerns regarding mental health and police response has been at the forefront of policing in America for the past several years. The 40 hour certification training in Crisis Intervention teaches field personnel on how to effectively deal with mental health crisis response and minimizes the risks associated with this type of incident.

**Status:** The Lincolnwood Police Department has trained 24 sworn personnel in the 40 hour crisis intervention certification and all sworn personnel have had the required mental health crisis recognition training. The department will continue to have all officers certified in the CIT certification course as training become available through the Northeast Multi-Regional Training that is sanctioned by the Illinois Law Enforcement Standards and Training Board. This training consisted of approximately 940 hours and a cost savings through grant funding of approximately \$12,000 over the past two year.

**Goal:** Re-implement a Citizens Police Academy program for residents and business owners within the Village, to promote education and partnerships regarding community safety. Building community relationships with the police department is the best way to promote a collaborative effort in keeping a community safe. Citizen police academies teach program participants the function of police departments, what abilities police have, and what the police cannot do. Participants will also learn about forensics, the law, search and seizure, firearm safety, in addition to many other topics.

**Status:** The Citizen's Police Academy has been recognized as one of the best ways to engage residents with their police department. The 2019 program had 20 graduates and all were residents of Lincolnwood.

### Proposed Goals

**Goal:** Update the Police Department's firearms range ventilation system to comply with OSHA standards and allow for a transition to a tactical firearms range. This update and renovation will allow for adequate ventilation throughout the firearms range during training and give officers a model firearms training program that is considered best practices for law

enforcement agencies. Planned ventilation replacement along with a transition to the firearms range renovation will be completed by FY2022.

**Goal:** The police department records unit will transition and become more involved in handling Freedom of Information Act (FOIA) requests related to inquiries on police activities. This allows for a more practical approach and better oversight of the FOIA requests related specifically to police operations.

**Goal:** Train all sworn personnel on the Meggitt Training Systems officer involved shooting scenarios. Meggitt Training Systems is the pioneer system of the firearms training simulator (FATS) that officers use to work through potential officer involved shooting situations. The system has the ability to judge officer decision making in various situations that officers may need to use deadly force.

**Goal:** Continue to evolve and train personnel in the rapid response to potential active threat situations through the use of force on force and Simunitions training. Training scenarios will focus on school settings and the workplace environment.

**Goal:** Conduct dedicated traffic enforcement on a weekly basis to various identifiable streets that have higher rates of accidents and/or moving traffic violations. These locations will then be shared ahead of time with residents via social media, the Village website and the Lincolnwood Connections Newsletter.

**Goal:** Comply with the requirements of records expungement related to the Cannabis Regulation and Tax Act and automatically expunge records for minor cannabis offenses that meet the criteria as outlined in the Act. The first deadline for compliance is January 1, 2021.

**Goal:** All field patrol officers to receive training in Advanced Roadside Impaired Driving Enforcement (A.R.I.D.E.) to assist in the detection while driving under the influence of cannabinoids due to the initial projection that more DUI drivers will be on the roadways as a result of the new recreational cannabis law.

**FY 2021 BUDGET | POLICE DEPARTMENT**  
**Performance Measures**

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Part I Crimes</b>				
Part I Crimes	519	355	350	355
<b>Enforcement</b>				
Traffic Stops	3,318	3,515	3,800	3,800
Traffic Citations	1,818	1,618	1,600	1,700
Warning Citations	2,268	2,485	2,400	2,500
Traffic Crashes	832	811	800	950
<b>Arrests</b>				
Arrests	483	400	400	400
<b>Calls For Service</b>	23,094	18,962	18,800	18,500

**\*Due to the consolidation of police dispatch with Skokie during 2017  
Calls For Service (CFS) are defined and recorded by Skokie as Incidents**

## BUDGET ANALYSIS

### Police

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Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time salaried	273,060	261,489	224,605	272,200	278,000	287,200
Wages - full time hourly	2,996,625	2,961,000	3,004,368	3,201,454	3,195,000	3,297,141
Wages - part time hourly	97,055	95,519	99,626	106,964	100,000	105,651
Wages - seasonal hourly	13,415	14,774	16,243	21,964	18,000	24,378
Wages - overtime 1.5X	367,291	382,237	356,486	367,500	360,000	377,900
Holiday Traffic Enforcement Grant	3,169	4,476	4,660	2,000	3,898	4,000
Wages - overtime 2X	4,517	7,580	9,317	6,500	6,500	7,000
Wages - special detail	1,885	-	1,818	1,900	1,900	2,000
HSA Savings	1,200	-	-	720	720	720
Educational stipend	20,373	23,115	25,723	26,609	26,609	29,098
Opt Out Ins.	7,785	7,710	7,160	9,120	7,000	7,000
Phone Stipend	720	720	360	360	150	360
Evidence Technician Stipend	-	3,025	5,000	2,750	2,750	2,750
Tuition reimbursement	-	5,330	-	-	-	-
Uniform allowance	16,911	22,834	28,346	24,250	24,250	31,250
Pension-Regular	24,497	-	15,101	-	11,710	8,000
Employer FICA	34,702	24,601	33,805	36,393	36,393	35,359
Employer Medicare	53,017	52,924	52,570	58,252	58,252	60,166
Employer IMRF	56,543	40,983	39,258	50,370	40,000	46,404
Employer police pension	1,981,909	2,195,470	1,930,634	2,324,000	2,324,000	2,451,300
Insurance - group life & AD&D	7,043	6,553	7,080	8,050	8,050	8,263
Insurance - group medical	432,868	456,266	479,113	531,250	525,000	578,204
Insurance - group dental	41,591	40,196	39,628	42,382	42,382	40,775
Insurance - workers compensation	118,238	111,450	121,651	120,521	120,521	124,481
<b>Personnel Services</b>	<b>6,554,417</b>	<b>6,718,249</b>	<b>6,502,551</b>	<b>7,215,509</b>	<b>7,191,085</b>	<b>7,529,400</b>
Animal control	961	-	24	750	600	750
9-1-1 Combined Communications Contract	-	-	810,328	812,313	836,268	852,929
Other professional services	4,792	751,709	17,322	15,860	14,000	19,676
<b>Contractual Services</b>	<b>5,754</b>	<b>751,709</b>	<b>827,674</b>	<b>828,923</b>	<b>850,868</b>	<b>873,355</b>
R&M - buildings	1,010	1,992	1,504	2,300	2,150	5,330
R&M - communications equipment	15,956	13,152	20,526	27,510	27,500	29,105
R&M - vehicles	31,043	22,284	31,738	25,500	25,500	25,700
Intergovernmental fees & dues	31,960	31,790	31,790	30,806	30,806	33,710
Printing & copying services	774	1,830	447	1,274	1,274	1,524
Professional associations	1,712	952	1,302	2,137	2,587	2,557
Telecommunications	2,266	2,125	2,125	2,326	2,230	2,326
Training	19,999	22,341	22,059	35,281	32,000	37,186

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Other contractual	60,219	155,549	91,835	70,340	70,340	40,838
Ammunition & range supplies	12,028	4,874	16,955	12,470	12,500	14,690
Books & publications	1,633	1,933	981	2,162	2,200	2,379
Computer supplies	2,608	1,481	4,074	2,225	2,200	2,225
Fuel	39,125	44,373	50,641	52,000	50,000	52,000
Office supplies	3,140	1,964	2,550	3,000	2,900	3,000
Program supplies	54,010	248,942	49,775	98,145	98,000	87,010
<b>Commodities</b>	<b>277,484</b>	<b>555,582</b>	<b>328,301</b>	<b>367,476</b>	<b>362,187</b>	<b>339,580</b>
Conference & meeting registration	5,135	4,010	3,708	6,490	6,200	5,800
Local mileage, parking & tolls	1,602	904	1,739	1,800	1,900	2,325
Lodging	1,809	3,596	4,052	2,016	2,000	2,916
Meals	5,365	6,091	7,754	4,575	4,600	4,725
Purchased Transportation	649	893	972	600	600	800
<b>Meetings and Travel</b>	<b>14,560</b>	<b>15,494</b>	<b>18,224</b>	<b>15,481</b>	<b>15,300</b>	<b>16,566</b>
Equipment - vehicles	40,387	37,975	73,548	162,000	162,000	132,000
<b>Capital Outlay</b>	<b>40,387</b>	<b>37,975</b>	<b>73,548</b>	<b>162,000</b>	<b>162,000</b>	<b>132,000</b>
<b>Totals</b>	<b>6,892,602</b>	<b>8,079,010</b>	<b>7,750,299</b>	<b>8,589,389</b>	<b>8,581,440</b>	<b>8,890,901</b>

#### **FY2021 Budget Highlights**

##### **Personnel Services**

No increase in personnel headcount

##### **Capital Outlay**

\$132,000 budgeted for replacement of three squad cars

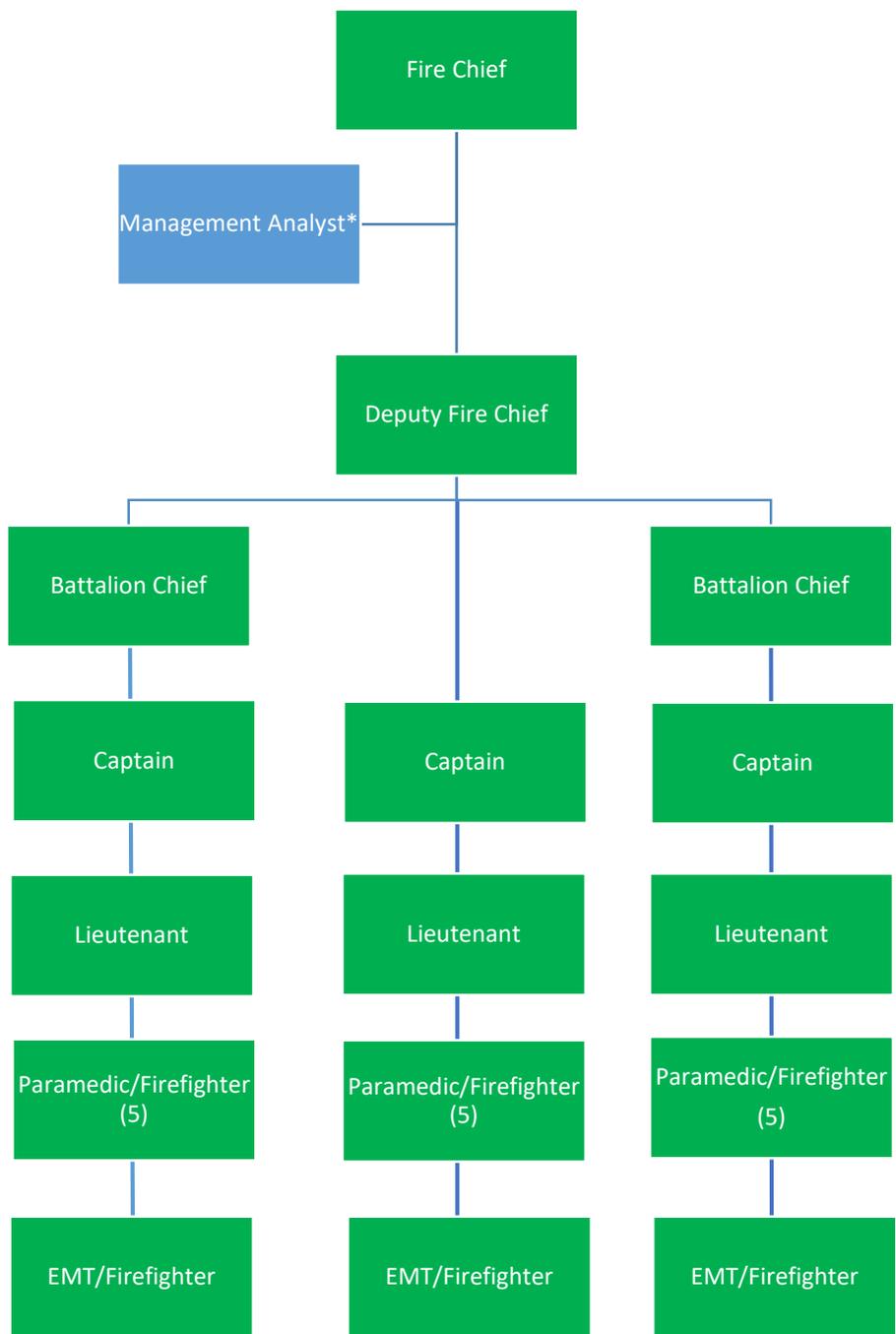
# Fire Department

## Department Description

In June 1977, Paramedic Services of Illinois (PSI) started a Paramedic contract with the Village of Lincolnwood, providing their first ambulance with six paramedics for 24-hour coverage. In December 1989, the Village expanded its contract with PSI to provide firefighting services. In addition to firefighting and paramedic services, the Department offers public education programs and fire inspection services to businesses and high-rise condominiums.

The Fire Department is staffed with 28 full-time people from PSI and one (1) full-time person from the Village. The Management Analyst is a full-time Village employee who works for both the Fire Department and Community Development Department.

# FIRE ORGANIZATIONAL CHART



Full-time  
 Contracted  
 \*The Management Analyst is a Village employee that works for both the Fire Department and Community Development Department.

## GOALS: Fire Department

### Prior Year's Goals Status

**Goal:** The Fire Department will complete the purchase of ballistic vest and helmets in this budget year. Staff is planning on completing active shooter training within our Department and participating with the Police Department with joint training exercises at our schools during the summer vacation. Prior to that event, additional joint training between our departments will take place at a building site that is slated for demolition.

**Status:** The Department completed this purchase and staff has been developing policies and procedure followed up with active shooter training with the Police Department. The vests can be used for a variety of events such as a hostile/domestic event in conjunction with the Police Department. They are stored on Fire Department vehicles, ready for use at any time along with our Rescue Task Force equipment. The purchase included 11 vests and 8 helmets.

**Goal:** Completing the transition of moving over to the STARCOM radio platform. The installation of the mobile radios will be completed soon and staff is optimistic in receiving the portable radios sometime next month. Training and programing will take place immediately after delivery. The incident safety component of the Assistance to Firefighters Grant (AFG) Grant will be completed in the upcoming fiscal year.

**Status:** The Department completed the purchase of the STARCOM radios through the Assistance to Firefighters Grant (AFG) Grant. The total cost of the STARCOM radios was \$124,005.20. Although the grant covered the majority of the cost, the total cost to the Village was \$12,400.52. This grant resulted in a total cost saving to the Village of \$111,604.68. The purchase included 20 radios and holsters, 3 chargers, 20 spare batteries, 20 speakers and microphones, and fire ground accountability software. Additional training will be completed this year.

**Goal:** The Fire Department purchased a new software program in 2019 called *flowmsp* that the Department uses for building data storage and viewing of our preplans of existing buildings in town. A preplan is a drawing of the building and highlights specific information about the building that is important to command staff as we arrive on the scene. Some of the information includes locations of the utilities, storage of hazardous materials or building owner contact information.

The Department is committing time resources to this project as we want to complete 260 preplans this year. We also use this program to identify specific fire hydrant locations, the main size the hydrant and the anticipated flow of available water from that hydrant. Staff would like to complete this hydrant project in this fiscal year. The hydrant locations are on the *flowmsp* mapping.

**Status:** Staff is still developing preplans utilizing *flowmsp* software. This project will continue until all commercial properties are completed. Preplans are an overview of the

property lot and location of several key features of the building/lot (i.e. gas/electric units, fire hydrants). At the conclusion of FY 2020, 39% of plans have been completed. In FY 2020, 156 preplans were completed. The remaining 238 preplans will be completed by the end of FY 2021.

**Goal:** Now that our EMS Data collection has gone to the “cloud”, staff will concentrate coordinating our various EMS equipment data to populate our Patient Care Report (PCR). One example of this type of data is when a paramedic intubates a patient with a video laryngoscope; a camera at the blade tip records the event. This obtained video will be attached to the PCR by Bluetooth technology and will be stored within the PCR. Currently our EKG Monitors can measure multiple data parameters including blood pressure, heart rate and capnography results. Now all this data can be included wirelessly to the PCR and stored.

**Status:** Staff has completed this project with the recent addition of iPhones on the ambulances. The impact of this addition provides mobility of our acquired field data. The ability to transfer data via phone allows electrocardiogram (EKG) information to be populated in our Patient Care Report in a timely fashion.

**Goal:** Fire Department staff will review existing Fire and Life Safety Codes and offer recommendations for updating these codes. Staff will also recommend a third party reporting of commercial fire alarm and fire sprinkler annual test results similar to underground sprinkler/double check valve testing verification and reporting. This project will not have a financial impact on the Village Budget.

**Status:** The Fire and Life Safety Codes were approved as part of the comprehensive Building Code process. This multi-year process involved adopting the updated codes in FY 2020. Staff will come before the Board recommending a third party vendor for this reporting of commercial fire and sprinkler system annual testing.

### Proposed Goals

**Goal:** The Village will update and finalize a revised Emergency Operations Plan (EOP). The EOP will be used to develop and implement table top exercises for the Emergency Operations Center Team to ensure that the Village is prepared to respond to crisis situations. As part of this process, the Emergency Operations Center Team will continue to refine its response process following National Incident Management System certification completed in Fiscal Year 2020.

## FY 2021 BUDGET | FIRE DEPARTMENT

### Performance Measures

	Actual 2018	Actual 2019	Estimated 2020	Projected 2021
<b>Emergency Calls</b>				
<i>EMS Calls</i>				
Advanced Life Support	733	894	1,050	1,200
Basic Life Support	1,075	1,008	1,050	1,150
Total EMS Calls	1,808	1,902	2,100	2,350
<i>Fire Calls</i>	883	1,043	1,100	1,200
Total Emergency Calls	2,691	2,945	3,200	3,550
<b>Mutual Aid Calls</b>				
Given	22	22	25	28
Received	44	66	80	95
Total Mutual Aid Calls	66	88	105	123
<b>Response Time (Minutes)</b>				
Response Time	4.25	4.31	4.25	4.20
<b>Training</b>				
Hours Per Person/Month	29.4	30.1	30.0	30.0
<b>Fire Prevention</b>				
Inspections	612	1,049	1,200	1,300
Other Inspections	88	85	90	95
Business License	64	80	95	100
Plan Reviews	0	0	0	0
Total Fire Prevention	764	1,214	1,385	1,495
<b>Ambulance Billing</b>				
<i>Resident:</i>				
Basic Life Support	267	438	450	500
Advanced Life Support 1	589	855	900	950
Advanced Life Support 2	7	12	10	15
Total Resident	863	1,305	1,360	1,465
<i>Non-Resident:</i>				
Basic Life Support	115	111	115	120
Advanced Life Support 1	134	138	138	140
Advanced Life Support 2	3	3	3	4
Total Non-Resident	252	252	256	264

## BUDGET ANALYSIS

### Fire

350

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time hourly	62,183	60,803	45,322	69,160	23,000	69,160
Education Stipend	-	-	-	-	-	692
Phone Stipend	3,761	-	-	-	-	720
Employer FICA	879	3,656	2,820	4,288	1,426	4,331
Employer Medicare	7,125	855	660	1,003	333	1,013
Employer IMRF	204	6,592	4,485	4,952	2,060	6,252
Insurance - group life & AD&D	5,906	201	207	220	220	222
Insurance - group medical	571	6,586	7,164	7,717	2,600	8,320
Insurance - group dental	1,869	585	510	620	120	620
Insurance - Workers Comp		1,925	2,001	2,075	2,075	2,096
<b>Personnel Services</b>	<b>82,498</b>	<b>81,204</b>	<b>63,168</b>	<b>90,035</b>	<b>31,834</b>	<b>93,426</b>
Fire protection	2,773,069	2,828,959	2,885,073	2,930,861	2,930,000	2,967,459
Ambulance Billing	-	-	-	-	23,000	20,000
<b>Contractual Services</b>	<b>2,773,069</b>	<b>2,828,959</b>	<b>2,885,073</b>	<b>2,930,861</b>	<b>2,953,000</b>	<b>2,987,459</b>
R&M - communications equipment	719	869	1,620	1,500	1,500	1,500
R&M- Wireless Alarm Equipment	9,321	13,094	22,370	23,100	23,100	34,450
R&M - Fire & EMS equipment	20,149	23,160	24,572	19,000	19,000	19,650
R&M - vehicles	25,272	38,384	21,366	18,000	24,989	19,000
R&M - other	1,645	8,005	5,411	1,000	1,000	1,000
Intergovernmental fees & dues	10,110	10,133	10,975	11,662	11,662	11,687
Printing & copying services	150	1,122	969	1,800	1,800	1,800
Professional associations	2,660	5,650	1,838	2,730	2,730	3,050
Books & publications	1,471	2,060	1,719	1,750	2,400	1,975
EMS supplies	18,820	20,650	15,481	13,000	13,000	13,500
Firefighting supplies	20,787	17,090	22,224	13,000	13,000	13,000
Fuel	18,257	22,324	20,974	15,000	15,000	16,000
Lubricants & fluids	699	585	2,360	500	500	500
Office supplies	4,301	3,368	3,845	2,000	2,000	2,100
Program supplies	13,841	15,905	18,300	14,700	14,700	14,800
Repair parts	6,883	5,917	15,169	12,450	12,450	9,000
Small tools	464	2,348	186	1,000	1,000	1,000
Training supplies	2,184	384	6,620	8,650	8,650	7,670
Other materials & supplies	9,946	10,061	12,404	8,000	8,000	8,000
<b>Commodities</b>	<b>167,680</b>	<b>201,110</b>	<b>208,403</b>	<b>168,842</b>	<b>176,481</b>	<b>179,682</b>

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Conference & Meeting Registration		151	585	645	-	100
Local mileage, parking & tolls	-	-	-	-	360	-
Lodging	1,770	496	454	480	-	-
Meals	41	338	185	150	-	-
<b>Meetings and Travel</b>	<b>1,811</b>	<b>985</b>	<b>1,224</b>	<b>1,275</b>	<b>360</b>	<b>100</b>
Equipment - communications	-	-	55,705	-	41,343	-
Equipment - public safety	29,450	45,118	17,303	24,550	22,259	-
<b>Equipment</b>	<b>29,450</b>	<b>45,118</b>	<b>73,009</b>	<b>24,550</b>	<b>63,602</b>	<b>-</b>
Equipment - public safety	281,817	243,620	-	256,000	244,599	40,000
<b>Capital Outlay</b>	<b>281,817</b>	<b>243,620</b>	<b>-</b>	<b>256,000</b>	<b>244,599</b>	<b>40,000</b>
<b>Totals</b>	<b>3,336,325</b>	<b>3,400,996</b>	<b>3,230,877</b>	<b>3,471,563</b>	<b>3,469,876</b>	<b>3,300,667</b>

#### **FY2021 Budget Highlights**

##### **Personnel Services**

No increase in personnel headcount

##### **Capital Outlay**

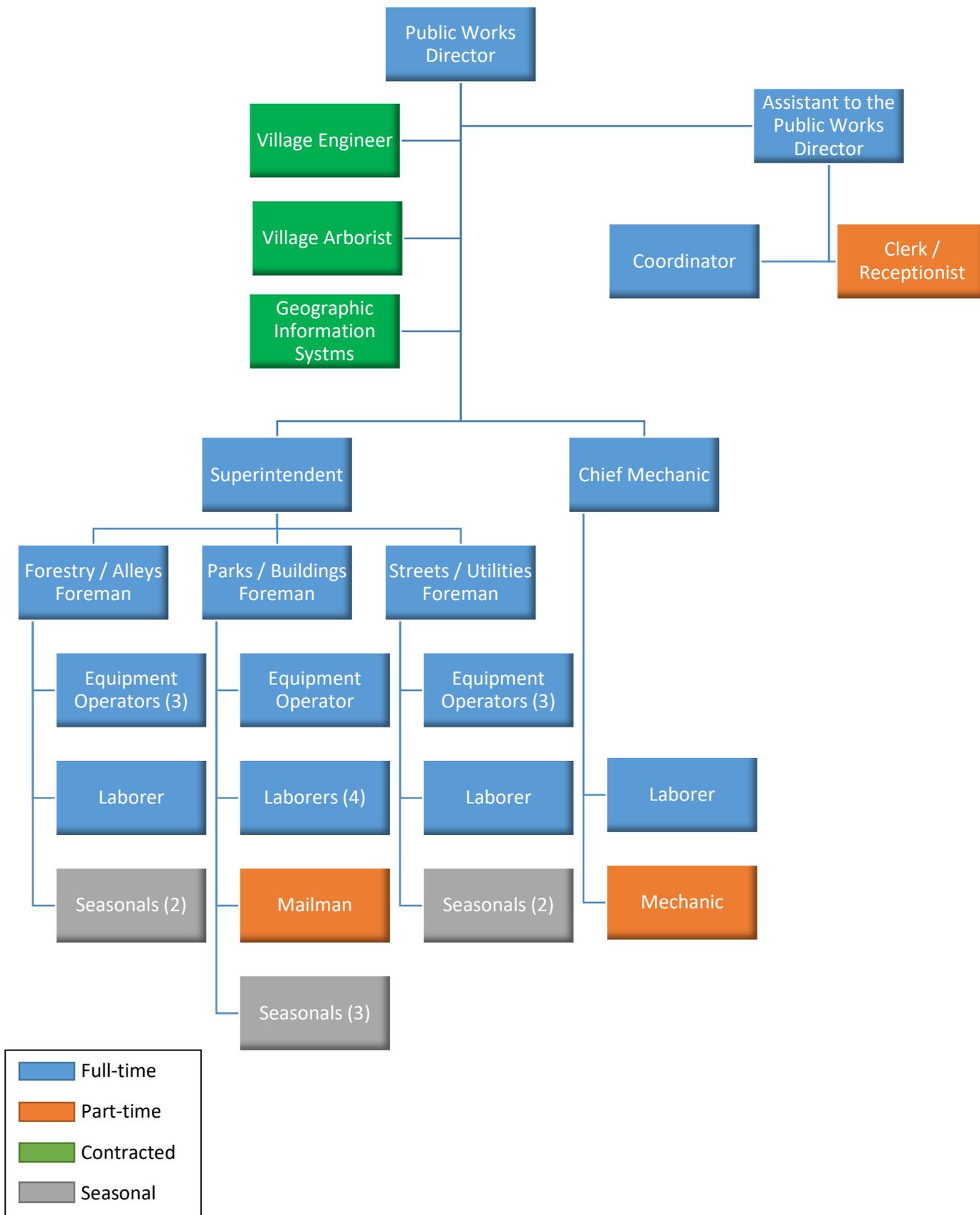
\$40,00 budgeted for replacement of cardiac monitor

# Public Works Department

## Department Description

The Public Works Administration Division plans, organizes, directs, controls, and coordinates all Public Works activities including: street maintenance, maintenance of Village-owned vehicles, and maintenance of Village-owned buildings, operations of the water and sewer system, and parks maintenance. The Department also coordinates with the Village's refuse disposal contractor. In addition, the Department coordinates and complies with all local, state, and federal agencies necessary to ensure the proper maintenance of major arterial roadways and the Village's water distribution and stormwater management systems. The Public Works Department is staffed by 26 full-time employees and three part time employees, four of which comprise the Administration Division.

