



OPERATING BUDGET

FY 2019-2020



Village of Lincolnwood
6900 N Lincoln Ave
Lincolnwood, IL 60712

Village of Lincolnwood

2019-2020 Budget

Village Board of Trustees

Barry I. Bass, President

Ronald S. Cope Jean Ikezoe-Halevi Craig Klatzco

Atour Sargon Jesal B. Patel, Sr. Georjean Hlepas Nickell

Anne Marie Gaura, Village Manager

Robert J. Merkel, Finance Director



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Village of Lincolnwood

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For the Fiscal Year Beginning

May 1, 2018

Christopher P. Morill

Executive Director

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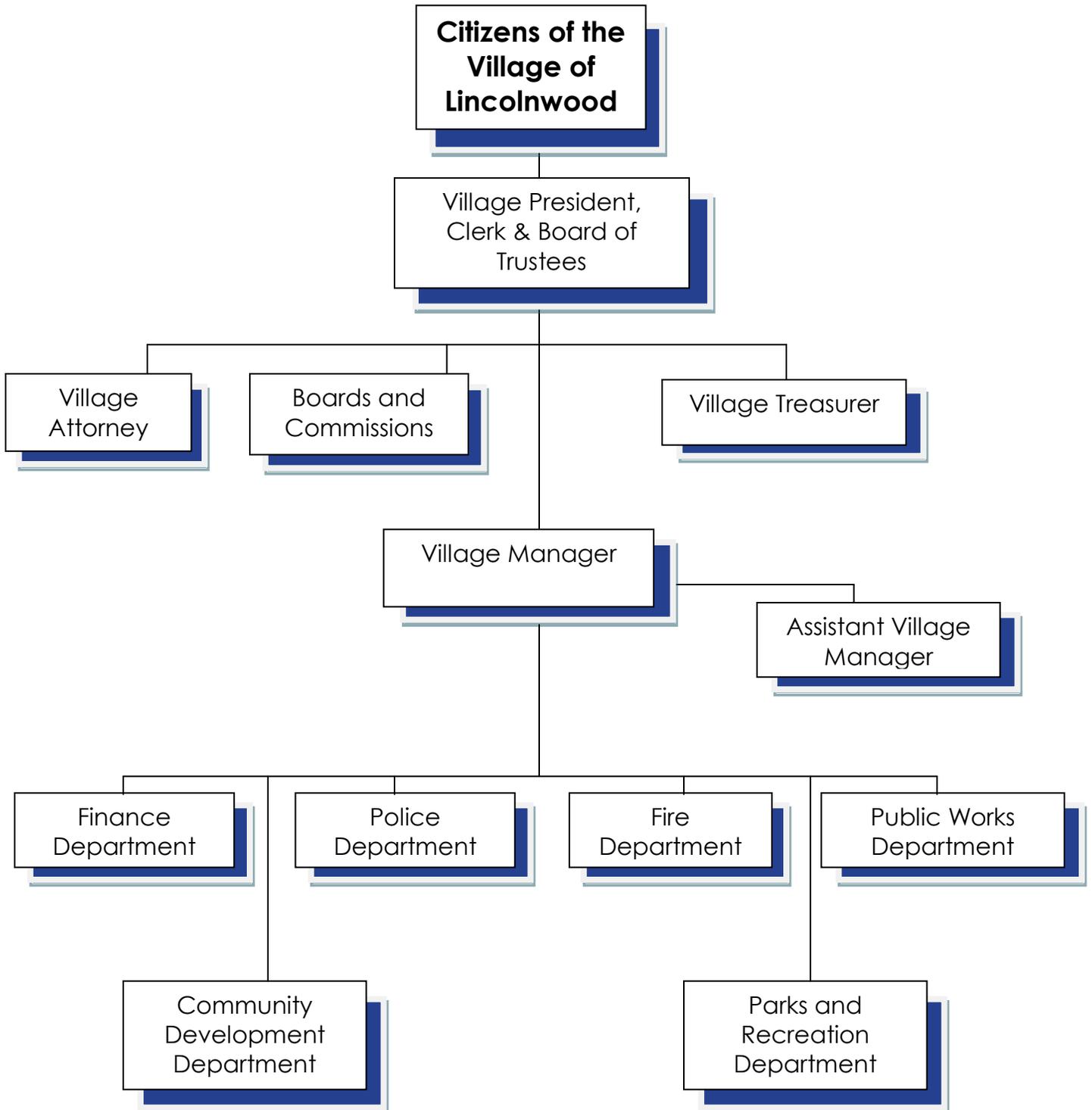
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Organizational Chart

Elected & Appointed Officers



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BUDGET OVERVIEW

The Fiscal 2020 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 2020 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 2020 budget message which provides an overview of Fiscal 2019 year-end results and an overview of the proposed Fiscal 2020 budget. Key issues for the General Fund and other operating funds are also discussed.

This section also explains the budget structure and budget process of the Village and lists details of budgeted revenue, expense, transfers and estimated change in fund balance for all funds for the proposed Fiscal 2020 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

PERSONNEL SUMMARY

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

REVENUE SUMMARY

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

FUND EXPENDITURES SECTION

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

APPENDIX

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

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

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

Budget Message

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VILLAGE PRESIDENT
Barry I. Bass

VILLAGE CLERK
Beryl Herman

VILLAGE MANAGER
Anne Marie Gaura



TRUSTEES
Ronald S. Cope
Jean Ikezoe-Halevi
Craig L. Klatzco
Georjean Hlepas Nickell
Jesal B. Patel, Sr.
Atour Toma Sargon

May 1, 2019

TO: President Bass and Members of the Village Board

From: Anne Marie Gaura, Village Manager

SUBJECT: Adopted Budget for Fiscal Year 2019/20 (Fiscal 2020)

On behalf of the Village staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2020 Budget. The adopted 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 17, 2019 and February 26, 2019 Budget Workshops. On January 17, 2017 the Village Board adopted the 2017– 2019 Strategic Planning Report. The approved initiatives were used as a guide in developing the Fiscal 2020 budget. The Village Board's Finance Committee met on March 15, 2019 to review the budget document in detail and a public meeting presenting the final draft budget document to the Village Board was held on April 3, 2019.

The total budget adopted for Fiscal 2020 is \$52,131,315. This represents an increase of 24% from last year's budget. The General Fund operating budget is \$22,863,862, which amounts to an increase of 3.2% 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. Many of the significant planned expenses include: Replacement of four squad cars in the Police Department and one truck in the Public Works Department, replacement of an ambulance in the Fire Department, resurfacing of tennis and basketball courts in Flowers Park and phase 2 of roof replacement at the Community Center.

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 2018 property tax increase is 2.1%.

The February 2017 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



TREE CITY USA



Village's overall debt burden is small and in line with the assigned rating of Aa1 (just below the highest rating of Aaa).

Fiscal 2019 Review

The Fiscal Year 2019 adopted budget for the General Fund was \$22,152,101 with projected revenues of \$21,243,223. End of year projections indicate a net decrease to the fund balance of \$582,445 after transfers. The Fiscal Year 2019 budgeted deficit is attributed to the following items:

- Fire StarCom radio replacements- \$100,000
- Touhy Pedestrian/Bicycle Overpass Construction- \$300,000

Items of Note in Fiscal 2019

Capital Improvements

- Completed construction of a pedestrian/bicycle overpass bridge over Touhy Avenue on the Valley Line Trail bike path. Construction was completed in the summer of 2018, 80% of was funded through a Congestion Mitigation Air Quality Grant.
- Completed LED street light retrofits on Northeast Parkway.
- Completed construction of the Public Works yard expansion.

Planning & Development

- Termination of the Lincoln-Touhy Tax Increment Financing (TIF) District. Creation of the North Lincoln TIF District.
- Approval of a redevelopment agreement for a proposed development in the North Lincoln TIF District called "District 1860".
- Engaged in a request for proposal process for building inspection services. After this process was completed, SAFEBuilt was selected as the provider for these services.
- Approval of a new prototype store for Walmart which will be a pick-up facility for internet grocery orders, and will occupy a majority of the former Dominick's grocery store.
- The Carrington, a new 385 room senior living residence, opened in October, 2018.

Fiscal Management

- Received the distinguished budget presentation and excellence in financial reporting award from the Government Finance Officers Association.
- Updated the Village's business and vehicle license software to provide businesses and residents with the ability to renew their business licenses and vehicle stickers online.

Administration

- The Village has formed an ad-hoc branding committee to create a new brand. The brand will include a complete suite of deliverables that will present a cohesive message to the resident and business communities.

Fiscal 2020 Key Issues

The Fiscal 2020 budget represents the Village’s plan for expected expenditures over the coming year and identifies the means by which those expenditures will be funded. The budget has been prepared, as in past years, in conjunction with the goals that were established in the Village’s Strategic Plan. On January 17, 2017 the Village Board adopted a new strategic plan for years 2017-2019. The report identifies the strengths and weaknesses of the Village as well as opportunities to improve Village life for residents and businesses.

Provided below are the goals stated in the strategic plan and a summary of how the Fiscal 2020 budget will help achieve these goals:

Goal	Summary of Actions
Development Achievements	
A. Continue Development of the “Purple Hotel” Site with Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction	<i>The Village approved a redevelopment agreement with Tucker Development in Fiscal 2019. Final design and engineering plans will be formalized in Fiscal 2020 with construction starting in the Spring of 2020.</i>
B. Create a North Lincolnwood Development Plan	<i>Funds for this project are included in the Fiscal 2020 budget and a preliminary plan will be presented to the Village Board for discussion.</i>
C. Develop the Following Sites: Brickyard Bank Property, Republic Bank Drive Through Site and Touhy Avenue Corridor	<p><u>Brickyard Bank Property</u> <i>This property is not currently for sale. If the site becomes available the Village will work with potential developers on redevelopment of the property.</i></p> <p><u>Republic Bank Drive Through</u> <i>A new multi-tenant commercial center has received zoning approval and is anticipated to begin construction in Summer, 2019.</i></p> <p><u>Touhy Avenue Corridor</u> <i>There are several properties for sale with the potential for redevelopment. These currently include 3757 W. Touhy and 4656 W. Touhy.</i></p>
D. Attract a Grocery Store to Lincolnwood	<i>The Village approved plans for a new prototype grocery store for Walmart. The pick-up facility for internet grocery orders will occupy a majority of the former Dominick’s store and is expected to open in June, 2019.</i>
Create a Marketing Package that will include identification of development sites and desired uses	<i>Staff is working in conjunction with the Economic Development Commission (EDC) to determine the sites, methods and message for marketing key properties in the Village.</i>

Finalize a New Water Supplier	<i>Staff finalized a water supply agreement with The City of Evanston. Funds have been included in the Fiscal 2020 Water and Sewer Fund to start construction on the infrastructure necessary to connect to the City of Evanston, with an anticipated connection by the end of calendar year 2020.</i>
Complete Stormwater Pilot Project and Determine “Next Steps” Plan/Actions	<i>The Village received a \$1.4 million grant to construct a relief sewer outlet to the North Shore Channel. This will complete the pilot project. Construction should be complete during Fiscal 2020. The Village also budgeted for design work for the second phase of the street storage program.</i>
Start of Infrastructure Program	<i>The Village has budgeted for the start of the infrastructure program in Fiscal 2020. The goal of the program is to have all Village streets resurfaced in the next ten years. Also, water mains that are deemed to be in poor condition will be replaced.</i>
Define a Baseline for O’Hare Noise and Show Measured Progress on Noise Abatement	<i>During the spring of 2017 a temporary noise monitor was installed at Village Hall to capture data regarding noise ranges within the Village. The noise range did not rise to the level that would allow the Village to be eligible for grant funding for noise mitigation. Village staff continues to attend O’Hare Noise Compatibility Commission meetings.</i>
Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment	<i>The Village’s mobile app continues to be utilized by the public at a high rate. Over 400 users have downloaded the application. During Fiscal 2020 staff will continue to promote the use of the mobile app as well as look at ways to expand functionality within the app.</i>
Develop a Public Transportation Plan along Devon Avenue	<i>The Village has an Ad-Hoc Mass Transit Committee comprised of residents to lobby and promote a route along Devon Avenue to connect to mass transit in Edgebrook. During 2017, the Village joined with neighboring elected officials to lobby the CTA and Pace to improve mass transit for the region. In early 2018, the Village was notified that Pace is planning to implement a new route along Crawford Avenue connecting residents more directly to Skokie. It is anticipated that these changes will be brought forward in the form of a Public Hearing from Pace in 2018 or early 2019.</i>

Fiscal 2020 Adopted Budget Overview

At the February 26, 2019 Budget Workshop staff presented a preliminary balanced budget that will require the use of General Fund excess reserves. 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
Replacement of four Police squad cars	\$162,000
Replacement of ambulance	\$256,000
Resurfacing of tennis and basketball courts – Flowers Park	\$100,000
Replacement of Public Works truck	\$160,100
Replacement of Community Center Roof – Phase 2	\$89,500
Total	\$767,600

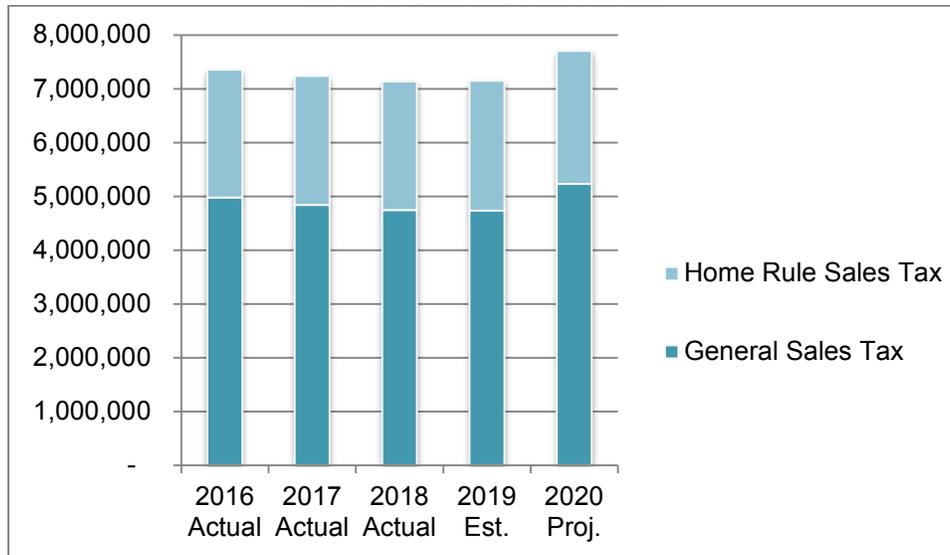
The adopted total budget is summarized below. Per accepted governmental financial standards, the Village’s finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources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

	FY18/19	FY19/20	% Change
All Funds	\$41,940,137	\$52,131,315	24%
General Fund	\$22,152,101	\$22,863,862	3.2%

The total budget has an increase of 24 %. This is mainly due to the construction of a new water transmission line for the Village’s new potable water supplier and construction of an outfall sewer for storm water management. The budget for the General Fund increased by 3.2% from the previous year, this is largely the result of the increased Police pension costs and planned vehicle replacements. Fiscal 2020 highlights include:

Sales Tax – Total sales tax revenue, including State and Home Rule sales tax is budgeted for \$7,700,000. The increase in sales tax revenue for Fiscal 2020 is mainly due to the adjustment of the home rule sales tax by .25% from the previous year. The chart below describes the trend in total sales tax revenue over the past five years.

Total Sales Tax Revenue



	Actual 4/30/2016	Actual 4/30/2017	Actual 4/30/2018	Estimated 4/30/2019	Projected 4/30/2020
Home Rule Sales Tax	2,374,826	2,392,230	2,386,842	2,412,000	2,971,700
General Sales Tax	4,976,541	4,839,777	4,745,651	4,735,000	4,728,300
Total	7,351,367	7,232,007	7,132,493	7,147,000	7,700,000

- 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 \$1,135,060. Funding for refuse collection is paid through the use of property tax revenues. Of the total amount, \$911,308 is budgeted for Groot Industries, Inc. for refuse collection and \$223,752 is budgeted for the Solid Waste Agency of Northern Cook County (SWANCC) for landfill deposits.
- Personnel Costs – Personnel costs in Fiscal 2020 are budgeted to be 13,328,727. There is a 2% cost of living wage increase for non-union employees. There is a contractually-obligated wage increase of 2.5% for the Fraternal Order of Police Patrol Union and 2% for the Public Works Teamsters Union.
- Police Pension Funding – The Police Pension Fund is currently 44.3% 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 \$280,000 of additional funding is deposited into the Police Pension Fund from a \$0.02 per gallon Gasoline Tax.

Capital Projects

The Fiscal 2020 budget includes the following capital improvement projects:

Playground Equipment

- \$100,000 to resurface the tennis and basketball courts in Flowers Park.

Water and Sewer Projects

- \$3,440,000 is budgeted in the Storm Water Management Fund to construct a relief sewer outlet to the North Shore Channel. The relief sewer was originally recommended by the Ad Hoc Sewer Committee as the second highest priority project, behind street storage within the Village's Stormwater Management Plan. The Village received a grant of \$1,400,000 from the Metropolitan Water Reclamation District to help defray construction costs. Secondly, \$10,541,000 is included in the budget of the Water and Sewer Fund for the construction of a potable water transmission main to connect the Village to the City of Evanston for potable water supply. The water transmission main construction should start in the summer and be completed in FY2020. Third, \$884,000 is budgeted to paint the Village standpipe. This project will be funded by both the NEID TIF and the Water and Sewer Fund.

Devon Avenue Streetscape Project

- \$304,000 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.

Roadway Resurfacing Program

- \$1,686,500 is budgeted for the start of the roadway resurfacing program. The Village is planning to resurface all Village owned streets in the next ten years. This project will be funded by both the Motor Fuel Tax Fund and the NEID TIF.

Public Works Building Refurbishing

- \$710,030 is budgeted to replace the original roof, HVAC system and windows for the Public Works building. \$425,000 is budgeted to replace the fuel system in the Public Works yard. The system has not been replaced since its original installation and has occurred leaks in the piping system. These projects are budgeted in the NEID TIF.

Street Light Installation

- \$1,200,000 is budgeted to install street lights on Devon Avenue (Longmeadow Avenue to Lincoln Avenue). \$242,000 will be funded through the Devon Lincoln Tax Increment Financing District and \$958,000 through the Motor Fuel Tax Fund.

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 2020 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 2.1% property tax levy increase included in the Fiscal 2020 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 (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. The Village currently has no outstanding General Obligation Bonds as of May 1, 2019. The Village is anticipating the issuance of General Obligation Bonds during the year to fund the construction of a new water transmission main from the Village's new potable water supplier and construction of an outfall sewer as part of the Village's storm water management program.

Financial Condition of the Village

The Village's financial position is very strong with a continued bond rating of Aa1. As of the end of Fiscal 2019 the Village's General Fund is debt free except for 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 notes that the Village's ability to generate balanced financial operations exhibits sound financial management despite the fact that several tax base values generally fell. The Village ensures that its annual required pension contributions are met, and Village facilities and equipment are appropriately maintained.

Conclusion

The preparation of the Fiscal 2020 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. The President and Village Board continue to provide stable and visionary leadership that have ultimately resulted in this year's accomplishments. Finally, particular thanks are extended to Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



Anne Marie Gaura
Village Manager

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Strategic Planning Report 2017-2019

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Village of Lincolnwood

Strategic Plan Report
2017 – 2019

December 2016

Lincolnwood | 2019-2020



Vision Statement

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

The Village of Lincolnwood's vision includes a commitment to an even more business friendly environment. Continuing development trends on several key Village sites is a focus for the community. Additional restaurants, a grocery store, and hotel in the Village would be considered a plus. The development of new communication tools will help the Village to interactively communicate and involve it's citizenry.

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

Village of Lincolnwood Core Values

- Education
- Diversity
- Business Development
- Integration of Neighborhoods
- Parks and Open Space
- Sound/Professional Government
- Customer Service

SWOT Analysis

Where We Are Today

Strengths

- Progressive Community made up of Dynamic Residents and Businesses
- Educated/Talented Constituents
- Experienced Capable Staff
- Fiscally Responsible
- Central Geographic Location
- Excellent Schools
- Diverse Population
- Sound/Efficient Run Government
- High Quality Public Services
- Public Facilities that Unite the Stakeholders invested in the Community

Weaknesses

- Unresolved Purple Hotel Site
- Lack of a Village Center
- Number of State Routes Make a Village Center Difficult
- “Vision 2020” Plan Needs Update
- Purchased Water From Chicago
- Storm Water Management
- O’Hare Noise
- Public Transportation

Opportunities

- Redevelopment of Purple Hotel Site as a Village Center
- Home Ownership
- Future Hotel Development
- Hamlin and Lincoln Property Development
- NE Lincoln Avenue Corridor Development – Opportunity for Non-Traditional Uses
- Devon/Lincoln TIF (Retail and Residential)
- Marketing/Promotion of Lincolnwood
- Touhy/Lincoln/Cicero Triangle Redevelopment
- Continue Support of Existing Business and Business Development
- Reassess Parking Requirements for Commercial Development
- Improving Traffic Flow



Threats

- Economy
- Increasing Crime in Neighboring Communities
- Maintenance of Village Owned Properties
- Failure to be Vigilant in Enforcement of Property Maintenance Codes
- Insufficient Engagement of Community and Staff in Decision Making

Vision by Category

State of Village in Five Years



DEVELOPMENT

- “Purple Hotel” Site Renamed and Development Complete
 - Containing Attractive Retail, Residential, Restaurants, a Hotel, Public Space and New Innovative Concepts
 - A Multi-Use Site Proactively Repositioned by The Village
- Lincoln/Touhy Sites Redeveloped
- Touhy Avenue Corridor Redeveloped
- Lincolnwood North Plan for Development Complete
- Redevelopment of Devon and Lincoln Avenue Corridor
- Development of Community Gateway From Edens Expressway
- Lincoln/Devon TIF Active and Redeveloped

RESIDENTIAL

- Improved Quality of Housing Stock and Residential Rehab Continues
- Dynamic Mix of Housing, including Single-Family, Multi-Family and Senior

ECONOMICS

- Tax Base Continues to Diversify
- Fiscal Responsibility Continues
- Alternative Water Supplier Identified

LEADERSHIP/GOVERNANCE

- Advocacy for O’Hare Noise Management
- Expanded Board Engagement of Community and Talent Within
- Lincolnwood’s Voice with Springfield and Washington Strengthens
- Local Relationships Continue to be Nurtured Particularly with the City of Chicago, Village of Skokie, Library District, School Board District #74, and Surrounding Communities

COMMUNITY PLANNING

- Storm Water Pilot Complete and Management Plan in Place
- Village Continues its Focus on Mixed Use Development
- Business-Friendly Regulations Along Commercial Corridors are Implemented
- Aesthetics a Key Component in Redevelopment
- Signage Regulations Revised According to Community Values
- Improved Public Transportation Options

COMMUNICATION/COMMUNITY IMAGE

- Village Image Has Been Updated and Brand Management Plan is Implemented
- Village Marketing Package in Place Including Identified Areas for Development and Desired/Possible Uses
- Village Board Policy Decisions Support and Encourage Development
- Village in Communication with Residents Using Interactive Feedback Technology

VILLAGE SERVICES

- Shared Services with Other Taxing Bodies Continues and Expands
- Infrastructure Plan Implemented
- Continued Monitoring/Managing Community Understanding of Services



2017 - 2019 Goals

Actions Towards our Vision

- 1. Development Achievements
 - A. Continue Development of “Purple Hotel” Site - With Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction
 - B. Facilitate Cicero Avenue Hotel Development
 - C. Create a North Lincolnwood Development Plan
 - D. Develop the Following Sites
 - 1. Brickyard Bank Property
 - 2. Republic Bank Drive Through Site
 - 3. Touhy Avenue Corridor
 - E. Attract Grocery Store to Lincolnwood

- 2. Create a Marketing Package that will include Identification of Development Sites and Desired Uses

- 3. Finalize a New Water Supplier

- 4. Complete Storm Water Pilot Project and Determine “Next Step” Plan/Actions

- 5. Define a Baseline for O’Hare Noise and Show Measured Progress on Noise Abatement

- 6. Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment

- 7. Complete Bicycle Path Connections

- 8. Complete 9-1-1 Shared Dispatch Service Center

- 9. Develop a Public Transportation Plan along Devon Avenue



GOALS/OBJECTIVES 2017 – 2019

GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
1. Development Achievements A. Continue Development of “Purple Hotel” Site - With Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction	1A <ul style="list-style-type: none"> • Create Concept Plan • Identify Developer to Deliver Plan • Identify Development Financing and Incentives • Work with Developer on Site Purchase • Facilitate Permit and Construction Process • Kick-Off Construction 	03/31/2017 06/30/2017 10/31/2017 03/31/2018 09/31/2018 03/31/2019	Community Development (CD) Village Manager’s Office (VMO)
B. Facilitate Cicero Avenue Hotel Development	1B <ul style="list-style-type: none"> • Zoning and Design Review • Permitting Complete • Construction Begins 	03/31/2017 06/30/2017 3 rd Quarter 2017	
C. Create a North Lincolnwood Development Plan	1C <ul style="list-style-type: none"> • Select Consultant to Develop a Sub Area Plan • Work with Contractor to Develop Plan • Board to Approve Plan 	06/30/2017 12/31/2017 1 st Quarter 2018	Village/Board
D. Develop the Following Sites 1. Brickyard Bank Property 2. Republic Bank Drive Through Site 3. Touhy Avenue Corridor	1D <ul style="list-style-type: none"> • Include in Marketing Package for Private Development 	3 rd Quarter 2017	
E. Attract Grocery Store to Lincolnwood	1E <ul style="list-style-type: none"> • Include Use In Marketing Package 	3 rd Quarter 2017	

GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
2. Image/Marketing <ul style="list-style-type: none"> Create a Marketing Package that will include Identification of Development Sites and Desired Uses 	<ul style="list-style-type: none"> Create a Marketing Task Force Utilizing Marketing Experts in the Village 	1 st Quarter 2017	CD
	<ul style="list-style-type: none"> Develop Marketing Plan 	3 rd Quarter 2017	Parks and Recreation (Parks & Rec)
	<ul style="list-style-type: none"> Determine Resources to Execute Plan 	3 rd Quarter 2017	
	<ul style="list-style-type: none"> Begin Plan Implementation 	01/01/2018	
3. Water Supply <ul style="list-style-type: none"> Finalize a New Water Supplier 	<ul style="list-style-type: none"> Complete Review of Supplier Options 	01/31/2017	Public Works (PW)
	<ul style="list-style-type: none"> Confirm Final Deal with Water Supplier and Convene Fire & Water Committee to Endorse Recommendations 	03/31/2017	
	<ul style="list-style-type: none"> Design Improvements 	1 st Quarter 2018	
	<ul style="list-style-type: none"> Build Infrastructure 	12/31/2018	VMO
4. Storm Water <ul style="list-style-type: none"> Complete Storm Water Pilot Project and Determine “Next Step” Plan/Actions 	<ul style="list-style-type: none"> Construction 	Completed	PW
	<ul style="list-style-type: none"> Pilot Review Process and Education of Residents 	12/31/2017	
	<ul style="list-style-type: none"> Determine Phased in Approach to Complete Remainder of Village 	3 rd Quarter 2017	
	<ul style="list-style-type: none"> Begin Construction 	2 nd Quarter 2018	
	<ul style="list-style-type: none"> Complete Construction of North Shore Outfall 	3 rd Quarter 2019	
	<ul style="list-style-type: none"> Discuss Plan to Implement, Remaining Priorities of Storm Water Plan 	3 rd Quarter 2019	
5. O’Hare Noise <ul style="list-style-type: none"> Define a Baseline for O’Hare Noise and Show Measured Progress on Noise Abatement 2019-2020 	<ul style="list-style-type: none"> Obtain Portable Noise Monitoring Capability 	03/31/2017	VMO
	<ul style="list-style-type: none"> Monitor Noise 	12/31/2017	
	<ul style="list-style-type: none"> Report Back to O’Hare, Noise Compatibility Commission and Request Remediation as Necessary 	06/31/2018	

GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
6. Today's Technology <ul style="list-style-type: none"> Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment 	<ul style="list-style-type: none"> Communicate and Promote New Mobile App 	12/31/2017	VMO
	<ul style="list-style-type: none"> Track Download Rate 	Ongoing	
	<ul style="list-style-type: none"> Provide Online Payments through App 	12/31/2017	
7. Bicycle Path <ul style="list-style-type: none"> Complete Bicycle Path Connections 	<ul style="list-style-type: none"> Complete Bicycle Path Connections 	Complete	PW Parks & Rec
	<ul style="list-style-type: none"> Develop Maps/Promotional Brochures 	12/31/2017	
	<ul style="list-style-type: none"> Striping of Road Bicycle Lanes 	3 rd Quarter 2017	
	<ul style="list-style-type: none"> Construction Begins on Overpass Bridge at Touhy Ave 	4 th Quarter 2017	
	<ul style="list-style-type: none"> Amenities Identification and Review 	12/31/2017	
8. 9-1-1 Center <ul style="list-style-type: none"> Complete 9-1-1 Shared Dispatch Service Center 	<ul style="list-style-type: none"> Complete Inter-governmental Meeting, Lincolnwood and Skokie 	11/01/2016	VMO Police Fire
	<ul style="list-style-type: none"> Contract with RCN for Lincolnwood – Skokie Police Connectivity 	01/31/2017	
	<ul style="list-style-type: none"> Contract for Interface with Skokie CAD and Lincolnwood RMS 	03/01/2017	
	<ul style="list-style-type: none"> Fire Station Alerting 	03/01/2017	
	<ul style="list-style-type: none"> Switch Over for Wireless Police/Fire Alarms 	03/31/2017	
	<ul style="list-style-type: none"> Installation Mobile Software Police & Fire and Video Camera Facility Phone Kiosk 	04/15/2017	
	<ul style="list-style-type: none"> Fire Department Switch Over 	05/01/2017	
Lincolnwood 2019-2020	Test Phase	03/01/2017 to 07/01/2017	22

GOALS/OBJECTIVES 2017 – 2019 (continued)



GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
9. Transportation <ul style="list-style-type: none"> Develop a Public Transportation Plan along Devon Avenue 	<ul style="list-style-type: none"> Create Ad-Hoc Advisory Board to Advocate with CTA/RTA/PACE 	Complete	VMO
	<ul style="list-style-type: none"> Lobby for Additional Resources for Various Projects 	Ongoing	

Financial Policies

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INTRODUCTION

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

- Revenues
- Expenditures
- Financial Planning

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

REVENUES

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

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

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

The revenue system of the Village shall strive to maintain equality in its structure. The Village shall minimize or eliminate all forms of subsidization between funds, services,

utilities and customers. However, it is recognized that Public Policy decisions may lead to subsidies in certain circumstances, e.g., Senior Citizen welfare.