PUBLIC WORKS ORGANIZATIONAL CHART



## GOALS: Public Works

### Prior Year's Goals Status

**Goal:** On July 23, 2018, the Village entered into a water supply agreement with the City of Evanston. Since then, the Village Engineer has been working to design the necessary infrastructure to connect the Village's potable water system to Evanston's system. Over the next fiscal year, the Public Works Department will work with the Finance Department to secure funding for the project either through a general obligation bond or a combination of an IEPA low interest loan and general obligation bond. Construction will include installation of a 20-inch ductile iron pipe running generally along Oakton and Hamlin Avenues between the City of Evanston and the Village's pump station at Crawford and Schreiber Avenues. The project will also include resurfacing of Village owned streets along the route and replacement of water distribution mains on Hamlin, Lunt, Springfield, and Arthur Avenues.

**Status:** Construction began in the fall of 2019 with the estimated completion date remaining in July of 2020. The contractor has installed the 20-inch transmission main and smaller distribution mains throughout the Village and will continue into the Village of Skokie in the spring, per Skokie's regulations.

**Goal:** Over the next year, the Village will continue to make progress on meeting the goals outlined in the Stormwater Master Plan (SMP). During FY 2019, the Village will construct the North Shore Outfall Sewer project, which includes the installation of a new overflow sewer along North Shore Avenue between Drake Avenue and the North Shore Channel. Additionally, tributary sewers will be installed on Kimball, Columbia, and Spaulding Avenues. This project will be funded, in part, by the MWRD through a cost share agreement. Design of the second stage of the Street Storage program will be completed. The project area is generally described as the area east of Lincoln Avenue (north of Pratt Avenue) and east of Crawford Avenue (south of Pratt Avenue).

**Status:** The storm sewer has been installed along North Shore Avenue from the Channel to Drake Avenue. Installation of the smaller tributary sewers, underground restrictors, and berms will occur over the winter into the spring. Design of the second stage of the street storage is nearing completion by CBBEL.

**Goal:** On June 19, 2018, the Village Board reviewed and accepted the Ad-Hoc Infrastructure Committee's Infrastructure Report & Improvement Plan. The plan calls for all of the Village-owned streets to be resurfaced over a 10 year period, with Year 1 taking place in FY 2019. The first year's program will include streets in the Northeast Industrial District including Morse, Lunt, Ridgeway, Lawndale, and Central Park Avenues along with Longmeadow Avenue between Pratt and Devon, and Monticello Avenue between Lincoln and Devon. Additionally, in conjunction with the transmission main project, 0.77 miles of distribution mains will be replaced on Hamlin, Lunt, Springfield, and Arthur Avenues.

**Status:** The roadway resurfacing work was completed over the summer of 2019 and the installation of the smaller distribution water mains is nearing substantial completion.

**Goal:** The Village's Arboricultural Standards Manual was adopted by the Village Board In February, 2007. The manual is used as a guide for the maintenance of public trees and policies regarding private tree maintenance. The manual includes information such as desirable and undesirable species for planting, processes for evaluating tree removal, and techniques for planting and pruning trees. The manual has not been updated since its inception and is due for a review. Staff will work with the Village's Consulting Arborist to evaluate and revise the manual.

**Status:** This work is set to take place in the spring of 2020 in conjunction with the Village's consulting arborists.

**Goal:** The Public Works Department performs a large variety of maintenance tasks; however, information on these tasks is not always readily available. Additionally, the Department's performance in many areas is difficult to measure as there is not performance indicators tied to measurable outcomes. Over the next year, the Administration Division will work with the Foremen to establish measurable outcomes for each of the major functions of the Department and establish performance indicators that allow the Department to evaluate its effectiveness.

**Status:** The Public Works Performance Measurement Plan was enacted at the beginning of FY 2019. The Public Works Director and Assistant to the Director met with each foreman and the Superintendent to go over the expectations of the program. The Foremen are actively collecting data that will be utilized to enhance the Department's performance. Staff is currently working with MGP to utilize the asset management system as a means of tracking performance.

### Proposed Goals

**Goal:** In the fall of 2019, the Village entered into an agreement with Reliable Contracting and Equipment Company to construct a water transmission main to the City of Evanston for the purchase of potable water. Construction has been ongoing over the fall and winter with the majority of the underground work completed within the Village. The majority of the underground work will occur in the Village of Skokie over the spring. Due to the savings implications for purchasing water from Evanston versus Chicago, completion of this project on time by the completion in July 2020 will be a top priority for the Department. Staff will work closely with the Village Engineer and contractor to monitor the progress of the project.

**Goal:** The North Shore Storm Sewer Project also began construction in the fall of 2019 with completion slated for the summer of 2020. The Village's contractor has installed the majority of the mainline sewer under North Shore Avenue from Drake Avenue to the North Shore Channel. Construction will continue over the winter into the spring and summer to complete the tributary sewers, berms and restrictors, and restoration work. This project was designated as one of the top priorities in the Village's Stormwater Master Plan and is being partially funded by the MWRD through a cost sharing agreement.

**Goal:** In the fall of 2019, the Village contracted with Baxter and Woodman Engineering to evaluate the condition of the Pump House in response to the precautionary boil order issued on June 13, 2019. Baxter and Woodman provided a report to the Village that included a list of high and low priority items to be addressed in future years. Staff will complete the high priority items outlined by Baxter and Woodman in FY 2020, which includes improvements to the automation systems and software upgrades.

**Goal:** The Village seeks to improve the overall quality of life for residents by increasing the Village's stormwater protection during heavy rain events, and take the Village closer to meeting the stated goal of reaching a 10 year level of protection. The street storage pilot area was completed in 2020 with the construction of the North Shore Outfall Sewer and installation of the remaining underground sewer restrictors. The next step in the stormwater master plan calls for completing street storage, which will expand the construction of berms and underground restrictors throughout the remainder of the Village. Stages II and III are scheduled to be constructed in FY 2022 and FY 2023, respectively, at which point, the overall condition of the Village will be reevaluated to determine the stormwater project priority list.

**Goal:** The Village is a member of the GIS Consortium, which is a collaboration of 35 communities that partnered to share GIS services. MGP, Inc., the service provider for the consortium will be releasing a new mapping software to replace the aging MapOffice additionally, they will be continuing to implement asset management software designed to help communities track assets and measure performance. Staff will implement both programs as well as train employees on how to properly utilize the programs.

## FY 2021 BUDGET | PUBLIC WORKS ADMINISTRATION DIVISION

### Performance Measures

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Service Requests</b>				
Animal Control Requests	36	37	28	28
Refuse Service Requests	307	310	320	320
Other Service Requests	3,063	2,900	3,000	3,000
Total Service Requests	3,408	3,247	3,348	3,348
<b>Staff Trainings (Total Training Sessions)</b>	45	63	60	60

## BUDGET ANALYSIS

### Public Works Administration

400

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time salaried	107,037	147,347	157,068	222,350	217,000	226,250
Wages - full time hourly	55,849	58,343	84,940	63,500	63,500	64,700
Wages - Part time hourly	22,744	22,202	14,374	30,125	24,000	39,596
Wages - overtime 1.5X	-	-	-	2,050	-	2,091
Educational stipend	1,334	1,475	1,570	2,010	2,000	2,027
Phone Stipend	406	525	540	540	540	540
Employer FICA	11,077	13,418	15,017	19,842	18,000	20,749
Employer Medicare	2,591	3,138	3,512	4,641	4,641	4,853
Employer IMRF	20,558	24,159	22,157	22,915	22,915	29,057
Insurance - group life & AD&D	656	777	767	960	960	974
Insurance - group medical	34,161	37,997	52,476	62,844	66,799	71,235
Insurance - group dental	3,315	3,217	4,266	4,750	4,850	5,053
Insurance - workers compensation	6,656	7,554	7,277	9,601	9,601	10,040
<b>Personnel Services</b>	<b>266,384</b>	<b>320,152</b>	<b>363,964</b>	<b>446,128</b>	<b>434,806</b>	<b>477,165</b>
Other contract labor	15,588	13,123	27,868	16,000	19,500	19,000
Animal control	2,948	2,900	1,110	6,000	1,600	5,000
<b>Contractual Services</b>	<b>18,536</b>	<b>16,023</b>	<b>28,978</b>	<b>22,000</b>	<b>21,100</b>	<b>24,000</b>
R&M - communications equipment	772	-	-	300	-	300
R&M - office equipment	703	777	695	800	905	905
Advertising	277	166	5,442	350	300	300
Intergovernmental Fees and Due	2,301	2,250	-	2,250	2,250	2,250
Professional associations	1,012	338	296	700	500	500
Training	2,408	1,465	975	1,500	1,100	1,500
Books & publications	193	-	22	75	75	-
Fuel	269	604	244	500	250	500
Office supplies	1,403	1,469	2,837	3,650	3,200	3,250
Program supplies	7,527	6,219	7,377	6,250	6,200	6,250
Green Initiatives	173	-	-	200	-	200
<b>Commodities</b>	<b>17,037</b>	<b>13,287</b>	<b>17,888</b>	<b>16,575</b>	<b>14,780</b>	<b>15,955</b>
Conference and Meeting Registration	175	-	756	600	550	825
Local mileage, parking & tolls	63	256	91	150	300	200
Lodging	-	-	691	600	1,067	900

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Meals		425	654	200	120	200
Purchased Transportation		-	103	500	418	600
<b>Meetings and Travel</b>	<b>238</b>	<b>681</b>	<b>2,294</b>	<b>2,050</b>	<b>2,455</b>	<b>2,725</b>
<b>Totals</b>	<b>302,194</b>	<b>350,144</b>	<b>413,123</b>	<b>486,753</b>	<b>473,141</b>	<b>519,845</b>

<b>FY2021 Budget Highlights</b>
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**Personnel Services**

No increase in personnel headcount

# 410 — Public Works Vehicle Maintenance

## Activity Description

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

**FY 2021 BUDGET | PUBLIC WORKS VEHICLE MAINTENANCE DIVISION**

**Performance Measures**

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Fleet Maintenance</b>				
P.M.*-Pieces of Equipment	800	650	800	800
P.M.*-Hours	1,750	1,550	1,700	1,700
<b>Repairs</b>				
Small Engine Repairs	95	389	120	120
Body Repairs	2	1	1	1
Total Repairs	97	390	121	121
<b>Equipment Rebuilding</b>				
Street Sweeper	1	2	2	2
Tractors	1	0	1	1
Lawn Mowers	5	5	5	5
Total Equipment Rebuilds	7	7	8	8

\* Preventative Maintenance

## BUDGET ANALYSIS

### Public Works Vehicle Maintenance

410

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time hourly	145,703	150,686	155,421	160,100	160,240	164,380
Part Time Employee	15,701	21,805	27,355	26,700	25,500	27,700
Wages - overtime 1.5X	523	528	1,250	3,800	3,800	3,876
Wages - overtime 2X	-	1,087	373	1,100	1,100	1,122
Uniform allowance	539	1,351	1,838	1,350	1,350	1,350
Employer FICA	9,699	10,364	10,859	11,969	11,969	12,303
Employer Medicare	2,268	2,424	2,540	2,799	2,799	2,877
Employer IMRF	18,180	18,585	16,362	13,822	13,822	17,759
Insurance - group life & AD&D	422	410	365	499	499	512
Insurance - group medical	15,563	23,635	27,017	29,579	29,579	31,915
Insurance - group dental	1,734	2,231	2,411	2,474	2,474	2,474
Insurance - workers compensation	5,190	5,232	5,560	5,792	5,792	5,983
<b>Personnel Services</b>	<b>215,522</b>	<b>238,338</b>	<b>251,350</b>	<b>259,984</b>	<b>258,924</b>	<b>272,251</b>
R&M - public works equipment	9	20,447	-	1,500	1,200	1,500
R&M - vehicles	724	1,479	523	700	500	500
Professional Associations	-	-	30	100	100	100
Training	720	62	450	1,000	1,000	1,850
Books and Publications	-	-	256	100	100	100
Fuel	2,229	691	706	700	1,500	800
Lubricants and Fluids	1,049	498	247	1,200	500	1,000
Program supplies	20,717	9,929	37,820	50,800	50,500	34,250
<b>Commodities</b>	<b>25,448</b>	<b>33,106</b>	<b>40,033</b>	<b>56,100</b>	<b>55,400</b>	<b>40,100</b>
<b>Totals</b>	<b>240,970</b>	<b>271,444</b>	<b>291,382</b>	<b>316,084</b>	<b>314,324</b>	<b>312,351</b>

<b>FY2021 Budget Highlights</b>
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**Personnel Services**

No increase in personnel headcount

## 420 — Public Works Building Maintenance

### Activity Description

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

**FY 2021 BUDGET | PUBLIC WORKS BUILDING MAINTENANCE DIVISION**

Performance Measures

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Service Requests</b>	1850	1830	1850	1850

## BUDGET ANALYSIS

### Public Works Building Maintenance

420

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time hourly	73,551	89,576	105,061	94,725	96,200	99,820
Part Time Employee	17,625	14,979	13,874	20,700	23,000	23,400
Wages - overtime 1.5X	5,413	3,150	506	5,388	5,388	5,496
Wages - overtime 2X	2,041	1,310	363	3,913	3,913	3,987
HSA	211	-	-	1,080	-	1,080
Uniform allowance	104	-	-	1,013	1,013	1,013
Employer FICA	5,468	6,347	6,885	7,775	7,775	8,202
Employer Medicare	1,279	1,484	1,610	1,818	1,818	1,918
Employer IMRF	10,646	11,496	10,702	8,979	8,979	11,968
Insurance - group life & AD&D	-	-	-	376	376	397
Insurance - group medical	18,422	22,433	24,978	26,867	26,867	30,023
Insurance - group dental	1,812	2,077	2,209	2,243	2,243	2,229
Insurance - workers compensation	3,306	3,622	3,547	3,762	3,762	3,969
<b>Personnel Services</b>	<b>139,878</b>	<b>156,475</b>	<b>169,737</b>	<b>178,639</b>	<b>181,334</b>	<b>193,502</b>
Consulting		-	-	-	-	75,000
Janitorial	33,985	34,310	33,760	34,400	33,760	34,400
<b>Contractual Services</b>	<b>33,985</b>	<b>34,310</b>	<b>33,760</b>	<b>34,400</b>	<b>33,760</b>	<b>109,400</b>
R&M - buildings	176,449	190,015	260,684	181,180	165,000	126,760
R&M - vehicles	-	326	-	500	300	500
Equipment Rental	131	-	104	300	300	300
Training	-	-	-	500	400	1,100
Fuel	1,498	2,115	1,448	1,500	850	1,550
Landscaping supplies	1,781	4,228	3,849	5,000	4,500	5,000
Program supplies	29,065	21,873	22,673	22,500	22,000	22,500
Small Tools	490	1,208	1,520	1,100	1,100	1,400
Utilities - government building	34,567	33,355	37,965	20,000	20,000	20,000
<b>Commodities</b>	<b>243,982</b>	<b>253,119</b>	<b>328,243</b>	<b>232,580</b>	<b>214,450</b>	<b>179,110</b>
Building Improvements		-	-	-	-	95,000
Equipment - Other	-	16,714	54,491	12,000	10,250	28,000
<b>Capital Outlay</b>	<b>-</b>	<b>16,714</b>	<b>54,491</b>	<b>12,000</b>	<b>10,250</b>	<b>123,000</b>

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
<b>Totals</b>	<b>417,845</b>	<b>460,618</b>	<b>586,230</b>	<b>457,619</b>	<b>439,794</b>	<b>605,012</b>

<b>FY2021 Budget Highlights</b>
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**Personnel Services**

No increase in personnel headcount

**Contractual Services**

\$75,000 budgeted for design of improvements for capital projects

**Capital Outlay**

\$95,000 budgeted for shooting range improvements

\$28,000 budgeted for replacement of Truck #29

## 440 — Public Works Streets Maintenance

### Activity Description

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

## FY 2021 BUDGET | PUBLIC WORKS STREETS, TREES & ALLEYS DIVISION

### Performance Measures

	Actual 2018	Actual 2019	Estimated 2020	Projected 2021
<b>Street Maintenance</b>				
Signs Replaced	34	32	35	35
Pavement Markings (Lineal Feet)	35,000	25,000	20,000	20,000
Asphalt Patching (tons)	400	633	650	600
Sidewalks Repaired (Square Feet)	13,600	15,000	10,000	13,000
<b>Alleys</b>				
Miles Maintained	11	11	11	11
<b>New Construction Inspections</b>				
Sidewalks	16	16	17	18
Street Openings	15	15	16	17
Street Patching	20	20	20	20
Total Inspections	51	51	53	55
<b>Forestry Maintenance</b>				
Trees Trimmed	1,247	1,342	1,250	1,300
<b>Plantings</b>				
Trees	152	149	160	165
<b>Removals</b>				
Trees	103	132	110	105
Stumps	64	132	110	105
Total Removals	167	264	220	210

## BUDGET ANALYSIS

### Public Works Street Maintenance

440

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time hourly	486,027	487,637	516,267	511,249	511,249	531,500
Wages - seasonal hourly	33,291	22,701	21,661	29,000	32,000	26,000
Wages - overtime 1.5X	21,107	29,421	40,166	27,150	27,150	27,606
Wages - overtime 2X	16,368	18,044	14,547	8,600	8,600	8,772
HSA Savings Acct	2,522	-	-	1,440	-	5,040
Opt Out Ins	3,600	2,900	1,200	1,200	1,200	1,200
Uniform allowance	4,235	3,806	4,231	5,063	5,063	5,063
Employer FICA	32,949	32,420	33,964	36,026	36,026	37,134
Employer Medicare	7,705	7,582	7,943	8,426	8,426	8,685
Employer IMRF	58,403	55,513	48,965	39,528	39,528	51,825
Insurance - group life & AD&D	1,130	1,129	852	1,656	1,656	1,719
Insurance - group medical	70,847	89,767	118,263	120,795	118,000	130,350
Insurance - group dental	7,022	8,033	9,914	9,534	9,534	9,534
Insurance - workers compensation	16,613	16,934	17,752	17,432	17,432	17,968
<b>Personnel Services</b>	<b>761,819</b>	<b>775,888</b>	<b>835,723</b>	<b>817,099</b>	<b>815,864</b>	<b>862,396</b>
Landscaping services	55,811	32,238	66,973	77,400	56,000	77,000
Street lights & traffic signal	30,261	8,314	24,486	30,000	30,000	30,000
<b>Contractual services</b>	<b>86,072</b>	<b>40,553</b>	<b>91,459</b>	<b>107,400</b>	<b>86,000</b>	<b>107,000</b>
Garbage & recycling	985,348	1,013,787	1,059,633	1,135,060	1,065,000	1,135,000
<b>Refuse Services</b>	<b>985,348</b>	<b>1,013,787</b>	<b>1,059,633</b>	<b>1,135,060</b>	<b>1,065,000</b>	<b>1,135,000</b>
R&M - Public Works Equipment	1,222	1,283	1,426	1,500	1,500	1,500
R&M - vehicles	58,743	70,562	47,802	50,000	62,000	50,000
Training	2,117	1,895	1,169	3,150	3,150	3,950
Other Contractual	14,085	12,910	10,955	9,500	13,000	12,000
Fuel	19,633	23,033	26,136	26,000	24,000	26,800
Lubricants & fluids	1,291	1,418	1,558	2,000	1,800	2,000
Landscaping supplies	12,352	12,074	13,700	11,500	11,000	13,500
Program supplies	22,315	32,285	34,702	13,500	28,000	27,500
Small tools	15,211	10,855	19,000	16,900	17,000	15,500
Street materials - aggregate	14,969	5,792	114	16,000	7,000	16,000
Street materials - salt & sand	39,633	60,228	63,180	62,000	118,900	120,000
Street materials - signs & bar	9,977	11,562	13,042	8,000	11,500	7,500
Street Materials - Other	-	-	2,877	3,500	2,800	2,500
Utilities - public way	146,041	155,127	166,570	128,000	145,000	145,000

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
<b>Commodities</b>	<b>357,588</b>	<b>399,024</b>	<b>402,232</b>	<b>351,550</b>	<b>446,650</b>	<b>443,750</b>
Street system construction/improvement	79,744	85,000	49,235	55,000	55,000	60,000
Equipment - Other		90,333	87,543	189,540	168,226	65,000
<b>Capital Outlay</b>	<b>79,744</b>	<b>175,333</b>	<b>136,778</b>	<b>244,540</b>	<b>223,226</b>	<b>125,000</b>
	-					
<b>Totals</b>	<b>2,270,571</b>	<b>2,404,584</b>	<b>2,525,823</b>	<b>2,655,649</b>	<b>2,636,740</b>	<b>2,673,146</b>