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

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

EXPENDITURES

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

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

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

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

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

FINANCIAL PLANNING

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

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

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

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

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

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

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

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

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

FUND BALANCE RESERVE POLICY

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

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

GENERAL FUND

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

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

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

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

DEBT SERVICE FUND

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

WATER AND SEWER FUND

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

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

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

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

POLICE PENSION FUND

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

ALL OTHER FUNDS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted January, 2006
Updated March, 2013

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Investment Policy

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INVESTMENT POLICY:

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

PRUDENCE:

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

OBJECTIVE:

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

AUTHORITY:

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

ETHICS AND CONFLICT 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

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Budget Structure & Process

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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	
Econ.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.

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 FY2020 budget workshop, the 2020-2024 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 2018	Evaluate fiscal year financial forecasts and develop FY 2019/20 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 2018 Property Tax Levy.
January 2019	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	Village Board Finance Committee meets to review draft budget. FY 2019/20 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 2019/20 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	FY2020 appropriation ordinance is presented at public meeting to allow for public and Village Board discussion. After meeting, appropriation ordinance is presented for formal consideration to the Village Board.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its annual budget for the fiscal year beginning May 1, 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 2020 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

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Total Budget Comparison

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FY 2019-2020 BUDGET FINANCIAL SUMMARY - ALL FUNDS

The following is a summary of revenues and expenses for the Village from FY2016/17 through FY2019/20 by Fund type.

	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Adopted
Revenues by Fund				
General	21,551,675	20,496,878	21,120,272	22,007,760
Motor Fuel	378,795	365,379	322,000	360,000
Transportation Improvement	288,042	309,515	550,000	667,000
E911	185,922	40,814	-	-
NEID TIF	537,648	1,392,081	1,333,000	1,404,000
Devon/Lincoln TIF	118	251,769	425,000	704,000
Lincoln/Touhy TIF	-	-	-	-
North Lincoln TIF	-	-	-	-
Debt Service	480,792	480,792	-	-
Capital Projects	261,568	205,509	80,000	1,900,000
Water and Sewer-Enterprise	4,775,555	4,758,921	4,900,000	4,900,000
Police Pension	3,805,848	3,829,752	2,790,000	3,503,000
Total	32,265,963	32,131,410	31,520,272	35,445,760
Expenses by Fund				
General	19,631,111	21,141,973	21,665,217	22,863,862
Motor Fuel	855,588	74,534	27,000	2,492,500
Transportation Improvement	550,649	24,145	286,500	566,500
E911	502,739	42,079	-	-
NEID TIF	1,218,124	1,044,663	1,940,900	2,142,430
Devon/Lincoln TIF	107,926	216,169	37,000	661,000
Lincoln/Touhy TIF	-	-	-	-
North Lincoln TIF	-	-	-	1,450,000
Debt Service	686,631	689,644	210,381	102,500
Capital Projects	695,998	1,216,237	677,000	3,490,000
Water and Sewer-Enterprise	4,570,041	4,337,874	5,293,759	15,290,167
Police Pension	2,401,422	2,636,251	2,904,351	3,072,356
Total	31,220,229	31,423,569	33,042,108	52,131,315
Excess (Deficit) of Revenues over Expenses	1,045,734	707,841	(1,521,836)	(16,685,555)
Other financing - bond/note proceeds	-	-	-	47,540,000
Pay out of TIF surplus	(3,680,000)	-	-	-
Excess(Deficiency) of Revenues over Expenses after Other Financing	(2,634,266)	707,841	(1,521,836)	30,854,445

FY 2019-2020 BUDGET SUMMARY TOTAL VILLAGE BUDGET

The following is a summary of revenues and expenses for the Village from FY2016/17 through FY2019/20.

	2016/17 Actual	2017/18 Actual	2018/19 Projected	2019/20 Adopted
Revenues				
Local Taxes	15,581,674	16,481,687	16,662,000	17,350,000
Intergovernmental Taxes	2,692,424	2,594,937	2,499,000	2,569,000
Licenses and Permits	2,075,684	1,095,771	1,208,393	2,133,393
Charges for Services	6,813,523	6,801,721	7,027,779	6,986,897
Fines and Forfeitures	340,950	302,224	324,900	324,900
Rent	118,196	129,268	112,000	112,000
Grants	318,234	210,409	335,000	2,096,000
Investment Income	343,669	389,686	412,000	171,000
Reimbursements	35,293	134,340	100,000	166,000
Police Pension	3,805,848	3,829,752	2,790,000	3,503,000
Other	140,468	161,615	49,200	33,570
Total	32,265,963	32,131,410	31,520,272	35,445,760
Expenses				
Personnel	12,234,790	12,539,730	12,733,503	13,371,124
Contractual	7,912,085	6,477,273	7,542,300	9,772,982
Commodities	4,408,151	4,911,021	5,109,647	5,115,597
Economic Development	213,372	177,191	300,000	235,000
Debt Service	1,620,510	1,688,757	936,499	1,632,655
Capital Outlay	2,429,899	2,993,346	3,515,808	18,931,601
Police Pension	2,401,422	2,636,251	2,904,351	3,072,356
Total	31,220,229	31,423,569	33,042,108	52,131,315
Excess (Deficit) of Revenues over Expenses	1,045,734	707,841	(1,521,836)	(16,685,555)
Other Financing Sources (Uses)				
Bond/note proceeds	-	-	-	47,540,000
Pay out of TIF Surplus	(3,680,000)	-	-	-
Excess (Deficit) of Revenues over Expenses after Other Financing	(2,634,266)	707,841	(1,521,836)	30,854,445
Fund Balances				
Start of Budget Year	49,284,362	46,650,096	47,357,937	45,836,101
End of Budget Year	46,650,096	47,357,937	45,836,101	76,690,546
Less: Pension Fund Balance (a)	(20,183,174)	(21,376,675)	(21,262,324)	(21,692,968)
Available Fund Balances	26,466,922	25,981,262	24,573,777	54,997,578

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

BUDGET NOTES

FY2019/2020 – Revenues and other financing sources are projected to exceed expenses by \$30,854,445. This is mainly due to the issuance of note obligations in the newly created North Lincoln TIF District. The General Fund is projected to have a decrease of \$588,602 after transfers. The Motor Fuel Tax Fund has a projected decrease of \$2,132,500 due to the start of the roadway resurfacing program. The NEID TIF has projected a decrease of \$868,430 due mainly to refurbishing of the Public Works Facility and the fuel replacement system.

FY2018/2019 – Revenues and other financing sources are to exceed expenses by \$4,159,586. The increase is due to the issuance of general obligation bonds to finance capital expenditures in the Water and Sewer Fund. The General Fund is budgeted to have a decrease of \$908,878 before transfers. The decrease is due to one-time capital expenses and an increase in pension funding. The NEID TIF fund has a projected decrease of \$539,900. This is mainly due to the completion of the Public Works yard project. The Motor Fuel Tax Fund is projecting a decrease of \$631,370 mainly due to the installation of street lights. This is the final phase of the total replacement of street lights in the Village. The Water and Sewer Fund is projecting a decrease of \$5,837,146 before other financing sources. This is due to two capital projects that include the construction of a new water transmission line for potable water as the Village is switching water suppliers and the construction of an outflow sewer for storm water management. These projects will be funded by the issuance of general obligation bonds.

FY2017/2018 – Expenses are projected to exceed revenues by \$719,495. The General Fund is budgeted to have a decrease of \$705,015 before transfers. The decrease is due to one-time capital expenses and an increase in pension funding. The NEID TIF fund has a projected increase of \$224,162. This is due to an increase of TIF increment revenue from the increase in the EAV of the district. There are also two significant projects budgeted in the Capital Projects Funds totaling \$962,200. These projects are mainly funded by General Fund transfers.

FY2016/2017 – Expenses exceeded revenues and other financing sources by \$2,634,266. This deficit was mainly due to the Northeast Industrial TIF district distributing a surplus distribution of \$3,680,000 to the various taxing bodies in the district boundaries. The General Fund ended the year with an increase of \$1,484,031. This was due mainly to an increase in building permit revenue from a large project in on the Village's TIF districts. There were two capital project funds started in this year that totaled \$649,248. These projects were funded with grants and transfers from the General Fund.

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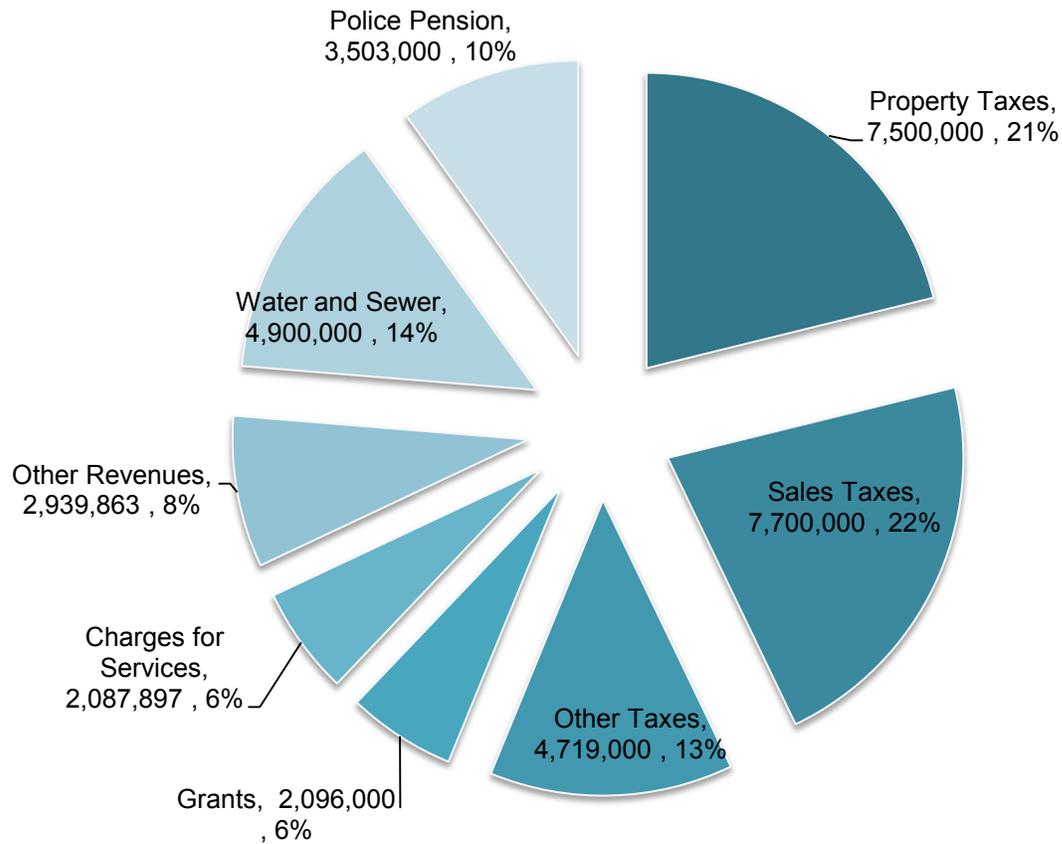
Fund Type Summary

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FISCAL 2020 REVENUES

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2019 and ending April 30, 2020 is \$35,445,760. Total revenues have increased \$846,037 (2.5%) from the prior year's budget.

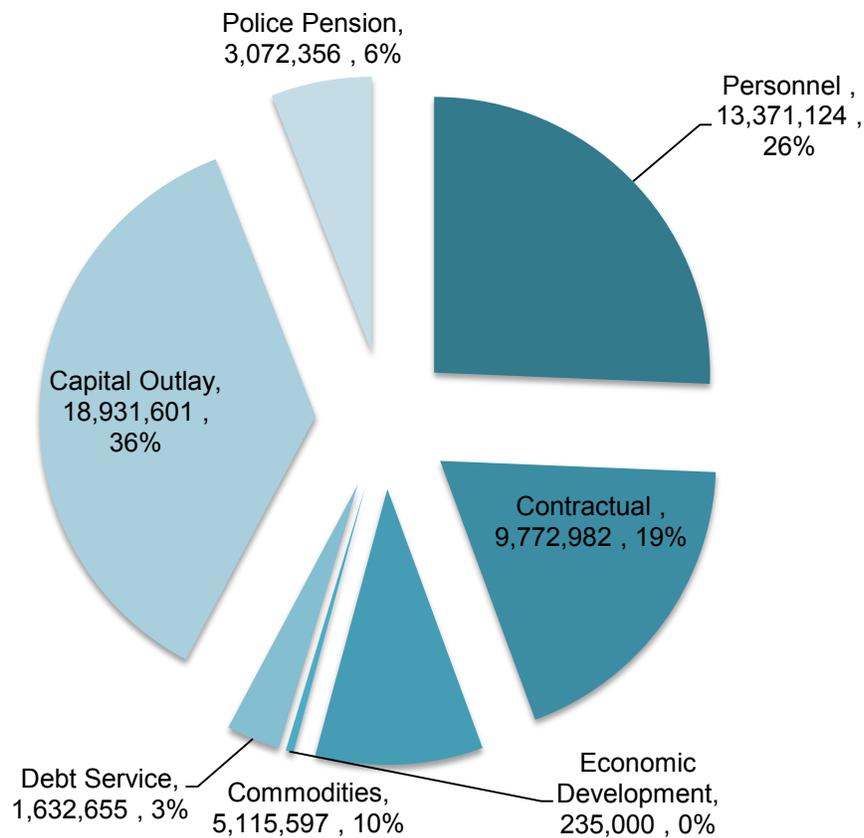
FY2019/20 Budgeted Revenues - All Funds - \$35,445,760



FISCAL 2020 BUDGETED EXPENDITURES

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2019 and ending April 30, 2020 is \$52,131,315. This is an increase of \$10,191,178 (24.3%) from the previous year's budget. The budget consists of \$31,567,059 of operating expenses, \$1,632,655 of debt service and \$18,931,601 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.

FY2019/20 Budgeted Expenditures – All Funds - \$52,131,315



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 2020 budget.

OPERATING BUDGET

Fiscal Year May 1, 2019 to April 30, 2020

	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	Property Enhancement Program Fund	Storm Water Management Fund	Private Sewer Line Assistance Fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2019-2020	Budget Total - All Funds 2018-2019	Increase (Decrease)
Revenue																		
Local Taxes	\$ 14,770,000	0	280,000	1,400,000	400,000	0	2,080,000	0	0	500,000	0	500,000	17,350,000	0	0	\$ 17,350,000	16,700,000	650,000
Intergovernmental Taxes	2,249,000	320,000	0	0	0	0	320,000	0	0	0	0	0	2,569,000	0	0	2,569,000	2,580,000	(11,000)
Licenses and Permits	2,133,393	0	0	0	0	0	0	0	0	0	0	0	2,133,393	0	0	2,133,393	1,305,958	827,435
Charges for Services	568,215	0	0	0	0	0	0	0	0	0	0	0	568,215	4,840,000	0	5,408,215	5,405,928	2,287
Charges for Services-Culture and Recreation	1,519,682	0	0	0	0	0	0	0	0	0	0	0	1,519,682	0	0	1,519,682	1,573,412	(53,730)
Fines and Forfeitures	324,900	0	0	0	0	0	0	0	0	0	0	0	324,900	59,000	0	383,900	350,900	33,000
Rent	112,000	0	0	0	0	0	0	0	0	0	0	0	112,000	0	0	112,000	112,000	0
Grants	5,000	0	387,000	0	304,000	0	691,000	0	0	1,400,000	0	1,400,000	2,096,000	0	0	2,096,000	2,264,000	(168,000)
Investment Income	126,000	40,000	0	4,000	0	0	44,000	0	0	0	0	0	170,000	1,000	1,179,000	1,350,000	1,183,500	166,500
Reimbursements	166,000	0	0	0	0	0	0	0	0	0	0	0	166,000	0	0	166,000	70,000	96,000
Pension Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	2,324,000	2,324,000	2,520,000	(196,000)	
Other Revenue	33,570	0	0	0	0	0	0	0	0	0	0	0	33,570	0	0	33,570	34,025	(455)
Total Revenues	22,007,760	360,000	667,000	1,404,000	704,000	0	3,135,000	0	0	1,900,000	0	1,900,000	27,042,760	4,900,000	3,503,000	35,445,760	34,099,723	1,346,037
Expenditures																		
Current Operating Expenditures																		
General Government	5,351,812	0	0	20,400	2,000	500,000	522,400	0	0	45,000	0	45,000	5,919,212	0	0	5,919,212	4,930,164	989,048
Public Safety	12,060,952	0	0	0	0	0	0	0	0	0	0	0	12,060,952	0	0	12,060,952	11,786,369	274,583
Highway and Streets	1,520,589	325,500	382,500	0	316,000	0	1,024,000	0	0	0	0	0	2,544,589	0	0	2,544,589	2,144,425	400,164
Sanitation	1,135,060	0	0	0	0	0	0	0	0	0	0	0	1,135,060	0	0	1,135,060	1,102,000	33,060
Culture and Recreation	2,635,449	0	0	0	0	0	0	0	0	0	0	0	2,635,449	0	0	2,635,449	2,789,883	(154,434)
Economic Development and Assistance	160,000	0	0	0	25,000	0	25,000	0	25,000	0	25,000	50,000	235,000	0	0	235,000	250,000	(15,000)
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	4,657,912	0	4,657,912	5,319,871	(661,959)
Capital Outlay Expenditures	0	2,167,000	184,000	2,122,030	318,000	0	4,791,030	0	0	3,395,000	0	3,395,000	8,186,030	10,052,100	0	18,238,130	9,521,450	8,716,680
Debt Service Expenditures	0	0	0	0	0	950,000	950,000	102,500	0	0	0	0	1,052,500	580,155	0	1,632,655	1,152,656	479,999
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	3,072,356	3,072,356	2,943,319	129,037	
Total Expenditures	22,863,862	2,492,500	566,500	2,142,430	661,000	1,450,000	7,312,430	102,500	25,000	3,440,000	25,000	3,490,000	33,768,792	15,290,167	3,072,356	52,131,315	41,940,137	10,191,178
Excess revenues over expenditures	(856,102)	(2,132,500)	100,500	(738,430)	43,000	(1,450,000)	(4,177,430)	(102,500)	(25,000)	(1,540,000)	(25,000)	(1,590,000)	(6,726,032)	(10,390,167)	430,644	(16,685,555)	(7,840,414)	(8,845,141)
Other Financing Sources and Uses																		
Transfers In	330,000	0	0	0	0	0	0	102,500	25,000	2,000,000	25,000	2,050,000	2,482,500	0	0	2,482,500	998,381	1,484,119
Issuance of Bonds/Notes	0	0	0	0	0	35,000,000	35,000,000	2,000,000	0	0	0	0	37,000,000	10,540,000	0	47,540,000	12,000,000	35,540,000
Transfers Out	(62,500)	0	0	(130,000)	0	0	(130,000)	(2,000,000)	0	(90,000)	0	(90,000)	(2,282,500)	(200,000)	0	(2,482,500)	(998,381)	(1,484,119)
Total Other Financing Sources and Uses	267,500	0	0	(130,000)	0	35,000,000	34,870,000	102,500	25,000	1,910,000	25,000	1,960,000	37,200,000	10,340,000	0	47,540,000	12,000,000	35,540,000
Net Change to Fund Balance	(588,602)	(2,132,500)	100,500	(868,430)	43,000	33,550,000	30,692,570	0	0	370,000	0	370,000	30,473,968	(50,167)	430,644	\$ 30,854,445	4,159,586	26,694,859
Estimated Fund Balances May 1	10,690,566	4,040,814	160,065	1,053,591	394,591	0	5,649,061	9,800	0	0	0	0	16,349,427	8,224,350	21,262,324	45,836,101	41,676,515	4,159,586
Projected Fund Balances April 30	10,101,964	1,908,314	260,565	185,161	437,591	33,550,000	36,341,631	9,800	0	370,000	0	370,000	46,823,395	8,174,183	21,692,968	76,690,546	45,836,101	30,854,445
Percentage Change in Fund Balance	-5.5%	-52.8%	62.8%	-82.4%	10.9%	0.0%	543.3%	0.0%	0.0%	0.0%	0.0%	0.0%	186.4%	-0.6%	2.0%	67.3%	10.0%	

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Summary of **Transfers**

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SCHEDULE OF OPERATING TRANSFERS
 Fiscal Year May 1, 2019 to April 30, 2020

Transfer From	General Fund	Property Enhancement Fund	Private Sewer Line Replacement Fund	Storm Water Management	Debt Service Fund	Total
NEID TIF Fund	\$ 130,000					130,000
Water & Sewer Fund	200,000					200,000
Storm Water Management Fund					90,000	90,000
Debt service Fund				2,000,000		2,000,000
General Fund		25,000	25,000		12,500	62,500
Total	\$ 330,000	25,000	25,000	2,000,000	12,500	\$ 2,482,500

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Summary of Personnel Services Costs **All Funds**

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PERSONNEL SERVICE WORKSHEET

Expected Payroll

Number	Fund / Department	2019-2020 Total Personnel Services	2018-2019 Total Personnel Services	Increase/ (Decrease)
101	General Fund Departments			
100	Village President and Board of Trustees	86,876	70,300	16,576
110	Village Clerk	8,852	8,852	0
200	Village Manager	694,212	737,783	(43,571)
210	Finance Department	564,110	621,788	(57,678)
240	Community Development Department	624,110	523,941	100,169
300	Police Department	7,215,509	7,146,060	69,449
350	Fire Department	90,035	88,645	1,390
400	Public Works Department	446,128	343,687	102,441
410	Vehicle Maintenance Division	259,984	252,136	7,848
420	Building Maintenance Division	178,639	174,737	3,902
440	Street Maintenance Division	817,099	830,435	(13,336)
	Total General Fund Departments	10,985,554	10,798,364	187,190
205	Parks and Recreation Department			
430	Park Maintenance Division	415,090	403,442	11,648
500	Parks and Recreation Department	271,776	318,462	(46,686)
502	Youth/Tot	4,346	5,810	(1,464)
504	Special Events	808	808	0
505	Athletic	664	664	0
508	Park Patrol	55,325	56,432	(1,107)
509	Turkey Trot	20,935	19,199	1,736
520	Club Kid Program	42,167	48,472	(6,305)
530	Day Camp Program	302,104	296,983	5,121
560	Aquatic Center	347,590	371,546	(23,956)
561	Swim Lessons	8,852	13,278	(4,426)
562	Swim Team	18,811	19,917	(1,106)
563	Concessions	29,876	36,515	(6,639)
570	Seniors Program	8,299	8,299	0
571	Community Center	16,598	16,598	0
	Total Parks and Recreation Department	1,543,241	1,616,425	(73,184)
660	Water and Sewer Fund	847,137	902,562	(55,425)
801	Police Pension Fund	2,954,906	2,831,169	123,737
	Total - All Funds	16,330,838	16,148,520	182,318

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Staffing Schedule

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STAFFING SCHEDULE

Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Budget FY 19/20
Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary*	1.00	1.00	1.00	1.00	1.00	1.00
Total - Village Manager's Office	5.00	5.00	5.00	5.00	5.00	5.00

*Shares with Village President and Board

Finance Dept

Director	1.00	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	2.00	2.00	2.00	2.00	2.00	2.00
Total - Finance Department	5.00	5.00	5.00	5.00	5.00	5.00

Community Development Department

Director	1.00	1.00	1.00	1.00	1.00	1.00
Development Manager	1.00	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50	0.50	0.50
Code Enforcement Officer	0.00	0.00	0.50	0.50	1.00	1.00
Total - Community Development Department	4.50	4.50	5.00	5.00	5.50	5.50

Police Department	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Budget FY 19/20
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	4.00	4.00	4.00	3.00
Sergeant	3.00	3.00	3.00	3.00	3.00	4.00
Patrol Officer	23.00	24.00	24.00	24.00	24.00	24.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Communications Operator	7.00	7.00	7.00	0.00	0.00	0.00
Records Clerk	1.00	1.00	1.00	2.50	2.50	2.50
Community Service Officer	1.50	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	0.50	0.50
Total - Police Department	44.00	45.00	45.00	39.50	40.50	39.50

Fire Department	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Budget FY 19/20
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Total - Fire Department	1.00	1.00	1.00	1.00	1.00	1.00

Public Works Department	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Budget FY 19/20
Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendent	-	-	-	-	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50	0.50
<i>Vehicle Maintenance Division:</i>						
Chief Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Laborer	1.75	1.75	1.75	1.75	1.75	1.75
<i>Building Maintenance Division:</i>						
Foreman	0.25	0.25	0.25	0.25	0.25	0.25
Equipment Operator	0.50	0.50	0.50	0.50	0.50	0.50
Laborer	1.50	1.50	1.50	1.50	1.50	1.50
<i>Street Maintenance Division:</i>						
Foreman	1.50	1.50	1.50	1.50	1.50	1.50
Supervisor	0.50	0.50	0.50	0.50	0.00	0.00
Equipment Operator	3.00	3.00	3.00	3.00	3.00	3.00
Laborer	1.75	1.75	1.75	1.75	1.75	1.75
<i>Water and Sewer Division:</i>						
Foreman	0.50	0.50	0.50	0.50	0.50	0.50
Supervisor	0.50	0.50	0.50	0.50	0.00	0.00
Water System Operator	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Operator	2.00	2.00	2.00	2.00	2.00	2.00
Laborer	3.00	3.00	3.00	3.00	3.00	3.00
Total - Public Works Department	23.25	23.25	23.25	23.25	23.25	23.25

Parks And Recreation Department	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Budget FY 19/20
Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendent - Recreation and Facilities	2.00	2.00	2.00	2.00	1.00	1.00
Communications Manager	-	-	-	-	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00	2.00	2.00
Youth Program Coordinator	0.50	0.50	0.50	0.50	0.00	0.00
Community Outreach Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
Clerk/Receptionist	1.00	1.00	1.00	1.00	1.00	1.00
<i>Maintenance Division:</i>						
Foreman	0.75	0.75	0.75	0.75	0.75	0.75
Equipment Operator	0.50	0.50	0.50	0.50	0.50	0.50
Laborer	3.00	3.00	3.00	3.00	3.00	3.00
Total - Parks and Recreation Department	10.25	10.25	10.25	10.25	9.75	9.75
Total - All Departments	93.00	94.00	94.50	89.00	90.00	89.00

There were no changes in personnel head count for the Fiscal Year 2019/20.

Major Revenue Descriptions **All Funds**

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GENERAL FUND REVENUES

FY2019/20 Budgeted General Fund Revenues - \$22,007,760

Revenue Overview

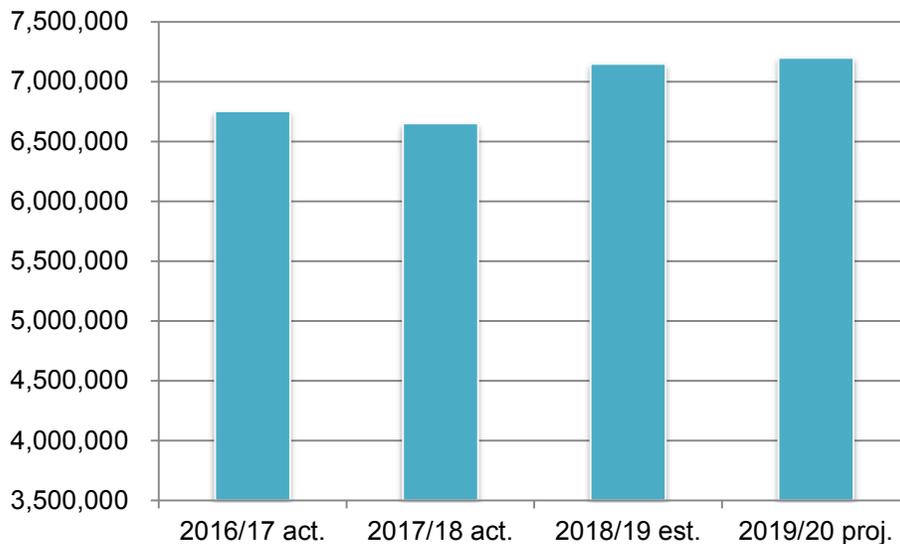
	FY2016/17 Actual	FY2017/18 Actual	FY2018/19 Projected	FY2019/20 Adopted
Property Taxes	5,777,831	5,679,158	5,600,000	5,700,000
Sales Taxes	6,751,215	6,651,701	7,147,000	7,200,000
Charges for Services	2,042,559	2,043,913	2,128,779	2,087,897
Licenses and Permits	2,075,684	1,095,771	1,208,393	2,133,393
Intergovernmental and other Taxes	3,953,820	4,004,900	4,089,000	4,119,000
Grants	8,128	4,900	5,000	5,000
Other Revenues	942,438	959,635	942,100	762,470
Total	21,551,675	20,439,978	21,120,272	22,007,760

Revenue Comments

The total General Fund revenue increased from \$21,243,223 to \$22,007,760, an increase of \$764,537 or 3.6 % from last year's budget. The increase is mainly due to an increase in building permit revenue.

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.

Revenue Comments

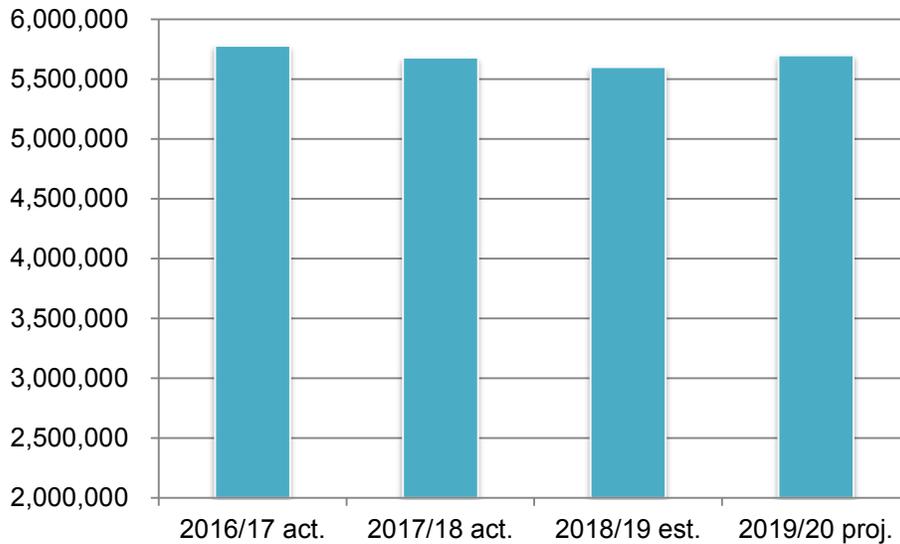
Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores),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

A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to experience a slight decline as compared to the Fiscal 2019 budget. The Fiscal 2020 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow and uneven pace.

1% regular share of retail sales	\$ 4,728,300
1% home rule sales tax	<u>2,971,700</u>
Total budgeted	7,700,000
Amount allocated to Storm Water Management Fund	<u>(500,000)</u>
Net Sales taxes available to the General Fund	\$ 7,200,000

Revenue Comments

Property Taxes

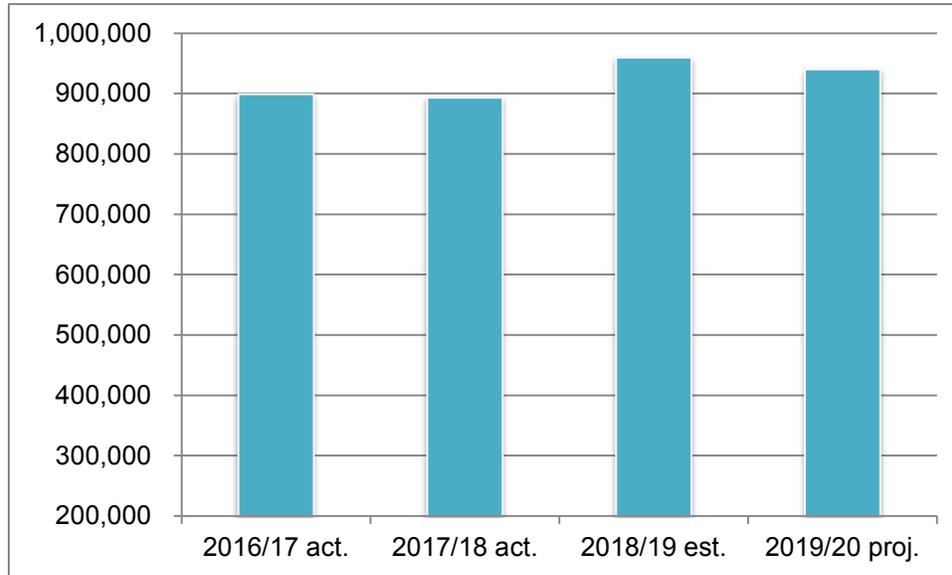


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.3% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2020 budget was levied prior to December 31, 2018 and contained a 2.1% increase.

Total budgeted **\$5,700,000**

Revenue Comments

Utility Taxes

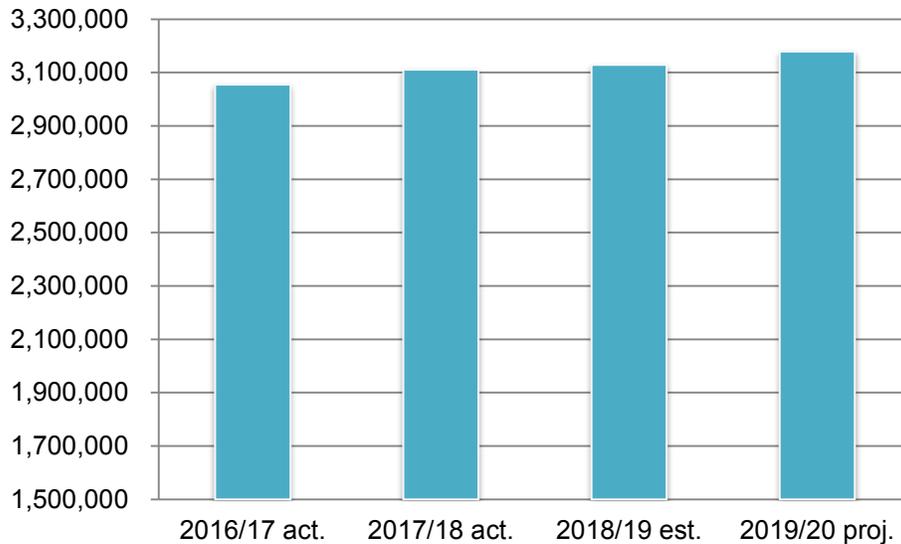


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax receipts. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source are difficult. The Fiscal 2020 budget reflects a minimal change from the prior year's budget.

Electric Use	\$ 580,000
Gas Utility Tax	<u>360,000</u>
Total budgeted	\$ 940,000

Revenue Comments

Intergovernmental Taxes



The Village collects various taxes from the State of Illinois. The major item is the state income tax. Income taxes are distributed by the State on a per capita basis. This revenue source had increased in the last few years but is projected to 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 2020.

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 2020.

Revenue Comments

Many years ago, there was a personal property tax in Illinois. This tax was abolished for individuals by the 1970 Illinois Constitution and phased out for corporations in 1979. The personal property replacement tax “replaced” the original tax. This tax has fluctuated over the last few years. The budgeted amounts for Fiscal 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	\$ 1,150,000
Telecommunication tax	380,000
Local use tax	330,000
Personal property replacement tax	130,000
E-911 surcharge tax	230,000
Other	<u>29,000</u>
Total budgeted	\$ <u>2,249,000</u>

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 remain at the prior year’s amount for Fiscal 2020. 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	\$ 530,000
Motor Fuel tax	<u>400,000</u>
Total budgeted	\$ <u>930,000</u>

Total budgeted utility and intergovernmental taxes \$ 4,119,000

Revenue Comments

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. This amount was adjusted by from \$40 to \$50 for the Fiscal 2019 budget.

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 2020 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	\$ 390,740
Liquor Licenses	33,968
Business Licenses	116,885
Permits	1,371,800
Franchise fees-cable services	<u>220,000</u>
Total budgeted	\$ 2,133,393

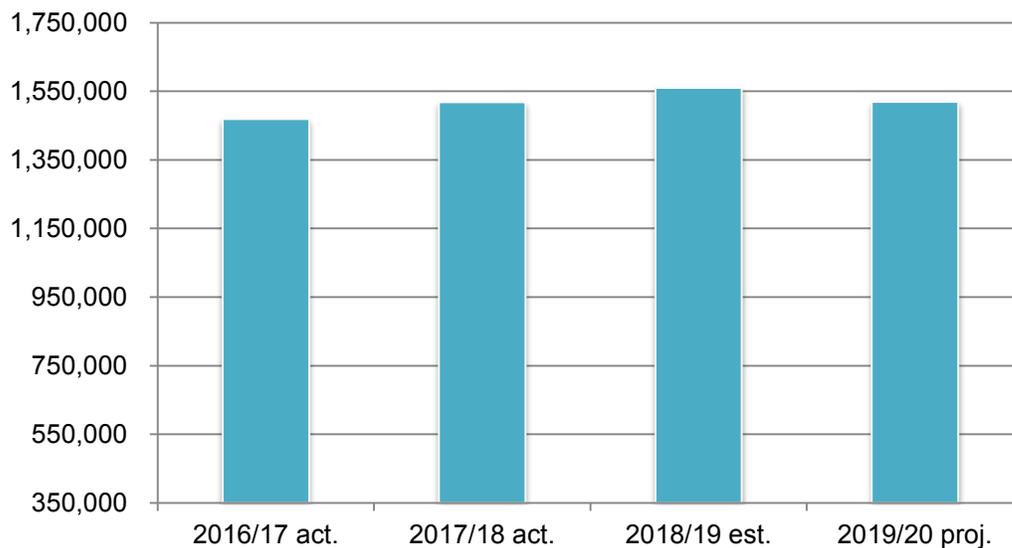
Revenue Comments

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	\$ 400,000
Alarm service fees	106,615
Filing and variance	7,000
Other	<u>54,600</u>
Total budgeted	\$ 568,215

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 2020 are budgeted to reflect normal summer weather conditions. Below is a breakdown by category of these charges:

Revenue Comments

Camps	\$ 427,050
Pool and concessions	686,925
Community Center Rental	56,000
Senior Program	25,500
Other	<u>324,207</u>
Total budgeted	\$ 1,519,682

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	\$ 170,000
Circuit court fines	45,000
Parking and other fines	85,000
False alarm fines	9,500
Other	<u>15,400</u>
Total budgeted	\$ 324,900

Grants

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

State Grant

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

Other Revenue

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

Rent	\$ 112,000
Investment income	246,000
Reimbursements	46,000
Miscellaneous	<u>33,570</u>
Total budgeted	\$ <u>437,570</u>

Total revenues from General Fund for Fiscal 2020 budget - \$22,007,760

SPECIAL REVENUE FUNDS

Revenue Comments

	FY2016/17	FY2017/18	FY2018/19	FY2019/20
	Actual	Actual	Projected	Adopted
Local Taxes	765,566	1,879,279	2,025,000	2,080,000
Intergovernmental				
Taxes	544,874	380,794	300,000	320,000
Grant	48,538	-	250,000	691,000
Interest/Other	31,547	99,485	55,000	44,000
Total	<u>1,390,525</u>	<u>2,359,558</u>	<u>2,630,000</u>	<u>3,135,000</u>

The following are the major revenue sources budgeted for Fiscal 2020 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 2020, the Village estimates a per-capita amount of \$24 for a total of \$300,000. This revenue source has been very consistent over the prior years. The Village also estimates \$40,000 of investment income will be earned for Fiscal 2020.

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 2020, 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 2020. The Village also will receive grants of \$387,000 for phase 1 Touhy/Cicero intersection improvements and safe routes for school 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 2018 and 2019 fiscal years. For Fiscal 2020, the Village estimates \$1,400,000 of property tax revenue for the NEID TIF Fund and \$400,000 for the Devon/Lincoln TIF Fund. The new North Lincoln TIF Fund has not budgeted property tax revenues for Fiscal 2020 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 Village also estimates \$4,000 will be earned on the NEID TIF Fund investments for Fiscal 2020.

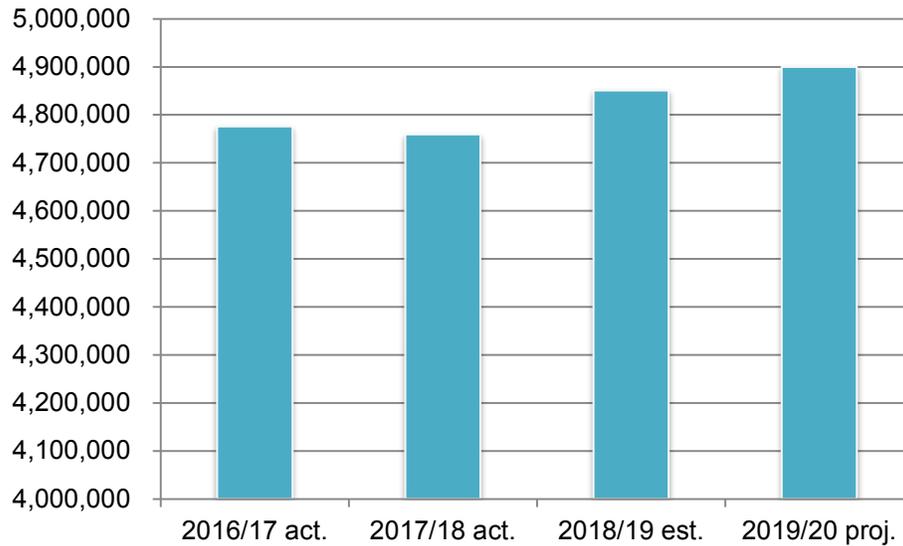
Total revenue from all Special Revenue Funds for Fiscal 2020 budget - \$3,135,000
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CAPITAL PROJECT FUNDS REVENUES

The Village has budgeted \$500,000 in local tax revenue and \$1,400,000 in grant revenue for Fiscal 2020 for the construction of an outflow sewer as part of the Village's storm water management infrastructure program.

Total revenue from all Capital Project Funds for Fiscal 2020 budget - \$1,900,000
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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.

	FY2016/17 Actual	FY2017/18 Actual	FY2018/19 Projected	FY2019/20 Adopted
Water/Sewer Charges	4,770,964	4,757,808	4,850,000	4,899,000
Interest	4,591	1,113	1,000	1,000
Total	4,775,555	4,758,921	4,851,000	4,900,000

Revenue Comments

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village's water provider did 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 2020 budget - \$4,900,000
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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 \$2,324,000 for the Fiscal 2020 budget year. The fund also budgeted \$1,179,000 in investment income from the police pension investment portfolio.

Total revenue for the Police Pension Fund for Fiscal 2020 budget - \$3,503, 000
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Total Revenue - All Funds Fiscal 2020 Budget - \$35,445,760
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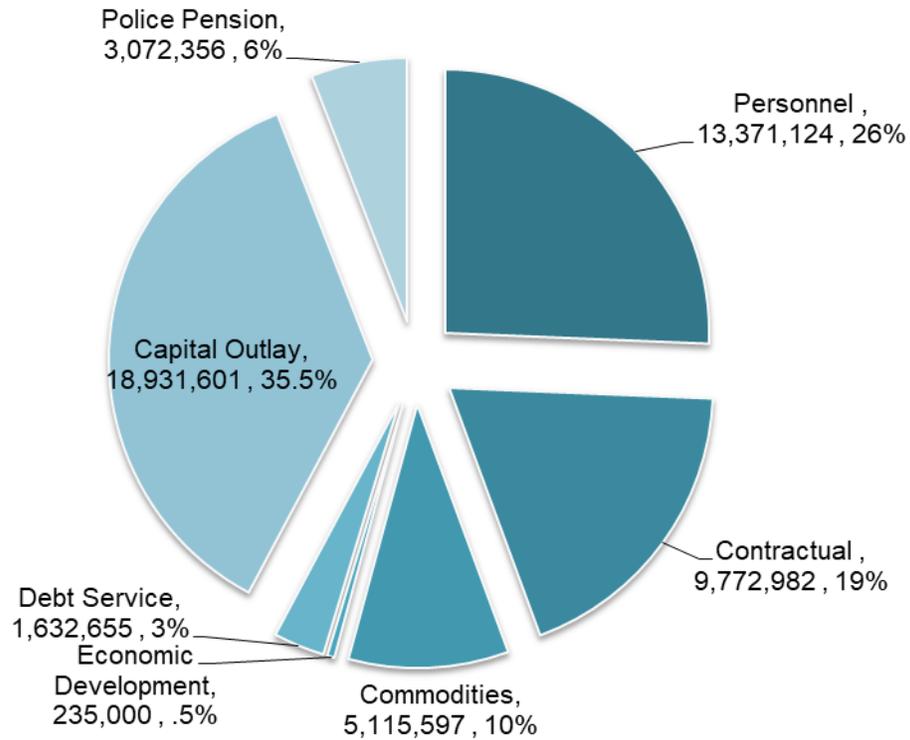
Expenditure Analysis & Overview

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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.

FY2019/2020 Total Budgeted Expenditures



EXPENDITURES BY TYPE

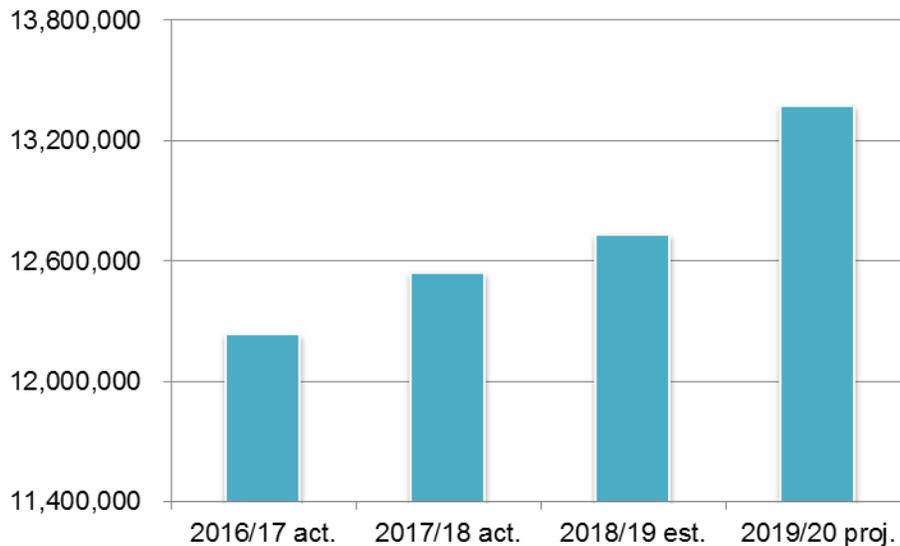
Figures are shown at the budgeted amounts.

Expenditures by Classification

	FY2016/17 Actual	FY2017/18 Actual	FY2018/19 Projected	FY2019/20 Adopted
Personnel	12,234,790	12,539,730	12,733,503	13,371,124
Contractual	7,912,085	6,477,273	7,539,300	9,772,982
Commodities	4,408,151	4,911,021	5,109,647	5,115,597
Debt Service	1,620,510	1,688,757	936,499	1,632,655
Economic Development	213,372	177,191	300,000	235,000
Capital outlay	2,249,899	2,993,346	3,515,808	18,931,601
Pension Expenses	2,401,422	2,636,251	2,904,351	3,072,356
Total	31,220,229	31,423,569	33,039,108	52,131,315

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2019 and ending April, 30, 2020 is \$52,131,315. Total expenditures have increased \$10,191,178(24%) 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 .3% increase in personnel costs from the prior year's budget for Fiscal 2020. This is mainly due to a full-time police officer position added for Fiscal 2019 not being filled and not included in this year's budget. Also, an additional payment of \$220,000 for the Police Pension fund in the prior year was also not included in the Fiscal 2020 budget.

Non-union employees are on a merit based pay plan. There was a 2% cost of living increase budgeted in Fiscal 2020 for non-union employees. The Village has contracts with two collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2018 through April 30, 2021. The contract with the International Brotherhood Teamsters Local 714 is in effect from May 1, 2019 through April 30, 2022.

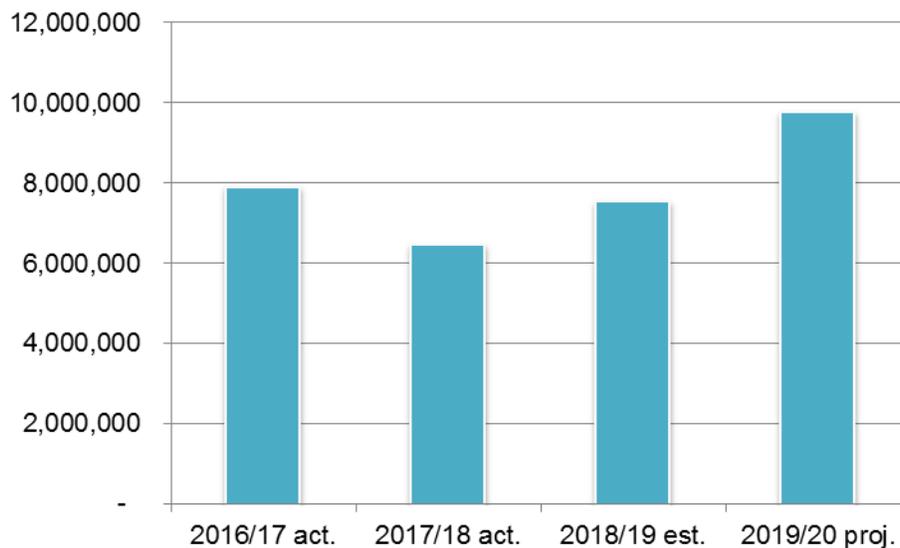
The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) experienced a substantial decrease from 10.51% to 7.16% (32%). This rate is determined on a calendar basis and IMRF contributions amount to \$326,621 for the Fiscal 2020 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate has an 11% 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 \$2,324,000 for Fiscal 2020 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 13% 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 \$1,316,431 for Fiscal 2020 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 \$222,468 for Fiscal 2020 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 9.7% 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 2020 is \$2,927,861 which represents a 1.5% 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 \$812,313 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 \$172,000 for liability and property insurance for Fiscal 2020. This amount has increased 7.5% 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 \$228,000 is included in their budget for these services for Fiscal 2020. 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 \$1,011,988 in the Fiscal 2020 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$47,783 as payment to the GIS consortium.