#### **FY2021 Budget Highlights**

##### **Personnel Services**

No increase in personnel headcount

##### **Capital Outlay**

\$60,000 budgeted for sidewalk replacement

658,000 budgeted for replacement of Truck #25

## 430 — Public Works Park Maintenance

### Activity Description

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

## FY 2021 BUDGET | PUBLIC WORKS PARK MAINTENANCE DIVISION

### Performance Measures

	Actual 2018	Actual 2019	Estimated 2020	Projected 2021
<b>Parks</b>				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Square Feet)	2,000	2,000	2,000	2,000
Playground Equipment Repaired	83	90	90	90
Playground Equipment Replaced	50	60	60	60
<b>Plantings</b>				
Flowers	550	550	600	620
Shrubs	200	200	150	150
Total Plantings	750	750	750	770

## BUDGET ANALYSIS

### PW Park Maintenance

430

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time hourly	244,996	232,405	215,393	240,795	240,000	248,325
Wages - seasonal hourly	11,485	34,421	15,496	41,000	35,000	40,000
Wages - overtime 1.5X	17,120	11,798	10,402	9,313	13,000	9,500
Wages - overtime 2X	7,718	12,258	13,372	6,488	11,000	6,617
HSA	708	-	-	1,080	-	1,080
Opt Out Ins	2,160	2,160	2,160	2,160	2,160	2,160
Uniform allowance	4,081	4,152	4,338	2,869	3,000	2,869
Employer FICA	15,722	17,130	15,042	18,629	18,900	19,053
Employer Medicare	3,677	4,006	3,518	4,356	4,500	4,456
Employer IMRF	27,487	25,314	21,323	18,578	19,000	24,131
Insurance - group life & AD&D	712	691	859	778	750	802
Insurance - group medical	62,446	58,328	49,548	53,864	59,000	61,288
Insurance - group dental	8,266	6,671	6,010	6,166	6,000	6,120
Insurance - workers compensation	8,039	8,268	8,477	9,014	9,014	9,219
<b>Personnel Services</b>	<b>414,618</b>	<b>417,602</b>	<b>365,939</b>	<b>415,090</b>	<b>421,324</b>	<b>435,620</b>
Contract Maintenance	32,562	23,926	21,197	25,000	21,000	25,000
R&M - buildings	-	46	423	2,400	1,500	3,200
R&M - Recreation equipment	8,298	2,498	6,389	9,500	8,000	8,500
R&M - vehicles	16,441	21,784	19,456	20,000	20,000	20,000
R&M - Other equipment	-	-	-	500	1,300	500
Equipment rental	420	-	942	500	300	500
Training	1,021	580	1,597	1,000	1,000	1,600
Fuel	11,547	11,188	10,483	14,500	11,200	15,000
Lubricants & fluids	1,288	1,373	1,341	1,300	1,300	1,300
Landscaping supplies	7,217	9,590	4,113	8,000	11,500	8,000
Program supplies	43,477	37,220	47,613	42,900	42,000	37,700
Small tools	4,842	10,242	6,641	6,600	5,500	7,000
Utilities - government building	3,318	3,549	4,166	4,000	4,000	4,000
<b>Commodities</b>	<b>130,429</b>	<b>121,997</b>	<b>124,360</b>	<b>136,200</b>	<b>128,600</b>	<b>132,300</b>
Park Construction & Improvement	128,616	101,472	224,551	135,000	40,075	192,300
Equipment - other	12,400	25,692	18,112	8,750	8,289	22,000
<b>Capital Outlay</b>	<b>141,016</b>	<b>127,164</b>	<b>242,663</b>	<b>143,750</b>	<b>48,364</b>	<b>214,300</b>
<b>Totals</b>	<b>686,062</b>	<b>666,763</b>	<b>732,961</b>	<b>695,040</b>	<b>598,288</b>	<b>782,220</b>

<b>FY2021 Budget Highlights</b>
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**Personnel Services**

No increase in personnel headcount

**Capital Outlay**

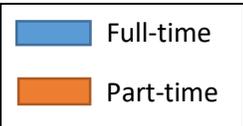
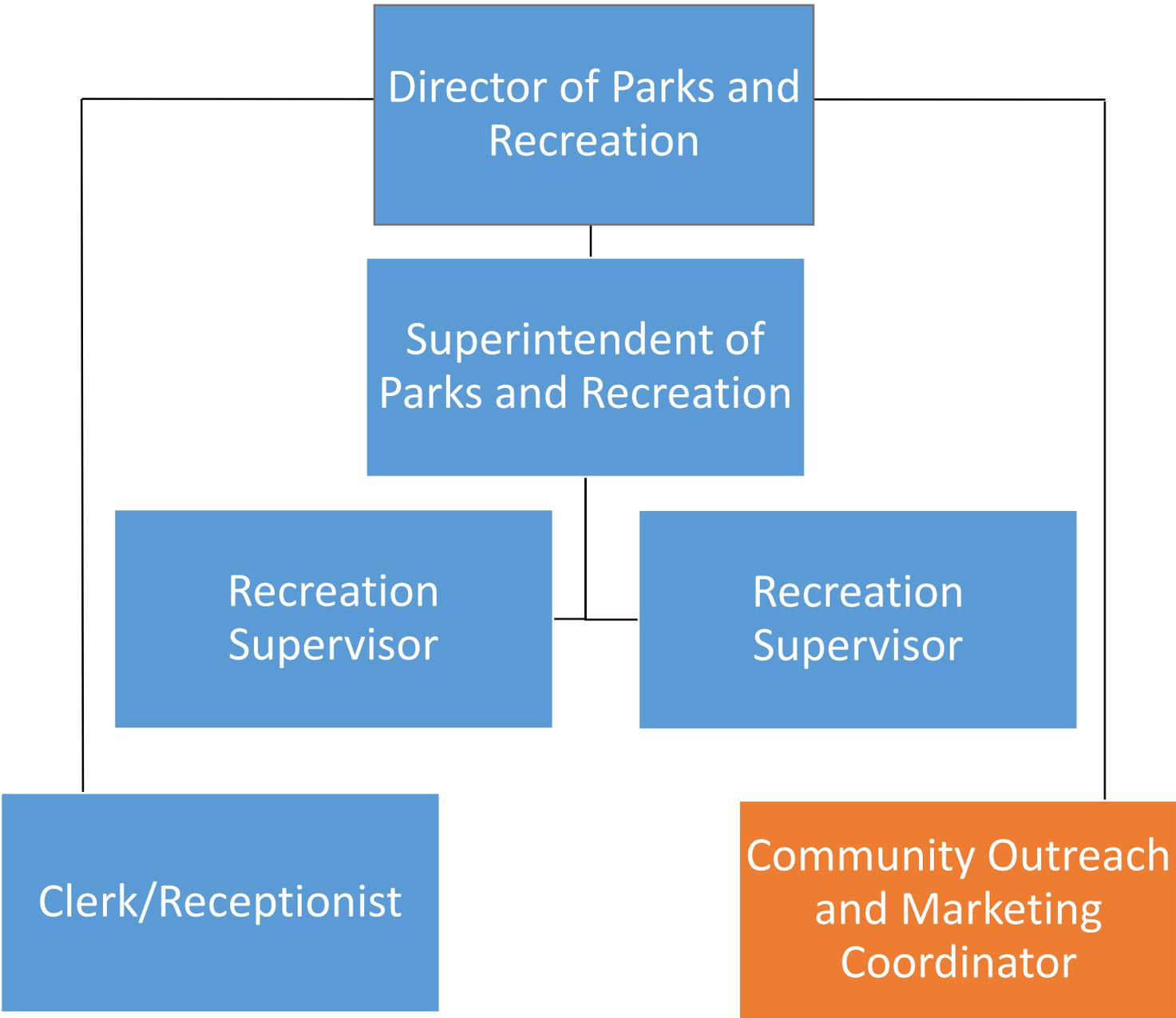
\$185,000 budgeted for reconstruction of tennis  
and basketball courts

# Parks and Recreation Department

## Department Description

This budget accounts for the expenditures required to plan and implement the general recreation programs and recreational facilities managed by the Department. The Department goal is to provide a wide range of programs for individuals of all ages, abilities, interests, and cultures in the areas of sports, trips, after-school, camps, teens, adults, seniors, aquatic activities, and special events. Eleven neighborhood parks and two larger parks, Proesel and Centennial Park, are planned for and maintained through the Department. The Department manages the Proesel Park Family Aquatic Center and the Community Center. The Department is staffed by five full-time employees and approximately 250 part-time and seasonal employees.

PARKS AND RECREATION ORGANIZATIONAL CHART



## GOALS: Parks and Recreation Department

### Prior Year's Goals Status

**Goal:** Increase awareness of the programs and events offered through the Parks and Recreation Department by continuing to install promotional sign frames in the parks that market Lincolnwood Parks and Recreation Department services.

**Status:** Promotional sign frames were installed in Proesel Park, near the playground and aquatic center. Additional sign frames will be developed and installed in spring 2020.

**Goal:** Continue to work on achieving the IPRA Distinguished Agency status through completing the renewal process. The department achieved the original status in 2014 and it will expire at the end of 2019. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for residents and to recognize those agencies that provide this quality.

**Status:** The Parks and Recreation Department is committed to providing quality recreation opportunities. The Department elected to allow the Distinguished Agency status to expire in December 2019, due in part to turnover in staff since gaining the status in 2014 and the loss of consistency in the documentation of some accreditation standards that can take place when an agency experiences turnover. Moving forward, the Department will further assess the distinguished agency accreditation and application process to ensure the process can be conducted efficiently, without affecting ongoing priorities and operations, and that a structured plan for continued success in maintaining this status can be put into place prior to any future application being submitted.

**Goal:** Review and update the department strategic plan to cover the next three fiscal years. The plan will provide direction in serving the community for a three-year period from 2020 through 2023. It will be the Parks and Recreation Department's vision for the community as we strive to be more effective and responsive in our quest to promote a feeling of community and stewardship and fulfill our mission to provide safe, quality programs, green spaces and facilities.

**Status:** This process has been put on hold and will proceed with the guidance of the Village's Strategic Plan. The strategic priorities of the prior plan continue to serve as a guide to the Department during the transitional time.

**Goal:** Develop a transition plan to implement the lifeguard certification training program that was recommended as a result of the review that was complete during FY 2018. If it's determined to move forward with the current lifeguard certification program, staff will take advantage of all auditing services offered through Red Cross. If it's determined that a new lifeguard certification program is needed to, staff will develop a plan to implement the new program with the 2020 aquatic season.

**Status:** A variety of lifeguard certification training programs were evaluated. A change in providers is not being recommended at this time. Incorporation of the American Red Cross auditing services will be implemented during the 2020 aquatic center season.

**Goal:** Review and update the department sponsorship opportunities to ensure the sponsorship program is structured to attract and retain quality sponsors for department programs and events. The sponsorship program helps to support programs and events through the department.

**Status:** The evaluation of the sponsorship opportunities has been continuous; mutually beneficial updates in the program have been identified and implemented. This project will continue into FY 2021 and adjustments will continue to be made as the Department cycles through updated and new events.

**Goal:** In an effort to address the declining participation in the Club Kid after school program, develop and implement a marketing campaign to promote program and develop a plan to make the registration process for Club Kid more convenient and customer friendly.

**Status:** The registration process for Club Kid was adjusted to allow parents the convenience of applying and completing paperwork via email instead of in-person in August 2019. In an effort to rebrand the program, Club Kid will be renamed “LEAP: Learning, Enrichment, Art, Play” effective at the beginning of the 2020/2021 school year. The marketing campaign for the new program will begin in spring 2020, when the new program name and pillars are revealed as part of the summer program guide.

**Goal:** The current Community Center rental process will be reviewed, and streamlined to ensure customer convenience and improved customer service. This will contribute to improved customer service and the ability to maximize the number rentals booked throughout the fiscal year.

**Status:** The Department identified potential stressors for customers related to the rental process and worked to ease the process. Thus far, changes have been made to allow potential renters to “hold” the space over the phone for two days and to receive information regarding rentals via email. Staff will continue to assess practices to determine if additional steps can be taken to ease the process while maintaining necessary procedural steps.

### Proposed Goals

**Goal:** The Parks and Recreation Department will protect, maintain, and ensure safe surfacing on aquatic center water slides and kiddie pool play feature by installing a new gel coat on the interior of the slides, painting the exterior of the slides, and painting the kiddie pool play feature.

**Goal:** The Parks and Recreation Department will conduct an assessment of after school program and club options for Lincolnwood middle school students in an effort to identify service gaps. Staff will strive to fill service gaps by providing a minimum of two new programs for middle school students during out-of-school time.

**Goal:** Conduct a survey of the current and former participants of the Park and Recreation Department's early childhood programs in an effort to determine optimal days and times to offer programs for this demographic. At least one program per season will be to the Park and Recreation Department's program portfolio based on this feedback.

**Goal:** Continue to review and update the Parks and Recreation Department sponsorship opportunities to ensure the sponsorship program is structured to attract and retain quality sponsors for department programs and events. Based on observations and experience of a full year cycle of sponsorships, staff will update the existing program and documents to best serve the needs of the Parks Department.

**Goal:** The Parks and Recreation Department will conduct an ongoing evaluation of programs and events offered throughout the year to determine which programs shall be continued or discontinued in each seasonal program guide. The main evaluation factors will include participation, cost recovery, and participant satisfaction. Community member ideas will be pursued through an idea/suggestion form on the Department's website, which will be available at all times and will be publicized as the Department plans for upcoming program guides. New programs and events will be developed based on observed trends, feedback, and identified service gaps when financially and spatially feasible.

## FY 2021 BUDGET | PARKS AND RECREATION DEPARTMENT

### Performance Measures

	Actual 2018	Actual 2019	Estimated 2020	Projected 2021
<b>Toddler/Youth Programs</b>				
Number of Programs	31	49	46	45
<b>Adult/Family Programs</b>				
Number of Programs	20	16	21	20
<b>Special Events</b>				
Number of Programs	16	16	20	20
<b>Park Patrol</b>				
Number of public contacts	1,500	1,500	1,500	1,500
<b>Turkey Trot</b>				
Number of Participants	2,112	1,947	1,865	2,100
<b>Club Kid</b>				
Number of Participants	37	39	31	35
<b>Camp</b>				
Total Number of Programs	17	15	15	16
Total Number of Participants	1,498	1,466	1,415	1,450
<b>Softball</b>				
Total Number of Teams	11	15	11	11
<b>Pool Memberships</b>				
Daily Admissions	37,940	38,555	31,972	40,000
Memberships	3,698	3,526	3,373	3,500
<b>Swim Lessons</b>				
Number of Classes	10	12	12	12
Number of Participants	336	297	281	290
<b>Swim Team</b>				
Number of Participants	168	154	161	160
<b>Teen Programs</b>				
Number of Programs	1	6	6	6
<b>Senior</b>				
Club Memberships	45	38	52	50
Programs/Classes (Ex.)	95	95	95	95
Trips/Events	52	52	52	52
Subsidized Taxi Membership	10	6	3	5
<b>Community Center Rentals</b>				
Number of Rentals	114	121	120	120

## BUDGET ANALYSIS

### Parks and Recreation Administration

500

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - full time salaried	170,051	155,091	173,564	175,220	115,000	169,280
Wages - full time hourly	22,395	19,788	20,027	20,800	20,800	21,650
Wages - part time hourly	41,655	48,919	23,879	18,410	19,100	21,800
HSA Savings Acct.	330	-	-	720	-	-
Educational stipend	1,652	1,926	2,043	1,919	1,919	1,866
Opt Out Ins	2,500	2,500	2,760	3,264	1,800	2,400
Phone Stipend	942	821	468	504	350	504
Tuition Reimbursement	1,181	-	-	-	-	-
Employer FICA	14,760	13,970	13,664	13,414	11,000	13,336
Employer Medicare	3,451	3,267	3,195	3,137	2,500	3,119
Employer IMRF	30,377	27,078	20,203	15,491	12,500	18,867
Insurance - group life & AD&D	875	1,156	996	648	675	675
Insurance - group medical	13,909	12,839	14,396	10,535	13,700	30,650
Insurance - group dental	1,438	1,149	1,588	1,275	1,600	2,225
Insurance - workers compensation	7,123	7,857	6,702	6,439	6,439	6,453
<b>Personnel Services</b>	<b>312,639</b>	<b>296,361</b>	<b>283,486</b>	<b>271,776</b>	<b>207,383</b>	<b>292,825</b>
R&M - office equipment	5,605	5,625	5,334	6,000	5,500	6,000
Advertising	90	2,809	996	2,000	2,000	2,000
Printing & copying services	18,440	11,118	11,221	11,500	11,500	12,000
Professional associations	2,244	3,447	1,947	2,550	2,300	2,500
Training	319	-	579	500	1,050	500
Other contractual	6,952	6,902	8,136	8,800	23,000	8,500
Office supplies	5,462	5,828	5,585	5,000	5,000	5,000
Postage	886	3,175	6,477	5,000	4,500	5,000
Credit card Processing Fees	15,534	15,152	12,442	13,000	13,000	13,000
Program supplies	267	194	1,020	500	500	500
<b>Commodities</b>	<b>55,799</b>	<b>54,249</b>	<b>53,739</b>	<b>54,850</b>	<b>68,350</b>	<b>55,000</b>
Conference & meeting registration	2,516	3,985	1,975	2,985	2,000	3,000
Local mileage, parking & tolls	63	2,251	805	1,100	1,100	1,100
Lodging	-	1,294	168	800	762	900
Meals	667	825	535	1,000	700	900
<b>Meetings and Travel</b>	<b>3,246</b>	<b>8,355</b>	<b>3,483</b>	<b>5,885</b>	<b>4,562</b>	<b>5,900</b>
<b>Totals</b>	<b>371,684</b>	<b>358,965</b>	<b>340,708</b>	<b>332,511</b>	<b>280,295</b>	<b>353,725</b>

**FY2021 Budget Highlights**

**Personnel Services**

No increase in personnel headcount

# 502—Youth/Tot

## Activity Description

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

## BUDGET ANALYSIS

### PR Youth/Tot

502

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - seasonal hourly	3871	3,906	3,393	3,897	3,897	4,000
Employer FICA	241	251	200	242	242	248
Employer Medicare	56	59	47	57	57	58
Insurance - workers compensation	150	150	158	150	150	120
<b>Personnel Services</b>	<b>4318</b>	<b>4,366</b>	<b>3,798</b>	<b>4,346</b>	<b>4,346</b>	<b>4,426</b>
Purchased program services	7147	8,648	9,856	18,993	13,537	19,100
Program supplies	235	1,263	66	400	100	400
<b>Commodities</b>	<b>7382</b>	<b>9,911</b>	<b>9,921</b>	<b>19,393</b>	<b>13,637</b>	<b>19,500</b>
<b>Totals</b>	<b>11,700</b>	<b>14,277</b>	<b>13,719</b>	<b>23,739</b>	<b>17,983</b>	<b>23,926</b>

# 503—Adult/Fitness Programs

## Activity Description

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

## BUDGET ANALYSIS

### PR Adult Fitness

503

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Purchased program services	32,215	30,474	24,977	32,018	34,147	33,810
Advertising	150	-	10	50	50	50
Program supplies		56	22	450	20	350
Concessions and Food	1,853	-	-	-	-	-
<b>Commodities</b>	<b>34,218</b>	<b>30,530</b>	<b>25,009</b>	<b>32,518</b>	<b>34,217</b>	<b>34,210</b>
<b>Total</b>	<b>34,218</b>	<b>30,530</b>	<b>25,009</b>	<b>32,518</b>	<b>34,217</b>	<b>34,210</b>

# 504—Special Events

## Activity Description

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

## BUDGET ANALYSIS

### PR Special Events

504

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - seasonal hourly	25	120	402	730	200	200
Employer FICA	2	7	9	45	42	12
Employer Medicare	1	2	2	11	9	3
Insurance - workers compensation	30	30	22	22	22	6
<b>Personnel Services</b>	<b>57</b>	<b>159</b>	<b>435</b>	<b>808</b>	<b>273</b>	<b>221</b>
Purchased program services	21,970	18,785	16,708	19,550	15,131	18,075
Advertising	266	1,272	3,354	2,875	2,125	2,875
Printing & copying services	195	463	1,314	1,500	1,416	1,500
Concessions & food	3,203	4,183	4,902	5,416	4,750	5,191
Program supplies	4,592	4,607	8,387	7,462	10,592	7,165
Other materials & supplies	2,120	538	921	600	600	600
<b>Commodities</b>	<b>32,346</b>	<b>29,848</b>	<b>35,586</b>	<b>37,403</b>	<b>34,614</b>	<b>35,406</b>
<b>Totals</b>	<b>32,404</b>	<b>30,008</b>	<b>36,021</b>	<b>38,211</b>	<b>34,887</b>	<b>35,627</b>

# 505—Athletic

## Activity Description

A variety of athletic programs are offered such as Friday night and Saturday morning open gym, the Central Suburban programs, and the Lincolnwood International Soccer Academy. These programs are planned by the department staff and the expenses allocated in this budget.

## BUDGET ANALYSIS

### PR Athletic

505

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - seasonal hourly	928	1,411	5	600	600	1,000
Employer FICA	58	86	6	37	37	62
Employer Medicare	13	20	1	9	9	15
Insurance - workers compensation	45	45	18	18	18	30
<b>Personnel Services</b>	<b>1,044</b>	<b>1,563</b>	<b>31</b>	<b>664</b>	<b>664</b>	<b>1,107</b>
Purchased program services	11,257	3,173	5,591	6,580	6,958	7,000
Program supplies	-	2,721	144	350	150	-
<b>Commodities</b>	<b>11,257</b>	<b>5,894</b>	<b>5,735</b>	<b>6,930</b>	<b>7,108</b>	<b>7,000</b>
<b>Total</b>	<b>12,301</b>	<b>7,457</b>	<b>5,765</b>	<b>7,594</b>	<b>7,772</b>	<b>8,107</b>

# 507—Outreach

## Activity Description

The Outreach budget is used to fund department public outreach events (i.e. focus groups for playground renovations) and the Memorial Day Parade band.

## BUDGET ANALYSIS

### Community Outreach

507

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Program supplies	119	905	-	1,550	1,800	1,800
<b>Commodities/Total</b>	<b>119</b>	<b>905</b>	<b>-</b>	<b>1,550</b>	<b>1,800</b>	<b>1,800</b>

# 508—Park Patrol

## Activity Description

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

## BUDGET ANALYSIS

### PR Park Patrol

508

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - seasonal hourly	43,319	51,721	44,394	50,000	45,500	50,000
Employer FICA	2,710	3,190	2,769	3,100	2,821	3,100
Employer Medicare	634	746	648	725	660	725
Insurance - workers compensation	1,650	1,650	1,530	1,500	1,365	1,500
<b>Personnel Services</b>	<b>48,313</b>	<b>57,306</b>	<b>49,341</b>	<b>55,325</b>	<b>50,346</b>	<b>55,325</b>
Telephone	130	366	420	100	132	150
Program supplies	656	-	68	650	861	700
<b>Commodities</b>	<b>786</b>	<b>366</b>	<b>488</b>	<b>750</b>	<b>993</b>	<b>850</b>
<b>Totals</b>	<b>49,098</b>	<b>57,672</b>	<b>49,828</b>	<b>56,075</b>	<b>51,339</b>	<b>56,175</b>

# 509—Turkey Trot

## Activity Description

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

## BUDGET ANALYSIS

### PR Turkey Trot

509

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages Full Time Salaried	7,455	4,181	7,429	8,106	9,786	7,800
Wages - part time hourly	6,751	7,358	7,334	7,043	7,043	7,865
Education Stipend	104	79	114	419	140	78
Phone stipend	-	-	24	-	36	36
Employer FICA	859	695	892	939	1,054	978
Employer Medicare	201	162	209	220	226	229
Employer IMRF	1,512	1,171	1,335	1,085	1,110	1,409
Insurance - group life/ad&d	-	-	-	45	45	47
Insurance - group medical	1,579	1,366	2,265	2,441	2,480	3,322
Insurance - group dental	169	124	181	183	180	239
Insurance - workers compensation	426	426	460	454	454	473
<b>Personnel Services</b>	<b>19,055</b>	<b>15,562</b>	<b>20,242</b>	<b>20,935</b>	<b>22,554</b>	<b>22,476</b>
Purchased program services	10,132	9,241	8,149	8,525	8,200	9,100
Advertising	314	380	457	1,000	1,000	1,000
Equipment rental	5,631	5,719	7,239	7,400	6,700	7,500
Printing & copying services	-	856	433	1,500	1,700	1,600
Awards	200	150	4,809	5,250	4,600	5,250
Concessions & food	1,860	1,159	1,180	1,680	1,300	1,730
Postage	14	873	881	925	1,100	1,100
Program supplies	32,517	25,371	22,614	22,550	22,550	21,950
<b>Commodities</b>	<b>50,667</b>	<b>43,749</b>	<b>45,762</b>	<b>48,830</b>	<b>47,150</b>	<b>49,230</b>
<b>Totals</b>	<b>69,722</b>	<b>59,310</b>	<b>66,004</b>	<b>69,765</b>	<b>69,704</b>	<b>71,706</b>

# 520—Club Kid

## Activity Description

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

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

This budget also accounts for the school break camps, including winter break and spring break camp.