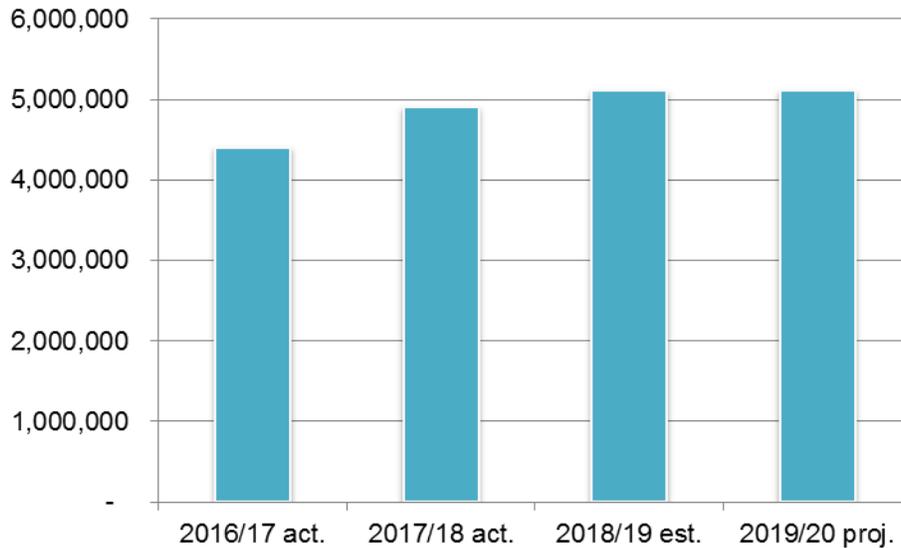
The Village contracts for refuse and recycling. The contract for refuse is for a seven year period and expires in Fiscal 2020. The amount budgeted for Fiscal 2020 is \$1,102,000 which represents a minimal increase over the prior year. This amount is included in the Public Works Streets and Maintenance Department.

Public Works has also budgeted \$40,000 for Village tree replacement and \$32,400 for median maintenance. This budget also includes \$30,000 for repairing Village streetlights.

The Water and Sewer Fund has budgeted \$959,000 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 \$930,000 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 3.8% decrease in commodity spending from the previous year for the Fiscal 2020 budget.

The Police Department has budgeted \$30,806 for various dues and memberships in organizations which will help them to improve public safety. \$35,281 is budgeted to be spent on training our officers. Also, \$98,145 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 \$59,235.

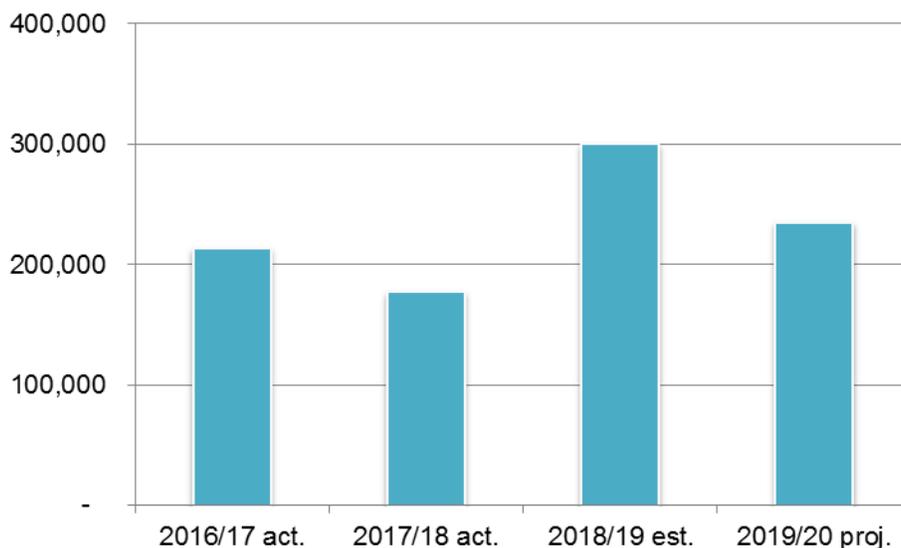
Public Works will spend \$181,180 for upkeep of Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. The Village spends approximately \$135,000 per year for electricity for streetlights. The Village expects electric rates to remain stable for Fiscal 2020. The Village also plans to spend \$62,000 on snow removal supplies as the cost of street salt has remained stable from last fiscal year. The Village has budgeted \$138,500 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$174,131 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 \$2,244,000 for water purchases from the City of Chicago. This amount is difficult to estimate based on changing weather patterns that have experienced over the last years.

Economic Development Assistance

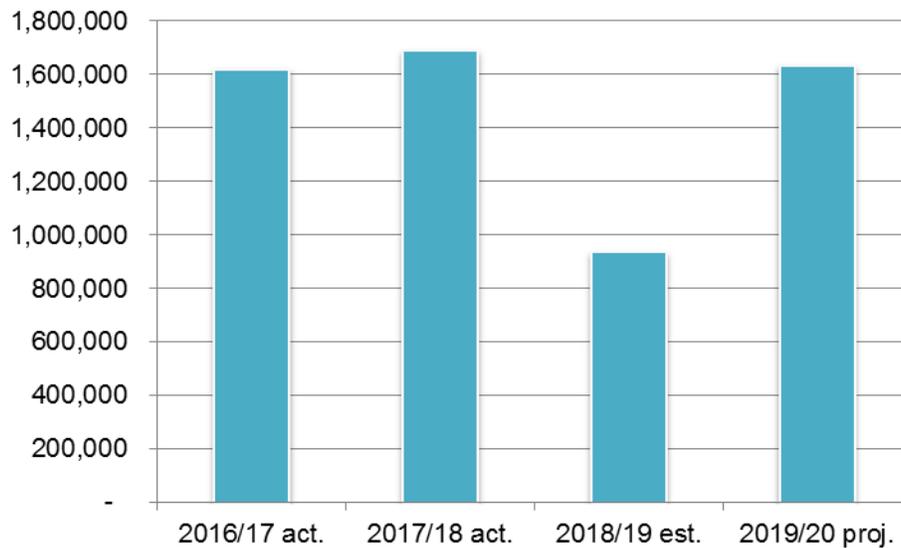


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses' facilities in the Village. These amounts total \$160,000 in the Fiscal 2020 budget and are included in the Community Development department.

The Village budgets \$50,000 for businesses to improve their building's exteriors or other property enhancements that will improve the appearance of a business district. This amount is funded by the General Fund the Devon Lincoln TIF Fund.

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 FY2020.

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 2020.

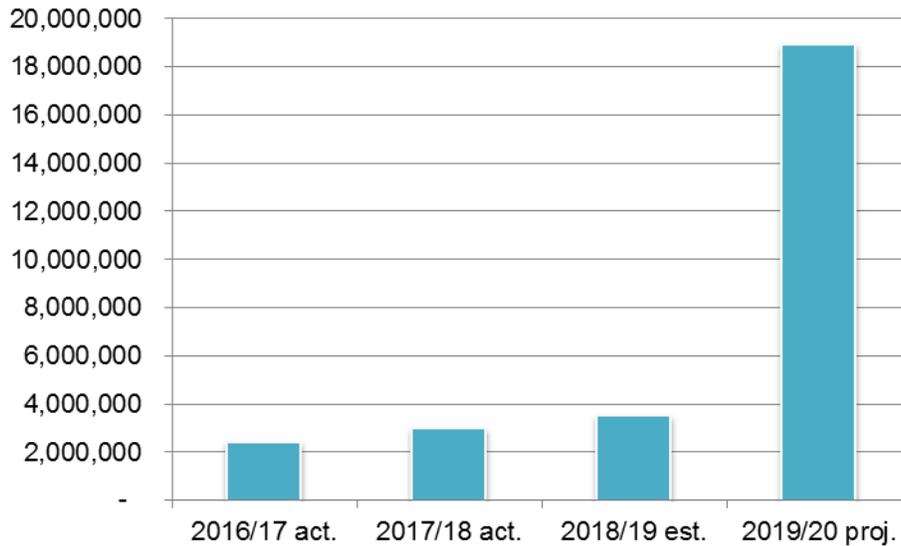
The Water and Sewer Fund received a loan from the Illinois Environmental Protection Agency (IEPA) in Fiscal 2010. \$380,155 has been budgeted as a repayment of principal and interest for this loan in Fiscal 2020.

The Water and Sewer Fund is planning to issue General Obligation (GO) bonds to fund the construction of a water transmission line from the Village's new potable water supplier. The Village has budgeted for the issuance of \$10,540,000 of GO bonds for these projects and \$200,000 of debt repayment has been budgeted for these bond issues in Fiscal 2020.

The Debt Service Fund has budgeted the issuance of \$2,000,000 in General Obligation (GO) bonds to fund the construction of an outfall sewer in the Storm Water Management Fund. \$90,000 has been budgeted for debt service payments for this bond in Fiscal 2020.

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. \$950,000 has been budgeted for debt service payment for the notes in Fiscal 2020.

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 2020, the total capital budget is projected at \$18,981,601. This is an increase of approximately \$8.3 million from the prior year's budget. The increase is mainly due to the Village changing its' potable water supplier, construction of a new water transmission line from the new potable water supplier and the start of the roadway resurfacing program.

For Fiscal 2020 the Village has continued with major programs to replace aging infrastructure. The Village is completing the final phase of the streetlight replacement program. \$910,000 is budgeted in the Motor Fuel Tax Fund and \$230,000 is budgeted in the Devon/Lincoln TIF to replace the street lights on a section of Devon Ave. The impact on the current budget is \$5,000 in savings on streetlight maintenance.

The Village has budgeted \$9,582,000 to construct a water transmission line from the Village's new potable water supplier. The project should be completed in Fiscal 2020. There is no other financial impact on the current budget. When completed and in service, the savings from the cost of water will save the Village \$1,000,000 on an annual basis. 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 \$2,950,000 for a water outflow sewer as part of a storm water management program. This projected will be funded through a grant which would pay up to 50% of the cost. There is no other financial impact on the current budget. Both of these projects are in the Water and Sewer Fund.

The Village has budgeted \$1,210,000 for the start of a roadway resurfacing program. \$910,000 is budgeted in the Motor Fuel Tax Fund and \$300,000 in the NEID TIF for this program. There is no other financial impact on the current budget for this project.

The Village has budgeted \$860,100 for standpipe painting and refurbishing. \$550,100 is budgeted in the NEID TIF and 310,000 in the Water and Sewer Fund for this project. The following projects are budgeted in the NEID TIF; \$519,000 for the roof replacement of the Public Works building, \$161,030 is budgeted for HVAC replacement and \$425,000 for fuel system refurbishing. There is no other financial impact on the current budget for these projects.

The Village budgets annually for vehicle replacement based on the estimated useful life of the fixed asset. In Fiscal 2020, approximately \$773,200 million has been budgeted for vehicle and equipment replacements. There is no other financial impact on the current budget for annual maintenance. The Village budgeted \$100,000 for tennis and basketball court resurfacing in Flowers Park. There is no other financial impact for this project. The Village also budgeted \$89,500 for roof replacement of the Community Center. There is no other financial impact on the current budget.

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 \$2,954,906 for the Fiscal 2020 budget. The fund has also budgeted \$117,450 for administration expenses which include investment consulting fees and other operating expenses.

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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 2019-2020 BUDGET | VILLAGE PRESIDENT AND BOARD OF TRUSTEES
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Meetings Held				
Committee of the Whole	21	24	26	23
Regular Business	23	25	26	25
Executive Session	17	21	21	21
Total Meetings Held	61			
Village Board Actions				
Resolutions	69	70	99	79
Ordinances	60	71	55	62
Total Board Actions	129	141	154	141

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BUDGET ANALYSIS

President and Village Board

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2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
42,538	41,861	42,000	42,000	Salary - elected/appointed	42,000
14,466	15,104	15,700	15,700	Wages - full time hourly	16,240
-	-	-	720	HSA Savings Acct	2,160
-	2,200	2,400	2,400	Opt Out Insurance	-
3,461	3,650	3,577	3,600	Employer FICA	3,611
810	854	837	860	Employer Medicare	844
3,913	4,152	3,741	3,741	Employer IMRF	3,127
-	-	50	50	Insurance - group life & AD&D	49
1,181	1,317	1,400	6,300	Insurance - group medical	18,234
114	117	124	526	Insurance - group dental	124
433	433	471	471	Insurance - workers compensation	487
66,916	69,688	70,300	76,368	Personnel Services	86,876
1,666	2,055	7,500	1,800	Purchased program services	7,500
14,635	15,875	5,000	100	Consulting	5,000
4,500	9,000	4,500	4,500	Other professional services	4,500
20,802	26,930	17,000	6,400	Contractual Services	17,000
9,043	8,713	10,000	9,000	Intergovernmental fees & dues	10,000
310	370	1,000	200	Printing & copying services	1,000
10,605	10,680	14,000	11,500	Village Newsletter	14,000
-	20	1,000	-	Other contractual	1,000
-	302	50	-	Books & publications	50
308	296	500	200	Office supplies	500
4,615	6,167	2,500	1,850	Other materials & supplies	2,500
24,880	26,548	29,050	22,750	Commodities	29,050
815	315	600	310	Conference & meeting registration	600
13	-	400	-	Local mileage, parking & tolls	400
-	-	500	-	Lodging	500
6,461	5,584	7,000	4,000	Meals	7,000
10	14	200	-	Purchased Transportation	200
7,299	5,912	8,700	4,310	Meetings and Travel	8,700
119,896	129,077	125,050	109,828	Totals	141,626

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 2019-2020 BUDGET | VILLAGE CLERK
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Village Board Minutes Recorded				
Total Minutes Recorded	22	25	24	24
Board Actions				
Resolutions	69	70	99	79
Ordinances	60	71	55	62
Total Board Actions	129	141	154	141

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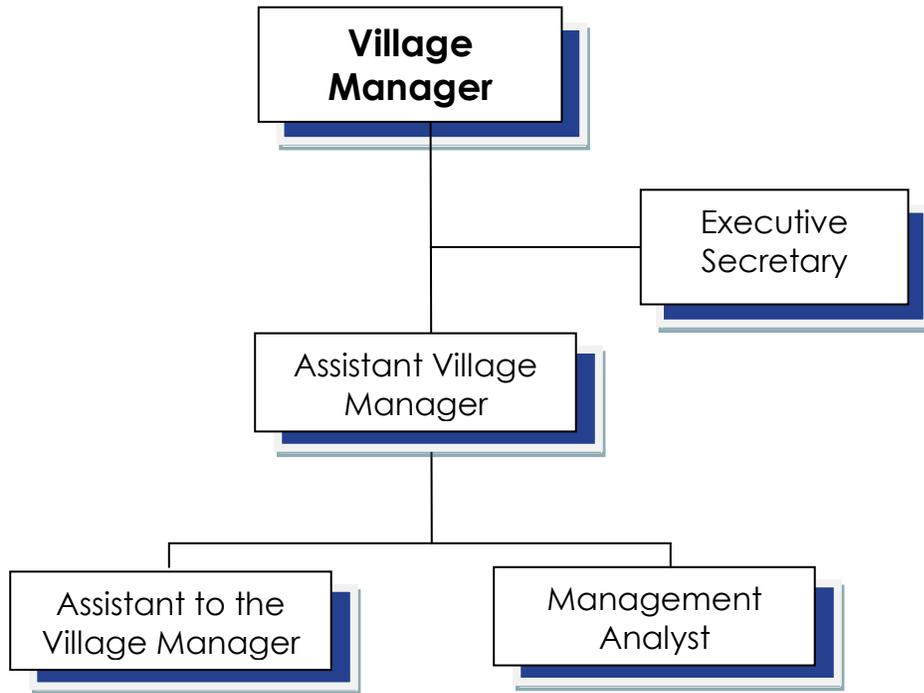
BUDGET ANALYSIS

					<u>Village Clerk</u>		
					<u>110</u>		
2017	2018	2019	2019	Description		2020	
Actual	Actual	Adopted	Projected			Adopted	
8,000	8,031	8,000	8,000	Salary - elected/appointed		8,000	
496	496	496	496	Employer FICA		496	
116	116	116	116	Employer Medicare		116	
240	240	240	240	Insurance - workers compensation		240	
8,852	8,883	8,852	8,852	Personnel Services		8,852	
5,250	10,788	9,000	10,098	Ordinance codification		10,000	
-	-	50	-	Professional associations		50	
5,250	10,788	9,050	10,098	Commodities		10,050	
-	-	150	-	Conference & Meeting Registration		150	
-	-	50	-	Local mileage, parking & tolls		50	
-	-	100	-	Meals		100	
-	-	300	-	Meetings and Travel		300	
14,102	19,670	18,202	18,950			19,202	

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Organizational Chart

Village Manager's Office



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 personnel.

GOALS: Village Manager's Office

Prior Year's Goals Status

- 1) Work with the Public Works Department to develop a Manager in Training program that would be offered to Equipment Operators or Water System Operators who are interested in becoming a Foreman in the future. The program would be developed to include defined goals and objectives that participants must meet. The program will assist the Village with succession planning as well as retaining valued employees who wish to increase their skill set as a supervisor. The program will offer the opportunity for managers in training to shadow supervisors, complete certain NIPSTA supervisor training courses and run various operations under the direction of a supervisor.

The Village Manager's Office in coordination with the Public Works Department has developed a proposal for a Manager in Training Program to be included in FY 2019-20 budget requests. The program will be open to Public Works employees to apply for funds and paid time to attend classes at the University of Wisconsin's Public Works Supervisory Academy where they can earn a certificate over a two-year period. Every two years, the program will be open to employees to apply for two openings.

- 2) 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.

Due to changes in staffing, this item was put on hold until the 2019 / 2020 Fiscal Year for completion.

- 3) Develop and implement a Village-wide brand campaign through the use of a public focus group and committee staffed by the Assistant to the Village Manager, Development Manager, Marketing and Outreach Coordinator, Management Analyst, Graphic Design Intern, and Assistant Village Manager. The goal will require the Village Manager's Office to hire an unpaid Graphic Design Intern who will assist with designing new logos and marketing concepts. The creation of the new brand will establish a cohesive image for the Village, increasing recognition among residents, businesses, and other potential stakeholders.

The Village created a community-based focus group to identify, develop, and implement a branding program. The group has met several times and participated in a survey to provide

feedback on potential branding components. It is anticipated that the group will be presenting branding concepts to the Village Board by the end of the current fiscal year.

- 4) The Village Manager's Office will work with the Finance and Public Works Departments to facilitate a contract and implementation of an alternative supplier for potable water.

The Village has progressed in the selection of Evanston as the Village's future potable water supplier. The Village Manager's Office will continue to support the Finance and Public Works Department as the Village begins with the construction and approvals needed for the new water supply from Evanston.

- 5) Promote and draft action items related to the results of the 2017 Citizen Survey. This process will include developing promotional mechanisms such as summary guides, public service announcements and press releases. The Village Manager's Office will also work with Departments to identify and plan action items as a result of the survey results.

The Village Manager's Office, in coordination with Village Departments, has developed actionable items from the 2017 Citizen Survey. Those action items were then implemented or planned for during Fiscal Year 2018-2019. The status of those items will be presented to the Village Board by April 30, 2019.

Proposed Goals

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.

- 5) 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.

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FY 2019-2020 BUDGET | VILLAGE MANAGER'S DEPARTMENT
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Newsletters				
Village Connections	6	6	6	6
Employee Newsletters	4	24	52	52
E-News, Lincolnwood Local	4	26	25	26
Total Newsletters	14	56	83	84
Freedom of Information Act Requests				
Total Requests	346	480	435	415
Broadcasting				
Village Board	23	23	23	23
Plan Commission	11	12	12	12
Zoning Board of Appeals	3	8	3	3
Total Meetings Broadcast	37	43	38	38
Personnel				
Budgeted Full-Time Positions	90	84	84	84
Inspections				
Food Service	172	173	172	172

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BUDGET ANALYSIS

Village Manager's Office

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2017 Actual	2018 Actual	2018 Adopted	2019 Projected	Description	2020 Adopted
458,867	467,603	481,200	481,200	Wages - full time salaried	437,342
57,862	60,420	62,800	62,800	Wages - full time hourly	64,960
1,422	2,671	2,200	2,300	Wages - part time hourly	2,200
12,574	13,007	13,325	13,325	Deferred compensation	11,570
4,404	4,674	4,812	4,400	Educational stipend	4,373
900	825	1,080	960	Phone Stipend	1,080
27,005	28,007	29,657	29,657	Employer FICA	28,744
7,675	7,855	8,104	8,104	Employer Medicare	7,546
58,443	57,520	59,078	59,078	Employer IMRF	36,574
1,752	1,822	1,434	1,434	Insurance - group life & AD&D	1,555
37,773	52,359	55,640	48,500	Insurance - group medical	76,735
3,964	4,470	4,712	4,500	Insurance - group dental	5,866
13,073	13,351	13,741	13,741	Insurance - workers compensation	15,667
685,714	714,583	737,783	729,999	Personnel Services	694,212
2,800	1,500	3,000	2,000	Consulting	3,000
16,000	10,640	15,000	15,000	Other professional services	15,000
18,800	12,140	18,000	17,000	Contractual Services	18,000
5,404	2,988	4,000	3,211	Advertising	5,000
508	699	1,500	1,500	Printing & copying services	7,684
3,593	2,973	5,115	5,115	Professional associations	5,320
2,080	911	3,500	2,600	Training	3,500
53,909	67,108	13,795	14,447	Other contractual	26,500
939	959	1,140	1,140	Books & publications	1,140
1,816	2,682	2,000	2,000	Office supplies	2,000
8,390	4,528	4,900	5,402	Other materials & supplies	4,900
76,639	82,848	35,950	35,414	Commodities	56,044
3,297	2,580	3,360	320	Conference & meeting registration	4,576
9,307	9,218	9,500	6,000	Local mileage, parking & tolls	9,500
2,320	650	3,305	180	Lodging	3,305
3,038	1,368	1,760	455	Meals	1,760
944	-	550		Purchased transportation	550
18,905	13,816	18,475	6,955	Meeting and Travel	19,691
800,058	823,387	810,208	789,368	Totals	787,947

Budget Highlights

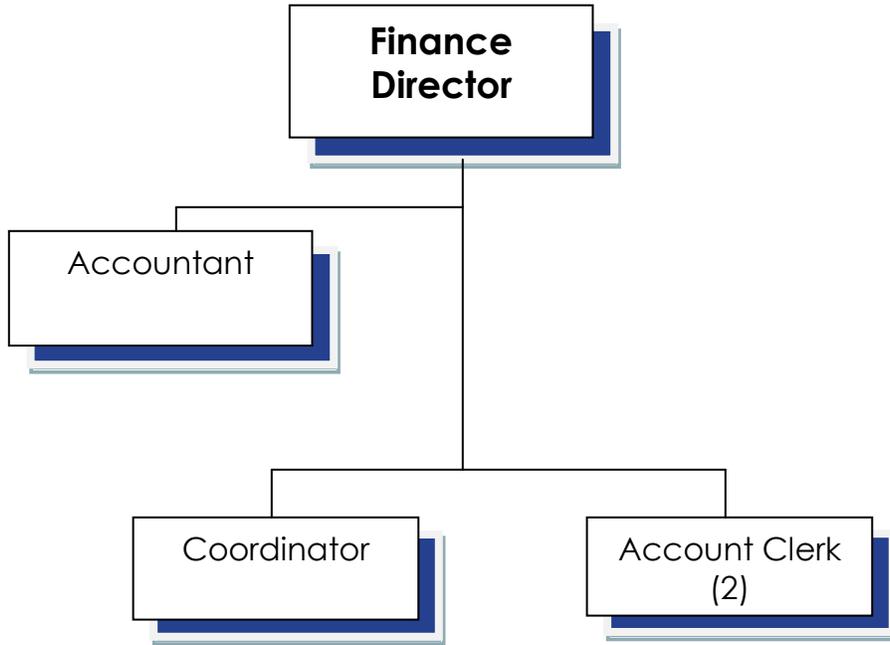
Personnel Services

No increase in personnel headcount

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Organizational Chart

Finance Department



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.

GOALS: Finance Department

Prior Year's Goals Status

- 1) Sales tax and property tax revenues constitute approximately 60% of the total revenues of the Village. Sales tax revenue has been decreasing over the last years as competition and internet sales have challenged the Village's revenue base. Property tax revenue increases have been minimal due to the Village's financial policy that caps the annual tax levy increase to the State's consumer price index. Staff will review these and all other major revenue sources of the Village and determine if any revenue adjustments are needed to support future Village goals.

Finance reviewed the Village's revenue sources when assisting in the funding of the infrastructure program. Many of the Village's revenue sources were proposed to be adjusted in future years to help fund the infrastructure program.

- 2) The Finance Department will assist the Community Development Department in closing the current Lincoln/Touhy TIF and creating a new TIF district if the Village Board considers this option. The current TIF has been in effect for over six years and has lost EAV value during this period. The new TIF will give potential developers additional time to obtain financial assistance, if warranted, from the Village to fund any future developments in the TIF.

The Finance Department assisted in the creation of the new North Lincoln TIF district. This district will help the new developer in receiving financial assistance to fund the development project set to break ground in the next fiscal year.

- 3) The Finance Department will assist with financing options that may result if the Village obtains a new potable water supplier. This would require the Village to issue general obligation bonds to finance the construction of a transmission main from the new water supplier. The bonds would be financed through the savings on the water costs associated with the new potable water supplier.

This project was delayed, but will proceed in the summer of Fiscal 2020. Finance will assist in the issuance of general obligation bonds to fund this project.

- 4) The Village held an infrastructure workshop in November 2017. Staff presented plans to make improvements to the roadways, sidewalks, and alleys in the Village. The Finance Department will assist in the financing aspects of the infrastructure plan for the resurfacing of the roads and the other improvements listed above in the Village. This would require the issuance of general obligation bonds to finance the infrastructure plan.

The Finance Department would also provide solutions on additional revenue sources that will be necessary to pay the debt service for the bonds.

The Finance Department assisted in the providing the financing aspects of the infrastructure plan that was adopted by the AdHoc Infrastructure Committee.

Proposed Goals

- 1) 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.
- 2) The Finance Department will assist in financing options for the new development in the North Lincoln TIF. The development will be for mixed use, including retail, rental apartments and a hotel.
- 3) 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.
- 4) The Village's adjudication software is over nine years old and is approaching its "end of life". The current software will no longer be supported; therefore a different vendor will be selected based upon a bidding process. The expectation of the new software will be increased capabilities and productivity for the entire adjudication process. This process will be a joint effort with the Village Manager's Office.

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FY 2019-2020 BUDGET | FINANCE DEPARTMENT
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Licenses Issued				
Vehicle Licenses Issued	8,405	8,400	7,830	8,106
Business	1,269	1,364	1,405	1,415
Total Licenses Issued	9,674	9,764	9,235	9,521
Billings				
Water and Sewer	19,585	19,592	19,600	19,620
Rent, inspections and others	137	150	140	145
Total Billings	19,722	19,742	19,740	19,765
Vendor Checks Issued	3,427	3,368	3,257	3,240
Payroll Checks Issued	4,368	4,487	4,361	4,370

BUDGET ANALYSIS

Finance

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2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
204,354	210,878	218,071	233,000	Wages - full time salaried	228,445
144,456	151,659	156,780	158,000	Wages - full time hourly	165,500
17,001	3,070	5,000	5,000	Wages - seasonal hourly	4,500
-	-	450	-	Wages - overtime 1.5X	450
240	-	-	-	HSA Savings Acct	720
2,602	2,729	2,831	2,912	Educational stipend	2,961
660	720	720	720	Phone Stipend	720
21,509	21,455	22,984	23,600	Employer FICA	23,874
5,128	5,056	5,541	552	Employer Medicare	5,842
38,976	38,390	39,742	39,000	Employer IMRF	28,279
1,171	1,633	1,157	1,157	Insurance - group life & AD&D	1,192
59,582	72,289	76,745	78,700	Insurance - group medical	83,758
5,642	6,229	6,550	6,550	Insurance - group dental	6,556
10,452	10,979	10,985	10,985	Insurance - workers compensation	11,313
64,450	36,389	74,232	70,000	Employee Benefit Expenses	60,000
576,223	561,477	621,788	630,176	Personnel Services	624,110
99,127	122,073	130,000	130,000	Liability insurance	140,000
32,900	28,200	28,000	28,000	Audit	28,200
2,900	1,220	2,800	2,800	Consulting	2,800
134,927	151,492	160,800	160,800	Contractual Services	171,000
2,825	2,800	4,050	4,050	Other professional services	4,050
24,640	26,168	22,500	25,000	R&M - office equipment	25,000
1,024	1,045	850	954	Advertising	1,000
5,476	4,862	7,000	7,000	Printing & copying services	7,000
760	775	1,000	1,000	Professional associations	1,000
41,043	38,632	42,000	42,000	Telephone	43,000
775	349	1,000	1,000	Training	1,000
20,304	19,221	20,000	20,000	Office supplies	21,000
13,933	13,471	14,000	14,000	Postage	14,500
8,541	9,893	10,000	13,000	Bank & Credit Card Fees	13,000
3,589	4,054	4,100	4,097	Program supplies	5,000
122,910	121,269	126,500	132,101	Commodities	135,550
-	-	-	-	Conference & meeting registration	400
806	964	300	500	Local mileage, parking & tolls	500

280	365	500	500	Meals	700
-	22	-	-	Purchased transportation	300
1,086	1,350	800	1,000	Meeting and Travel	1,900
835,146	835,588	909,888	924,077	Totals	932,560

Budget Highlights
Personnel Services
No increase in personnel headcount

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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 2019/2020 BUDGET | LEGAL DEPARTMENT
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Number of Hearings per year	12	12	12	12
Number of Cases adjudicated	526	546	753	600

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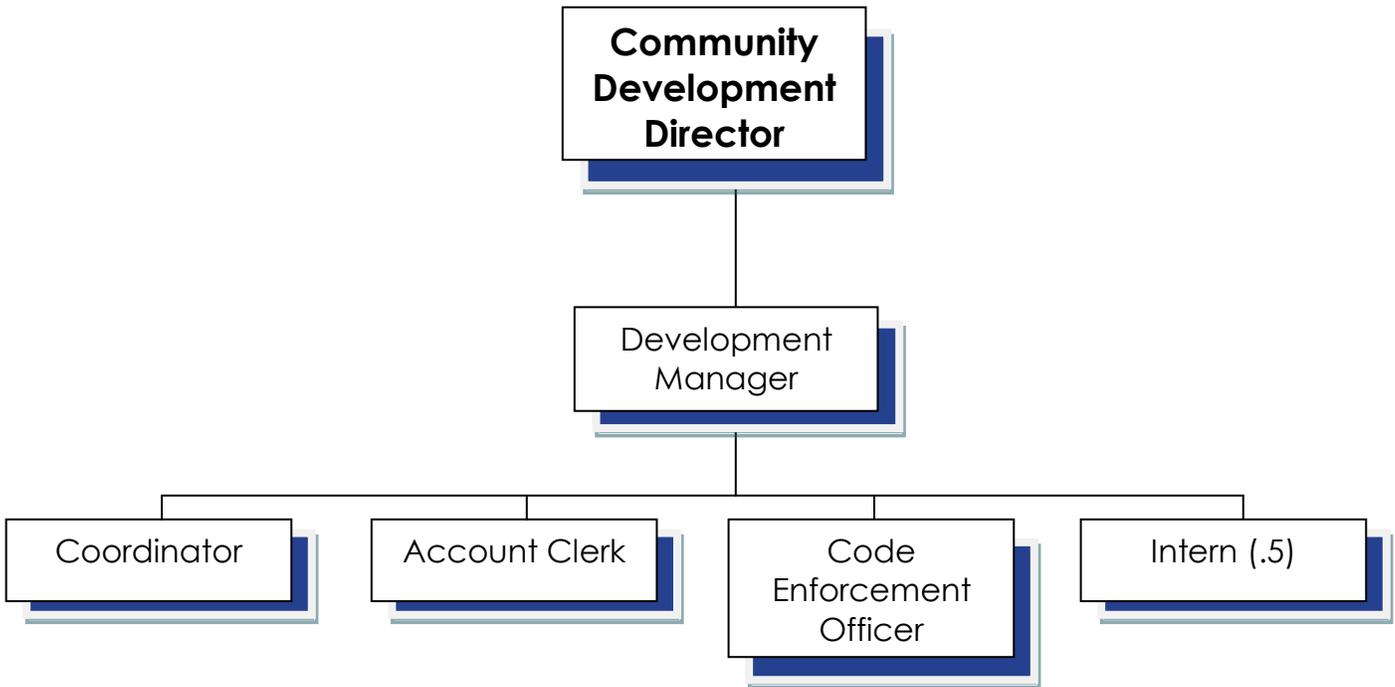
BUDGET ANALYSIS

				<u>Legal</u>		
				<u>230</u>		
2017	2018	2019	2019	Description	2020	
Actual	Actual	Adopted	Projected		Adopted	
152,140	158,680	163,000	165,210	Legal - retainer	172,217	
32,184	23,714	31,000	15,500	Legal - litigation	31,000	
59,644	109,824	103,150	177,047	Legal - review	103,150	
45,759	87,802	55,000	71,395	Other professional services	55,000	
289,727	380,019	352,150	429,152	Totals	361,367	

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Organizational Chart

Community Development Department



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

- 1) Manage and collaborate with the Planning Consultant selected to prepare the North Gateway Sub-Area Plan addressing the area bound by Touhy Avenue, Cicero Avenue, Lincoln Avenue and the northern Municipal Boundary of the Village. This plan, as described in the Village's updated 2017-2019 Strategic Plan, will address land use, street configurations, traffic controls, and other infrastructure considerations. The Sub-Area Plan will also incorporate concepts prepared for the Lincoln-Touhy Triangle site, with the goal of achieving a future state in which this area redevelops as a major commercial core for the Village.

Work on the North Gateway Sub-Area Plan began this Fiscal Year, but was placed on hold until the District 1860 plans are fully-developed and approved. This was done in order to allow design decisions made on that key parcel to be incorporated into the overall plan. It is anticipated work on this plan will resume and be completed in FY 2019-20.

- 2) Build upon the full launch of the Accela software system, anticipated in early 2018, to create a more streamlined, less bureaucratic workflow that helps encourage compliance with Village permitting requirements. Create a more investment friendly environment by integrating a user-friendly Village website interface, printed materials to assist in the permit process and enhanced interaction with the public at the Community Development department counter, in order to foster better understanding of the Accela software system.

The inward-facing Accela portal has been utilized internally by Community Development staff since October, 2017. Roll-out of the public-facing portal has been deferred, in order to insure staff is fully-versed in all aspects of the system, and to permit new staff members (including a new Building Review and Inspection Services consultant) to be trained and become knowledgeable with the system. Work on printed materials, which will assist in the public's use of the Accela system, is ongoing and will be completed by the end of FY18-19. Work on the user-friendly Village website interface will also be completed in time for a public roll-out of Accela at the end of FY 18-19.

- 3) Research, analyze and prepare staff recommendations for a comprehensive overhaul of two major sections of the Zoning Code: Fences & Natural Screening and Signs. These sections of the Code are two of the most-utilized by residents (Fences) and businesses (Signs). The Code language is due for a comprehensive review, given the length of time since the last major overhaul, new technologies which impact these code regulations, recent legal decisions, and a desire to reduce unnecessarily restrictive code language. An additional goal of this review will be to revise text and add graphics to make these sections more user-friendly.

The Plan Commission has begun review of specific sections of the Sign Code part of the Zoning Code, including temporary signage and electronic signs. Code amendments are anticipated to be completed for Village Board review by the end of FY18-19. The next step in Sign Code review, planned for FY 2019-20, will be a comprehensive legal review to insure that the Sign Code is in compliance with the outcome of recent sign-related Supreme Court cases. Review of the Fence Code will begin with a general Village-wide compliance inventory this Spring, which will be completed by April 30th. Comprehensive review and rewrite of the Fence Code will be carried-over to FY 2019-20.

- 4) Conduct a public seminar on the Village's Building Permitting process. This seminar will be advertised and open to the public, and be recorded for broadcast on the local cable channel and on-demand video on the Village website. This seminar is intended for Village residents and 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.

This seminar is to be held shortly after the public-facing portal of Accela is rolled-out. The intent of this goal is to assist the public in the building permitting process. Given the changes anticipated in Accela, such a seminar is most worthwhile when the system is live. Staff anticipates scheduling this seminar in the Summer of 2019, in FY 2019-20.

- 5) Develop a stand-alone business webpage that provides resources for the business community, as well as links to businesses throughout the community. Review permissibility and consider providing a "Business Marketplace" that allows local businesses to provide information on upcoming events and sales. Review and consider options for integrating a business-focused app that would tie into the business webpage. Invite the Lincolnwood Chamber of Commerce & Industry to partner with the Village on this venture.

This goal, which proposes a partnership between the village and Chamber of Commerce, was placed on hold pending appointment of a new Chamber of Commerce Executive Director (ED). Staff has discussed this proposal with the Chamber ED, hired in December of 2018, and is seeking Chamber support for a webpage to be accessed and maintained by both the Village and the Chamber. A beta version of the webpage is anticipated to be completed by end of FY 2018-19.

- 6) Conduct a comprehensive review of Code Enforcement activities, including staffing choices, priorities, and process, developing a systematic approach to the various enforcement issues the Village encounters. Update the priority code enforcement issues list and tasking to allow a proactive approach for issues deemed highest priority. Utilize internal and external data sources to assist in identifying and resolving issues at foreclosed properties.

Staff has completed the staffing aspect of this goal and hired a new Code Enforcement Officer in August, 2018. A review of priorities and process, based upon discussions with the Village Board in 2018, is underway by the Code Enforcement Officer. The comprehensive review is anticipated to be complete by the end of this fiscal year, allowing the new protocol to be rolled-out with the annual increase in Code Enforcement issues in the Spring.

Proposed Goals

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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 2019/2010.
- 5) 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 (ie. retail commercial, restaurants, office, warehouse/industrial, entertainment, etc.) will be invited to participate to insure a well-rounded discussion.

- 6) Develop a marketing strategy and promotional materials for targeted business development areas. The Economic Development Commission 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.

FY 2019-2020 BUDGET | COMMUNITY DEVELOPMENT DEPARTMENT
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Grants Issued				
Property Enhancement Programs	1	0	2	2
Green Initiatives for Tomorrow	0	0	2	1
Development Review Cases	8	8	9	8
Meetings Staffed				
EDC	7	6	12	11
ZBA	3	8	4	6
Plan Commission	11	12	13	12
	21	26	29	29
Permits Issued				
Building Permits	923	771	745	760
Demolition Permits	11	9	11	11
Total Permits Issued	934	780	756	771
Building Code Inspections	2133	6777	3843	1881

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BUDGET ANALYSIS

Community Development

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2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
206,673	234,894	244,300	245,000	Wages - full time salaried	254,100
104,769	107,848	154,800	145,000	Wages - full time Hourly	152,300
26,228	22,219	18,000	12,000	Wages- Part time hourly	18,000
1,954	2,348	2,443	2,472	Educational stipend	3,319
200	2,400	2,400	3,600	Opt Out Insurance	4,800
300	360	360	360	Cell Phone Stipend	360
20,470	21,898	25,245	25,000	Employer FICA	25,869
4,833	5,174	6,083	2,700	Employer Medicare	6,277
35,724	38,403	44,094	42,000	Employer IMRF	30,650
820	1,064	1,170	1,170	Insurance - group life & AD&D	1,230
40,614	40,504	63,955	45,000	Insurance - group medical	46,577
3,774	3,417	5,126	3,700	Insurance - group dental	2,978
7,887	8,157	8,940	8,940	Insurance - workers compensation	12,842
454,246	488,686	576,916	536,942	Personnel Services	559,302
-	-	-	-	Consulting (1860 Project)	140,000
322,792	242,082	215,000	255,000	Other professional services	228,000
322,792	242,082	215,000	255,000	Contractual Services	368,000
1,090	-	200	200	R&M - vehicles	200
4,837	3,685	1,000	1,200	Advertising	800
1,719	246	1,000	350	Printing & copying services	500
558	2,299	1,700	1,550	Professional associations	1,775
32	165	500	500	Training	500
-	-	1,250	500	Books & publications	1,000
-	99	300	950	Fuel	1,000
2,297	1,028	1,600	1,700	Office supplies	1,300
711	1,233	3,400	2,400	Other materials & supplies	2,200
11,243	8,755	10,950	9,350	Commodities	9,275
1,322	2,760	2,900	2,100	Conference & meeting registration	2,200
60	92	150	150	Local mileage, parking & tolls	150
-	4,374	2,800	2,800	Lodging	2,400
100	584	600	950	Meals	650
-	1,256	900	900	Purchased transportation	600
1,482	9,066	7,350	6,900	Meetings and Travel	6,000

170,622	177,191	150,000	160,000	Sales Tax Sharing Agreements	160,000
170,622	177,191	150,000	160,000	Revenue Sharing	160,000
960,385	925,780	960,216	968,192	Totals	1,102,577

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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

					<u>Information Technology</u>		
					<u>250</u>		
2017	2018	2019	2019			2020	
Actual	Actual	Adopted	Projected	Description		Adopted	
117,187	131,191	83,680	103,680	Consulting		143,940	
83,583	47,647	62,630	62,630	Data processing		113,430	
112,064	169,771	152,450	173,827	Maintenance Agreement Expense		239,251	
312,834	348,608	298,760	340,137	Contractual Services		496,621	
30,376	14,263	55,305	23,253	Telecommunications		59,005	
-	-	6,000	6,000	Training		7,320	
15,190	15,244	14,000	14,000	Other contractual		14,000	
425	204	1,000	1,361	Computer supplies		1,000	
45,991	29,710	76,305	44,613	Commodities		81,325	
83,639	121,971	141,610	113,785	Equipment - data processing		174,131	
83,639	121,971	141,610	113,785	Equipment		174,131	
442,464	500,289	516,675	498,535	Totals		752,077	

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

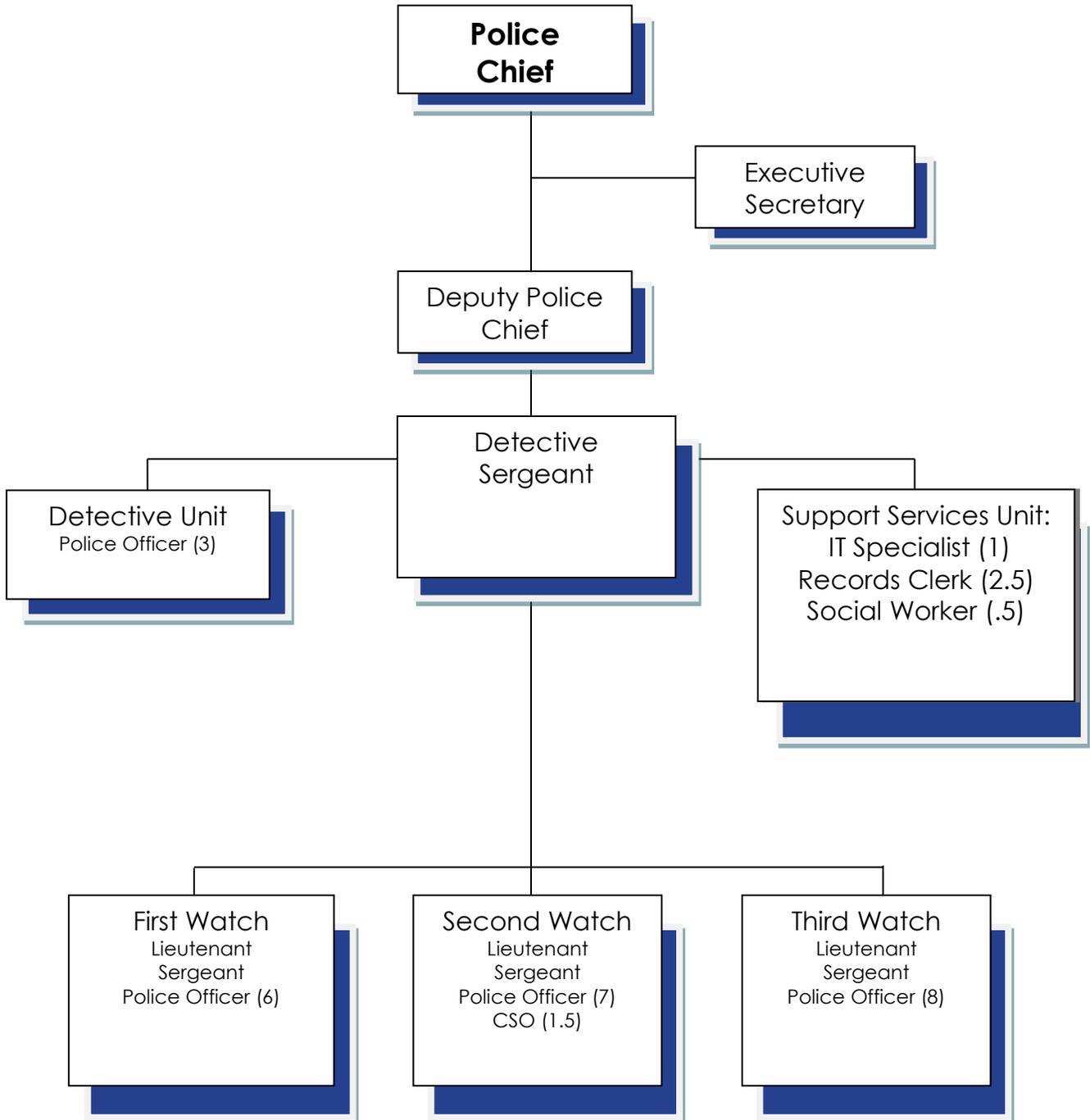
Engineering
290

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
49,995	54,000	54,000	54,000	Administration Engineer Costs	54,000
54,189	43,428	52,500	76,500	Building Engineering Costs	52,500
15,467	11,355	32,500	32,500	PW Building Engineer Costs	47,500
119,650	108,783	139,000	163,000	Contractual/Totals	154,000

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Organizational Chart

Police Department



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.

GOALS: Police Department

Prior Year's Goals Status

- 1) The current Officer Evaluation System will be reviewed and streamlined, ensuring critical dimensions are addressed. Officers will have a clear vision of what dimensions they are being evaluated on. This will contribute to a more effective department.

A more simplified format of officer evaluations was initiated and this practice is now standard protocol. Previously, supervisors submitted multiple page memorandums that in turn were converted to the required Village evaluation form. This created hours of duplicated efforts with less effective field performance. Officers and supervisory staff are now operating with greater community engagement and effective policing strategies in the field.

- 2) The current Field Training Officer (FTO) program is being reviewed and will be updated through both classroom and hands on training. New FTO training which has become available will be delivered to current field training officers to ensure that new hires are effectively trained to meet the demands of a rapidly changing society.

The Police Department established four new field training officers. This was done to have an effective training program and properly train the three new recruits that were hired in FY2018-19 with the most current practices in the law enforcement field training program. One recruit is schedule to graduate the Chicago Police Academy at the end of January 2019 and enter the program. The other two recruits have almost completed field training.

- 3) Lexipol offers digital Law Enforcement policy manual management, regular policy updates, and certifiable daily training for our personnel. The Lexipol Policy Manual will be implemented to ensure that the Department is up to date on all State mandates and required documentation. In addition, all Department personnel will be required to complete the Daily Training Module associated with the policy manual.

The Lexipol policy implementation was slightly delayed until administrative changes took place in FY2018-2019 and a policy team was implemented in the fall of 2018. Currently, the approval process has begun and set for completion by May 1. All police policies will be up to date and in compliance with the legal requirements set by the State of Illinois.

- 4) Simunitions training is a scenario-based exercise meant to give as real an experience to law enforcement officers as possible without the use of lethal weapons. The department will develop, plan and execute a minimum of one (1) Simunitions Training sessions in a

minimum of one (1) of the Village's three elementary schools during summer vacation, as schools have increasingly been targets of active shooters.

The scheduled simunitions training was postponed FY2018-2019 due to the School District 74 construction /renovation project. This training will be planned for the next summer break and coordinated in part with active shooter & rescue task force that includes the Lincolnwood Fire Department.

- 5) Implement a social media (Facebook) page specific to the Police Department. Only specific supervisors will have access to this page and will maintain the accuracy and relevance of this page on a continuing basis. The page would include non-sensitive crime prevention information and prevention tips as well as other non-sensitive information deemed useful to the community. This will also allow police personnel to monitor potential gang conflicts which have become commonplace on social media and large gatherings where the potential for violence or criminal activity is high.

The Police Department Twitter account went active in the summer of 2018 along with Facebook following a short time later. The social media program is currently being coordinated through the police public information officer and a designated communication liaison that works for the records unit. Crime prevention, significant activity and community engagement has been the focal point of the police departments social media campaign.

- 6) Activate the mapping feature in the New World reporting software, which will allow officers to map crime in the Village. The New World reporting system offers an entire menu of data driven features including predicative analysis, which will allow police personnel to analyze and predict crime patterns, allowing management to better develop suppression strategies.

Coordination with GIS specialist and records supervisor has made progress in allowing for incident mapping through data from New World RMS. An expected public and internal portal for mapping data is expected to be completed by March 1 of 2019. This will allow for a broader overview of crime patterns, potential community concerns and effective policing strategies through data analysis.

- 7) Implement a report rating system in the New World reporting software, which will create a threshold for cases that do not necessitate Detective Division follow-up. The goal is to eliminate the current procedure of detectives calling every crime victim and then completing a supplemental report for each crime, even when the probability of solving the crime or identifying an offender is extremely unlikely. This will result in using

detective resources more efficiently to address cases where the probability of solving a crime is higher.

New World RMS has the capability to assess crime reports and determine solvability factors when assigning incidents for follow-up by investigative personnel. This strategy and coding system was implemented and has allowed for a more effective case management by investigators. This allows for proper resource deployment and to ensure investigative follow-up is being conducted for a solvable outcome.

- 8) Develop and implement a “Situational Awareness” campaign for Village residents to address the growing incidence of carjacking’s in Chicago and surrounding suburbs. This campaign recognizes the shift in culture and crime patterns within our Village and will target, through flyer and personal contact, residents to ensure they develop an awareness of their surroundings when parking their vehicles whether at their home or at a business such as a mall or gas station where many carjacking’s occur.

The FY2018-19 situational awareness was expanded to include residential burglaries, car burglaries and auto thefts. This was due to a reduction in car jacking’s reported and a growing concern of stolen autos being used to commit burglaries and additional auto thefts within the Village and nearby communities. Social media, the Village newsletter and Blackboard Connect was utilized to inform residents of issues related to these crime trend concerns. Additional public awareness was addressed through officer presence and interaction with residents.

Proposed Goals

- 1) 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.
- 2) 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 FY2018-19 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.
- 3) 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.

- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.