## BUDGET ANALYSIS

### PR Club Kid

520

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages-Full Time Salary	-	-	-	6,110	6,110	6,370
Wages Part Time Hourly	4,839	6,420	45	-	-	-
Wages - Seasonal hourly	25,888	33,638	24,254	30,791	26,000	33,899
Education Stipend	-	-	-	61	60	64
Opt Out Insurance	-	-	-	-	200	240
Employer FICA	1,904	2,410	1,531	2,287	2,000	2,501
Employer Medicare	446	564	358	535	500	585
Employer-IMRF	500	656	24	442	418	576
Insurance- Group Medical	-	-	-	772	700	-
Insurance- Group Dental	-	-	-	62	60	-
Insurance - Workers Compensation	1,176	1,377	1,296	1,107	1,107	193
<b>Personnel Services</b>	<b>34,753</b>	<b>45,065</b>	<b>27,508</b>	<b>42,167</b>	<b>37,155</b>	<b>44,428</b>
Purchased program services	195	3,246	3,803	7,730	4,500	4,600
Telephone	297	180	253	750	750	750
Concessions & food	1,981	2,317	619	4,150	2,500	3,000
Program supplies	99	340	584	850	500	900
Other materials & supplies	488	654	-	500	500	500
<b>Commodities</b>	<b>3,060</b>	<b>6,737</b>	<b>5,259</b>	<b>13,980</b>	<b>8,750</b>	<b>9,750</b>
<b>Totals</b>	<b>37,812</b>	<b>51,802</b>	<b>32,768</b>	<b>56,147</b>	<b>45,905</b>	<b>54,178</b>

# 530—Summer Day Camp

## Activity Description

The Lincolnwood Summer Day Camp program is comprised of 16 different offerings for both residents and non-residents. Day camps are available for children 3 – 14 years of age with varied schedules, including full and half-day as well as full and partial-week registration options. Morning and evening extended care is also available for those wishing to extend the traditional camp day.

Camps are classified as either general recreation or specialty, based on the focus of the daily programming. General recreation camps provide a wide variety of activities including arts and crafts, small and large group games, athletics, field trips and recreational swimming. Specialty camps focus on a specific skill, such as computer programming and sports.

The Lincolnwood Day Camp program is divided into two sessions. The first session is five weeks in length; the second is four weeks. Weekly registration (Pick-a-Week) is designed for parents wishing to customize their camp schedule even further. All of the day camps are based out of Proesel Park.

## BUDGET ANALYSIS

### PR Day Camp Program

530

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages- full time salaried	63,614	48,195	66,362	69,150	69,150	70,850
Wages Full Time Hourly	-	5,424	8,010	8,320	8,320	8,660
Wages - Part Time Hourly	2,555	3,791	3,330	5,700	5,700	7,000
Wages - seasonal hourly	151,741	178,807	171,093	172,000	165,000	197,500
HSA Savings account	378	-	-	720	-	-
Educational Stipend	365	716	852	759	759	778
Opt Out Insurance	-	-	360	-	595	1,200
Phone Stipend	72	42	120	-	180	180
Employer FICA	13,397	14,589	15,315	15,912	15,400	17,666
Employer Medicare	3,134	3,412	3,586	3,711	3,600	4,132
Employer IMRF	7,805	6,197	7,156	5,601	5,601	7,829
Insurance - group life & AD&D	-	-	-	234	-	239
Insurance Group medical	11,203	11,067	13,795	10,968	10,968	14,114
Insurance Group Dental	1,162	994	1,526	1,330	1,330	1,010
Insurance - workers compensation	7,841	7,271	7,485	7,699	7,699	8,544
<b>Personnel Services</b>	<b>263,267</b>	<b>280,506</b>	<b>298,989</b>	<b>302,104</b>	<b>294,302</b>	<b>339,702</b>
Purchased program services	29,212	26,415	32,944	27,500	31,810	29,500
Telephone	1,035	169	299	1,300	1,300	1,300
Training	814	901	543	1,000	395	1,000
Other contractual	1,899	1,930	1,992	2,000	64	2,000
Concessions & food	6,268	4,331	4,234	5,600	5,423	5,600
Postage	-	-	-	150	-	150
Transportation	30,605	25,631	28,508	25,000	30,071	28,000
Credit Card Charges	-	-	-	1,500	1,500	1,500
Program supplies	17,598	12,711	15,219	17,190	18,548	17,620
Local Mileage, parking and tolls	73	-	134	150	-	-
<b>Commodities</b>	<b>87,504</b>	<b>72,087</b>	<b>83,873</b>	<b>81,390</b>	<b>89,111</b>	<b>86,670</b>
<b>Total</b>	<b>350,771</b>	<b>352,593</b>	<b>382,862</b>	<b>383,494</b>	<b>383,413</b>	<b>426,372</b>

# 540—Adult Athletics

## Activity Description

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

## BUDGET ANALYSIS

### Adult Athletics

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540

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Purchased program services	1,989	-	5,344	5,500	4,524	5,500
Awards	2,958	4,869	1,838	1,800	1,194	1,438
Program supplies	616	31	585	600	827	800
<b>Commodities/Totals</b>	<b>5,563</b>	<b>4,900</b>	<b>7,768</b>	<b>7,900</b>	<b>6,545</b>	<b>7,738</b>

# 550—Racquet Sports

## Activity Description

This budget provides the necessary funds for the instructional tennis program, held during the spring, summer, and fall seasons.

## BUDGET ANALYSIS

### PR Racquet Sports

550

<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Projected</b>	<b>2021 Adopted</b>
Purchased program services	9,919	5,910	7,497	8,799	3,231	6,458
Program Supplies	-	86	823	-	-	-
<b>Commodities/Totals</b>	<b>9,919</b>	<b>5,996</b>	<b>8,320</b>	<b>8,799</b>	<b>3,231</b>	<b>6,458</b>
<b>Totals</b>	<b>9,919</b>	<b>5,996</b>	<b>8,320</b>	<b>8,799</b>	<b>3,231</b>	<b>6,458</b>

# 560—Aquatic Center

## Activity Description

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

## BUDGET ANALYSIS

### PR Aquatic Center

560

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages- full time salaried	62,224	63,782	49,622	57,900	60,108	61,500
Wage - Part time hourly	11,711	16,719	14,671	14,020	14,020	15,660
Wages - seasonal hourly	192,494	193,146	213,286	227,600	210,000	249,038
Educational Stipend	621	727	80	67	81	69
Phone Stipend	72	42	-	-	-	-
Employer FICA	16,382	16,959	16,972	18,574	17,616	20,229
Employer Medicare	3,832	3,966	3,971	4,344	4,120	4,731
Employer IMRF	7,764	8,429	5,521	5,154	5,200	5,811
Insurance - group life & AD&D	-	-	-	199	199	211
Insurance - Group medical	5,370	13,352	6,730	10,000	8,500	10,121
Insurance - group dental	590	1,104	530	744	744	744
Insurance - workers compensation	8,691	9,455	12,000	8,988	8,988	9,788
<b>Personnel Services</b>	<b>309,751</b>	<b>327,682</b>	<b>323,383</b>	<b>347,590</b>	<b>329,576</b>	<b>377,902</b>
Purchased program services	15,259	16,549	14,260	12,050	12,050	11,500
R&M - buildings	34,905	37,812	38,841	40,200	39,734	43,200
Printing & copying services	330	132	355	500	354	500
Telephone	347	351	351	500	250	400
Training	1,216	2,217	2,833	2,000	-	2,000
Chemicals - swimming pool	32,184	44,520	30,260	30,000	30,000	30,000
Computer supplies	7,216	5,450	7,059	6,820	6,800	6,820
Concessions & food	53	265	395	500	541	500
Merchandise for resale	370	1,000	33	1,000	231	500
Office supplies	312	500	1,223	500	656	500
Credit Card Processing Fees	6,801	6,602	10,739	7,000	7,000	7,000
Program supplies	10,266	10,800	10,688	11,500	10,300	11,000
Training supplies	104	665	-	750	1,140	750
Utilities - government building	13,586	13,416	15,470	13,500	13,500	13,500
<b>Commodities</b>	<b>122,948</b>	<b>140,277</b>	<b>132,507</b>	<b>126,820</b>	<b>122,556</b>	<b>128,170</b>
Conference & meeting registration	495	500	150	600	-	600
Lodging	765	600	-	650	-	650
Meals	-	260	-	150	-	150
Purchased transportation	196	737	-	660	-	660
<b>Meetings and Conference</b>	<b>1,456</b>	<b>2,097</b>	<b>150</b>	<b>2,060</b>	<b>-</b>	<b>2,060</b>
Equipment - Pool	30,020	44,684	31,951	32,000	32,000	105,000
<b>Equipment</b>	<b>30,020</b>	<b>44,684</b>	<b>31,951</b>	<b>32,000</b>	<b>32,000</b>	<b>105,000</b>
<b>Totals</b>	<b>464,175</b>	<b>514,741</b>	<b>487,991</b>	<b>508,470</b>	<b>484,132</b>	<b>613,132</b>

#### FY2021 Budget Highlights

##### Capital Outlay

\$105,000 budgeted for refurbishing of pool slides

# 561—Swim Lessons Program

## Activity Description

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

## BUDGET ANALYSIS

### PR Swim Lessons

561

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - seasonal hourly	12,432	7,229	7,241	8,000	7,818	8,766
Employer FICA	771	448	449	496	485	543
Employer Medicare	180	105	105	116	116	127
Insurance - Workers Compensation	507	480	360	240	240	263
<b>Personnel Services</b>	<b>13,890</b>	<b>8,262</b>	<b>8,155</b>	<b>8,852</b>	<b>8,659</b>	<b>9,699</b>
Program supplies	102	197	310	300	200	400
Training supplies		-	184	200	200	200
<b>Commodities</b>	<b>102</b>	<b>197</b>	<b>494</b>	<b>500</b>	<b>400</b>	<b>600</b>
<b>Totals</b>	<b>13,992</b>	<b>8,459</b>	<b>8,649</b>	<b>9,352</b>	<b>9,059</b>	<b>10,299</b>

# 562—Swim Team Program

## Activity Description

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

## BUDGET ANALYSIS

### PR Swim Team

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562

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - seasonal hourly	18,256	16,738	16,833	17,000	23,113	23,000
Employer FICA	1,132	1,030	1,051	1,054	1,433	1,426
Employer Medicare	265	241	246	247	335	334
Insurance - Workers comp.	420	540	540	510	510	690
<b>Personnel Services</b>	<b>20,073</b>	<b>18,550</b>	<b>18,670</b>	<b>18,811</b>	<b>25,391</b>	<b>25,450</b>
Purchased program services	1,012	1,144	957	1,200	1,001	1,200
Concessions & food	157	32	34	100	24	50
Program supplies	5,062	5,351	6,238	5,000	1,544	3,000
<b>Commodities</b>	<b>6,231</b>	<b>6,527</b>	<b>7,230</b>	<b>6,300</b>	<b>2,569</b>	<b>4,250</b>
<b>Totals</b>	<b>26,304</b>	<b>25,076</b>	<b>25,900</b>	<b>25,111</b>	<b>27,960</b>	<b>29,700</b>

# 563—Concessions

## Activity Description

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

## BUDGET ANALYSIS

### PR Aquatic Center Concessions

563

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	Oct. 2019 Actual	2020 Projected	2021 Adopted
Wages - seasonal hourly	33,046	31,790	25,230	27,000	27,441	27,441	25,000
Employer FICA	2,049	1,971	1,564	1,674	1,701	1,701	1,550
Employer Medicare	479	461	366	392	398	398	363
Insurance - Workers Compensation	810	1,020	990	810		810	750
<b>Personnel Services</b>	<b>36,384</b>	<b>35,242</b>	<b>28,150</b>	<b>29,876</b>	<b>29,541</b>	<b>30,350</b>	<b>27,663</b>
Repairs and Maint. Building	1,302	1,931	1,874	10,300	10,300	10,300	2,000
Concessions & food	30,612	28,893	26,134	27,500	28,452	28,452	28,000
Supplies	696	671	390	700	103	103	400
<b>Commodities</b>	<b>32,610</b>	<b>31,495</b>	<b>28,398</b>	<b>38,500</b>	<b>38,855</b>	<b>38,855</b>	<b>30,400</b>
<b>Totals</b>	<b>68,994</b>	<b>66,737</b>	<b>56,548</b>	<b>68,376</b>	<b>68,395</b>	<b>69,205</b>	<b>58,063</b>

# 570—Seniors

## Activity Description

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

## BUDGET ANALYSIS

### PR Senior Program

570

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Wages- Part Time	7,752	7,799	8,947	7,500	7,500	8,000
Employer FICA	494	477	545	465	465	496
Employer Medicare	115	111	127	109	109	116
Insurance - Workers Compensation	165	195	225	225	225	240
<b>Personnel Services</b>	<b>8,526</b>	<b>8,582</b>	<b>9,845</b>	<b>8,299</b>	<b>8,299</b>	<b>8,852</b>
Purchased Program Services	7,042	9,846	8,474	10,000	10,000	10,000
Subsidized Taxi Program	737	545	46	2,000	40	2,000
Concessions & Food	3,199	3,202	1,337	2,300	2,000	2,000
Program Supplies	46	96	102	2,000	100	2,000
<b>Commodities</b>	<b>11,024</b>	<b>13,689</b>	<b>9,959</b>	<b>16,300</b>	<b>12,140</b>	<b>16,000</b>
<b>Totals</b>	<b>19,550</b>	<b>22,271</b>	<b>19,803</b>	<b>24,599</b>	<b>20,439</b>	<b>24,852</b>

# 571—Community Center

## Activity Description

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

## BUDGET ANALYSIS

### PR Community Center

571

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Wages - Part Time Hourly	11,556	12,558	14,276	15,000	15,000	15,000
Employer FICA	750	768	886	930	930	930
Employer Medicare	175	180	207	218	218	218
Insurance - Workers Compensation	420	420	450	450	450	450
<b>Personnel Services</b>	<b>12,901</b>	<b>13,926</b>	<b>15,819</b>	<b>16,598</b>	<b>16,598</b>	<b>16,598</b>
Janitorial	5,000	4,583	5,000	5,000	5,000	5,000
Purchased Program Services	750	-	211	-	-	-
Advertising		-		150	150	150
Facility Rental	20,717	9,423	8,650	20,200	9,000	4,200
Program Supplies	2,327	3,514	3,708	4,750	4,700	3,550
				-		-
<b>Commodities</b>	<b>28,794</b>	<b>17,520</b>	<b>17,569</b>	<b>30,100</b>	<b>18,850</b>	<b>12,900</b>
Parks Construction/Improvements	-	-	150,000	89,500	31,000	-
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>89,500</b>	<b>31,000</b>	<b>-</b>
<b>Totals</b>	<b>41,695</b>	<b>31,446</b>	<b>183,388</b>	<b>136,198</b>	<b>66,448</b>	<b>29,498</b>

# 580—Special Recreation

## Activity Description

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

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

# BUDGET ANALYSIS

**PR Special Recreation Program**

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580

	2017	2018	2019	2020	2020	2021
<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Adopted</b>
Purchased Program Services	130,814	142,642	137,454	150,000	135,000	150,000
<b>Commodities/Total</b>	<b>130,814</b>	<b>142,642</b>	<b>137,454</b>	<b>150,000</b>	<b>135,000</b>	<b>150,000</b>

# Other Funds

## Motor Fuel Tax Fund

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

## BUDGET ANALYSIS

### Motor Fuel Fund

212

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Consulting	42,662	22,921	4,725	301,500	258,000	445,000
Street Lights & traffic signal	26,738	31,759	24,789	24,000	24,000	24,000
Tree Grant Local Match	11,000	-	-	-	-	-
Street system construction/improvements	772,188	16,854	41,259	2,167,000	1,275,000	3,150,000
Loan principal payment	3,000	3,000	-	-	-	-
<b>Totals</b>	<b>855,588</b>	<b>74,534</b>	<b>70,773</b>	<b>2,492,500</b>	<b>1,557,000</b>	<b>3,619,000</b>

#### FY2021 Funding Sources

Gas Tax	404,000
Investment Income	40,000
GO Bond Issuance	3,600,000

#### FY2021 Budget Highlights

\$3,465,000 budgeted for roadway improvements

# Transportation Improvement Fund

The Transportation Improvement Fund receives its revenue from the local gas tax and this revenue is utilized to improve the transportation systems in the Village.

## BUDGET ANALYSIS

### Transportation Improvement Fund

213

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Engineering	16,191	2,600	179,993	312,500	100,000	420,500
R&M Road Repairs	28,741	21,545	57,841	70,000	85,000	110,000
Street System Construction/Improvements	505,717	-	-	184,000	45,000	230,060
<b>Totals</b>	<b>550,649</b>	<b>24,145</b>	<b>237,834</b>	<b>566,500</b>	<b>230,000</b>	<b>760,560</b>

#### FY2021 Funding Sources

Gas Tax	280,000
Grants	387,000

#### FY2021 Budget Highlights

\$117,000 budgeted for school area pedestrian improvements

\$33,000 budgeted for bike lane signing/lining

# Northeast Industrial District (NEID) TIF Fund

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

## BUDGET ANALYSIS

### NEID/ TIF

217

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Maintenance of TIF Improvement	4,384	12,236	-	15,000	15,000	-
Audit	1,290	1,320	1,290	1,500	1,320	-
Other professional services	1,652	1,230	900	3,900	3,900	-
<b>Contractual Services</b>	<b>7,326</b>	<b>14,786</b>	<b>2,190</b>	<b>20,400</b>	<b>20,220</b>	-
Community Development Grants	-	-	73,316	-	-	-
<b>Revenue Sharing</b>	-	-	<b>73,316</b>	-	-	-
Fiscal Charges	375	188	-	-	-	-
Principal - 2002A G.O. bonds	300,000	307,500	-	-	-	-
Interest - 2002A G.O. bonds	12,150	6,150	-	-	-	-
<b>Debt Service</b>	<b>312,525</b>	<b>313,838</b>	-	-	-	-
Engineering	167,773	52,941	173,705	77,000	67,000	29,000
Land acquisition & improvement	730,500	663,098	1,677,885	2,045,030	2,015,000	319,000
<b>Capital Outlay</b>	<b>898,272</b>	<b>716,039</b>	<b>1,851,589</b>	<b>2,122,030</b>	<b>2,082,000</b>	<b>348,000</b>
<b>Totals</b>	<b>1,218,124</b>	<b>1,044,662</b>	<b>1,927,095</b>	<b>2,142,430</b>	<b>2,102,220</b>	<b>348,000</b>

#### FY2021 Funding Sources

Fund Reserves 348,000

#### FY2021 Budget Highlights

\$142,000 budgeted for Pratt Ave. sidewalk extension

\$50,000 budgeted for stand pipe improvements

\$50,000 budgeted for PW yard improvements

## **Devon/Lincoln TIF Fund**

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

## BUDGET ANALYSIS

### Devon Lincoln TIF

220

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Audit Fee		-	-	-	-	1,500
Legal Expense		-	-	2,000	-	-
Community Development Grants				25,000	-	50,000
Engineering	53,974	39,530	21,079	316,000	12,000	359,000
Land Acq and Improvement	53,951	176,639	77,717	318,000	308,000	30,000
<b>Totals</b>	<b>107,925</b>	<b>216,169</b>	<b>98,795</b>	<b>661,000</b>	<b>320,000</b>	<b>440,500</b>

#### FY2021 Funding Sources

Property Tax Increment	535,000
Grants	304,000

#### FY2021 Budget Highlights

\$325,000 for streetscape design  
 \$30,000 budgeted for sidewalk

# 221 — North Lincoln TIF

## Activity Description

This Budget accounts for tax increment revenues generated from properties within the boundaries of the North Lincoln Tax Increment Financing District.

## BUDGET ANALYSIS

### North Lincoln TIF

#### 221

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Note Payout	-	-	-	-	-	30,000,000
Bond Costs	-	-	-	500,000	-	600,000
Note Principal / Interest	-	-	-	950,000	-	2,100,000
Engineering	-	-	-	-	-	30,000
<b>Totals</b>	-	-	-	1,450,000	-	<b>32,730,000</b>

#### **FY2021 Funding Sources**

Issuance of TIF Notes 35,000,000

#### **FY2021 Budget Highlights**

\$30,000,000 budgeted for  
District 1860 Development

# Debt Service Fund

This budget services all general long-term debt for the Village and any associated costs.

## Debt Administration

Article VII, Section 6(k) of the Illinois Constitution governs computation of the legal debt margin. “The General Assembly may limit by law the amount and may require approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the assessed value of its taxable property”. To date, the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality

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

The Village bond rating by Moody’s on general obligation bonds has recently been affirmed to be Aa2.

## BUDGET ANALYSIS

### Debt Service

330

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Bond Issuance costs	600	313	-	-	-	65,000
Principal-Illinois Finance	12,500	12,500	12,500	12,500	12,500	12,500
Principal - 2011A GO Ref Bonds	100,000	102,500	-	-	-	-
Principal - 2011B GO Ref bonds	360,000	370,000	-	-	-	-
Principal- Cook County Loan	194,881	194,881	197,881	-	-	-
Interest - 2011A GO Ref bonds	4,050	2,050	-	-	-	-
Interest - 2011B GO Ref bonds	14,600	7,400	-	-	-	-
Interest - 2019 GO Bonds	-	-	-	40,000	-	94,734
Principal - 2019 GO Bonds	-	-	-	50,000	-	40,000
Interest - 2020 GO Bonds	-	-	-	-	-	40,000
Principal - 2020 GO Bonds	-	-	-	-	-	60,000
<b>Totals</b>	<b>686,631</b>	<b>689,644</b>	<b>210,381</b>	<b>102,500</b>	<b>12,500</b>	<b>312,234</b>

#### FY2021 Funding Sources

Fund Transfers	312,234
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#### FY2021 Budget Highlights

Amounts budgeted for payment  
of Village Debt

## Private Sewer Line Assistance Fund

The Village has budgeted \$25,000 to assist the Village residents in replacing their private sewer lines due to damage caused by Village trees located in homeowner's parkways. Additionally, properties that install new flood control devices or overhead sewers are eligible for reimbursement. The maximum amount reimbursed to a homeowner will be \$2,000.

## BUDGET ANALYSIS

### Private Sewer Line Assistance Fund

460

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Assistance Fund	21,750	6,000	21,225	25,000	10,000	25,000
<b>Totals</b>	<b>21,750</b>	<b>6,000</b>	<b>21,225</b>	<b>25,000</b>	<b>10,000</b>	<b>25,000</b>

#### FY2021 Funding Sources

Fund Transfers	25,000
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#### FY2021 Budget Highlights

Amount budgeted for private sewer line replacement grants

# 461 — Storm Water Management Fund

## Activity Description

The Storm Water Management Fund receives its revenue from the home rule sales tax and this revenue is utilized to improve the storm water management in the Village.