FY 2019-2020 BUDGET | POLICE DEPARTMENT
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Part I Crimes				
Part I Crimes	555	519	500	500
Enforcement				
Traffic Stops	4,266	3,318	3,350	3,350
Traffic Citations	2,274	1,818	1,850	1,850
Warning Citations	2,785	2,268	2,275	2,275
Parking Citations	864	972	975	975
Arrests				
Arrests	504	483	483	483
Calls For Service	26,915 (Incidents)	23,094 (Incidents)	23,000	23,000

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

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BUDGET ANALYSIS

Police					
<u>300</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
273,060	261,489	248,000	200,000	Wages - full time salaried	272,200
2,996,625	2,961,000	3,285,229	3,170,000	Wages - full time hourly	3,201,454
97,055	95,519	101,775	101,775	Wages - part time hourly	106,964
13,415	14,774	20,800	18,000	Wages - seasonal hourly	21,964
367,291	382,237	349,900	380,000	Wages - overtime 1.5X	367,500
3,169	4,476	2,000	1,766	Holiday Traffic Enforcement Grant	2,000
4,517	7,580	-	4,734	Wages - overtime 2X	6,500
1,885	-	-	1,818	Wages - special detail	1,900
1,200	-	-	-	HSA Savings	720
20,373	23,115	26,838	26,838	Educational stipend	26,609
7,785	7,710	9,360	7,360	Opt Out Ins.	9,120
720	720	720	720	Phone Stipend	360
-	3,025	1,600	2,750	Evidence Technician Stipend	2,750
16,911	5,330	-	-	Tuition reimbursement	-
24,497	22,834	21,900	21,900	Uniform allowance	24,250
34,702	24,601	26,816	34,000	Employer FICA	36,393
53,017	52,924	58,798	58,798	Employer Medicare	58,252
56,543	40,983	43,443	43,443	Employer IMRF	50,370
1,981,909	2,195,470	2,245,000	2,040,000	Employer police pension	2,324,000
7,043	6,553	5,565	5,565	Insurance - group life & AD&D	8,050
432,868	456,266	528,931	475,000	Insurance - group medical	531,250
41,591	40,196	47,734	40,000	Insurance - group dental	42,382
118,238	111,450	121,651	121,651	Insurance - workers compensation	120,521
6,554,417	6,718,249	7,146,060	6,756,118	Personnel Services	7,215,509
961	-	750	600	Animal control	750
-	-	773,631	796,631	9-1-1 Combined Communications Contract	812,313
4,792	751,709	17,600	17,600	Other professional services	15,860
5,754	751,709	791,981	814,831	Contractual Services	828,923
1,010	1,992	2,090	2,144	R&M - buildings	2,300
15,956	13,152	30,459	30,459	R&M - communications equipment	27,510
-	-	-	-	R&M - data processing equipment	-
-	-	-	-	R&M - police equipment	-
-	-	-	-	R&M - office equipment	-
31,043	22,284	25,700	24,500	R&M - vehicles	25,500
31,960	31,790	32,005	31,990	Intergovernmental fees & dues	30,806
774	1,830	2,549	2,250	Printing & copying services	1,274
1,712	952	1,785	1,785	Professional associations	2,137
2,266	2,125	2,526	2,326	Telecommunications	2,326

Police					
<u>300</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
19,999	22,341	35,710	35,000	Training	35,281
60,219	155,549	83,745	95,000	Other contractual	70,340
12,028	4,874	12,470	12,470	Ammunition & range supplies	12,470
1,633	1,933	2,253	2,253	Books & publications	2,162
2,608	1,481	2,225	2,200	Computer supplies	2,225
39,125	44,373	45,000	52,000	Fuel	52,000
3,140	1,964	2,000	2,400	Office supplies	3,000
54,010	248,942	48,707	48,700	Program supplies	98,145
277,484	555,582	329,224	345,477	Commodities	367,476
5,135	4,010	5,955	5,300	Conference & meeting registration	6,490
1,602	904	3,350	3,000	Local mileage, parking & tolls	1,800
1,809	3,596	1,550	2,500	Lodging	2,016
5,365	6,091	5,275	6,200	Meals	4,575
649	893	600	600	Purchased Transportation	600
14,560	15,494	16,730	17,600	Meetings and Travel	15,481
40,387	37,975	75,000	75,000	Equipment - vehicles	162,000
40,387	37,975	75,000	75,000	Capital Outlay	162,000
6,892,602	8,079,010	8,358,995	8,009,026	Totals	8,589,389

Budget Highlights

Personnel Services

No increase in personnel headcount

Contractual Services

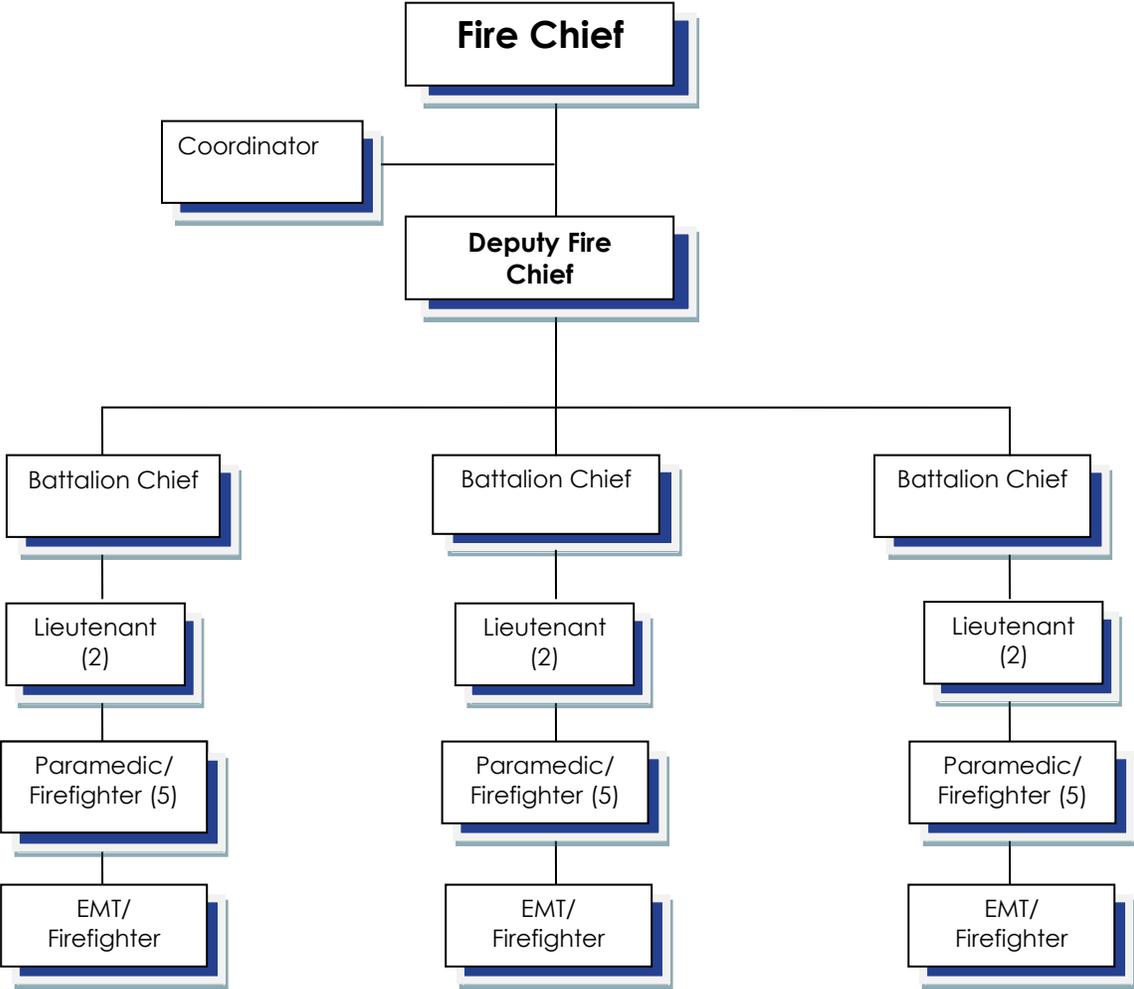
\$812,313 budgeted for outsourcing of E-911 services

Capital Outlay

\$162,000 budgeted for replacement of four squad cars

Organizational Chart

Fire Department



Fire Department

Department Description

Since 1990, the Village has maintained a contract with Paramedic Services of Illinois (PSI) to provide firefighting and paramedic services. In addition to firefighting and paramedic services, the Department offers public educational programs and fire inspection services.

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

GOALS: Fire Department

Prior Year's Goals Status

- 1) The Fire Department is going to embark on a joint application to the Illinois Department of Public Health to develop a Mobile Integrated Healthcare (MIH) Pilot Program. Our partners in this application will be the St. Francis Hospital and the Evanston Fire Department. The Pilot Program will review strategies for reducing the number of “Frequent Users” of emergency services to help the hospital reduce their 30 day readmission rates for patients that have Chronic Obstructive Pulmonary Disease (COPD), Asthma, Congestive Heart Failure (CHF) and patients suffering from Myocardial Infarction (MI). No budgetary financing is needed this year.

The St Francis Hospital Foundation did not fund the MIH Pilot Program with the Lincolnwood Fire Department so no further activity transpired.

- 2) The Carrington Project includes 251 independent living apartments within the 13 acre complex. It will also include dependent living as well as residents living in the memory care facility. As this building finishes completion in 2018, the Fire Department has secured space within the facility and the Village has developed a license agreement for an EMS Station in Carrington. The Fire Department will start to transition into this building space with an EMS office and an ambulance bay. Budget monies will be requested for Station Alerting equipment, desks, chairs, Murphy-Style beds, call-receiving monitors including speakers, amplifiers and cabinets for station supplies.

The EMS Station was not available for use until January 1, 2019. Station alerting is now being reviewed for purchase as well as office furniture, cabinets and sleeping quarter furniture.

- 3) A new software system is being requested for fire training documentation as well as emergency medical services (EMS) training. The department schedules monthly training sessions for our personnel. After more than 20 years using FireHouse Software this program has become antiquated and hasn't kept up on newer training concepts and methodologies. We are experiencing our third new owner for the software. It is a budget priority to switch our fire and EMS training documentation over to TargetSolutions this fiscal year. We will continue to use FireHouse to document our fire department response statistics.

The Fire Department transitioned over to TargetSolutions on January 1, 2018 and staff has accrued one year of training data. EMS and fire training continue to improve and this program provides clear documentation of our training efforts.

- 4) The Fire Department uses Zoll Data Systems as a platform to document all of our patient's activity for our ambulance services. Staff is recommending changing our existing hospital-owned, Zoll server-driven EMS patient care reporting over to a "cloud" based system. Staff also recommends changes to our in-house ambulance billing software to streamline patient payment information prior to issuing our first billing attempt. This will enhance our billing capabilities by verifying patient addresses and insurance information before we send out our first bill to the insurance carrier. These proposed changes will increase efficiency of our staff by reducing the time needed by staff to administer these servers and provide our administrative staff with a current time "dashboard" of analytic data that can be monitored daily.

The Fire Department has completed transitioning over to the "cloud" based service for EMS reporting and ambulance billing. Staff has also validated data to the Illinois Department of Public Health EMS Division at the NEMESIS 3 data set. The Department is awaiting an upgrade from Zoll Data that will enhance capabilities.

- 5) The Fire Department will be switching over our entire mobile and portable radios to the Starcom devices during RY 18/19. The Skokie and Lincolnwood Police Departments have started their transition to the new radios while the Skokie and Lincolnwood Fire Departments will switch over to Starcom radios in FY 18/19. Starcom radios will enhance our capabilities by allowing radio signals to better "penetrate" buildings in town and will enhance our radio reception. For the first time ever, the Police and Fire Departments will be able to communicate on our own radio frequency. Staff will apply for an Assistance to Firefighters Grant (AFG) through FEMA to help reduce the radio costs to the Village.

The Starcom mobile radios have been purchased and are being installed now. The Fire Department participated in a joint application with the City of Evanston to purchase Starcom portables using the FEMA AFG Grant process. The grant application was successful and Federal funding was approved and the Starcom portable radios were purchased in late December 2018. Staff looks to finish the purchasing of the radios in this fiscal year.

Proposed Goals

- 1) 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.
- 2) Completing the transition of moving over to the Starcomm 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 programming will take place immediately after delivery. The incident safety component of the AFG Grant will be completed in the upcoming fiscal year.

- 3) The Fire Department purchased a new software program call *flowmsp* that the department uses for storage and viewing of our preplans of existing buildings in town. 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.
- 4) 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 video will be attached to the PCR by Bluetooth technology and stored with the PCR. Currently our EKG Monitors can measure multiple data parameters including blood pressure, heart rate and capnography results. Now this data can be included wirelessly to the PCR and stored.
- 5) 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 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.

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FY 2019-2020 BUDGET | FIRE DEPARTMENT
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Emergency Calls				
<i>EMS Calls</i>				
Advanced Life Support	670	733	750	775
Basic Life Support	896	1,075	1,100	1,150
Total EMS Calls	1,566	1,808	1,850	1,925
<i>Fire Calls</i>				
Fire Calls	779	883	900	950
Total Emergency Calls	2,345	2,691	2,750	2,875
Mutual Aid Calls				
Given	51	22	25	27
Received	44	44	45	53
Total Mutual Aid Calls	95	66	70	80
Response Time (Minutes)				
Response Time	3.52	4.25	4.20	4.15
Training				
Hours Per Person/Month	23.1	29.4	27.0	26.0
Fire Prevention				
Inspections	822	612	800	825
Other Inspections	82	88	85	90
Business License	57	64	60	80
Plan Reviews	0	0	0	0
Total Fire Prevention	961	764	945	995
Ambulance Billing				
<i>Resident:</i>				
Basic Life Support	326	267	300	325
Advanced Life Support 1	562	589	600	625
Advanced Life Support 2	4	7	8	9
Total Resident	892	863	908	959
<i>Non-Resident:</i>				
Basic Life Support	107	115	120	125
Advanced Life Support 1	102	134	150	165
Advanced Life Support 2	2	3	4	5
Total Non-Resident	211	252	274	295

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BUDGET ANALYSIS

				<u>Fire</u>		
				<u>350</u>		
2017	2018	2019	2019	Description	2020	
Actual	Actual	Adopted	Projected		Adopted	
62,183	60,803	66,700	60,000	Wages - full time hourly	69,160	
3,761	3,656	4,135	3,720	Employer FICA	4,288	
879	855	967	870	Employer Medicare	1,003	
7,125	6,592	7,010	6,260	Employer IMRF	4,952	
204	201	212	180	Insurance - group life & AD&D	220	
5,906	6,586	7,000	7,200	Insurance - group medical	7,717	
571	585	620	620	Insurance - group dental	620	
1,869	1,925	2,001	2,001	Insurance - Workers Comp	2,075	
82,498	81,204	88,645	80,851	Personnel Services	90,035	
2,773,069	2,828,959	2,887,592	2,885,500	Fire protection	2,930,861	
2,773,069	2,828,959	2,887,592	2,885,500	Contractual Services	2,930,861	
719	869	23,100	23,000	R&M - communications equipment	1,500	
9,321	13,094	11,100	11,100	R&M- Wireless Alarm Equipment	23,100	
20,149	23,160	18,244	18,000	R&M - Fire & EMS equipment	19,000	
25,272	38,384	18,000	18,000	R&M - vehicles	18,000	
1,645	8,005	1,000	805	R&M - other	1,000	
10,110	10,133	11,662	11,662	Intergovernmental fees & dues	11,662	
150	1,122	1,800	1,000	Printing & copying services	1,800	
2,660	5,650	2,635	2,635	Professional associations	2,730	
152,011	-	-		Other contractual	-	
1,471	2,060	1,750	1,750	Books & publications	1,750	
18,820	20,650	12,000	12,000	EMS supplies	13,000	
20,787	17,090	12,000	16,000	Firefighting supplies	13,000	
18,257	22,324	15,000	14,000	Fuel	15,000	
699	585	500	500	Lubricants & fluids	500	
4,301	3,368	2,000	2,800	Office supplies	2,000	
13,841	15,905	14,700	14,700	Program supplies	14,700	
6,883	5,917	9,000	8,000	Repair parts	12,450	
464	2,348	1,000	1,000	Small tools	1,000	
2,184	384	7,650	7,650	Training supplies	8,650	
9,946	10,061	8,000	8,000	Other materials & supplies	8,000	
319,691	201,110	171,141	172,602	Commodities	168,842	
-	151	585	585	Conference & Meeting Registration	645	
-	-	76	-	Local mileage, parking & tolls		
1,770	496	435	454	Lodging	480	

				Fire		
				<u>350</u>		
2017	2018	2019	2019	Description	2020	
Actual	Actual	Adopted	Projected		Adopted	
41	338	150	150	Meals	150	
1,811	985	1,246	1,189	Meetings and Travel	1,275	
-	-	195,200	100,000	Equipment - communications	-	
29,450	45,118	39,650	39,000	Equipment - public safety	24,550	
29,450	45,118	234,850	139,000	Equipment	24,550	
281,817	243,620	43,900	44,000	Equipment - public safety	256,000	
281,817	243,620	43,900	44,000	Capital Outlay	256,000	
3,488,337	3,400,996	3,427,374	3,323,142	Totals	3,471,563	

Budget Highlights

Personnel Services

No increase in personnel headcount

Contractual Services

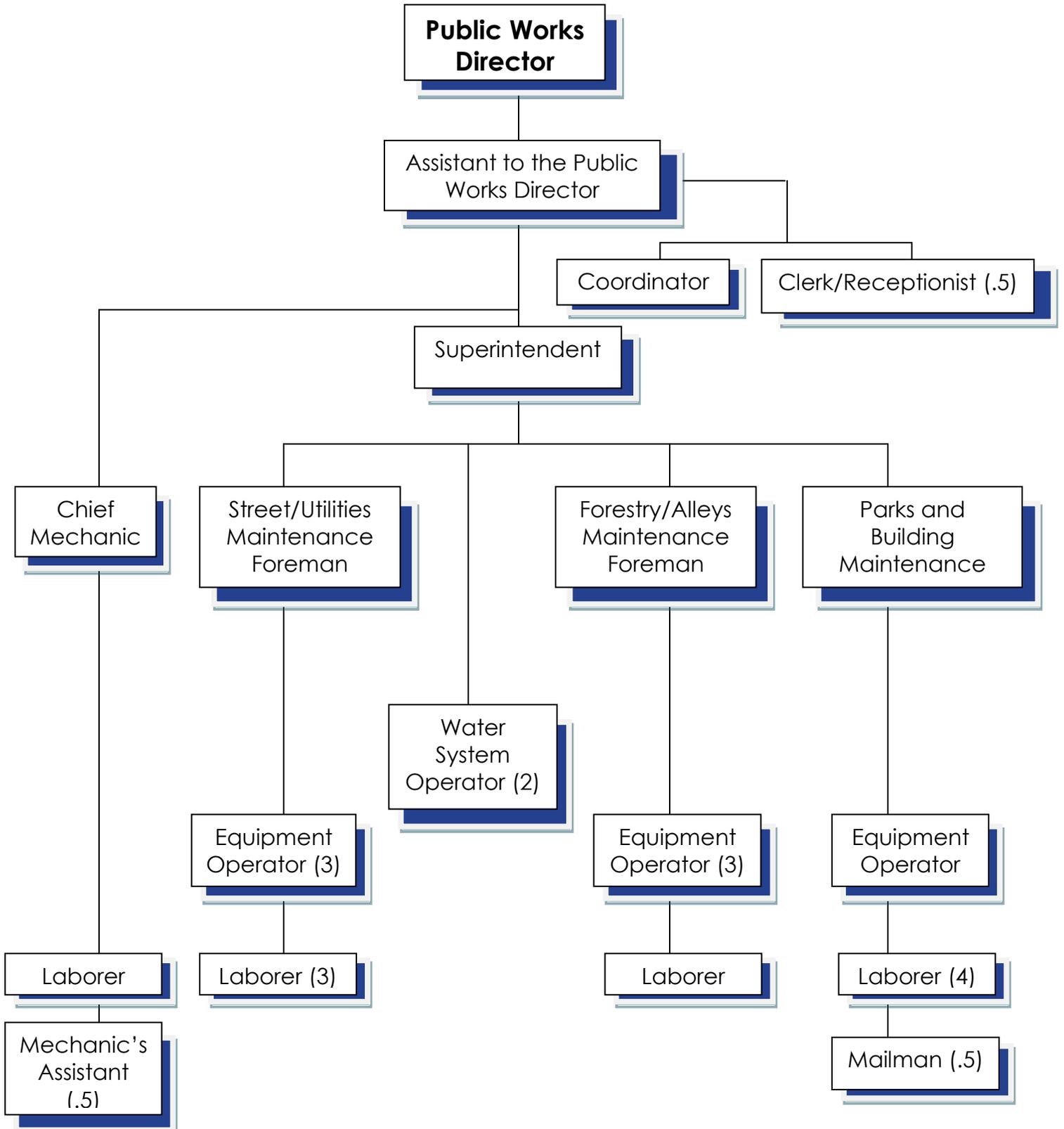
\$2,930,861 budgeted for Fire/EMS services

Capital Outlay

\$256,000 budgeted for replacement of ambulance

Organizational Chart

Public Works



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.

GOALS: Public Works - Administration

Prior Year's Goals Status

- 1) On August 15, 2017, the Village Board provided direction to negotiate a contract with the City of Evanston for the provision of potable water. Since then, the Village has begun the process of conducting a route study to determine the most feasible route of transporting water from the connection point in Evanston to the Village's pump station at the intersection of Crawford and Schreiber Avenues. Upon completion of the route study, the Public Works Department will work with the consulting engineers to develop final design plans and begin construction of the project. It is anticipated that the Village will begin purchasing potable water from the City of Evanston by December, 2019.

In July, the Village Board approved a water supply agreement with the City of Evanston and a design engineering services agreement with Christopher B. Burke Engineering, Ltd. for the design of a transmission main connecting the Village's water system to Evanston's system. Design is anticipated to be completed by the end of the fiscal year, with construction to begin in early FY 2019/2020.

- 2) On November 28, 2017, the Village Board provided direction to move forward with the next steps to implement the goals outlined in the Stormwater Master Plan (SMP). The purpose of the SMP is to identify projects that will bring the Village's sewer system to a 10-year level of protection. To date, a street storage pilot project was constructed in a portion of the southeast corner of the Village. Over the next year, the Village will complete the design and begin construction of the North Shore Avenue Outfall Sewer, pending award of a grant. Additionally, the Village will design the next stage of street storage, generally described as the area east of Lincoln Avenue (north of Pratt Avenue) and east of Crawford Avenue (south of Pratt Avenue).

MWRD has committed to funding 45.6% of the North Shore Outfall Sewer project. On October 3, 2018 the Village Board approved a design engineering services agreement with Christopher B. Burke Engineering, Ltd. to complete the design of the North Shore Outfall Sewer project. Construction is anticipated to begin in early FY 2019/2020.

On November 20, 2018 the Village Board approved a design engineering services agreement with Christopher B. Burke Engineering, Ltd. for design of the Street Storage – Stage II project. Design is expected to be complete in FY 2019/2020 with construction to commence the following fiscal year.

- 3) The Illinois Environmental Protection Agency (IEPA) has required all public water suppliers to conduct a survey of their community to determine the material of water

service lines. During 2017, the Public Works Department conducted a physical inspection of every water meter pit and was able to definitively determine the material of 25% of the water service lines. Over the next year, staff will work to schedule appointments to conduct inspections and complete the required survey.

Letters were mailed to all of the properties where Public Works staff was unable to determine the water service material type from the public right-of-way. At the conclusion of the survey, data on 83% of properties had been collected. Approximately 26% of the properties in the Village have some lead in the service line; 56% of properties have fully copper water services; and the remaining 18% are other materials or unknown. Staff will continue to work to identify the material on the remaining properties. Information from the survey has been made available on the Village's website through Community Portal. Residents are able to look up the material of their water service line and use that information to make decisions such as whether to replace an old service line or install a filtration system.

- 4) On November 30, 2017 an Infrastructure Workshop was held to discuss a potential long-term capital improvement plan for streets, alleys, sidewalks, and water mains. A resident committee is being developed to evaluate the proposed program and provide a recommendation for improvements to the Village Board. The Public Works Department will work with the Village Engineer and this committee to develop a long-term plan to address the Village's upcoming infrastructure needs.

The Ad-Hoc Infrastructure Committee held four meetings that culminated in the development of an Infrastructure Report & Improvement Plan. The plan calls for the resurfacing of all Village-owned streets and replacement of all of the water mains rated as poor and 15% of the water mains rated as fair that were installed in the 1920s. The program is to be funded by general obligation bonds and when possible, IEPA low interest loans. Revenue enhancement will be necessary for the roadway program and will include increases to the home rule sales tax, food and beverage tax, and local gas tax, along with the establishment of a refuse service fee. Water main replacements will be funded through wholesale cost savings generated by switching water suppliers. Prior to any revenue enhancements, the economic condition of the Village will be evaluated. Finally, staff will provide an annual report on the progress of the program. This recommendation and report was accepted by the Village Board on June 19, 2018.

Since then, staff has worked with the Village Engineer to plan out the 10 year program. Year 1 is scheduled to take place in FY 19/20 and will include roadway resurfacing and water main replacements in conjunction with the transmission main project. Additionally, roadway resurfacing for Year 2 will be designed.

- 5) The Village has been a member of the GIS Consortium since 2005. The Public Works Department stores a variety of information in GIS, including locations and characteristics of water mains, sewer mains, street lights, parkway trees, signage, and pavement markings. Data quality and integrity is imperative to maintaining confidence among stakeholders and third-party vendors that are tasked with conducting routine and unexpected service to Village assets. High quality utility data aides in the Village's ability to conduct long-range planning and budgeting for capital improvement purposes. Part of this initiative will not only be to review the assets themselves to verify the data in the GIS system, but also review the practices by which these assets are reviewed and edited. Determining primary stakeholders, data update processes, as well as review frequency are all necessary to ensure continuity in the database in the future.

The Public Works Department has been working with the GIS Consortium to conduct a thorough review of the Village's underground utility database. Public Works staff has been identifying deficiencies while performing work in the field and notifying the GIS Specialist to ensure accurate updates. Additionally, a stakeholder group has been formed to identify and correct deficiencies and known areas where information may be lacking.

- 6) From time to time, the Public Works Department receives inquiries from the community regarding available volunteer opportunities. Similar to the current Adopt-a-Path Program, the Public Works Department will create a list of community service based projects that community groups can sign up for with the goal of providing opportunities for those looking to volunteer.

The Public Works Department has developed a working list of volunteer opportunities. Ideas include landscape work such as installing raised planting beds and irrigation, education displays along the bike paths, and performing public art projects such as painting street light control boxes. An example of similar work already being performed is a joint project between the Village, School District 74, and Lowes to install landscaping and educational materials along the UP Path between Lincoln and Pratt Avenues. The list of opportunities will be periodically updated when new opportunities arise.

Proposed Goals

- 1) 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.

- 2) Over the next year, the Village will continue to make progress on meeting the goals outlined in the Stormwater Master Plan (SMP). During FY 19/20, 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).
- 3) 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 19/20. 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.
- 4) 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.
- 5) 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.