## BUDGET ANALYSIS

### Storm Water Management Fund

461

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Consulting	-	-	-	45,000	17,000	-
Engineering	-	-	-	445,000	302,000	150,000
Facility Improvements	-	-	-	2,950,000	2,000,000	2,094,000
<b>Totals</b>	-	-	-	<b>3,440,000</b>	<b>2,319,000</b>	<b>2,244,000</b>

#### **FY2021 Funding Sources**

Sales Tax revenue	550,000
Grant revenue	750,000

#### **FY2021 Budget Highlights**

\$2,094,000 budgeted for construction of outfall sewer

# Water and Sewer Fund

Work required for the water distribution system includes: perform service and maintenance of service lines, valves, hydrants, and meters. Services include routine and emergency leak repairs, system maintenance, surveys, flushing, exercising valves, and meter pit maintenance. Water Pumping Station work includes: daily operation and monitoring of equipment, daily maintenance, maintain records, perform water sampling and chlorination. Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets. The Water and Sewer Division is staffed by 7 full-time employees.

**FY 2021 BUDGET | PUBLIC WORKS WATER & SEWER DIVISION**  
**Performance Measures**

	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Estimated 2020</b>	<b>Projected 2021</b>
<b>Combined Sewer Maintenance</b>				
Streets Cleaned (Miles)	1,325	1,325	1,325	1,325
Sewer Repairs	10	19	20	20
Catch Basin Cleaning		25%	35%	40%
Catch Basin Repairs	2	4	4	4
Sewer Jet Rodding (Percentage of System)	30%	35%	40%	40%
Service Requests	90	134	130	130
Televised (Feet)	500	1,000	1,000	1,000
<b>Water Mains</b>				
Valves Repaired	5	6	8	8
Main Breaks Repaired	18	16	13	15
Water Leaks Repaired	4	5	8	8
<b>Water Meters</b>				
Water Meters Installed	14	13	15	15
<b>Fire Hydrants</b>				
Fire Hydrants Replaced	1	0	0	0
Fire Hydrants Repaired	10	10	10	10
<b>Julie Markings</b>				
Calls	2,515	3,500	3,000	3,000
<b>Water Samples</b>				
Water Quality	120	120	120	120
Lead/Copper	30	0	160	260
Water Quality Compliance	100%	100%	100%	100%
<b>Water Pumped</b>				
Water Pumped (Gallons Per Year)	522,748,000	542,188	544,500	546,500
<b>Meter Readings</b>				
Water Meters Read	1,000	800	1,000	1,000

## BUDGET ANALYSIS

### Water and Sewer Fund

660

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Wages - full time hourly	532,806	574,453	513,244	528,825	503,000	520,550
Wages - seasonal hourly	20,392	21,200	13,000	30,000	22,000	26,000
Wages - overtime 1.5X	21,189	23,385	19,361	24,825	25,000	25,322
Wages - overtime 2X	10,363	13,593	8,806	14,350	4,500	14,637
HAS Savings Acct	719	-	-	-	-	-
Educational Stipend	407	367	381	398	400	414
Opt Out Ins.	1,200	1,200	1,200	-	1,200	1,200
Phone Stipend	181	180	180	180	180	180
Uniform allowance	5,084	5,398	5,672	4,725	4,725	4,725
Longevity stipend	-	-	-	540	-	540
Employer FICA	34,872	36,249	33,224	37,427	35,000	36,716
Employer Medicare	8,155	8,478	7,771	8,754	8,100	8,587
Employer IMRF	62,947	62,532	48,741	41,074	41,074	50,674
Insurance - group life & AD&D	1,133	1,177	1,151	1,721	1,800	1,699
Insurance - group medical	97,682	111,550	106,269	126,654	111,700	116,325
Insurance - group dental	9,361	9,557	8,680	9,554	4,300	9,616
Insurance - workers compensation	17,822	18,221	19,060	18,110	18,110	17,766
<b>Personnel Services</b>	<b>824,313</b>	<b>887,540</b>	<b>786,739</b>	<b>847,137</b>	<b>781,089</b>	<b>834,951</b>
Liability Insurance	38,871	38,549	47,040	42,000	42,000	42,000
Data processing	52,317	43,942	42,803	43,000	43,000	44,000
Maintenance Agreement Expense	41,676	49,210	54,202	42,656	45,000	48,148
Professional associations	-	211	218	200	218	200
Data	11,692	7,950	5,118	8,186	8,186	8,204
Training	600	175	-	650	650	650
Books & publications	-	-	-	100	-	100
Office supplies	641	1,224	941	1,000	2,500	1,000
Postage	22,089	20,511	13,244	18,000	18,000	18,000
<b>Commodities</b>	<b>167,886</b>	<b>161,772</b>	<b>163,565</b>	<b>155,792</b>	<b>159,554</b>	<b>162,302</b>
Consulting	156,052	119,752	638,803	997,500	420,000	686,150
Other professional services	62,738	59,720	59,159	120,150	119,225	60,200
<b>Contractual Services</b>	<b>218,790</b>	<b>179,472</b>	<b>697,962</b>	<b>1,117,650</b>	<b>539,225</b>	<b>746,350</b>
R&M - buildings	5,264	3,580	35,508	11,500	12,000	8,000
R&M - vehicles	22,305	21,253	25,619	25,000	24,000	25,000
R&M - water system equipment	81,106	10,025	130,627	25,200	23,000	15,200
Training	2,188	2,348	969	1,200	1,200	1,200
Other contractual	58,855	41,788	51,208	47,833	45,000	148,450
Chemicals - water system	1,733	2,700	1,780	3,000	2,000	3,000
Fuel	13,908	16,921	16,563	20,000	18,000	20,600
Lubricants & fluids	1,243	1,373	1,563	2,000	1,800	2,000
Landscaping supplies	295	739	724	1,000	700	1,000
Program supplies	21,403	19,645	16,396	14,500	13,500	10,000
Small tools	13,256	20,537	17,261	21,000	16,500	17,000
Street materials - Aggregate	190	6,382	13,445	16,000	16,000	16,000
Street materials - Other	2,443	2,685	2,068	5,000	3,000	5,000
Utilities - government building	2,688	2,631	3,229	2,600	2,600	2,600
Utilities - public way	18,979	3,774	1,320	15,000	1,300	4,000

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Proposed
Water purchases	2,042,831	2,089,742	2,189,954	2,244,000	2,140,000	1,213,000
Water system supplies	4,812	13,237	1,320	10,500	8,000	8,500
Water system repair parts	59,387	54,865	64,654	72,000	67,000	72,000
<b>Commodities</b>	<b>2,352,886</b>	<b>2,314,224</b>	<b>2,574,206</b>	<b>2,537,333</b>	<b>2,395,600</b>	<b>1,572,550</b>
Loan Principal Payments	582,528	589,582	640,657	302,107	302,107	309,708
Loan Interest Payments	99,747	92,693	85,462	278,048	278,048	70,448
<b>Debt Service</b>	<b>682,275</b>	<b>682,275</b>	<b>726,119</b>	<b>580,155</b>	<b>580,155</b>	<b>380,156</b>
Sewer system construction/improvement	-	-	-	310,000	310,000	
Water Transmission Improvements	-	-	-	9,582,000	5,170,000	7,030,000
Equipment - Vehicles	-	235,884	-	160,100	140,584	280,000
<b>Capital Outlay</b>	<b>-</b>	<b>235,884</b>	<b>-</b>	<b>10,052,100</b>	<b>5,620,584</b>	<b>7,310,000</b>
<b>Totals</b>	<b>4,246,150</b>	<b>4,461,168</b>	<b>4,948,591</b>	<b>15,290,167</b>	<b>10,076,207</b>	<b>11,006,309</b>

#### **FY2021 Funding Sources**

Water and Sewer user fees 4,900,000

#### **FY2021 Budget Highlights**

**Personnel Services:** No increase in employee head count

**Contractual:** \$526,000 budgeted for water transmission line

**Debt service:** \$380,156 budgeted for loan debt service payments

**Capital Outlay:** \$7,030,000 budgeted for new water transmission line

# 661 — Water and Sewer Debt Service Fund

## Activity Description

This budget accounts for the debt service payments on the water main portion of the 2019 GO Bond.

## BUDGET ANALYSIS

### Water Debt Service Fund

**661**

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	October, 2019 Actual	2020 Projected	2021 Adopted
Principal Payments	-	-	-	-		-	225,000
Interest Payments	-	-	-	-		250,980	485,280
<b>Totals</b>	-	-	-	-	-	<b>250,980</b>	<b>710,280</b>

#### FY2021 Funding Sources

Transfers 710,280

#### FY2021 Budget Highlights

\$710,280 Budgeted for GO Bond  
debt service

# Police Pension Fund

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

## BUDGET ANALYSIS

### Police Pension Fund

801

Description	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Projected	2021 Adopted
Investment Consulting	44,485	47,028	47,975	72,000	72,000	72,000
Other Compensation	4,645	3,756	9,387	15,000	15,000	15,000
Other Professional Services	20,694	17,350	19,403	20,000	20,000	20,000
Printing & copying services	-	-	-	150	150	150
Professional associations	500	1,295	795	1,300	800	800
Insurance	-	5,400	-	5,400	5,400	5,400
Training	1,700	600	1,000	2,000	2,000	2,500
Other Contractual	5,380	-	-	-	-	-
Office Supplies	-	-	-	500	500	500
Postage	28	-	-	100	100	100
Bank Fees	776	982	1,063	1,000	1,000	1,000
<b>Commodities</b>	<b>78,208</b>	<b>76,411</b>	<b>79,622</b>	<b>117,450</b>	<b>116,950</b>	<b>117,450</b>
Pension - regular	2,063,319	2,201,674	2,304,501	2,548,729	2,491,696	2,625,190
Pension - spouse/dependent	213,314	270,014	384,059	270,014	263,972	278,114
Pension - disability	91,067	136,163	109,997	136,163	131,116	140,248
<b>Pension Payments</b>	<b>2,367,700</b>	<b>2,607,852</b>	<b>2,798,557</b>	<b>2,954,906</b>	<b>2,886,784</b>	<b>3,043,552</b>
<b>Totals</b>	<b>2,445,908</b>	<b>2,684,263</b>	<b>2,878,180</b>	<b>3,072,356</b>	<b>3,003,734</b>	<b>3,161,002</b>

#### FY2021 Funding Sources

Employer/Employee contributions	2,731,300
Investment Income	1,200,000

#### FY2021 Budget Highlights

Budget accounts for pension benefits to retired police and beneficiaries

# Appendix



**Lincolnwood is committed to providing a safe community while being fiscally responsible.**

# Debt Administration

## DEBT ADMINISTRATION

Article VII, Section 6(k) of the Illinois Constitution governs computation of the legal debt margin. “The General Assembly may limit by law the amount and may require approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the assessed value of its taxable property”. To date, the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality.

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

When the Village utilizes long-term debt financing, it ensures that the debt is financed soundly by: conservatively projecting the revenue source that shall be utilized to repay the debt; make every effort to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine the cost benefit of the capital expenditure, including interest, shall benefit future citizen; and the amount of long-term financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village bond rating by Moody’s on general obligation bonds has recently been affirmed to be Aa2. The Village plans to issue approximately \$3,600,000 of General Obligation bonds in FY2021 in the Village’s governmental funds for roadway resurfacing.

## GOVERNMENTAL DEBT

**General Obligation Bonds** – The Village has an outstanding GO Bond for a water management program. The Bond which totals \$2,300,000 at May 1, 2020, will be paid back over a period of twenty years with interest rates ranging from 3-5%.

**Fire Truck Loan** – The Village has an outstanding loan on the purchase of a fire truck. The loan is a twenty-year interest free loan totaling \$125,000 at May 1, 2020 from the Illinois Finance Authority.

## ENTERPRISE FUND DEBT

**General Obligation Bonds** – The Village has an outstanding GO Bond for a new water transmission main as the Village has changed its potable water supplier. The bond which totals \$13,150,000 at May 1, 2020, will be paid back over a period of twenty years with interest rates ranging from 3-5%. The debt service for this bond is included in the Water and Sewer Debt Service Fund.

**IEPA Loan** – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals \$2,894,874 at May 1, 2020, will be paid back over a period of twenty years. The debt service for this loan is included in the Water and Sewer Fund budget.

## SCHEDULE OF DEBT SERVICE PRINCIPAL & INTEREST PAYMENTS

### Fund Debt

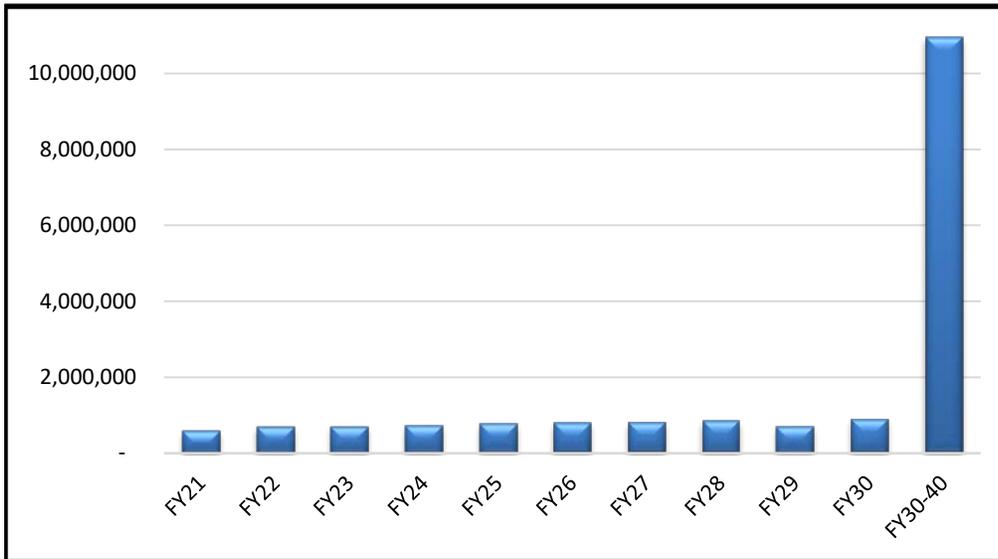
Fiscal Year	2010 250,000 Loan	2019 GO Bond	Total Governmental Debt	2009 5.65 Mil IEPA Loan	2019 GO Bond	Total Enterprise Debt	Total
2021	12,500	134,733	147,233	380,156	766,051	1,146,207	1,293,440
2022	12,500	132,000	144,500	380,156	768,500	1,148,656	1,293,156
2023	12,500	134,500	147,000	380,156	763,500	1,143,656	1,290,656
2024	12,500	136,750	149,250	380,156	763,000	1,143,156	1,292,406
2025	12,500	133,750	146,250	380,156	766,750	1,146,906	1,293,156
2026	12,500	135,750	148,250	380,155	764,500	1,144,655	1,292,905
2027	12,500	132,500	145,000	380,156	766,500	1,146,656	1,291,656
2028	12,500	134,250	146,750	380,156	767,500	1,147,656	1,294,406
2029	12,500	135,750	148,250	190,078	767,500	957,578	1,105,828
2030	12,500	192,000	204,500	-	1,091,500	1,091,500	1,296,000
2031-2040	-	1,909,800	1,909,800	-	10,953,950	10,953,950	12,863,750
<b>Total</b>	<b>125,000</b>	<b>3,311,783</b>	<b>3,436,783</b>	<b>3,231,325</b>	<b>18,939,251</b>	<b>22,170,576</b>	<b>25,607,359</b>

## SCHEDULE OF DEBT SERVICE INTEREST PAYMENTS

Fiscal Year	Governmental Debt	Enterprise Fund Debt		Total Enterprise Interest	Total
	2019 GO Bond	2009 5.65 Mil IEPA Loan	2019 GO Bond		
2021	94,733	70,448	541,051	611,499	706,232
2022	82,000	62,656	468,500	531,156	613,156
2023	79,500	54,670	453,500	508,170	587,670
2024	76,750	46,482	438,000	484,482	561,232
2025	73,750	38,088	421,750	459,838	533,588
2026	70,750	29,482	404,500	433,982	504,732
2027	67,500	20,661	386,500	407,161	474,661
2028	64,250	11,617	367,500	379,117	443,367
2029	60,750	2,347	347,500	349,847	410,597
2030	57,000	-	326,500	326,500	383,500
2031-2040	284,800	-	1,633,950	1,633,950	1,918,750
<b>Total</b>	<b>1,011,783</b>	<b>336,451</b>	<b>5,789,251</b>	<b>6,125,702</b>	<b>7,137,485</b>

## SCHEDULE OF DEBT SERVICE PRINCIPAL PAYMENTS

Fiscal Year	Enterprise Fund Debt						Total
	2010 250,000 Loan	2019 GO Bond	Total Governmental Debt	2009 5.65 Mil IEPA Loan	2019 GO Bond	Total Enterprise Debt	
2021	12,500	40,000	52,500	309,708	225,000	534,708	587,208
2022	12,500	50,000	62,500	317,500	300,000	617,500	680,000
2023	12,500	55,000	67,500	325,486	310,000	635,486	702,986
2024	12,500	60,000	72,500	333,674	325,000	658,674	731,174
2025	12,500	60,000	72,500	342,068	345,000	687,068	759,568
2026	12,500	65,000	77,500	350,673	360,000	710,673	788,173
2027	12,500	65,000	77,500	359,495	380,000	739,495	816,995
2028	12,500	70,000	82,500	368,539	400,000	768,539	851,039
2029	12,500	75,000	87,500	187,731	420,000	607,731	695,231
2030	12,500	135,000	147,500	-	765,000	765,000	912,500
2031-2040	-	1,625,000	1,625,000		9,320,000	9,320,000	10,945,000
<b>Total</b>	<b>125,000</b>	<b>2,300,000</b>	<b>2,425,000</b>	<b>2,894,874</b>	<b>13,150,000</b>	<b>16,044,874</b>	<b>18,469,874</b>



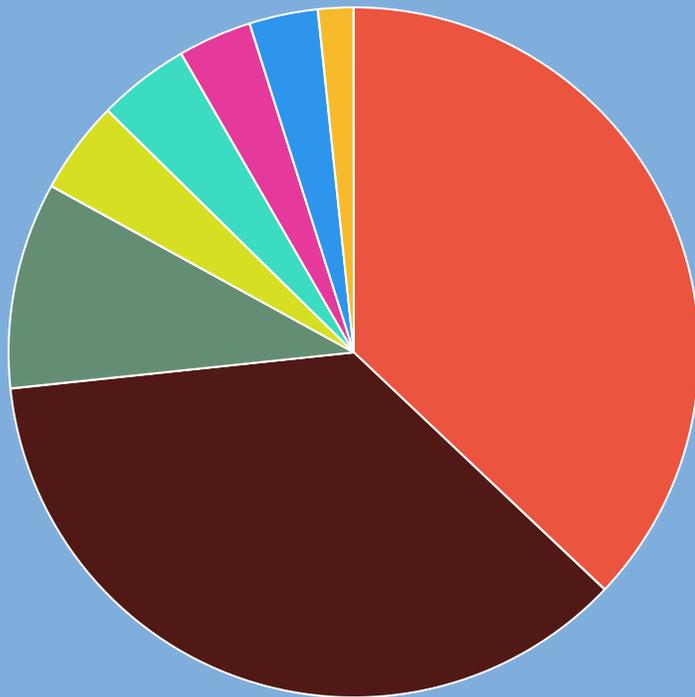
# Property Tax Information

# Property Tax Information

## Percent of Tax Bill

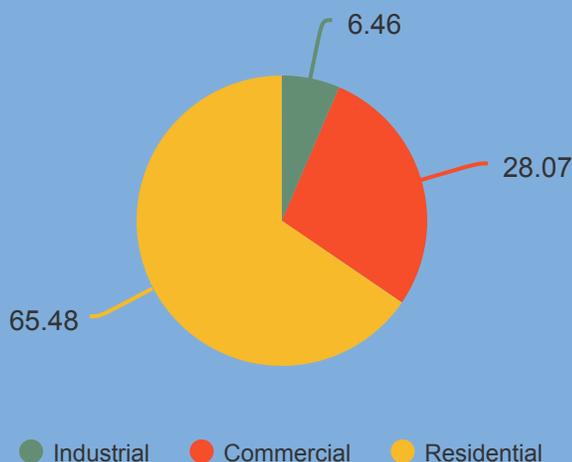
### How are my property taxes distributed?

9.58% of your property taxes go to the Village. School Districts 74 and 219 make up 71.6% of your property taxes.



- School District #74
- High School District #219
- Village of Lincolnwood
- Lincolnwood Public Library
- Metro Water Reclamation District of Greater Chicago
- Cook County
- Other
- Oakton Community College District #535

## Equalized Assessed Value



The Village's property tax is calculated based on the equalized assessed value (EAV) of property in Lincolnwood. The total EAV for Lincolnwood is \$657,617,000 as of the Comprehensive Annual Financial Report (CAFR) as of April 30, 2019. Approximately 2/3 of the EAV for Lincolnwood is derived from residential property with commercial properties making up 28% of the total EAV and 6.5% comes from industrial properties.

**PROPERTY TAX RATES - ALL DIRECT AND OVERLAPPING GOVERNMENTS**

Last 10 Years

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Village of Lincolnwood	0.585	0.661	0.753	0.836	0.954	0.963	0.988	0.857	0.859	0.893
Lincolnwood Public Library	0.286	0.289	0.330	0.368	0.421	0.426	0.442	0.384	0.386	0.403
School District No. 74	2.363	2.666	3.034	3.366	3.383	3.421	3.891	3.244	3.256	3.421
Community High School District No. 219	2.267	2.538	2.904	3.256	3.707	3.650	3.741	3.460	3.409	3.347
Oakton Community College District No. 535	0.140	0.160	0.196	0.219	0.256	0.258	0.271	0.231	0.232	0.246
Niles Township	0.029	0.032	0.037	0.042	0.049	0.050	0.052	0.046	0.047	0.049
Niles Township General Assistance	0.003	0.004	0.005	0.006	0.007	0.007	0.008	0.007	0.007	0.008
North Shore Mosquito Abatement District	0.008	0.000	0.010	0.010	0.007	0.011	0.012	0.010	0.010	0.010
County of Cook	0.203	0.009	0.223	0.287	0.275	0.296	0.289	0.316	0.327	0.319
Cook County Health Facilities	0.086	0.228	0.078	0.063	0.066	0.031	0.116	0.087	0.060	0.047
Forest Preserve District of Cook County	0.049	0.082	0.058	0.063	0.069	0.069	0.069	0.063	0.062	0.060
Cook County Consolidated Elections	0.021	0.051	0.025		0.031		0.034		0.031	
Cook County Public Safety	0.105	0.113	0.161	0.181	0.219	0.241	0.147	0.130	0.109	0.123
Metro Water Reclamation District of Greater Chicago	0.261	0.274	0.320	0.370	0.417	0.430	0.426	0.406	0.402	0.396
<b>Total Rate per \$100 of EAV</b>	<b>6.406</b>	<b>7.107</b>	<b>8.134</b>	<b>9.067</b>	<b>9.861</b>	<b>9.853</b>	<b>10.486</b>	<b>9.241</b>	<b>9.197</b>	<b>9.322</b>

**RATIO OF GENERAL BONDED DEBT TO EQUALIZED ASSESSED  
Valuation and Net General Obligation Bonded Debt Per Capita**

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	607
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	531
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	453
2012	12	693,817	6,425,000		1,743,750	4,681,250	0.67%	372
2013	12	573,306	5,085,000		1,470,000	3,615,000	0.63%	287
2014	12	576,462	3,705,000		1,188,750	2,516,250	0.44%	200
2015	12	581,856	2,285,000		900,000	1,385,000	0.24%	110
2016	12	658,065	1,540,000		608,000	932,000	0.14%	74
2017	12	670,106	780,000		300,500	479,500	0.01%	38
2018	12	657,587	-		-	0	0.00%	0

## ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY

### Last Ten Levy Years

Fiscal Year	Tax Year Levy	Real Property (000's)		Ratio of Total Assessed Value to Total Estimated Actual Value
		Equalized Assessed Value	Estimated Actual Value	
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32
2012	2011	693,817	2,168,178	0.32
2013	2012	573,306	1,791,581	0.32
2014	2013	574,304	1,794,700	0.32
2015	2014	576,462	1,801,444	0.32
2016	2015	581,856	1,818,300	0.32
2017	2016	658,066	2,056,456	0.32
2018	2017	670,106	2,094,082	0.32
2019	2018	657,589	2,054,965	0.32

## Property Tax Levies and Collections - Last Ten Fiscal Years

April 30, 2019 (Unaudited)

Fiscal Year	Tax Levy Year	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount	Percentage of Levy		Amount	Percentage of Levy
2010	2009	\$ 5,014,344	\$ 2,379,592	47.46%	\$ 2,526,706	\$ 4,906,298	97.85%
2011	2010	5,148,487	2,653,434	51.54%	2,456,162	5,109,596	99.24%
2012	2011	5,224,442	2,657,978	50.88%	2,479,071	5,137,049	98.33%
2013	2012	5,382,584	2,563,342	47.62%	2,765,655	5,328,997	99.00%
2014	2013	5,469,347	2,769,183	50.63%	2,610,222	5,379,405	98.36%
2015	2014	5,551,337	2,722,099	49.04%	2,691,416	5,413,515	97.52%
2016	2015	5,599,559	2,847,165	50.85%	2,871,768	5,718,933	102.13%
2017	2016	5,639,624	2,870,430	50.90%	2,539,178	5,409,608	95.92%
2018	2017	5,752,159	3,089,568	53.71%	2,606,920	5,696,488	99.03%
2019	2018	5,872,271	2,949,694	50.23%	2,825,223	5,774,917	98.34%

Data Source: Office of the County Clerk

Property in the Village is reassessed every three years. Property is assessed at 33% of actual value.

# Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**BUDGET REVIEW PROCESS** – A description of the review process of the entire budget (including the Expanded Budget and five year capital Improvement Budget) by the Board of Trustees. Through a series

of budget workshops, the Board of Trustees reviews the budget with the Village Administrator and appropriate Department Directors. Changes and adjustments made by the Board to line item accounts during the budget review process are entered in the “approved” column.

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

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

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

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

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

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

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

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

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

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

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

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

**GENERAL REVENUE** – The revenues of a government other than those derived from the retained earnings in an Enterprise Fund. If a portion of the net income in an Enterprise Fund is contributed to

another non-Enterprise Fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

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

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

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

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

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

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

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

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

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

**MODIFIED BASIS of ACCOUNTING** – A basis of accounting where revenues are recognized in the accounting period they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Capital Improvement Program



**Lincolnwood is committed to investing in and replacing aging public infrastructure.**

**CAPITAL IMPROVEMENT PROGRAM  
FY 2021 – 2025**

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**Table: FY 2021-2025 Capital Vehicles/Equipment Program**

Detail by Department

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## INTRODUCTION

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

## PURPOSE OF CAPITAL IMPROVEMENT PROGRAM

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

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

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

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

### **CAPITAL IMPROVEMENT PROJECT DEFINITION**

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

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

### **CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT**

Each project included in the Capital Improvement Program is described on the "Project Description" and the "Project Cost Summary" forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table "FY 2021-FY 2025 Capital Improvement Program Summary by Department."

## SUMMARY TABLES

The tables entitled “FY 2021-FY 2025 Capital Improvement Program and Capital Vehicles/Equipment Summary by Department” lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding were determined by the Department Head submitting the project to be most critical in Fiscal Year 2021-2025. The total Capital Improvement Program proposed for Fiscal Year 2020-2021 is \$16,019,250 with projected grants, donations and other funding totaling \$1,314,490 leaving the Village of Lincolnwood with a total projected cost of \$14,704,760.

## EVALUATION CRITERIA

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

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

1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction or extensive rehabilitation to extend a facility’s useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement-** Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.
4. **Protection and Conservation of Resources or Existing Investment-** A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination-** A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements

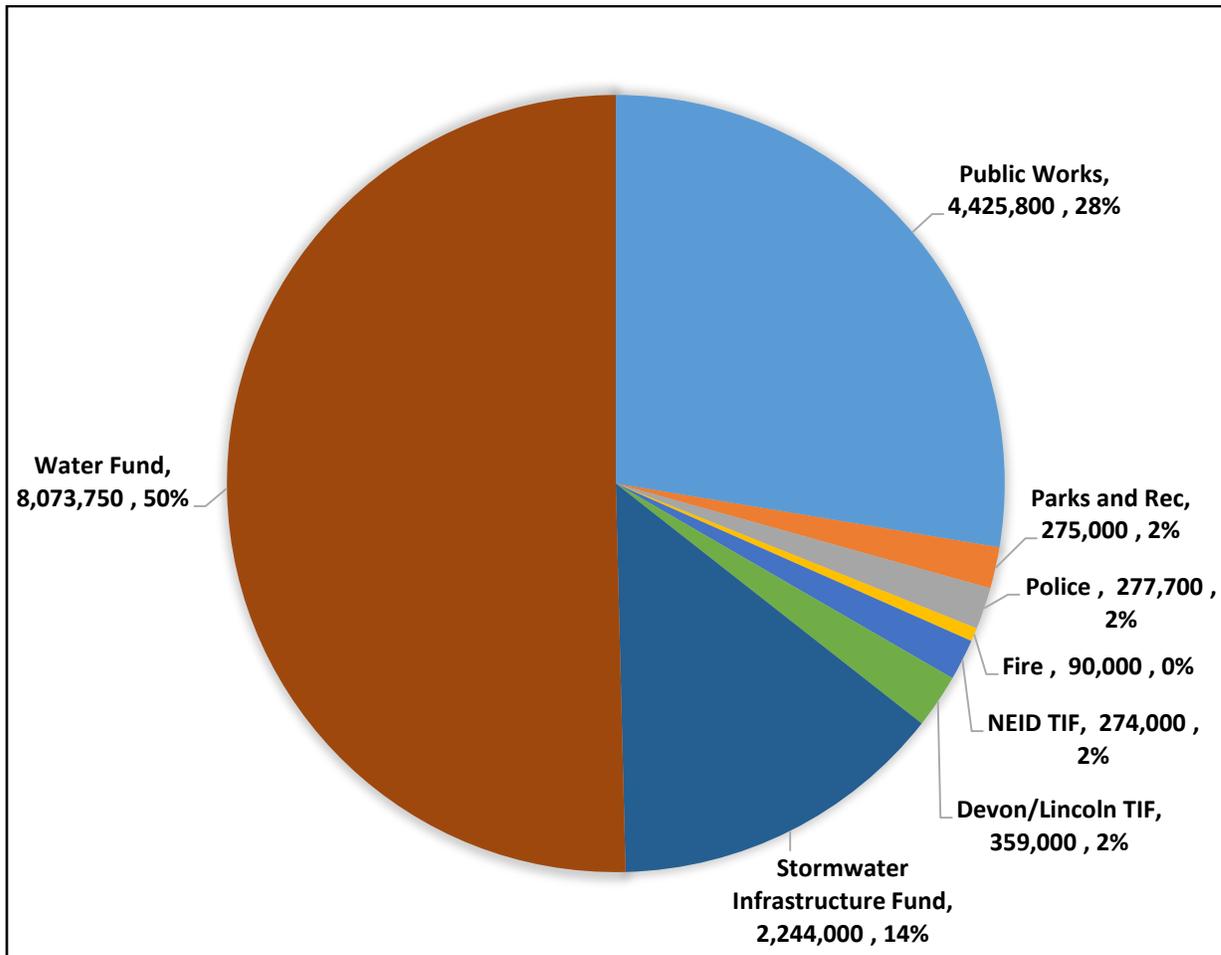
imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).

6. **Reduce Risk to Public Safety or Health-** A project which protects against a clear and immediate risk to public safety or public health.
7. **Improvement of Operating Efficiency-** A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
8. **Equitable Provision of Services or Facilities-** A project that serves the special needs of a segment of the Village's population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.
9. **Maintenance or Increase of Property Value-** A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

### CAPITAL IMPROVEMENT PROGRAM PROJECT DETAIL

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table "FY 2021-FY 2025 Capital Improvement Program Summary by Department." Projects, which are proposed for funding in FY 2020-2021, are followed in order by projects proposed for each of the remaining fiscal years.

FY 2020-2021 Capital Expenditures \$16,019,250



**CIP - CAPITAL IMPROVEMENT PROJECT - EXPENDITURES**

For The Periods as Shown

DEPARTMENT	PROJECT NAME	FY 21	FY 22	FY 23	FY 24	FY 25	TOTAL COST
<b>Public Works</b>							
	*Bike Lane Lining and Signing	50,300	-	-	-	-	50,300
	*Facility Security and Space Improvements	50,000	300,000	-	-	-	350,000
	Street Light Replacement Program	-	57,000	822,000	-	-	879,000
	*Village Hall Parking Lot and Service Road Improvements	247,500	-	-	-	-	247,500
	Facility Improvements	-	172,000	210,000	52,000	23,000	457,000
	Roadway Resurfacing	3,453,000	3,275,000	4,030,000	4,078,000	4,010,000	18,846,000
	*Roadway Resurfacing Design	130,000	-	-	-	-	130,000
	Roof Replacements	-	522,100	252,000	-	-	774,100
	Police and Fire-Roof Replacement Design	15,000	-	-	-	-	15,000
	Touhy/Cicero Intersection Improvements	282,000	2,220,000	-	-	-	2,502,000
	Village Hall Generator Project	-	25,000	365,000	-	-	390,000
	*Pratt Avenue Bike Lane	60,000	51,400	564,800	-	-	676,200
	*Devon Avenue Bridge Enhancements	45,000	275,000	-	-	-	320,000
	*Vehicle Replacements	93,000	313,400	118,900	176,700	117,400	819,400
<b>Parks and Recreation</b>							
	Flowers Park Playground Renovation	-	-	-	130,000	-	130,000
	Aquatic Center - Locker Room Renovation	-	-	-	1,500,000	-	1,500,000
	Water Slides & Kiddie Feature Gel Coating/Painting	90,000	-	-	-	-	90,000
	Main and Activity Pool Sandblasting and Painting	-	90,000	-	-	-	90,000
	Diving Board Area and Unitary Safety Surfacing	-	15,000	-	-	-	15,000
	Activity Pool Feature	-	-	-	-	100,000	100,000
	*Tennis Court Resurfacing-Flowers Park	185,000	-	-	-	-	185,000
	Tennis Court Resurfacing-Proesel Park	-	-	275,000	-	-	275,000
	Tennis Court Resurfacing-Central Park	-	150,000	-	-	-	150,000
	Public Input Process and Planning - Dog Park	-	-	15,000	-	-	15,000
<b>Police Department</b>							
	Shooting Range Renovation-Design	30,000	284,300	-	-	-	430,000
	*Shooting Range Renovation	115,700	-	-	-	-	115,700
	Police Lockup Facility Repair	-	-	100,000	-	-	100,000
	Public Safety Mobile Camera System	-	-	35,000	24,000	18,000	77,000
	Public Safety Intersection Cameras/Maintenance	-	24,000	18,000	12,000	-	54,000
	*Vehicle Replacements	132,000	175,000	131,500	175,000	195,000	808,500
<b>Fire Department</b>							
	Cardiac Monitors	40,000	-	-	-	-	40,000
	*Vehicle/Equipment Replacements	50,000	120,780	296,122	210,000	326,444	1,043,346
<b>NEID TIF Fund</b>							
	Standpipe Improvements	53,000	-	-	-	-	53,000
	Public Works Yard Improvements	50,000	-	-	-	-	50,000
	Pratt Avenue Sidewalk Extension	171,000	-	-	-	-	171,000
<b>Devon Lincoln TIF Fund</b>							
	Devon Avenue Streetscape	325,000	4,000,000	-	-	-	4,325,000
	*Devon/Lincoln TIF Street Lighting	29,000	365,000	-	-	-	394,000
	*Arthur Avenue Paving	5,000	50,000	-	-	-	55,000
<b>North Lincoln TIF Fund</b>							
	North Lincoln Medians	-	30,000	540,000	-	-	570,000
<b>Stormwater Infrastructure Fund</b>							
	North Shore Outfall Sewer	2,104,000	-	-	-	-	2,104,000
	*Street Storage Program	140,000	4,405,000	3,330,000	-	-	7,875,000
	Stormwater Master Plan Update	-	-	100,000	-	-	100,000
<b>Water Fund</b>							
	*Water Main Improvements- Various Locations	116,250	2,725,000	3,850,000	3,675,000	4,050,000	14,416,250
	Water Main Transmission	7,556,000	-	-	-	-	7,556,000
	Pump House Improvements	40,000	-	220,000	138,000	50,000	448,000
	Water Meter Upgrades	-	-	240,000	240,000	240,000	720,000
	Pump House Generator	16,500	166,100	-	-	-	182,600
	*Leak Detection System	65,000	550,000	-	-	-	615,000
	*Vehicle Replacements	280,000	168,200	71,300	69,400	74,900	663,800
<b>Total Capital Improvement Project Costs</b>		<b>16,019,250</b>	<b>20,529,280</b>	<b>15,584,622</b>	<b>10,480,100</b>	<b>9,204,744</b>	<b>71,973,696</b>
* Items deferred to next fiscal year due to Covid-19 Pandemic							
<b>Projected Grants, Donations and Other Funding</b>							
	*Tennis Court Resurfacing	20,000	20,000	20,000	-	-	60,000
	Flowers Park Playground Renovation	-	-	-	20,000	-	20,000
	*Bike Lane Lining and Signing	40,240	-	-	-	-	40,240
	*Touhy/Cicero Intersection Improvements	282,000	2,220,000	-	-	-	2,502,000
	*Devon Avenue Streetscape	276,250	3,400,000	-	-	-	3,676,250
	*North Shore Outfall Sewer	696,000	-	-	-	-	696,000
	Roadway Resurfacing	-	490,400	-	-	-	490,400
	Pratt Avenue Bike Lane	-	41,120	451,840	-	-	492,960
<b>Total Projected Grants, Donations and Other Funding</b>		<b>1,314,490</b>	<b>6,171,520</b>	<b>471,840</b>	<b>20,000</b>	<b>-</b>	<b>7,977,850</b>
<b>Net Costs Incurred by Village After Projected Funding</b>		<b>14,704,760</b>	<b>14,357,760</b>	<b>15,112,782</b>	<b>10,460,100</b>	<b>9,204,744</b>	<b>63,995,846</b>

**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**

For The Periods as Shown

Department: Public Works

<u>Project</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
Bike Lane Lining and Signing Funded by Grant	50,300 (40,240)	-	-	-	-
Facility Security and Space Improvements	50,000	300,000	-	-	-
Street Light Installation Program Funded by: Motor Fuel Tax Funds	-	57,000	822,000	-	-
Village Hall Parking Lot Funded by: Transportation Improvement Funds	247,500	-	-	-	-
Facility Improvements	-	172,000	210,000	52,000	23,000
Roadway Resurfacing Funded by: Transportation Improvement Funds and MFT Funds, STP Grant	3,583,000	3,275,000 (490,400)	4,030,000	4,078,000	4,010,000
Roof Replacements	15,000	522,100	252,000	-	-
Touhy/Cicero Intersection Improvements Grant Funded	282,000 (282,000)	2,220,000 (2,220,000)	-	-	-
Village Hall Campus Generator Replacement	-	25,000	365,000	-	-
Pratt Avenue Bike Lane Grant Funded	60,000	51,400 (41,120)	564,800 (451,840)	-	-
Devon Avenue Bridge Enhancements Funded by: Transportation Improvement Funds	45,000	275,000	-	-	-
<b>Totals</b>	<b>4,010,560</b>	<b>4,145,980</b>	<b>5,791,960</b>	<b>4,130,000</b>	<b>4,033,000</b>

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 1/15/2020 Department: Public Works Department

Project Name and Location: Pratt Avenue Bike Lane

Name of Contractor: To be determined.

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

Installation of a separate bike lane on Pratt Avenue between Cicero Avenue and the UP Path.

#### Project Benefits

Will provide regional continuity to a bikeway system between the City of Chicago and the Village of Skokie while improving the safety for cyclists riding on Pratt Avenue.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>FY 21</u>	<u>Phase I</u>
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<u>FY 22</u>	<u>Phase II</u>
--------------	-----------------

<u>FY 23</u>	<u>Construction</u>
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 1/15/20 \_\_\_\_\_

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

Project Name and Location \_\_\_\_\_ Pratt Avenue Bike Lane

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		60,000	51,400			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				564,800		
Other Costs						
<b>Total Project Cost</b>		<b>60,000</b>	<b>51,400</b>	<b>564,800</b>		
<b>Funding</b>						
Cost to Village		60,000	10,280	112,960		
Grant/Donation			41,120	451,840		
<b>Total Funding</b>		<b>60,000</b>	<b>51,400</b>	<b>564,800</b>		

**Basis of Project Costs:** \_\_\_\_\_ Bids Received                      X Engineer, Architect, Etc.  
 \_\_\_\_\_ Comparable Costs                      Contractor/Vendor Estimate                      Other Basis

Discuss Basis of Project Costs:  
 Engineer's estimate. Project costs will be further developed during the Phase I study.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 The project may be eligible for grant funds through the CMAQ, ITEP, or STP programs  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Thermoplastic markings will require touch up/replacement in 5-7 years.  
 \_\_\_\_\_  
 \_\_\_\_\_

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/15/2020 Department: Public Works Department

Project Name and Location: Devon Avenue Bridge Enhancements

Name of Contractor: To be determined.

Type of Project: \_\_\_\_\_ Facility Construction [ ]  
Site Acquisition [ ] Facility Repair [ ]  
Vehicle/Equipment Purchase [ ] Planning/Design [ X ]

Description of Project

Installation of architectural enhancements to the Devon Avenue bridge over I-94 in conjunction with a planned IDOT project.

Project Benefits

Installation of architectural enhancements will serve to beautify the Devon Avenue bridge and bring recognition to the Village through increased visibility.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 21	Phase I/II
FY 22	Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 1/15/20 \_\_\_\_\_

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

Project Name and Location \_\_\_\_\_ Devon Avenue Bridge Enhancement

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		45,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			250,000			
Other Costs			25,000			
<b>Total Project Cost</b>		45,000	275,000			
<b>Funding</b>						
Cost to Village		45,000	275,000			
Grant/Donation						
<b>Total Funding</b>		45,000	275,000			

**Basis of Project Costs:** \_\_\_\_\_ Bids Received                      X Engineer, Architect, Etc.  
 \_\_\_\_\_ Comparable Costs                      Contractor/Vendor Estimate                      Other Basis

Discuss Basis of Project Costs:  
 Engineer's estimate. Project costs will be further developed during the Phase I study.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 This project will be funded through existing revenue in the Transportation Improvement Fund.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 The Village will be responsible for maintenance of any improvements. As such, the impact on operating costs can only be evaluated after specific improvements have been selected.  
 \_\_\_\_\_  
 \_\_\_\_\_

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/6/2019 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

#### Description of Project

Thermoplastic striping for bike lanes on Pratt Avenue from UP Bike Path to McCormick Boulevard.

Work includes replacement of storm sewer drainage grates with bicycle friendly drainage grates.

Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

#### Project Benefits

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

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 21</u>	<u>Construction</u>



## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Facility Security and Space Improvements

Name of Contractor: To be determined.

Type of Project: Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

Various Village facilities currently experience space efficiency issues. For example, the Fire Department lacks sufficient quarter space for female fire fighters; the Community Development Department is split between two facilities, creating inefficient customer service; and the Public Works facility lacks sufficient indoor space for material, tool, and equipment storage. Additionally, the Village's facilities are not equipped to manage modern workplace violence threats. Improvements are necessary to ensure the safety of the Village's employees and the efficient operation of the Village.

#### Project Benefits

Ensuring that the Village is utilizing its facilities in the most efficeint manner will improve the effectiveness of the Village's operations. Additionally, improving the physical security of the facilities will provide for a greater level of protection in the event of a workplace violence incident.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>FY 20/21</u>	<u>Space Needs and Security Assessment</u>
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<u>FY 21/22</u>	<u>Design/Construction</u>
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## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Street Lighting

Name of Contractor: Undetermined- project will be bid.

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

#### Description of Project

Installation of street lighting on Touhy Avenue between Hamlin Avenue and McCormick Boulevard.  
This project requires coordination with the Village of Skokie as the north side of the street is within  
their corporate limits.

#### Project Benefits

Will provide light for pedestrians and motorists along a street that currently is not lit.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
--------------	--------------------

<u>2021/2022</u>	<u>Design - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)</u>
<u>2022/2023</u>	<u>Construction - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/19

Department: Public Works Department

Project Name and Location: Street Lighting

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design			57,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				765,000		
Other Costs				57,000		
<b>Total Project Cost</b>	-	-	57,000	822,000	-	-
<b>Funding</b>						
Cost to Village	-	-	57,000	822,000		
Grant/Donation						
<b>Total Funding</b>	-	-	57,000	822,000		

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Estimated project costs are based on engineer estimates following several years of completed lighting projects.

Financing Other than Current Revenue Sources and Other Information:

Funded by the Villag Motor Fuel Tax Fund

Impact on Operating Costs:

Installation of new street lights will require staff to perform periodic maintenance; however LED fixtures are long lasting, so the required maintenance will be minimal.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

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

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

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

#### Project Benefits

The parking lot and road are 30 years old, there are several areas that have been patched. In addition, engineering guidelines for resurfacing are every 15-20 years.

#### Implementation Schedule

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

2020/2021 Resurfacing



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/14/2019 Department: Public Works Department

Project Name and Location: Facility Improvements

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]  
Site Acquisition [ ] Facility Repair [ x ]  
Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

Various projects based on five year facility improvement plan

In FY 20/21 projects include replacement of the Village Hall domestic boiler, various flooring, overhead doors, and replacement of the Police Department secure parking lot fence and gate.

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 20/21 - 24/25</u>	<u>Construction</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/14/2019

Department: Public Works Department

Project Name and Location Facility Improvements

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		-	172,000	210,000	52,000	23,000
Other Costs						
Total Project Cost		-	172,000	210,000	52,000	23,000
<b>Funding</b>						
Cost to Village		-	172,000	210,000	52,000	23,000
Grant/Donation						
Total Funding		-	172,000	210,000	52,000	23,000

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Costs are based on contractor and/or engineer estimates

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

Replacement of aging equipment reduces repair costs and down time

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Roof Replacements

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]  
Site Acquisition [ ] Facility Repair [ x ]  
Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

The Village Hall, and Police/Fire Building were constructed in 1989/1990. The roofs on each of these facilities have only received minor repairs, and each has shown signs of deterioration. The roofs were evaluated in 2017 and recommended for replacement.

### Project Benefits

Periodic replacement of roofing systems extends the longevity of facilities by preventing water from leaking into the building and ensures structural stability of the building.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 20/21</u>	<u>Police/Fire</u>
<u>FY 21/22</u>	<u>Village Hall</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location Roof Replacements

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		15,000		7,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			496,800	233,500		
Other Costs			25,300	11,500		
<b>Total Project Cost</b>		15,000	522,100	252,000	-	-
<b>Funding</b>						
Cost to Village		15,000	522,100	252,000	-	-
Grant/Donation						
<b>Total Funding</b>		15,000	522,100	252,000	-	-

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Costs are based on contractor and/or engineer estimates

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

Replacement of aging roofs reduces the likelihood of future leaks that would require contractual repair

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Roadway Resurfacing

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

Resurfacing of asphalt roadways throughout the community to prolong their useful life.

Roadways are selected for resurfacing by the Village Engineer based their condition.

#### Project Benefits

Resurfacing of roadways is a maintenance process that prolongs the uestful life of the street.