FY 2019/2020 BUDGET | PUBLIC WORKS ADMINISTRATION DIVISION
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Service Requests				
Animal Control Requests	31	36	35	35
Refuse Service Requests	203	307	343	325
Other Service Requests	3,257	3,063	3,100	3,100
Total Service Requests	3,491	3,408	3,479	3,360
Staff Trainings (Total Training Sessions)	60	45	58	50

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BUDGET ANALYSIS

Public Works Administration

400

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
107,037	147,347	152,600	154,000	Wages - full time salaried	222,350
55,849	58,343	60,375	60,375	Wages - full time hourly	63,500
22,744	22,202	27,500	12,000	Wages - Part time hourly	30,125
-	-	550	550	Wages - overtime 1.5X	2,050
260	-	-	-	HSA	-
1,074	1,475	1,526	1,526	Educational stipend	2,010
406	525	720	540	Phone Stipend	540
11,077	13,418	15,038	14,300	Employer FICA	19,842
2,591	3,138	3,517	3,350	Employer Medicare	4,641
20,558	24,159	25,492	24,000	Employer IMRF	22,915
656	777	632	632	Insurance - group life & AD&D	960
34,161	37,997	44,610	48,550	Insurance - group medical	62,844
3,315	3,217	3,850	4,200	Insurance - group dental	4,750
6,656	7,554	7,277	7,277	Insurance - workers compensation	9,601
266,384	320,152	343,687	331,300	Personnel Services	446,128
15,588	13,123	16,000	26,950	Other contract labor	16,000
2,948	2,900	8,000	2,500	Animal control	6,000
18,536	16,023	24,000	29,450	Contractual Services	22,000
772	-	720	-	R&M - communications equipment	300
703	777	800	750	R&M - office equipment	800
277	166	220	350	Advertising	350
2,250	2,250	2,250	2,250	Intergovernmental Fees and Due	2,250
51	-	75	-	Printing & copying services	-
1,012	338	800	650	Professional associations	700
2,408	1,465	1,500	1,500	Training	1,500
193	-	75	50	Books & publications	75
269	604	975	500	Fuel	500
1,403	1,469	3,500	3,500	Office supplies	3,650
7,527	6,219	5,750	5,500	Program supplies	6,250
173	-	200	-	Green Initiatives	200
17,037	13,287	16,865	15,050	Commodities	16,575
175	-	1,200	756	Conference and Meeting Registration	600
63	256	150	150	Local mileage, parking & tolls	150
-	-	600	691	Lodging	600

Public Works Administration

400

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
-	425	100	155	Meals	200
-	-	500	103	Purchased Transportation	500
238	681	2,550	1,855	Meetings and Travel	2,050
302,194	350,144	387,102	377,655	Totals	486,753

Budget Highlights

Personnel Services

No increase in personnel headcount

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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 2019-2020 BUDGET | PUBLIC WORKS VEHICLE MAINTENANCE DIVISION
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Fleet Maintenance				
P.M.*-Pieces of Equipment	800	800	800	800
P.M.*-Hours	2,050 2,850	1,750	1,800	1,800
Repairs				
Small Engine Repairs	90	95	100	95
Body Repairs	3	2	1	3
Total Repairs	93	97	101	98
Equipment Rebuilding				
Street Sweeper	2	1	1	2
Tractors	2	1	2	2
Lawn Mowers	1	5	3	3
Total Equipment Rebuilds	5	7	6	7

* Preventative Maintenance

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BUDGET ANALYSIS

Public Works Vehicle Maintenance

410

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
145,703	150,686	154,785	155,500	Wages - full time hourly	160,100
15,701	21,805	24,700	24,700	Part Time Employee	26,700
523	528	1,500	1,500	Wages - overtime 1.5X	3,800
-	1,087	950	950	Wages - overtime 2X	1,100
539	1,351	1,250	1,250	Uniform allowance	1,350
9,699	10,364	11,491	11,491	Employer FICA	11,969
2,268	2,424	2,687	2,687	Employer Medicare	2,799
18,180	18,585	19,479	18,500	Employer IMRF	13,822
422	410	433	433	Insurance - group life & AD&D	499
15,563	23,635	26,825	27,300	Insurance - group medical	29,579
1,734	2,231	2,476	2,476	Insurance - group dental	2,474
5,190	5,232	5,560	5,560	Insurance - workers compensation	5,792
215,522	238,338	252,136	252,347	Personnel Services	259,984
9	20,447	1,500	1,000	R&M - public works equipment	1,500
724	1,479	700	500	R&M - vehicles	700
-	-	100	-	Professional Associations	100
720	62	500	500	Training	1,000
-	-	100	500	Books and Publications	100
2,229	691	670	700	Fuel	700
1,049	498	1,200	700	Lubricants and Fluids	1,200
20,717	9,929	42,800	38,000	Program supplies	50,800
25,448	33,106	47,570	41,900	Commodities	56,100
240,970	271,444	299,706	294,247	Totals	316,084

Budget Highlights

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 2019-2020 BUDGET | PUBLIC WORKS BUILDING MAINTENANCE DIVISION
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Service Requests	1650	1850	1800	1750

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BUDGET ANALYSIS

Public Works Building Maintenance

420

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
73,551	89,576	90,500	90,500	Wages - full time hourly	94,725
17,625	14,979	20,000	14,000	Part Time Employee	20,700
5,413	3,150	7,850	7,850	Wages - overtime 1.5X	5,388
2,041	1,310	1,900	1,900	Wages - overtime 2X	3,913
211	-	-		HSA	1,080
104	-	750	750	Uniform allowance	1,013
5,468	6,347	7,502	7,502	Employer FICA	7,775
1,279	1,484	1,755	1,755	Employer Medicare	1,818
10,646	11,496	12,717	12,717	Employer IMRF	8,979
-	-	191	191	Insurance - group life & AD&D	376
18,422	22,433	25,683	28,050	Insurance - group medical	26,867
1,812	2,077	2,342	2,400	Insurance - group dental	2,243
3,306	3,622	3,547	3,547	Insurance - workers compensation	3,762
139,878	156,475	174,737	171,162	Personnel Services	178,639
33,985	34,310	34,400	34,310	Janitorial Contract	34,400
176,449	190,015	221,110	255,000	R&M - buildings	181,180
-	326	500	400	R&M - vehicles	500
131	-	300	207	Equipment Rental	300
-	-	500	500	Training	500
1,498	2,115	1,520	1,250	Fuel	1,500
1,781	4,228	5,000	4,200	Landscaping supplies	5,000
29,065	21,873	22,500	22,500	Program supplies	22,500
490	1,208	1,100	1,000	Small Tools	1,100
34,567	33,355	20,000	20,000	Utilities - government building	20,000
277,967	287,429	306,930	339,367	Commodities	266,980
-	16,714	54,900	54,500	Equipment - Other	12,000
-	16,714	54,900	54,500	Capital Outlay	12,000
417,845	460,618	536,567	565,029	Totals	457,619

Budget Highlights

Personnel Services

No increase in personnel headcount

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 2019-2020 BUDGET | PUBLIC WORKS STREETS, TREES & ALLEYS DIVISION
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Street Maintenance				
Signs Replaced	35	34	40	35
Pavement Markings (Lineal Feet)	30,000	35,000	40,000	40,000
Asphalt Patching (tons)	450	400	562	800
Sidewalks Repaired (Square Feet)	11,300	13,600	9,000	12,000
Alleys				
Miles Maintained	11	11	11	11
New Construction Inspections				
Sidewalks	15	16	17	15
Street Openings	19	15	16	16
Street Patching	19	20	16	18
Total Inspections	53	51	49	49
Forestry Maintenance				
Trees Trimmed	1,200	1,247	1,300	1,250
Plantings				
Trees	157	152	150	150
Removals				
Trees	325	103	100	100
Stumps	325	64	100	100
Total Removals	650	167	200	200

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BUDGET ANALYSIS

Public Works Street Maintenance

440

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
486,027	487,637	524,958	524,958	Wages - full time hourly	511,249
33,291	22,701	26,000	26,000	Wages - seasonal hourly	29,000
21,107	29,421	31,250	31,250	Wages - overtime 1.5X	27,150
16,368	18,044	10,000	10,000	Wages - overtime 2X	8,600
2,522	-	-		HSA Savings Acct	1,440
3,600	2,900	4,800	1,200	Opt Out Ins	1,200
4,235	3,806	3,588	3,588	Uniform allowance	5,063
32,949	32,420	36,687	36,687	Employer FICA	36,026
7,705	7,582	8,580	8,580	Employer Medicare	8,426
58,403	55,513	60,514	53,000	Employer IMRF	39,528
1,130	1,129	913	913	Insurance - group life & AD&D	1,656
70,847	89,767	96,780	123,505	Insurance - group medical	120,795
7,022	8,033	8,613	10,380	Insurance - group dental	9,534
16,613	16,934	17,752	17,752	Insurance - workers compensation	17,432
761,819	775,888	830,435	847,813	Personnel Services	817,099
55,811	32,238	60,400	60,400	Landscaping services	77,400
30,261	8,314	30,000	15,500	Street lights & traffic signal	30,000
86,072	40,553	90,400	75,900	Contractual services	107,400
985,348	1,013,787	1,102,000	1,102,000	Garbage & recycling	1,135,060
985,348	1,013,787	1,102,000	1,102,000	Refuse Services	1,135,060
1,222	1,283	1,500	1,350	R&M - Public Works Equipment	1,500
58,743	70,562	45,000	48,500	R&M - vehicles	50,000
2,117	1,895	3,150	2,900	Training	3,150
14,085	12,910	8,000	9,300	Other Contractual	9,500
19,633	23,033	24,200	24,000	Fuel	26,000
1,291	1,418	2,500	1,600	Lubricants & fluids	2,000
12,352	12,074	10,500	11,800	Landscaping supplies	11,500
22,315	32,285	20,400	23,500	Program supplies	13,500
15,211	10,855	18,400	15,500	Small tools	16,900
14,969	5,792	16,000	10,000	Street materials - aggregate	16,000
39,633	60,228	62,000	60,400	Street materials - salt & sand	62,000
9,977	11,562	8,000	8,000	Street materials - signs & bar	8,000
-	-	3,700	2,600	Street Materials - Other	3,500
146,041	155,127	128,000	135,000	Utilities - public way	128,000

Public Works Street Maintenance

440

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
357,588	399,024	351,350	354,450	Commodities	351,550
79,744	85,000	50,000	49,235	Street system construction/improvement	55,000
-	90,333	96,900	96,545	Equipment - Other	189,540
79,744	175,333	146,900	145,780	Capital Outlay	244,540
2,270,571	2,404,584	2,521,085	2,525,943	Totals	2,655,649

Budget Highlights

Personnel Services

No increase in personnel headcount

Capital Outlay

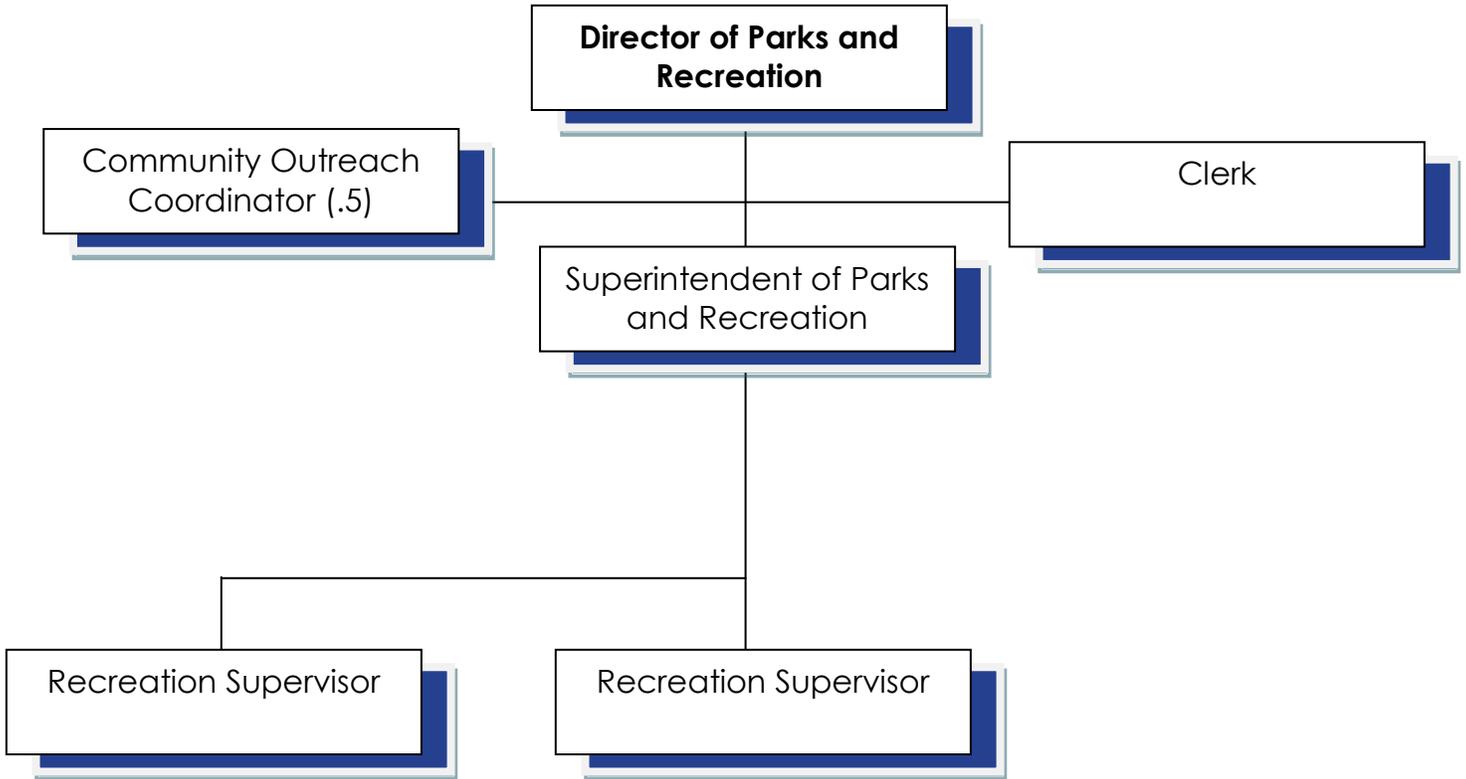
\$55,000 budgeted for sidewalk replacement

\$160,100 budgeted for Truck replacement and

\$26,250 for a chipper machine

Organizational Chart

Parks and Recreation



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.

GOALS: Parks and Recreation Department

Prior Year's Goals Status

- 1) Begin the process of renewing the Department Distinguished Accreditation status which will expire at the end of 2019. The department achieved this status in 2014. 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.

The Parks and Recreation Department will apply for the renewal of the Department Distinguished Accreditation status in February 2019. The deadline to apply is April 1, 2019. Once the application is submitted, it will be reviewed and if accepted the department will have 19 months from the time the application is approved to complete the renewal process.

- 2) Develop and enhance best practices to provide a quality customer experience through implementing a minimum of two new initiatives that will improve customer convenience and efficiency, and implement the new department customer service training program developed for all seasonal staff with the 2018 summer season.

The Department recently implemented an initiative which allows interested Community Center renters to place the room on hold for up to 48 hours. The rooms at the Community Center are reserved on a first come, first serve basis and the reservation must take place at the Parks and Recreation office. Allowing the customer to hold the room for up to 48 hours gives them more flexibility if they cannot come into the office on the day of the inquiry without having to worry that the room could be reserved by another customer.

In addition, the swim lesson program has been revamped and streamlined for the 2019 season to ease the registration process for the customer. The customer will register their child for the appropriate age level and the staff will evaluate the child and place in the appropriate swim level. Previously the customer had to choose the appropriate swim level for their child and often times didn't know. Also in an effort to provide additional swim lesson opportunities, weekend swim lessons will be offered and staff is evaluating the possibility of offering weekday afternoon swim lessons. Previously swim lessons were only offered during the weekday mornings.

Staff is still working on developing a customer service training program for seasonal staff. The goal would be to structure the program in line with the initiatives that are being developed through the Village branding committee. In the meantime, staff will be working

with their respective seasonal staff on finding unique ways to ensure positive customer relations and establish a system of accountability (and rewards) for them.

- 3) Enhance the quality of life through beneficial, successful programs and events to meet the needs of the community through developing a plan to address the declining participation numbers in the fitness program and a plan to expand program offerings for middle school aged children.

In an effort to increase participation numbers in the fitness program and expand program offerings for middle school aged children, staff have been encouraged and directed to offer a minimum of three new programs with each seasonal brochure. New programs added this fiscal year in the fitness category include Yoga Club for Kids (Grades 3-5), youth and adult Martial Arts, youth and adult Self Defense. New general program offerings for middle school aged children include a series of one day programs that will be offered on school days off, themed monthly events, Science Superstars, Wiffleball, Floor Hockey and Awesome Art.

- 4) Strengthen community and public relations and publicity through continuing to install signs at all parks to help increase branding and promotion of the Parks and Recreation Department and programs and events offered through the department.

A total of three signs have been built by the Public Works Department. Two of the signs are placed in Proesel Park and the third sign has been placed at Central Park. The goal is to have four signs built with each fiscal year, so one additional sign will be built this fiscal year and placed near the Valley Line Trail.

- 5) Review the lifeguard certification and training programs to ensure that the Village is adhering to the best practices for life safety at Aquatic Centers. Following this review the Parks and Recreation Department will develop and implement a new training program going forward for all lifeguard personnel.

The review is currently being conducted and a recommended plan will be developed by April 30, 2019. 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 to new program with the 2020 aquatic season.

- 6) Evaluate the concession stand operation at the aquatic center and implement a strategy to improve cost recovery and efficiencies.

On January 29, 2018, Parks and Recreation Department staff met with consultants from Profitable Food Facilities Worldwide concerning the concession operation at the aquatic

center. Profitable Food Facilities Worldwide is a company that specializes in food and beverage operations and has been working with clients to establish and improve successful concession operations since 1991.

Profitable Food Facilities Worldwide was brought on board for a one day site visit to help staff determine ways to be more efficient with staffing, menu offerings, concession stand layout and ways to maximize profits and minimize expenses.

The recommendations and strategies provided by the Consultants were presented to the Parks and Recreation Board at the April 10, 2018 Board meeting and some of these strategies were implemented during the 2018 aquatic season. As a result the concession stand operation generated a net profit of approximately \$9,000 which is an \$8,000 increase compared to the 2017 aquatic season. With the 2019/2020 budget process, staff is recommending additional strategies provided by the Consultants.

- 7) Maintain and develop parks to meet the needs of residents and program users. Continue developing a plan to pursue development of the land on the east side of the channel. The Parks and Recreation Department has limited programmable and rental space within the community. Obtaining this land will give the department additional opportunities to generate revenue through offering program and rental opportunities.

This land was leased to the Chicago Park District nine years ago as part of the Thillens Stadium lease; Lincolnwood was not notified of this lease. The Chicago Park District was contacted to find out if they would consider relinquishing some of the land to Lincolnwood but they were unwilling. As a result staff worked with the Village Attorney who was able to make contact with a representative from the Chicago Park District and obtain a copy of the lease. It was also explained to the Village Attorney that the Chicago Park District has plans to develop a park on that land and as soon as the plans are finalized a copy will be sent to the Village. At that point, the Village can make the request to have the lease amended to gain access to that land for future development

Staff presented a preliminary site plan to the Parks and Recreation Board at the June 12, 2018 Board meeting. The plan included the development of two soccer fields and a playground. At the conclusion of the discussion the Park Board were not in favor of recommending the development of this land. The concern was the low return on investment and that this land would be used primarily by non-residents and would not attract or benefit Lincolnwood residents.

Proposed Goals

- 1) 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.
- 2) 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.
- 3) Develop a transition plan to implement the lifeguard certification training program that was recommended as a result of the review that was complete during the 2018/2019 fiscal year. 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.
- 4) 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 offered through the department.
- 5) 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.
- 6) 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.
- 7) The current Community Center rental process will be reviewed and streamlined to ensuring the process is customer friendly and convenient. This will contribute to improved customer service and the ability to maximize the number rentals booked throughout the fiscal year.

FY 2019-2020 BUDGET | PARKS AND RECREATION DEPARTMENT
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Toddler/Youth Programs				
Number of Programs	58	31	54	57
Adult/Family Programs				
Number of Programs	41	20	22	25
Special Events				
Number of Programs	12	16	19	20
Athletics				
Number of Participants	230	283	290	295
Park Patrol				
Number of public contacts	1,500	1,500	1,500	1,500
Turkey Trot				
Number of Participants	2,100	2,112	1,947	1,947
Club Kid				
Number of Participants	40	37	22	25
Camp				
Total Number of Programs	15	17	17	17
Total Number of Participants	1,123	1,498	1,595	1,600
Softball				
Total Number of Teams	10	11	15	16
Pool Memberships				
Daily Admissions	44,015	37,940	28,718	30,000
Memberships	3,643	3,698	3,661	3,670
Swim Lessons				
Number of Classes	10	10	10	12
Number of Participants	369	336	267	300
Swim Team				
Number of Participants	151	168	154	160
Teen Programs				
Number of Programs	0	1	6	8
Senior				
Club Memberships	46	45	38	40
Programs/Classes (Ex.)	81	95	91	95
Trips/Events	52	52	52	52
Subsidized Taxi Membership	9	10	6	7
Community Center Rentals				
Number of Rentals	120	114	125	120
Total Number of Programs				
Number of Programs	269	270	280	280

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BUDGET ANALYSIS

Parks and Recreation Administration

500

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
170,051	155,091	173,204	173,204	Wages - full time salaried	175,220
22,395	19,788	19,850	19,850	Wages - full time hourly	20,800
41,655	48,919	28,600	26,500	Wages - part time hourly	18,410
330	-	-	-	HSA Savings Acct.	720
1,652	1,926	1,732	1,732	Educational stipend	1,919
2,500	2,500	2,400	2,400	Opt Out Ins	3,264
942	821	780	780	Phone Stipend	504
1,181	-	-	-	Tuition Reimbursement	-
14,760	13,970	13,850	13,850	Employer FICA	13,414
3,451	3,267	3,239	3,239	Employer Medicare	3,137
30,377	27,078	23,458	23,458	Employer IMRF	15,491
875	1,156	641	641	Insurance - group life & AD&D	648
13,909	12,839	13,050	15,500	Insurance - group medical	10,535
1,438	1,149	1,102	1,400	Insurance - group dental	1,275
7,123	7,857	6,702	6,702	Insurance - workers compensation	6,439
312,639	296,361	288,608	289,256	Personnel Services	271,776
5,605	5,625	7,000	7,000	R&M - office equipment	6,000
90	2,809	2,000	2,000	Advertising	2,000
18,440	11,118	11,500	11,500	Printing & copying services	11,500
2,244	3,447	2,850	2,850	Professional associations	2,550
319	-	1,100	1,100	Training	500
6,952	6,902	7,100	7,100	Other contractual	8,800
5,462	5,828	5,000	5,000	Office supplies	5,000
886	3,175	5,000	5,000	Postage	5,000
15,534	15,152	9,000	13,00	Credit card charges	13,000
267	194	1,000	1,000	Program supplies	500
55,799	54,249	51,550	42,550	Commodities	54,850
2,516	3,985	7,200	4,000	Conference & meeting registration	2,985
63	2,251	1,000	1,000	Local mileage, parking & tolls	1,100
-	1,294	800	-	Lodging	800
667	825	1,000	400	Meals	1,000
3,246	8,355	10,000	5,400	Meetings and Travel	5,885
371,684	358,965	350,158	337,206	Totals	332,511

Budget Highlights

Personnel Services

No increase in employee head count

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 2019-2020 BUDGET | PUBLIC WORKS PARK MAINTENANCE DIVISION
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Parks				
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	90	83	85	85
Playground Equipment Replaced	25	50	100	25
Plantings				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

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BUDGET ANALYSIS

<u>PW Park Maintenance</u>					
<u>430</u>					
2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
244,996	232,405	229,300	207,000	Wages - full time hourly	240,795
11,485	34,421	36,000	21,000	Wages - seasonal hourly	41,000
17,120	11,798	8,713	8,713	Wages - overtime 1.5X	9,313
7,718	12,258	6,050	9,463	Wages - overtime 2X	6,488
708	-	-		HSA	1,080
2,160	2,160	2,160	2,160	Opt Out Ins	2,160
4,081	4,152	2,100	2,100	Uniform allowance	2,869
15,722	17,130	17,519	17,000	Employer FICA	18,629
3,677	4,006	4,097	3,700	Employer Medicare	4,356
27,487	25,314	25,914	24,000	Employer IMRF	18,578
712	691	444	444	Insurance - group life & AD&D	778
62,446	58,328	56,693	49,000	Insurance - group medical	53,864
8,266	6,671	5,975	5,975	Insurance - group dental	6,166
8,039	8,268	8,477	8,477	Insurance - workers compensation	9,014
414,618	417,602	403,442	359,032	Personnel Services	415,090
32,562	23,926	22,680	24,484	Contract Maintenance	25,000
-	46	2,600	2,100	R&M - buildings	2,400
23	-	-	-	R&M - communications equipment	-
8,298	2,498	9,500	9,500	R&M - Recreation equipment	9,500
16,441	21,784	15,000	22,500	R&M - vehicles	20,000
-	-	500	500	R&M - Other equipment	500
420	-	450	1,300	Equipment rental	500
1,021	580	1,000	1,200	Training	1,000
11,547	11,188	13,690	13,500	Fuel	14,500
1,288	1,373	1,300	1,300	Lubricants & fluids	1,300
7,217	9,590	7,500	7,500	Landscaping supplies	8,000
43,477	37,220	50,000	50,000	Program supplies	42,900
4,842	10,242	5,200	5,200	Small tools	6,600
3,318	3,549	4,000	4,000	Utilities - government building	4,000
130,452	121,997	133,420	143,084	Commodities	136,200
128,616	101,472	222,500	237,132	Park Construction & Improvement	135,000
12,400	25,692	18,300	18,111	Equipment - other	8,750
141,016	127,164	240,800	255,243	Capital Outlay	143,750
686,085	666,763	777,662	757,359	Totals	695,040

PW Park Maintenance

430

Budget Highlights

Personnel Services

No increase in employee head count

Capital Outlay

\$100,000 budgeted for renovation
of Flowers Park tennis and
basketball courts

\$27,500 budgeted for park
sign replacements

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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

				<u>PR Youth/Tot</u>		
				<u>502</u>		
2017	2018	2019	2019			2020
Actual	Actual	Adopted	Projected	Description		Adopted
3,871	3,906	5,250	3,897	Wages - seasonal hourly		3,897
241	251	326	242	Employer FICA		242
56	59	76	57	Employer Medicare		57
150	150	158	158	Insurance - workers compensation		150
4,317	4,366	5,810	4,354	Personnel Services		4,346
7,147	8,648	6,370	17,053	Purchased program services		18,993
235	1,263	1,250	300	Program supplies		400
7,382	9,911	7,620	17,353	Commodities		19,393
11,699	14,277	13,430	21,707	Totals		23,739

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

					<u>PR Adult Fitness</u>					
					<u>503</u>					
2017	2018	2019	2019			2020				
Actual	Actual	Adopted	Projected	Description		Adopted				
-	-	-	-	Wages-Seasonal Hourly		-				
-	-	-	-	Employer FICA		-				
-	-	-	-	Employer Medicare		-				
-	132	-	-	Insurance-Workers Compensation		-				
-	132	-	-	Personnel Services		-				
32,215	30,342	37,469	32,088	Purchased program services		32,018				
150	-	50	50	Advertising		50				
	56	675	360	Program supplies		450				
1,853	-	-	-	Concessions and Food		-				
34,219	30,530	38,194	32,498	Commodities		32,518				
34,219	30,530	38,194	32,498	Total		32,518				

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

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
25	120	730	500	Wages - seasonal hourly	730
2	7	45	31	Employer FICA	45
1	2	11	7	Employer Medicare	11
30	30	22	22	Insurance - workers compensation	22
57	159	808	560	Personnel Services	808
21,970	18,785	22,000	18,162	Purchased program services	19,550
266	1,272	2,825	2,795	Advertising	2,875
195	463	1,500	1,314	Printing & copying services	1,500
3,203	4,183	5,422	5,600	Concessions & food	5,416
4,592	4,607	7,939	8,200	Program supplies	7,462
2,120	538	600	862	Other materials & supplies	600
32,346	29,848	40,286	36,933	Commodities	37,403
32,404	30,008	41,094	37,493	Totals	38,211

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

<u>PR Athletic</u>					
<u>505</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
928	1,411	600	600	Wages - seasonal hourly	600
58	86	37	37	Employer FICA	37
13	20	9	9	Employer Medicare	9
45	45	18	18	Insurance - workers compensation	18
1,044	1,563	664	664	Personnel Services	664
11,257	3,173	3,740	5,601	Purchased program services	6,580
	2,721	350	-	Program supplies	350
11,257	5,894	4,090	5,601	Commodities	6,930
12,301	7,457	4,754	6,265	Total	7,594

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

<u>Community Outreach</u>					
<u>507</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
119	905	1,550	1,550	Program supplies	1,550
118	905	1,550	1,550	Commodities/Total	1,550

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					
<u>508</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
43,319	51,721	51,000	44,650	Wages - seasonal hourly	50,000
2,710	3,190	3,162	2,768	Employer FICA	3,100
634	746	740	647	Employer Medicare	725
1,650	1,650	1,530	1,340	Insurance - workers compensation	1,500
48,313	57,306	56,432	49,405	Personnel Services	55,325
130	366	200	200	Telephone	100
656	-	750	350	Program supplies	650
786	366	950	550	Commodities	750
49,098	57,672	57,382	49,955	Totals	56,075

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

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
7,455	4,181	7,273	7,273	Wages Full Time Salaried	8,106
6,699	7,358	8,070	8,070	Wages - part time hourly	7,043
52	-	-	-	HSA Savings	-
104	79	72	72	Education Stipend	419
859	695	951	951	Employer FICA	939
201	162	222	222	Employer Medicare	220
1,512	1,171	1,613	1,613	Employer IMRF	1,085
-	-	43	43	Insurance - group life/ad&d	45
1,579	1,366	2,213	2,213	Insurance - group medical	2,441
169	124	183	183	Insurance - group dental	183
426	426	460	460	Insurance - workers compensation	454
19,055	15,562	21,100	21,100	Personnel Services	20,935
10,132	9,241	9,550	8,150	Purchased program services	8,525
314	380	1,000	453	Advertising	1,000
5,631	5,719	6,400	7,239	Equipment rental	7,400
-	856	900	433	Printing & copying services	1,500
200	150	5,250	4,809	Awards	5,250
1,860	1,159	1,680	1,156	Concessions & food	1,680
14	873	1,125	881	Postage	925
32,517	25,371	23,050	23,000	Program supplies	22,550
50,667	43,749	48,955	46,121	Commodities	48,830
69,722	59,310	70,055	67,221	Totals	69,765