Best engineering practices recommend resurfacing of asphalt roadways every 15 to 20 years

in northern climates. Degredation of the roadway's surface can allow for water infiltration

which can eventually damage the base of the roadway, requiring complete reconstruction.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>FY 20/21</u>	<u>Construction</u>
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<u>FY 21/22</u>	<u>Construction</u>
-----------------	---------------------

<u>FY 22/23</u>	<u>Construction</u>
-----------------	---------------------

<u>FY 23/24</u>	<u>Construction</u>
-----------------	---------------------

<u>FY 24/25</u>	<u>Construction</u>
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/4/2019

Department: Public Works Department

Project Name and Location Roadway Resurfacing

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2021</b>	<b>Y/E 2022</b>	<b>Y/E 2023</b>	<b>Y/E 2024</b>	<b>Y/E 2025</b>
Planning/ Design		141,000	175,000	178,000	173,000	215,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		3,128,000	2,818,000	3,502,000	3,550,000	3,450,000
Other Costs		314,000	282,000	350,000	355,000	345,000
<b>Total Project Cost</b>		<b>3,583,000</b>	<b>3,275,000</b>	<b>4,030,000</b>	<b>4,078,000</b>	<b>4,010,000</b>
<b>Funding</b>						
Cost to Village		3,583,000	2,784,600	4,030,000	4,078,000	4,010,000
Grant/Donation			490,400			
<b>Total Funding</b>		<b>3,583,000</b>	<b>3,275,000</b>	<b>4,030,000</b>	<b>4,078,000</b>	<b>4,010,000</b>

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer estimates based on historical costs and the scope of work

Financing Other than Current Revenue Sources and Other Information:

Projects to be financed by bonds, to be funded by revenue enhancement as outlined in the 2018 Infrastructure Report developed by the Ad-Hoc Infrastructure Committee

Y/E 2022 includes the resurfacing of Northeast Parking using Federal STP funds covering 80% of the project costs.

Impact on Operating Costs:

Resurfacing roadways reduces short term maintenance cost associated with patching and pothole repairs.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Touhy/Cicero Intersection Improvements

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

Reconfiguration of the Touhy/Cicero intersection to create a dedicated right turn lane for traffic wishing to turn eastbound on Touhy Avenue from northbound Cicero Avenue.  
The Touhy/Cicero intersection is controlled by the Illinois Department of Transportation (IDOT) and cost sharing will be explored with the State of Illinois to minimize local costs.

#### Project Benefits

Improvements to the Touhy/Cicero intersection will reduce traffic congestion at this intersection caused by vehicles seeking to head eastbound on Touhy Avenue following exiting from the Edens Expressway.

#### Implementation Schedule

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

FY 20/21 Design/Land Acquisition

FY 21/22 Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location Touhy/Cicero Intersection Improvements

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		200,000				
Site, etc. Acquisition		82,000				
Vehicle/ Equipment						
Construction/ Repair			2,000,000			
Other Costs			220,000			
<b>Total Project Cost</b>	-	282,000	2,220,000	-	-	-
<b>Funding</b>						
Cost to Village	-	-		-	-	-
Grant/Donation	-	282,000	2,220,000			
<b>Total Funding</b>		282,000	2,220,000	-	-	-

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project cost includes addition of a dedicated right turn lane and potential widening of the off ramp.

Financing Other than Current Revenue Sources and Other Information:

Transportation Improvement Fund, Grant funds and cost sharing from the State has been sought to defray local costs.

Federal CMAQ funds have been awarded for this project and will cover 80% of the total cost.

Impact on Operating Costs:

None - maintenance of this intersection is the responsibility of IDOT.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Village Hall Campus Generator Replacement

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

The Village Hall Campus generator is original to the facilities having been installed in 1990.  
In recent years, it has experienced a number of issues including a failed fuel tank, failing  
radiator, and overall wear and tear. The generator is critical during emergency situations to  
ensure that the Police, Fire, and Village Hall facilities have a reliable source of power.

#### Project Benefits

A replacement generator will provide a reliable backup power supply in the event of a power  
failure during an emergency situation

#### Implementation Schedule

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

2021-2022 Phase II Design

2022-2023 Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location Village Hall Campus Generator Replacement

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design			25,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				350,000		
Other Costs				15,000		
<b>Total Project Cost</b>	-	-	25,000	365,000	-	-
<b>Funding</b>						
Cost to Village	-	-	25,000	365,000	-	-
Grant/Donation						
<b>Total Funding</b>	-	-	25,000	365,000	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer estimate

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Financing Other than Current Revenue Sources and Other Information:

General Fund

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Impact on Operating Costs:

Replacement of the existing generator will reduce annual maintenance costs as parts will be newer and less likely to fail

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**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**

For The Periods as Shown

Department: Parks and Recreation

<b>Project</b>	<b><u>FY 21</u></b>	<b><u>FY 22</u></b>	<b><u>FY 23</u></b>	<b><u>FY 24</u></b>	<b><u>FY 25</u></b>
<b>Playground Replacement Program</b>					
Flowers Park (last park to renovate)				130,000	
Possible Donation-friends of CC				(20,000)	
<b>Aquatic Center</b>					
Locker Room Renovation				1,500,000	
Water Slides & Kiddie Feature Gel Coating / Painting	90,000				
Main and Activity Pool Sandblasting and Painting		90,000			
Diving Board Area Unitary Safety Surfacing		15,000			
Activity Pool Feature					100,000
<b>Tennis &amp; Basketball Courts</b>					
Flowers Park - Reconstruction and Resurfacing	185,000				
(Possible 20,000 Donation-Friends of CC)	(20,000)				
Central Park - Resurfacing		150,000			
(Possible 20,000 Donation-Friends of CC)		(20,000)			
Proesel Park - Resurfacing			275,000		
(Possible 20,000 Donation-Friends of CC)			(20,000)		
<b>Potential Dog Park</b>					
Public Input Process and Planning			15,000		
	<b><u>255,000</u></b>	<b><u>235,000</u></b>	<b><u>270,000</u></b>	<b><u>1,610,000</u></b>	<b><u>100,000</u></b>

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/6/2019 Department: Parks and Recreation

Project Name and Location: Community Center HVAC Replacement

Name of Contractor: TBD

Type of Project:		Facility Construction	<input type="checkbox"/>
Site Acquisition	<input type="checkbox"/>	Facility Repair	<input checked="" type="checkbox"/>
Vehicle/Equipment Purchase	<input type="checkbox"/>	Planning/Design	<input type="checkbox"/>

#### Description of Project

This project is included as part of the Public Works Facility Plan.

#### Project Benefits

This project will ensure an operational and efficient HVAC system in the Community Center.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2021/2022</u>	<u>Conduct bid process and installation of equipment</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/6/2019 \_\_\_\_\_

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

Project Name and Location \_\_\_\_\_ Community Center HVAC Replacement

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			70,200			
Other Costs						
Total Project Cost		-	70,200	-		-
<b>Funding</b>						
Cost to Village		-	70,200	-		-
Grant/Donation						
Total Funding		-	70,200	-		-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project is part of the Public Works Facility Plan.

Financing Other than Current Revenue Sources and Other Information:

This facility maintenance budget is not tied to an opportunity for new sources of revenue.

Impact on Operating Costs:

This project is not anticipated to generate new revenue.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/6/2019 Department: Parks and Recreation

Project Name and Location: Proesel Park Aquatic Center Locker Room Renovation

Name of Contractor: TBD

Type of Project: Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

While the pool was renovated in 2004, the bathhouse was not. This has resulted in an outdated facility and inefficient use of space, as well as outdated plumbing. Updates, repairs, and added features have been planned to keep the facility viable, safe, ADA compliant, and appealing to residents and patrons.

A front entrance/family changing room renovation study was conducted in 2018; an updated plan is recommended to be developed prior to advancing this project.

#### Project Benefits

Updates and renovations will keep the pool safe, appealing, and up to ADA standards. This is one of the most valuable assets in the Parks and Recreation Department and by planning for the future it will remain a viable facility. The pool was renovated in 2004 and the estimated life of a pool is approximately 30 years, which means the pool is half way through its useful life.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2022	Conduct front entrance/family changing room study/locker room update study
2022	Search for grant funding for family changing room project
2023	Begin Renovations
2024	Complete renovations

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/6/2019 \_\_\_\_\_

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

Project Name and Location \_\_\_\_\_ Prosel Park Family Aquatic Center Locker Room Renovation

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					1,500,000	
Other Costs						
Total Project Cost		-	-	-	1,500,000	-
<b>Funding</b>						
Cost to Village		-		-	1,500,000	-
Grant/Donation						
Total Funding		-	-	-	1,500,000	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Included in the Master Plan that was developed for the Aquatic Center in 2015 was a goal to add family restrooms/changing areas. The locker rooms are also in need of renovation because the plumbing is in poor condition and the locker rooms were not renovated in 2004 when the aquatic center was last renovated. Finally, the front entrance area needs to be reconfigured to provide customer service and control.

Financing Other than Current Revenue Sources and Other Information:

Staff will pursue grant funding, if available given the scope of this project.

Impact on Operating Costs:

Revenue is generated through season pass, daily fees and swim lessons. This project is not anticipated to generate new revenue, but may assist in gaining membership.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Diving Board Area Unitary Safety Surfacing

Name of Contractor:

Type of Project: Facility Construction

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

### Description of Project

The Parks and Recreation Department underwent a swimming pool assessment in January 2016. One of the recommendations in the report is to replace the unitary safety surfacing in the diving board area. The safety surfacing in place is cracked, faded, and has been patched multiple times. A layer of unitary safety surfacing can be added to the top of the old surface, adding approximately 1/2 inch in height, which would be graded to meet the cement pool deck.

### Project Benefits

The purpose of this project is to protect and maintain the Village's equipment. It will also ensure safe and intact surfacing underneath the aquatic center's diving boards.

### Implementation Schedule

Dates	Explanation
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2021/2022	Gather quotes and complete the project.
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# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Main and Activity Pool Sandblasting and Painting Project

Name of Contractor:

Type of Project: Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ X ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

The main pool and activity pool are repainted every three years; approximately four times since the pool was constructed in 2004. The paint surface is chipping through multiple layers of paint at varying levels throughout the facility. It is recommended that all layers of paint be removed and the pools be repainted with a new, base layer of paint instead of adding another layer on top of the existing paint.

### Project Benefits

The purpose of this project is to protect and maintain the Village's equipment.

### Implementation Schedule

Dates	Explanation
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2020/2021	Gather quotes and complete the project.
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/16/19 \_\_\_\_\_

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

Project Name and Location Main and Activity Pool Sandblasting and Painting Project \_\_\_\_\_

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			90,000			
Other Costs						
Total Project Cost			90,000			
<b>Funding</b>						
Cost to Village			90,000			
Grant/Donation						
Total Funding			90,000			

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

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The main pool and activity pool are repainted every three years; approximately four times since the pool was constructed in 2004. The paint surface is chipping through multiple layers of paint at varying levels throughout the facility. It is recommended that all layers of paint be removed and the pools be repainted with a new, base layer of paint instead of adding another layer on top of the existing paint.

Financing Other than Current Revenue Sources and Other Information:

This project maintains the Village's equipment and investment, and is not associated with an opportunity for increased revenue through programming or facility fees.

Impact on Operating Costs:

This project involves a one-time expense. Annual inspections and/or maintenance will continue to be conducted as needed.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Potential Dog Park Public Input Process and Planning

Name of Contractor:

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

### Description of Project

The Parks and Recreation Board has recommended the Village proceed in exploring the possibility of incorporating a dog park into Lincolnwood's park system. This will be done with the assistance of a consulting firm that will manage an interactive public input process, determine a location, and develop plans and cost estimates that will be utilized to determine feasibility.

### Project Benefits

This planning process is intended to gather community feedback and determine the feasibility of a future dog park project.

### Implementation Schedule

Dates	Explanation
2022/2023	Conduct public input and planning process

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/16/19 \_\_\_\_\_

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

Project Name and Location Potential Dog Park Public Input Process and Planning \_\_\_\_\_

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design				15,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost				15,000		
<b>Funding</b>						
Cost to Village				15,000		
Grant/Donation						
Total Funding				15,000		

**Basis of Project Costs:** \_\_\_\_\_ Bids Received \_\_\_\_\_ Engineer, Architect, Etc. \_\_\_\_\_  
 \_\_\_\_\_ Comparable Costs \_\_\_\_\_ Contractor/Vendor Estimate \_\_\_\_\_ Other Basis \_\_\_\_\_

Discuss Basis of Project Costs:  
 The Parks and Recreation Board has recommended the Village proceed in exploring the possibility of incorporating a dog park into Lincolnwood's park system. This will be done with the assistance of a consulting firm that will manage an interactive public input process, determine a location, and develop plans and cost estimates that will be utilized to determine feasibility.

Financing Other than Current Revenue Sources and Other Information:  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 This planning process is intended to gather community feedback and determine the feasibility of a future dog park project. This aspect of the project represents a one-time cost.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Water Slide & Kiddie Feature Gel Coating / Painting Project

Name of Contractor:

Type of Project: Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ X ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

#### Description of Project

The Parks and Recreation Department underwent a swimming pool assessment in January 2016.

One of the recommendations in the report is to install a new gelcoat on the facility water slides.

The water slides and kiddie pool feature have since been inspected, and it was determined that

the work should take place prior to summer 2021 in order to maintain the Village's investment

in this equipment, and provide a safe slide surface for facility guests.

#### Project Benefits

The purpose of this project is to protect and maintain the Village's equipment. It will also ensure

safe slide surface and coating on the interactive kiddie pool feature.

#### Implementation Schedule

Dates Explanation

2020/2021 Gather quotes and complete the project.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/16/19 \_\_\_\_\_

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

Project Name and Location Water Slide & Kiddie Feature Gel Coating / Painting Project

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		90,000				
Other Costs						
Total Project Cost		90,000				
<b>Funding</b>						
Cost to Village		90,000				
Grant/Donation						
Total Funding		90,000				

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

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Parks and Recreation Department underwent a swimming pool assessment in January 2016.

One of the recommendations in the report is to install a new gelcoat on the facility water slides.

The water slides and kiddie pool feature have since been inspected, and it was determined that the work should take place prior to summer 2021 in order to maintain the Village's investment in this equipment, and provide a safe slide surface for facility guests.

Financing Other than Current Revenue Sources and Other Information:

This project maintains the Village's equipment and investment, and is not associated with an opportunity for increased revenue through programming or facility fees.

Impact on Operating Costs:

This project involves a one-time expense. Annual inspections and/or maintenance will continue to be conducted as needed.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Aquatic Center Activity Pool Water Play Feature

Name of Contractor:

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

### Description of Project

Update the activity pool with the purchase of a new water play feature that would be placed/installed in pool.

### Project Benefits

The Proesel Park Family Aquatic Center is a premeir destination in Lincolnwood. To continue to provide a quality and updated facility to the community it's important to continue implement facility updates/new additions to keep things fresh in an effort to increase retention.

### Implementation Schedule

Dates	Explanation
2024/2025	Purchase and install new water play feature.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: \_\_\_\_\_

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

Project Name and Location Aquatic Center Activity Pool Feature \_\_\_\_\_

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						100,000
Construction/ Repair						
Other Costs						
Total Project Cost		-				100,000
<b>Funding</b>						
Cost to Village						100,000
Grant/Donation						
Total Funding		-				100,000

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

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

It's important to continue to add new features within the aquatic center to keep the aquatic center fresh and current and to add value to the season pass in an effort to increase pass holder retention.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Revenue is generated through daily fees, season passes and swim lessons.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/6/2019

Department: Parks and Recreation

Project Name and Location: Proesel Park Tennis and Basketball Court Resurfacing Project

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

### Description of Project

This project is part of the effort to maintain the tennis courts and basketball courts in Proesel Park.  
The tennis courts and basketball courts would be resurfaced to provide an improved playing surface  
and to maintain the structure.

### Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2022/2023</u>	<u>Start and complete resurface</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/6/2019

Department: Parks and Recreation

Project Name and Location Proesel Park Tennis and Basketball Court Resurfacing

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				275,000		
Other Costs						
Total Project Cost				275,000		
<b>Funding</b>						
Cost to Village				255,000		
Grant/Donation				20,000		
Total Funding		-		275,000		

**Basis of Project Costs:**

	Bids Received	Engineer, Architect, Etc.
Comparable Costs	Contractor/Vendor Estimate	Other Basis

Discuss Basis of Project Costs:

The Proesel Park tennis courts are cracked and are showing signs of needing to be resurfaced. Sport courts should be resurfaced every 8-10 years depending the amount of wear and tear. The Proesel Park courts are used mainly for open recreation play on a daily basis and resurfacing would result in an improved and safer playing surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

A small amount of revenue is generated through tennis lessons. The tennis courts and basketball courts are available for open recreational play the majority of the time.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Flowers Park Tennis and Basketball Court Resurfacing Project

Name of Contractor:

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

Description of Project

The Flowers Park tennis courts are cracked and are showing signs of needing to be reconstructed and the basketball courts are in need of resurfacing. Sport courts should be resurfaced every 8-10 years depending on wear and tear. The Flowers Park courts are used mainly for open recreational play on a daily basis and resurfacing would result in an improved and safer playing surface.

If possible, this project will begin in FY 2019/2020 and will continue into the beginning of FY 2020/2021. The costs of the project will be split between the fiscal years, depending on when the tasks are completed.

Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2020/2021	Start and complete project

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Flowers Park Tennis and Basketball Court Resurfacing Project

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design	10,000					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		185,000				
Other Costs	2,875					
Total Project Cost		185,000	-			
<b>Funding</b>						
Cost to Village	12,875	165,000				
Grant/Donation		20,000				
Total Funding	12,875	185,000	-			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Flowers Park tennis courts are cracked and are showing signs of needing to be reconstructed and the basketball courts are in need of resurfacing. Sport courts should be resurfaced every 8-10 years depending on wear and tear. The Flowers Park courts are used mainly for open recreational play on a daily basis and resurfacing would result in an improved and safer playing surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

A small amount of revenue is generated through the Parks and Recreation Department tennis program, but most of the time tennis courts are used for open recreational play.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/06/2019

Department: Parks and Recreation

Project Name and Location: Central Park Tennis Court Resurface

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

### Description of Project

This project is part of the effort to maintain the tennis courts and basketball courts in Central Park.  
The tennis courts and basketball courts would be resurfaced to provide an improved playing surface  
and to maintain the structure.

### Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2021/2022</u>	<u>Start and complete resurface</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/06/2019 \_\_\_\_\_

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

Project Name and Location Central Park Tennis and Basketball Court Resurfacing Project

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Repair			150,000			
Other Costs						
<b>Total Project Cost</b>			150,000	-		
<b>Funding</b>						
Cost to Village			130,000			
Grant/Donation			20,000			
<b>Total Funding</b>			150,000	-		

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

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Central Park tennis and basketball courts are showing signs of needing to be resurfaced. Sport courts should be resurfaced every 8-10 years depending the amount of wear and tear. The Central Park courts are used mainly for open recreation play on a daily basis and resurfacing would result in an improved and safer playing surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

A small amount of revenue is generated through tennis lessons. The tennis courts and basketball courts are available for open recreational play the majority of the time.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/4/2019 Department: Parks and Recreation

Project Name and Location: Flowers Park Playground Renovation

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

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

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

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

This project is part of the Playground Replacement Plan that was established in 2005-2006. Flowers Park playground is the final playground that is in need of replacement as part of this project. The purpose of the equipment replacement is to ensure that the playground is safe, up to ADA Standards, and continues to provide play value for the community.

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

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

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

Dates	Explanation
2023	RFP, bid process
2023/2024	Park Installation

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/4/2019

Department: Parks and Recreation

Project Name and Location Flowers Park Playground Renovation

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					130,000	
Other Costs						
Total Project Cost					130,000	
<b>Funding</b>						
Cost to Village					110,000	
Grant/Donation					(20,000)	
Total Funding		-			130,000	

**Basis of Project Costs:** \_\_\_\_\_ Bids Received \_\_\_\_\_ Engineer, Architect, Etc. \_\_\_\_\_  
 Comparable Costs \_\_\_\_\_ Contractor/Vendor Estimate \_\_\_\_\_ Other Basis \_\_\_\_\_

Discuss Basis of Project Costs:

This project is part of the Playground Replacement Plan that was established in 2005-2006.  
 Flowers Park playground is the final playground that is in need of replacement as part of this  
 project. The purpose of the equipment replacement is to ensure that the playground is safe,  
 up to ADA Standards, and continues to provide play value for the community.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**  
**For The Periods as Shown**

Department: Police

<b><u>Project</u></b>	<b><u>FY 21</u></b>	<b><u>FY 22</u></b>	<b><u>FY 23</u></b>	<b><u>FY 24</u></b>	<b><u>FY 25</u></b>
Shooting Range Renovation	145,700	284,300	-	-	-
Police Lock up Facility Repair	-		100,000	-	-
Vehicles (3)	132,000	175,000	131,500	175,000	195,000
Public Safety Mobile Camera System			35,000	24,000	18,000
Public Safety Intersection Cameras / Maintenance		24,000	18,000	12,000	
	<b><u>277,700</u></b>	<b><u>483,300</u></b>	<b><u>284,500</u></b>	<b><u>211,000</u></b>	<b><u>213,000</u></b>

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/11/2019 Department: Police

Project Name and Location: Shooting Range Renovation  
Located at the police station (basement)

Name of Contractor: Not Determined

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

Complete renovation of existing shooting range due to age and outdated system. Inadequate ventilation, ballistic protection and audio precaution are necessary. The firearms range is currently 28 years old and has not had an upgrades since inception. Upgrade of range will include, a new bullet trap, ceiling ballistic panels, combat walls, 360 degree turning targets & firing line acoustic upgrade and ventilation system upgrade. The EOC is housed within the Police / Fire Training Room. Enhancements to the room are intended to help the Village to be better prepared to respond to emergency situations.

#### Project Benefits

Ensure compliance with OSHA regualtions for ventilation and use of firearms range. Allow for more dynamic training that will reduce risk of officer error, better target acquisition, and to active shooter situations. This will allow sworn perssnnel to traing with the patrol rifle which is of caliber .223 which the current range does not support. This training is now the best practice in law enforcement.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 20/21</u>	<u>Replace Ventilation System</u>
<u>FY 21/22</u>	<u>Replace Trap, Ceiling, Ballistic Walls, Acoustic Upgrade</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/11/2019

Department: Police

Project Name and Location Shooting Range Upgrade

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		50,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		95,700	284,300			
Other Costs						
Total Project Cost		145,700	284,300		-	-
<b>Funding</b>						
Cost to Village		145,700	284,300		-	-
Grant/Donation						
Total Funding		145,700	284,300		-	-

**Basis of Project Costs:**

Comparable Costs                     
  Bids Received                     
  X Engineer, Architect, Etc.  
 Other Basis                                     
  X Contractor/Vendor Estimate                     
  Other Basis

Discuss Basis of Project Costs:  
 Costs are based on contractor and/or engineer estimates

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Financing Other than Current Revenue Sources and Other Information:  
 General Fund

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Impact on Operating Costs:  
 Ventilation replacement/upgrade will be requested for FY 20-21 and the range equipment install is for FY 21-22.

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## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/11/2019 Department: Police

Project Name and Location: Police Vehicle Replacement

Name of Contractor: Currie Motors - Approved State Bid - NWMC

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

Police vehicle replacement plan is based on mileage and repair costs. Replacement for FY2020-21 are marked police vehicles

All vehicles will be replaced with all wheel drive Ford Police Interceptor SUV.

210

215

218

#### Project Benefits

Vehicles that operate for law enforcement purposes have long running hours, wear and tear beyond normal vehicle use such as emergency response to calls, potential for police pursuits, driving in all climates and conditions and the requirement to provide a safe environment for the personnel that operate the vehicles.

Proper vehicle rotation is essential to optimal performance for law enforcement in the field and adequate response times in emergency situations.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY2020 -21</u>	<u>Vehicle replacement should occur as soon as purchase is approved by Village Board. Delivery usually takes 12-16 weeks for delivery.</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/11/2019

Department: Police

Project Name and Location Police Vehicle Replacement Costs

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment		131,500	175,000	131,500	175,000	175,000
Construction/ Repair						
Other Costs						
Total Project Cost		131,500	175,000	131,500	175,000	175,000
<b>Funding</b>						
Cost to Village		131,500	175,000	131,500	175,000	175,000
Grant/Donation						
Total Funding		131,500	175,000	131,500	175,000	175,000

**Basis of Project Costs:**

Comparable Costs     
  Bids Received     
  Contractor/Vendor Estimate     
  Engineer, Architect, Etc.     
  Other Basis

Discuss Basis of Project Costs:

Costs are based on the vehicle replacement plan over (5) years and the contract pricing through the Northwest Municipal Conference for the Ford Police SUV Interceptor. Budget year FY2021-22 has a planned replacement of (3) vehicles.

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

FY 2021-2022 from Police Budget for CIP

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/11/2019 Department: Police

Project Name and Location: Police Lock-up Facility Repair

Name of Contractor: Unknown

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

Electronic locking mechanism for the police lock-up has failed and has been out of service for several years. Personnel must use a manual key system which is inefficient and designed as a back-up. Electronic locking mechanisms allows for enhanced officer safety and safety precautions for dealing with prisoner processing and multiple prisoners.

#### Project Benefits

Automated lock--up and booking facility to allow for more efficient and safe prisoner processing. Original installation took place when building was constructed and system failed. Having electronic usage prides for a higher level of security and officer safety whil handling individuals in custody.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 22-23</u>	<u>Prioritized CIP initiative after other more essential projects within the Department.</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/11/2019

Department: Police

Project Name and Location Police Lock-up Facility Repair

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				100,000		
Other Costs						
Total Project Cost				100,000	-	-
<b>Funding</b>						
Cost to Village				100,000	-	-
Grant/Donation						
Total Funding				100,000	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project costs are based on replacing the circuit board that operates the police lock-up prisoner cells, processing area and entrance from the sally port to the lock-up facility. Currently, system is not operation al as orginally designed and must be operated manually with cell keys.

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

FY 2022-2023 from police budget for CIP

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/11/2019 Department: Police

Project Name and Location: Public Safety Camera System

Name of Contractor: Unknown

Type of Project: Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project

The acquisition of a public safety mobile trailer camera system with the ability to deploy and send live video and recorded video to the Village's camera server. This can be used in conjunction with establishing police cameras at primary and secondary intersections that are commonly used by vehicles that commit criminal offenses within the Village. This project is a multi-year and layered approach to utilizing camera technology to assist in solving crime and reducing crime.

### Project Benefits

This will assist in maintaining a low level of crime within the community and also ensure that police are utilizing the best ability of technological efforts to keep the Village safe.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 22-23</u>	<u>Prioritized CIP initiative after other more essential projects within the Department.</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/11/2019

Department: Police

Project Name and Location Public Safety Camera System

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs			59,000	18,000	12,000	-
Total Project Cost			59,000	18,000	12,000	-
<b>Funding</b>						
Cost to Village			59,000	18,000	12,000	-
Grant/Donation						
Total Funding			59,000	18,000	12,000	-

**Basis of Project Costs:**

Comparable Costs                     
  Bids Received                     
  Contractor/Vendor Estimate                     
  Engineer, Architect, Etc.                     
  Other Basis

Discuss Basis of Project Costs:  
 Costs are associated with utilizing a public safety mobile camera trailer with multiple cameras.  
 This system can remotely accessed through the Village's camera server and can be deployed  
 to areas of concern and for special events.  
 This is multi-year plan to expand to primary and secondary intersections in the Village.

Financing Other than Current Revenue Sources and Other Information:  
 General Fund

Impact on Operating Costs:  
 FY 2022-2023 from Police Budget for CIP

**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**  
For The Periods as Shown

Department: Fire

<u>Project</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
Cardiac Monitors	40,000				
	<b>40,000</b>	-	-	-	-



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 7/29/2020

Department: Fire

Project Name and Location: Cardiac Monitor

Located at the fire station (in ambulance)

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment		40,000				
Construction/ Repair						
Other Costs						
Total Project Cost		40,000	-	-	-	-
<b>Funding</b>						
Cost to Village		40,000	-	-	-	-
Grant/Donation						
Total Funding		40,000	-	-	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Costs are based on contractor and/or engineer estimates.

Financing Other than Current Revenue Sources and Other Information:

General Fund.

Impact on Operating Costs:

Cardiac monitor replacement will be requested for FY 20-21.

**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**

For The Periods as Shown

Department: Public Works / NEID

<u>Project</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
Standpipe Improvements	53,000	-	-	-	-
Public Works Yard Improvements	50,000	-	-	-	-
Pratt Avenue Sidewalk Extension	171,000	-	-	-	-
<b>Totals</b>	<b>274,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 1/15/2020 Department: Public Works Department

Project Name and Location: Standpipe Improvements

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

In 2019, the Village conducted an evaluation of its water system, which identified several potential improvements, including three at the standpipe: 1) reconfiguring the electrical system, 2) upgrading the automation hardware and software; and 3) converting existing cameras to power over ethernet.

### Project Benefits

The identified projects will ensure that the standpipe will be able to function in its current capacity during daily operations and emergency events.

### Implementation Schedule

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

FY 21 Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 1/15/2020

Department: Public Works Department

Project Name and Location Standpipe Improvements

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		53,000				
Other Costs						
Total Project Cost		53,000	-	-	-	-
<b>Funding</b>						
Cost to Village	-	53,000	-	-	-	-
Grant/Donation						
Total Funding	-	53,000	-	-	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineering estimate based on recent bids

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Financing Other than Current Revenue Sources and Other Information:

Water/Sewer Fund

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Impact on Operating Costs:

None - improvements are routine maintenance/upgrades

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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/15/2020 Department: Public Works Department

Project Name and Location: Public Works Yard Improvement

Name of Contractor: Unknown

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

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

Description of Project

Installation of overhead doors, lighting and a heater in the new cold storage bins

Project Benefits

Improves the functionality and security of the cold storage bins

Implementation Schedule

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

FY 21 Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 1/15/2020

Department: Public Works Department

Project Name and Location Public Works Yard Improvements

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		50,000				
Other Costs						
Total Project Cost	-	50,000	-	-	-	-
<b>Funding</b>						
Cost to Village	-	50,000	-	-	-	-
Grant/Donation						
Total Funding	-	50,000	-	-	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Contractor estimate

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Financing Other than Current Revenue Sources and Other Information:

TIF Funds

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Impact on Operating Costs:

None

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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/15/2020 Department: Public Works Department

Project Name and Location: Pratt Avenue Sidewalk Extension

Name of Contractor: Unknown

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

Description of Project

Installation of a sidewalk on Pratt Avenue between Hamlin and Central Park Avenues

Project Benefits

The current sidewalk ends with no crosswalk to the south side of the street. A new sidewalk would provide connectivity to existing crossings at the UP Path and East Prairie Road

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 21</u>	<u>Design/Construction</u>



**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**

For The Periods as Shown

Department: Public Works / Devon - Lincoln

<u>Project</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
Devon Avenue Enhancement Funded by: Grant	325,000 (276,250)	4,000,000 (3,400,000)	-	-	-
Devon/Lincoln TIF Street Lighting	29,000	365,000	-	-	-
Arthur Avenue Paving	5,000	50,000	-	-	-
<b>Totals</b>	<b>82,750</b>	<b>1,015,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Devon Avenue Streetscape

Name of Contractor: Unknown

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

Description of Project

The project will consist of landscaped medians, possible lane reductions, enlarged parkways, ornamental lighting and decorative refuse containers.

Project Benefits

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>FY 20/21</u>	<u>Design</u>
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<u>FY 21/22</u>	<u>Construction</u>
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/5/2019

Department: Public Works Department

Project Name and Location Devon Avenue Streetscape

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		325,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,600,000			
Other Costs			400,000			
Total Project Cost		325,000	4,000,000			
<b>Funding</b>						
Cost to Village		48,750	600,000			
Grant/Donation		276,250	3,400,000			
Total Funding		325,000	4,000,000			

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Financing Other than Current Revenue Sources and Other Information:

As the lead agency, the Village will be responsible for much of the upfront costs. Construction will be reimbursed at an 70% rate from STP funding and the local match will be split between the Village and the City of Chicago.

The Village paid up front for Phase I engineering, Chicago has agreed to reimburse the Village in later phases of the project (i.e. Phase II and construction).

Impact on Operating Costs:

Landscaping maintenance contract will need to be expanded to include the new landscape medians

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/15/2020 Department: Public Works

Project Name and Location: Arthur Avenue Paving

Name of Contractor: Unknown

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

Description of Project

Paving of the underimproved area along Arthur Avenue west of Hamlin Avenue

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Project Benefits

Improves public safety and the appearance of the area

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Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 21	Design
FY 22	Construction



## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/19/2019 Department: Public Works

Project Name and Location: Devon/Lincoln TIF Street Lighting

Hamlin Avenue, Arthur Avenue, Ridgeway Avenue

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project

Installation of street lighting on the streets within the MB Zoning District between Lincoln Avenue,  
Devon Avenue, and the UP Path (Ridgeway, Arthur, Hamlin)

### Project Benefits

Installation of new street lighting enhances the aesthetic and safety of the manufacturing district.

### Implementation Schedule

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

FY 20/21 Design

FY 21/22 Construction



**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**

For The Periods as Shown

Department: Public Works / North Lincoln

<u>Project</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
North Lincoln Ave Medians	30,000	540,000	-	-	-
<b>Totals</b>	<b>30,000</b>	<b>540,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/17/2019 Department: Public Works

Project Name and Location: North Lincoln Medians

Lincoln Avenue medians, between Touhy and Jarvis

Name of Contractor: Unknown

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

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

### Description of Project

Reconstruction of existing medians to match the streetscape pallate that was installed south of Kostner Avenue

### Project Benefits

Improves aesthetics of Village

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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FY 21	Design
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FY 22	Construction
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**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**

For The Periods as Shown

Department: Stormwater Infrastructure

<u>Project</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
North Shore Outfall Sewer Funded by: Grant	2,104,000 (696,000)			-	-
Street Storage Program	140,000	4,405,000	3,330,000	-	-
Stormwater Master Plan Update			100,000		
<b>Totals</b>	<b>1,548,000</b>	<b>4,405,000</b>	<b>3,430,000</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works

Project Name and Location: North Shore Outfall Sewer

North Shore Ave between Drake Ave and the North Shore Channel

Name of Contractor: DiMeo Brothers

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

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

#### Description of Project

Installation of a 60 inch relief sewer to minimize flooding risk in the project area. Completion of construction which began in FY 19/20.

#### Project Benefits

Improves the overall quality of life for Village residents by increasing the Village's stormwater protection during heavy rain events and takes the Village closer to meeting the stated goal of reaching a 10 year level of protection

#### Implementation Schedule

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

FY 20/21 Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location North Shore Outfall Sewer

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design	188,100					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair	2,000,000	1,954,000				
Other Costs	157,000	150,000				
<b>Total Project Cost</b>	<b>2,345,100</b>	<b>2,104,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funding</b>						
Cost to Village	2,345,100	2,104,000	-	-	-	-
Grant/Donation	696,000	696,000				
<b>Total Funding</b>	<b>1,649,100</b>	<b>1,408,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer estimate

Financing Other than Current Revenue Sources and Other Information:

A grant has been awarded by MWRD for participation in the North Shore Outfall sewer construction.

Impact on Operating Costs:

New seperated sewers will need to be periodically cleaned and inspected using in-house staff.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works

Project Name and Location: Street Storage Program

Varios Locations

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

Installation of underground restrictors and on street berms to control the rate at which stormwater enters into the combined sewer system.

#### Project Benefits

Improves the overall quality of life for Village residents by increasing the Village's stormwater protection during heavy rain events and takes the Village closer to meeting the stated goal of reaching a 10 year level of protection

#### Implementation Schedule

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

FY 21 Construction of Remaining Pilot Project Restrictors (\$140K)

FY 22 Construction of Stage II (\$4.175M), Design of Stage III (\$230K)

FY 23 Construction of Stage III (\$3.33M)

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/5/2019

Department: Public Works Department

Project Name and Location Street Storage Program

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design	245,000		230,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		140,000	3,795,000	3,030,000		
Other Costs			380,000	300,000		
<b>Total Project Cost</b>	<b>245,000</b>	<b>140,000</b>	<b>4,405,000</b>	<b>3,330,000</b>	<b>-</b>	<b>-</b>
<b>Funding</b>						
Cost to Village	245,000	140,000	4,405,000	3,330,000	-	-
Grant/Donation						
<b>Total Funding</b>	<b>245,000</b>	<b>140,000</b>	<b>4,405,000</b>	<b>3,330,000</b>	<b>-</b>	<b>-</b>

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer estimate

Financing Other than Current Revenue Sources and Other Information:

0.25% home rule sales tax

Impact on Operating Costs:

Submerged restrictors require less maintenance during rain events due to the fact that they are less likely to clog; thereby reducing the possibility of overtime during rain events.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works

Project Name and Location: Stormwater master Plan Update

Varios Locations

Name of Contractor: Unknown

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

The Stormwater Master Plan was accepted by the Village Board in 2012 and seeks to bring the Village's sewer system to a 10-year level of protection. Since the completion of the plan, there have been changes that may impact the scope or feasibility of some of the projects. As such, an update of the plan is appropriate and will ensure that the goals will continue to be met.

#### Project Benefits

Re-evaluation of the Stormwater Master Plan is necessary to ensure that the proposed projects remain viable, continue to provide the level of protection desired, and have an adequate funding source.

#### Implementation Schedule

Dates	Explanation
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FY 22/23	Plan Update
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/5/2019

Department: Public Works Department

Project Name and Location Stormwater Master Plan Update

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design				100,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
<b>Total Project Cost</b>	-	-	-	100,000	-	-
<b>Funding</b>						
Cost to Village	-	-	-	100,000	-	-
Grant/Donation						
<b>Total Funding</b>	-	-	-	100,000	-	-

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer estimate

Financing Other than Current Revenue Sources and Other Information:

0.25% home rule sales tax

Impact on Operating Costs:

n/a

**CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY**  
**For The Periods as Shown**

Department: Water Fund

<u>Project</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
Water Meter Upgrades	-	-	240,000	240,000	240,000
Water Main Repairs and Upgrades - Various Locations	116,250	2,725,000	3,850,000	3,675,000	4,050,000
Water Transmission Main Construction	7,556,000	-	-	-	-
Pump House Improvements	40,000	-	220,000	138,000	50,000
Pump House Generator	16,500	166,100	-	-	-
Leak Detection System	65,000	550,000	-	-	-
<b>Totals</b>	<b>7,793,750</b>	<b>3,441,100</b>	<b>4,310,000</b>	<b>4,053,000</b>	<b>4,340,000</b>

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Water Meter Upgrades

Name of Contractor: Unknown

Type of Project: Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

#### Description of Project

The Village replaced the vast majority of its water meters in 2008. As part of that project the meters were equipped with meter transmission units (MTUs) that send water usage data to a centralized collection point. This improves the efficiency of billing by eliminating the need to have employees physically read each meter. The existing meters were installed with "pulse" registers which is an obsolete product and is being phased out by Badger Meters. The existing MTUs are nearing their end of life and staff has seen an increase in failed units. As such, it is recommended that all of the MTUs and registers be replaced. The meter bodies will remain in good condition until 2033-2038.

#### Project Benefits

The existing MTUs are exhibiting signs of failure with batteries dying, which has caused water bills to under represent the actual usage. Replacement of the MTUs and registers will reduce the amount of time that staff will need to spend in the field replacing failing MTUs and improve the accuracy of the Village's water billing.

#### Implementation Schedule

Dates Explanation

FY 22/23 Installation

FY 23/24 Installation

FY 24/25 Installation

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location Water Meter Upgrades

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment				240,000	240,000	240,000
Construction/ Repair						
Other Costs						
<b>Total Project Cost</b>		-	-	240,000	240,000	240,000
<b>Funding</b>						
Cost to Village		-	-	240,000	240,000	240,000
Grant/Donation						
<b>Total Funding</b>		-	-	240,000	240,000	240,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Vendor estimate based on the replacement of 4,262 water meter registers and transmission units

Financing Other than Current Revenue Sources and Other Information:

Water and Sewer Fund

Impact on Operating Costs:

Replacement of aging water meter registers and transmission units reduces downtime and metering inaccuracies

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Water Main Repairs and Upgrades- Various Locations

Name of Contractor: Unknown

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

Water main improvements in various locations. These improvements are a result of the Village's  
water distribution system analysis which was completed last year. The analysis  
will result in capital improvement recommendations for repairs and upgrades to the system.  
The projects will occur over time and will be part of future capital projects such as street  
resurfacing.

#### Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by ensuring that  
aging water mains are upgraded.

#### Implementation Schedule

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

FY 2021/2022 Construction

FY 2022/2023 Construction

FY 2023/2024 Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location Water Main Improvements- Various Locations

<b>Cost Elements</b>	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		116,250	165,000	160,000	179,000	125,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			2,325,000	3,360,000	3,176,000	3,568,000
Other Costs			235,000	330,000	320,000	357,000
<b>Total Project Cost</b>		116,250	2,725,000	3,850,000	3,675,000	4,050,000
<b>Funding</b>						
Cost to Village		116,250	2,725,000	3,850,000	3,675,000	4,050,000
Grant/Donation						
<b>Total Funding</b>		116,250	2,725,000	3,850,000	3,675,000	4,050,000

**Basis of Project Costs:**

Bids Received  Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Design and construction of water main improvements based on the updated system analysis recommendations.

Financing Other than Current Revenue Sources and Other Information:

Water and Sewer Fund - Bonding

Impact on Operating Costs:

Replacement of aging water mains reducest the liklihood of water main breaks

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Water Transmission Main Construction

Name of Contractor: Reliable Contracting and Equipment Co.

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

Construction of a water transmission main to an alternative supplier. The project also includes replacement of certain water distribution mains and roadway resurfacing.

Project Benefits

Construct a water transmission main to obtain potable water from an alternative water provider. To reduce the cost of water for the residents.

Implementation Schedule

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

FY 20/21 Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location Water Transmission Main

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2021</b>	<b>Y/E 2022</b>	<b>Y/E 2023</b>	<b>Y/E 2024</b>	<b>Y/E 2025</b>
Planning/ Design	680,000					
Site, etc. Acquisition	256,000					
Vehicle/ Equipment						
Construction/ Repair	4,906,000	7,030,000				
Other Costs	374,000	526,000				
<b>Total Project Cost</b>	<b>6,216,000</b>	<b>7,556,000</b>				
<b>Funding</b>						
Cost to Village	6,216,000	7,556,000				
Grant/Donation						
<b>Total Funding</b>	<b>6,216,000</b>	<b>7,556,000</b>				

**Basis of Project Costs:**

	Bids Received	Engineer, Architect, Etc.
Comparable Costs	X Contractor/Vendor Estimate	Other Basis

Discuss Basis of Project Costs:  
 To construct a new potable water transmission main to provide potable water at a cost effective rate to residents and businesses.

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Financing Other than Current Revenue Sources and Other Information:  
 IEPA Low Interest Loan and Bonding are being evaluated.

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Impact on Operating Costs:  
 Purchasing water from Evanston would reduce the Village's wholesale cost by \$1.2M annually

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## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Pump House Improvements

Name of Contractor: Unknown

Type of Project: Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

#### Description of Project

Projects include replacement of pumps, roof repairs, cleaning of underground reservoirs, and valve controllers.

#### Project Benefits

The Pump House is used to control the flow of water into the Village's distribution system. In 2019 a study was conducted to identify improvements to prevent failures at the Pump House. Suggested improvemetns include upgrades to the SCADA system, replacement of pump starters, and miscellaneous electrical improvements.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 20/21</u>	<u>Automation Hardware and Software</u>
<u>FY 21/22</u>	<u>n/a</u>
<u>FY 22/23</u>	<u>Pump #2 Replacement, Boiler and Steam Pump Replacement, Pump Motor Upgrades</u>
<u>FY 23/24</u>	<u>Standpipe Pump Replacement, Control Improvements</u>
<u>FY 24/25</u>	<u>Pump House Evaluation and Resiliency Study Update</u>



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Pump House Generator

Name of Contractor: Unknown

Type of Project: Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

The project includes the installation of a emergency standby diesel generator at the Village's pumping station to provide redundant electrical service during times of emergency.

Project Benefits

A standby emergency generator will provide a redundant electrical power supply during times of emergency when electricity is not being supplied by ComEd.

Implementation Schedule

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 12/17/2019

Department: Public Works Department

Project Name and Location Pump House Generator

Cost Elements	Cost to Date	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024	Y/E 2025
Planning/ Design		16,500				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			151,000			
Other Costs			15,100			
Total Project Cost		16,500	166,100	-	-	-
<b>Funding</b>						
Cost to Village		16,500	166,100	-	-	-
Grant/Donation						
Total Funding		16,500	166,100	-	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project includes the installation of a diesel generator at the Village's pumping station in accordance with the recommendations submitted by Baxter and Woodman.

Financing Other than Current Revenue Sources and Other Information:

Funding for the project would come from the Water and Sewer Fund.

Impact on Operating Costs:

Annual maintenance inspection and load testing is necessary in an amount of approximately \$10,000 per year.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/17/2019 Department: Public Works Department

Project Name and Location: Automated Leak Detection System

Name of Contractor: Unknown

Type of Project: Facility Construction

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

#### Description of Project

Installation of an automated leak detection system to identify ongoing water leaks in the distribution system. The initial phase of the project includes completion of a pilot project to identify a system that works best with the Village's water distribution system and ensure its success prior to full implementation.

#### Project Benefits

The Village currently has a water loss rate of greater than 18% of the water that was purchased from its wholesale supplier. The Illinois Department of Natural Resources (IDNR) has a requirement that the Village's water loss rate be less than 10% of the water that was purchased. The ability to identify water leaks in a timely basis will allow staff to reduce the water loss rate to comply with the IDNR's requirements and reduce the overall wholesale water purchase cost.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 20/21</u>	<u>Pilot Project</u>
<u>FY 21/22</u>	<u>Full Implementation</u>



## CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY

For The Periods as Shown

### Department

	F/Y	F/Y	F/Y	F/Y	F/Y	Total
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
<b>Fire Department</b>						
Air Pack compressor, Fill Station 4 bottles	50,000					50,000
Replacement Ambulance (A7)			296,122			296,122
Replacement Ambulance (A8)					326,444	326,444
Command Vehicle		120,780				120,780
EKG Monitors (2)	40,000			70,000		110,000
Replacement Airpaks				140,000		140,000
<b>Police Department</b>						
Replacement of Police Vehicles 210, 215 & 218	132,000					132,000
Replacement of Police Vehicles 211, 21, 2, & 34		175,000				175,000
Replacement of Police Vehicles 214, 216, & 9			131,500			131,500
Replacement of Police Vehicles 212, 215, 217 & 7				175,000		175,000
Replacement of Police Vehicles 210, 213, 218, & 21					195,000	195,000
<b>Public Works Department</b>						
Sewer Televising Equipment (Water and Sewer Fund)	200,000					200,000
Truck #25 (Streets)	65,000					65,000
Truck #1 (Streets)		207,000				207,000
Truck #29 (Parks)	28,000					28,000
Truck #10 (Water and Sewer Fund)	80,000					80,000
Sidewalk Cleaning Vehicle for Overpass/Paths		38,000				38,000
Truck #3 (Water and Sewer Fund)		168,200				168,200
Tractor #1 (Parks)		29,000				29,000
Truck #8 (Parks)		39,400				39,400
Tractor #2 (Parks)			89,200			89,200
Tractor #8 (Parks)			29,700			29,700
Truck #4 (Water and Sewer Fund)			71,300			71,300
Truck #15 (Streets)				176,700		176,700
Skidsteer Loader (Water and Sewer Fund)				69,400		69,400
Truck #7 (Water and Sewer Fund)					74,900	74,900
Truck #23 (Parks)					74,900	74,900
Truck #9 (Vehicle Maintenance)					42,500	42,500
<b>Totals</b>	<b>595,000</b>	<b>777,380</b>	<b>617,822</b>	<b>631,100</b>	<b>713,744</b>	<b>3,655,246</b>
General Fund Total	315,000	609,180	546,522	561,700	638,844	2,991,446
Water/Sewer Fund Total	280,000	168,200	71,300	69,400	74,900	663,800
PW GF	93,000	313,400	118,900	176,700	117,400	3,655,246