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					
<u>520</u>					
2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
				Wages-Full Time Salary	6,110
4,839	6,420	6,400	6,400	Wages Part Time Hourly	-
25,888	33,638	36,800	30,000	Wages - seasonal hourly	30,791
				Education Stipend	61
1,904	2,410	2,678	2,257	Employer FICA	2,287
446	564	626	528	Employer Medicare	535
500	656	672	458	Employer-IMRF	442
				Insurance- Group Medical	772
				Insurance- Group Dental	62
1,176	1,377	1,296	1,092	Insurance - workers compensation	1,107
34,753	45,065	48,472	40,735	Personnel Services	42,167
195	3,246	5,800	5,930	Purchased program services	7,730
297	180	750	750	Telephone	750
1,981	2,317	4,125	3,000	Concessions & food	4,150
99	340	850	850	Program supplies	850
488	654	500	500	Other materials & supplies	500
3,060	6,737	12,025	11,030	Commodities	13,980
37,812	51,802	60,497	51,765	Totals	56,147

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

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
63,614	48,195	65,106	65,106	Wages- full time salaried	69,150
-	5,424	7,940	7,940	Wages Full Time Hourly	8,320
2,555	3,791	4,100	4,100	Wages - Part Time Hourly	5,700
151,741	178,807	172,000	172,000	Wages - seasonal hourly	172,000
378	-	-		HSA Savings account	720
365	716	645	645	Educational Stipend	759
72	42	216	216	Phone Stipend	-
13,397	14,589	15,487	15,500	Employer FICA	15,912
3,134	3,412	3,622	3,625	Employer Medicare	3,711
7,805	6,197	8,151	5,585	Employer IMRF	5,601
-	-	232	234	Insurance - group life & AD&D	234
11,203	11,067	12,463	12,463	Insurance Group medical	10,968
1,162	994	1,037	1,037	Insurance Group Dental	1,330
7,841	7,271	7,485	7,500	Insurance - workers compensation	7,699
263,267	280,506	298,484	295,952	Personnel Services	302,104
29,212	26,415	27,000	33,118	Purchased program services	27,500
1,035	169	1,300	1,300	Telephone	1,300
814	901	1,000	446	Training	1,000
1,899	1,930	2,000	2,000	Other contractual	2,000
6,268	4,331	5,600	3,943	Concessions & food	5,600
-	-	150	-	Postage	150
30,605	25,631	25,000	28,509	Transportation	25,000
-	-	1,500	1,500	Credit Card Charges	1,500
17,598	12,711	14,620	16,000	Program supplies	17,190
73	-	50	134	Local Mileage, parking and tolls	150
87,504	72,087	78,220	86,950	Commodities	81,390
350,771	352,593	376,704	382,902	Total	383,494

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

<u>Adult Athletics</u>					
<u>540</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
1,989	-	4,000	5,344	Purchased program services	5,500
2,958	4,869	1,163	1,838	Awards	1,800
616	31	375	585	Program supplies	600
5,563	4,900	5,538	7,768	Commodities/Totals	7,900

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					
<u>550</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
9,919	5,910	7,245	8,698	Purchased program services	8,799
-	86	-	-	Program Supplies	-
9,919	5,996	7,245	8,698	Commodities/Totals	8,799
9,919	5,996	7,245	8,698	Totals	8,799

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

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
62,224	63,782	50,065	50,065	Wages- full time salaried	57,900
11,711	16,719	16,140	16,140	Wage - Part time hourly	14,020
192,494	193,146	227,600	220,000	Wages - seasonal hourly	227,600
621	727	501	501	Educational Stipend	67
72	42	100	100	Phone Stipend	-
16,382	16,959	18,247	17,782	Employer FICA	18,574
3,832	3,966	4,267	4,159	Employer Medicare	4,344
7,764	8,429	7,011	7,011	Employer IMRF	5,154
-	-	174	174	Insurance - group life & AD&D	199
5,370	13,352	22,135	6,300	Insurance - Group medical	10,000
590	1,104	1,330	1,330	Insurance - group dental	744
8,691	9,455	8,829	8,829	Insurance - workers compensation	8,988
309,751	327,682	356,399	332,391	Personnel Services	347,590
15,259	16,549	15,230	11,482	Purchased program services	12,050
34,905	37,812	38,000	33,618	R&M - buildings	40,200
330	132	500	355	Printing & copying services	500
347	351	500	164	Telephone	500
1,216	2,217	2,300	2,833	Training	2,000
32,184	44,520	41,000	30,076	Chemicals - swimming pool	30,000
7,216	5,450	8,000	4,119	Computer supplies	6,820
53	265	375	395	Concessions & food	500
370	1,000	1,000	33	Merchandise for resale	1,000
312	500	500	1,193	Office supplies	500
6,801	6,602	8,500	4,903	Credit Card Charges	7,000
10,266	10,800	11,500	8,655	Program supplies	11,500
104	665	750	-	Training supplies	750
13,586	13,416	12,000	8,950	Utilities - government building	13,500
122,948	140,277	140,155	106,776	Commodities	126,820
495	500	600	-	Conference & meeting registration	600
765	600	650	-	Lodging	650
-	260	150	-	Meals	150
196	737	660	-	Purchased transportation	660
1,456	2,097	2,060	-	Meetings and Conference	2,060
30,020	44,684	32,000	32,000	Equipment - Pool	32,000
30,020	44,684	32,000	32,000	Equipment	32,000
464,175	514,741	530,614	471,167	Totals	508,470

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 17, as well as adults and seniors are offered in a group or private setting.

BUDGET ANALYSIS

PR Swim Lessons

561

2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
12,432	7,229	12,000	7,241	Wages - seasonal hourly	8,000
771	448	744	449	Employer FICA	496
180	105	174	105	Employer Medicare	116
507	480	360	217	Insurance - Workers Compensation	240
13,890	8,262	13,278	8,012	Personnel Services	8,852
102	197	200	310	Program supplies	300
-	-	200	184	Training supplies	200
102	197	400	494	Commodities	500
13,992	8,459	13,678	8,506	Totals	9,352

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

562

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
18,257	16,738	18,000	16,952	Wages - seasonal hourly	17,000
1,132	1,030	1,116	1,051	Employer FICA	1,054
265	241	261	246	Employer Medicare	247
420	540	540	509	Insurance - Workers comp.	510
20,073	18,550	19,917	18,757	Personnel Services	18,811
1,012	1,144	1,400	957	Purchased program services	1,200
157	32	300	34	Concessions & food	100
5,062	5,351	6,000	3,652	Program supplies	5,000
6,231	6,527	7,700	4,643	Commodities	6,300
26,304	25,076	27,617	23,401	Totals	25,111

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

2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
33,046	31,790	33,000	25,230	Wages - seasonal hourly	27,000
2,049	1,971	2,046	1,564	Employer FICA	1,674
479	461	479	366	Employer Medicare	392
810	1,020	990	757	Insurance - Workers Compensation	810
36,384	35,242	36,515	27,917	Personnel Services	29,876
1,302	1,931	2,000	1,874	Repairs and Maint. Building	10,300
30,612	28,893	31,000	26,134	Concessions & food	27,500
696	671	750	390	Supplies	700
32,610	31,495	33,750	28,398	Commodities	38,500
68,994	66,737	70,265	56,315	Totals	68,376

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

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
7,752	7,799	7,500	7,500	Wages- Part time	7,500
494	477	465	465	Employer FICA	465
115	111	109	109	Employer Medicare	109
165	195	225	225	Insurance - workers compensation	225
8,526	8,582	8,299	8,299	Personnel Services	8,299
7,042	9,846	9,855	10,000	Purchased program services	10,000
737	545	2,000	2,000	Subsidized taxi program	2,000
3,199	3,202	2,000	2,000	Concessions & food	2,300
46	96	2,014	2,000	Program supplies	2,000
11,024	13,689	15,869	16,000	Commodities	16,300
19,550	22,271	24,168	24,299	Totals	24,599

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

2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
11,556	12,558	15,000	15,000	Wages - part time hourly	15,000
750	768	930	930	Employer FICA	930
175	180	218	218	Employer Medicare	218
420	420	450	450	Insurance - workers compensation	450
12,902	13,926	16,598	16,598	Personnel Services	16,598
5,000	4,583	5,000	5,000	Janitorial	5,000
750	-	-	-	Purchased program services	-
-	-	150	-	Advertising	150
20,717	9,423	13,900	13,900	Facility rental	20,200
2,327	3,514	3,630	2,500	Program supplies	4,750
28,793	17,520	22,680	21,400	Commodities	30,100
-	-	150,000	150,000	Parks Construction/Improvements	89,500
-	-	150,000	150,000	Capital Outlay	89,500
41,695	31,446	189,278	187,998	Totals	136,198

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

580

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
130,814	142,642	130,000	135,000	Purchased program services	150,000
130,814	142,642	130,000	135,000	Commodities/Total	150,000

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Other Funds

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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					
<u>212</u>					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
42,662	22,921	47,920	-	Consulting	301,500
26,738	31,759	24,000	24,000	Street Lights & traffic signal	24,000
11,000	-	-	-	Tree grant local match	-
772,188	16,854	909,450	3,000	Street system construction/improvements	2,167,000
3,000	3,000	-	-	Loan principal payment	-
855,588	74,534	981,370	27,000	Totals	2,492,500

Funding Sources

Motor Fuel Tax	320,000
Investment Income	40,000
Fund Reserves	2,132,500

Budget Highlights

\$1,338,500 budgeted for roadway resurfacing
 \$958,000 budgeted for streetlight replacement

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

2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
16,191	2,600	266,500	246,500	Engineering	312,500
28,741	21,545	35,000	40,000	R&M Road Repairs	70,000
505,717	-	-	-	Street Light Improvements	-
-	-	-	-	Street System Construction/Improvements	184,000
550,650	24,145	301,500	286,500	Totals	566,500

Funding Sources

Gas Tax	280,000
Grants	387,000

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

				<u>NEID/ TIF</u>	
				<u>217</u>	
2017	2018	2019	2019		2020
Actual	Actual	Adopted	Projected	Description	Adopted
4,384	12,236	15,000	5,000	Maintenance of TIF Improvement	15,000
1,290	1,320	1,500	1,500	Audit	1,500
1,652	1,230	1,900	1,900	Other professional services	3,900
7,326	14,786	18,400	8,400	Contractual Services	20,400
-	-	50,000	100,000	Community Development Grants	-
-	-	50,000	100,000	Revenue Sharing	-
375	188	-		Fiscal Charges	-
300,000	307,500	-		Principal - 2002A G.O. bonds	-
12,150	6,150	-		Interest - 2002A G.O. bonds	-
312,525	313,838	-	-	Debt Service	-
167,773	52,941	183,600	167,500	Engineering	77,000
730,500	663,098	1,589,900	1,665,000	Land acquisition & improvement	2,045,030
898,272	716,039	1,773,500	1,832,500	Capital Outlay	2,122,030
1,218,124	1,044,662	1,841,900	1,940,900	Totals	2,142,430

Funding Sources

Property Tax Increment	1,400,000
Investment Income	40,000
Fund Reserves	868,430

Budget Highlights

\$348,000 budgeted for roadway resurfacing
 \$574,000 budgeted for stand pipe painting
 \$519,000 budgeted for roof replacement
 \$191,030 budgeted for HVAC/window refurbishment
 \$425,000 budgeted for Fuel system replacement

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

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
-	-	2,000	-	Legal Expense	2,000
				Community Development Grants	25,000
53,974	39,530	351,920	7,000	Engineering	316,000
53,951	176,639	347,000	30,000	Land Acq and Improvement	318,000
107,925	216,169	700,920	37,000	Totals	661,000

Funding Sources

Property Tax Increment	400,000
Grants	304,000

Budget Highlights

\$242,000 for streetlight installation
 \$304,000 for streetscape design

221 — North Lincoln TIF Fund

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

BUDGET ANALYSIS

				<u>North Lincoln TIF</u>	
				<u>221</u>	
2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Proposed
-	-	-	-	- Consulting	-
				- Bond Costs	500,000
				- Note Principal / Interest	950,000
				Totals	1,450,000
Funding Sources					
				TIF Notes Issuance	35,000,000
Budget Highlights					
Amounts allocated for TIF note issuance and debt interest payments					

Debt Service Fund

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

Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2017 values of \$670,106,010 (the most recent available information) this limitation would allow for \$57,794,644 in debt. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

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

BUDGET ANALYSIS

				<u>Debt Service</u>		
				<u>330</u>		
2017	2018	2019	2019			2020
Actual	Actual	Adopted	Projected	Description		Adopted
600	313	-	-	Fiscal charges		-
12,500	12,500	12,500	12,500	Principal-Illinois Finance		12,500
100,000	102,500	-		Principal - 2011A GO Ref Bonds		-
360,000	370,000	-		Principal - 2011B GO Ref bonds		-
194,881	194,881	197,881	197,881	Principal- Cook County Loan		-
4,050	2,050	-		Interest - 2011A GO Ref bonds		-
14,600	7,400	-		Interest - 2011B GO Ref bonds		-
-	-	-	-	Interest - 2019 GO Bonds		40,000
				Principal - 2019 GO Bonds		50,000
686,631	689,644	210,381	210,381	Totals		102,500
				Funding Sources		
				Fund Transfers		102,500
				Budget Highlights		
				Amounts budgeted for payment of Village Debt		

Property Enhancement Program & Green Improvements for Tomorrow

The Village has budgeted \$25,000 to fund the Property Enhancement Program (PEP) and the Green Improvements for Tomorrow (GIFT). The Property Enhancement Program is designed to provide an incentive to business owners to make improvements to their building's exterior or other property enhancement that will improve the appearance of a business district. The PEP provided by the Village will pay for up to half the improvements up to a maximum limit. The Economic Development Commission administers this program and provides recommendations to the Village Board for PEP recipients.

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

BUDGET ANALYSIS

Property Enhancement Program Fund

452

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
25,000	-	25,000	15,000	PEP Fund	25,000
25,000	-	25,000	15,000	Totals	25,000

Funding Sources

Fund Transfers	25,000
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Budget Highlights

Amount budgeted for PEP grants

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

	<u>460</u>					
2017	2018	2019	2019			2020
Actual	Actual	Adopted	Projected	Description		Adopted
21,750	6,000	25,000	25,000	Assistance Fund		25,000
21,750	6,000	25,000	25,000	Totals		25,000

Funding Sources

Fund Transfers 25,000

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

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
-	-	-	-	Consulting	45,000
-	-	-	-	Engineering	445,000
-	-	-	-	Facility Improvements	2,950,000
-	-	-	-	Totals	3,440,000

Funding Sources

Sales Tax revenue	500,000
Grant revenue	1,400,000
Bond proceeds	2,000,000

Budget Highlights

\$3,440,000 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 2019-2020 BUDGET | PUBLIC WORKS WATER & SEWER DIVISION
Performance Measures

	Actual 2016/2017	Actual 2017/2018	Estimated 2018/2019	Projected 2019/2020
Combined Sewer Maintenance				
Streets Cleaned (Miles)	1,325	1,325	1,325	1,325
Sewer Repairs	10	10	11	10
Catch Basin Cleaning	100			
Catch Basin Repairs	8	2	6	5
Sewer Jet Rodding (Percentage of System)	50%	30%	40%	50%
Service Requests	85	90	95	90
Televised (Feet)	1,000	500	1,000	1,000
Water Mains				
Valves Repaired	10	5	6	7
Main Breaks Repaired	14	18	16	20
Water Leaks Repaired	12	4	6	10
Water Meters				
Water Meters Installed	15	14	15	15
Fire Hydrants				
Fire Hydrants Replaced	0	1	1	1
Fire Hydrants Repaired	5	10	12	10
Julie Markings				
Calls	3,101	2,515	3,000	3,000
Water Samples				
Water Quality	65	120	120	120
Lead/Copper	0	30	0	0
Water Quality Compliance	100%	100%	100%	100%
Water Pumped				
Water Pumped (Gallons Per Year)	540,760,000	522,748,000	520,000,000	520,000,000
Meter Readings				
Water Meters Read	1,500	1,000	2,000	1,000

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BUDGET ANALYSIS

Water and Sewer Fund					
660					
2017	2018	2019	2019	Description	2020
Actual	Actual	Adopted	Projected		Adopted
532,806	574,453	569,278	545,000	Wages - full time hourly	528,825
20,392	21,200	26,000	13,000	Wages - seasonal hourly	30,000
21,189	23,385	23,000	23,000	Wages - overtime 1.5X	24,825
10,363	13,593	13,938	13,938	Wages - overtime 2X	14,350
719	-	-	-	HSA Savings Acct	-
407	367	375	380	Educational Stipend	398
1,200	1,200	1,200	1,200	Opt Out Ins.	-
181	180	180	180	Phone Stipend	180
5,084	5,398	3,350	3,350	Uniform allowance	4,725
-	-	1,380	600	Longevity stipend	540
34,872	36,249	39,390	34,500	Employer FICA	37,427
8,155	8,478	9,212	7,800	Employer Medicare	8,754
62,947	62,532	64,125	56,000	Employer IMRF	41,074
1,133	1,177	1,334	1,334	Insurance - group life & AD&D	1,721
97,682	111,550	120,301	110,000	Insurance - group medical	126,654
9,361	9,557	10,439	9,200	Insurance - group dental	9,554
17,822	18,221	19,060	19,060	Insurance - workers compensation	18,110
824,313	887,540	902,562	838,542	Personnel Services	847,137
38,871	38,549	42,000	42,000	Liability Insurance	42,000
52,317	43,942	50,000	50,000	Data processing	43,000
41,214	49,210	36,183	36,183	Maintenance Agreement Expense	42,656
462	-	-	-	Printing & copying services	-
-	211	200	200	Professional associations	200
11,692	7,950	8,286	8,286	Data	8,186
600	175	650	300	Training	650
-	-	100	100	Books & publications	100
641	1,224	1,000	1,000	Office supplies	1,000
22,089	20,511	21,000	18,000	Postage	18,000
167,886	161,772	159,419	156,069	Commodities	155,792
156,052	119,752	1,501,500	882,000	Consulting	997,500
62,738	59,720	120,000	59,230	Other professional services	120,150
218,790	179,472	1,621,500	941,230	Contractual Services	1,117,650
5,264	3,580	32,500	40,000	R&M - buildings	11,500
22,323	21,253	30,000	20,000	R&M - vehicles	25,000
81,106	10,025	126,100	145,000	R&M - water system equipment	25,200
2,188	2,348	1,200	1,200	Training	1,200
58,855	41,788	49,150	46,000	Other contractual	47,833
1,733	2,700	3,000	2,500	Chemicals - water system	3,000
13,908	16,921	17,940	19,600	Fuel	20,000
1,243	1,373	2,500	1,500	Lubricants & fluids	2,000
295	739	1,000	1,000	Landscaping supplies	1,000
21,506	19,645	10,000	10,000	Program supplies	14,500
13,256	20,537	20,000	16,000	Small tools	21,000
190	6,382	16,000	9,000	Street materials - Aggregate	16,000
2,443	2,685	5,000	3,000	Street materials - Other	5,000
2,688	2,631	2,500	2,600	Utilities - government building	2,600

Water and Sewer Fund

660

2017 Actual	2018 Actual	2019 Adopted	2019 Projected	Description	2020 Adopted
18,859	3,774	20,000	15,000	Utilities - public way	15,000
2,042,831	2,089,742	2,200,000	2,200,000	Water purchases	2,244,000
4,812	13,237	10,500	10,400	Water system supplies	10,500
59,387	54,865	89,000	89,000	Water system repair parts	72,000
2,352,886	2,314,224	2,636,390	2,631,800	Commodities	2,537,333
582,528	589,582	656,814	640,657	Loan Principal Payments	302,107
99,747	92,693	285,461	85,461	Loan Interest Payments	278,048
682,275	682,275	942,275	726,118	Debt Service	580,155
-	-	2,950,000	-	Sewer system construction/improvement	310,000
-	-	3,000,000	-	Water Transmission Improvements	9,582,000
-	-	-	-	Equipment - Vehicles	160,100
-	-	5,950,000	-	Capital Outlay	10,052,100
4,246,149	4,225,284	12,212,146	5,293,759	Totals	15,290,167

Funding Sources

Water and Sewer user fees	4,900,000
Grant revenue	1,400,000
Bond proceeds	10,540,000

Budget Highlights

Personnel Services: No increase in employee head count

Contractual: \$959,000 budgeted for water transmission line

Debt service: \$580,155 budgeted for debt service bond/loan payments

Capital Outlay: \$310,000 budgeted for water pipe painting

\$160,100 for truck replacement

\$9,582,000 budgeted for new water transmission line

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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				
<u>801</u>				
2017	2018	2019		2020
Actual	Actual	Adopted	Description	Adopted
44,485	47,028	76,000	Consulting	72,000
4,645	3,756	15,000	Other Compensation	15,000
20,694	17,350	10,000	Other Professional Services	20,000
-	-	150	Printing & copying services	150
500	1,295	1,250	Professional associations	1,300
-	5,400	-	Insurance	5,400
1,700	600	3,500	Training	2,000
5,380	-	5,500	Other contractual	-
-	-	550	Office supplies	500
28	-	100	Postage	100
776	982	100	Bank Fees	1,000
78,208	76,411	112,150	Commodities	117,450
2,063,319	2,201,674	2,336,119	Pension - regular	2,548,729
213,314	270,014	385,050	Pension - spouse/dependent	270,014
91,067	136,163	110,000	Pension - disability	136,163
2,367,700	2,607,852	2,831,169	Pension Payments	2,954,906
2,445,908	2,684,263	2,943,319	Totals	3,072,356

Funding Sources

Employer/Employee contributions	2,324,000
Investment Income	1,179,000

Budget Highlights

Budget accounts for pension benefits to retired police and beneficiaries

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Appendix

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About the Village

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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 2019.

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

Major Employers

Employer	Number of Employees
Village of Lincolnwood	366
ATF	260
Lincolnwood Place	160
Trim Tex	150
Lowe's	149
Loeber Motors	141
Kohl's	112
Aperion Care Inc.	105
Olive Garden	102

Based on 2018 / 2019 CAFR

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

STATISTICS AND DEMOGRAPHICS



Land Area

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

Climate

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

Transportation

Major Highways/Routes

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

Airports

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

Bold Denotes Regional Market Destinations

Government

Type of Government: Council/Manager
Mayor and 6 Council Members elected at-large

Latest Comprehensive Plan: 2016

Municipal Zoning in Effect: Yes

Planning Commission: Yes

Home Rule: Yes

Special Financing Techniques Available: Tax Increment Financing

Emergency E911: Yes

Police: 33 full-time sworn

Fire/Rescue: 29 full-time, 12 vehicles

Fire Insurance Class: 4

Taxes

<u>2017 Property Tax Rates (Payable in 2018)</u>	
Village of Lincolnwood	0.859
Lincolnwood Public Library	0.386
School District #74	3.256
High School District #219	3.409
Oakton Community College District #535	0.232
Town of Niles	0.047
General Assistance Niles	0.007
North Shore Mosquito Abatement District	0.010
County of Cook	0.327
Cook County Health Facilities	0.060
Cook County Forest Preserve District	0.062
Consolidated Elections	0.031
Cook County Public Safety	0.109
Suburban Cook County T.B. Sanitarium District	0.000
Metro Water Reclamation District of Greater Chicago	0.402
Total	9.197

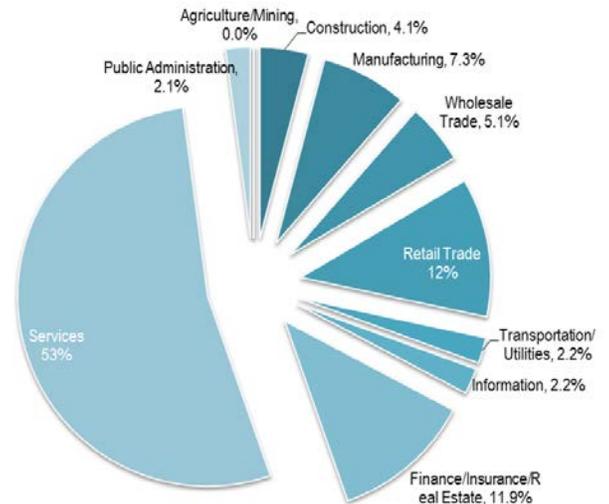
Utilities

Water Supplier:	City of Chicago
Source:	Lake Michigan
Storage Capacity:	5,250,000 gallons
Treatment Capacity:	0 mil gpd
Avg Daily Demand:	1.427 mil gpd
Peak Daily Demand:	3.049 mil gpd
Plant Capacity:	11,520,000 mil gpd
Waste Water Treatment:	not applicable
Supplier:	not applicable
Design Avg Flow:	not applicable
Design Max Avg:	not applicable
Current Avg Daily:	not applicable
Natural Gas Supplier:	NICOR
Electric Supplier:	ComEd

Labor

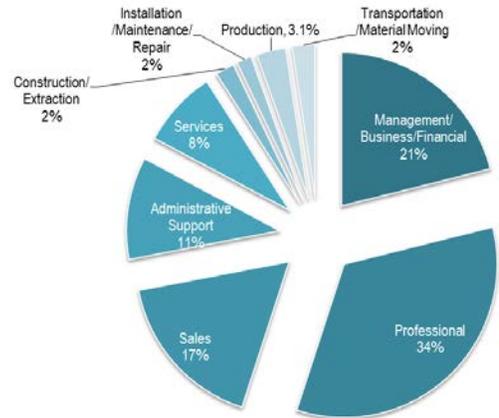
2010 Employed Population ages 16+ by Industry

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

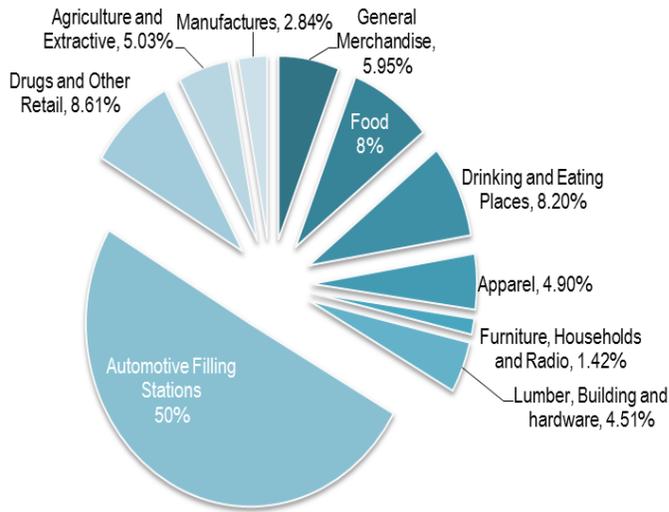


2010 Employed Population 16+ by Occupation

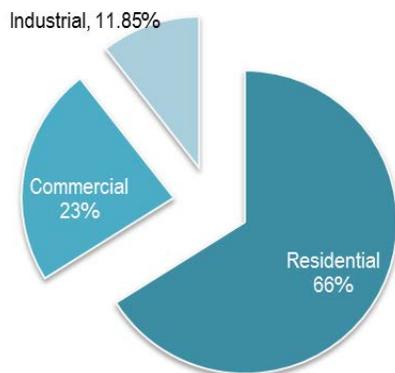
White Collar	82.8%
Management/Business/Financial	21.1%
Professional	33.9%
Sales	17.0%
Administrative Support	10.8%
Services	8.1%
Blue Collar	9.1%
Construction/Extraction	2.0%
Installation/Maintenance/Repair	1.6%
Production	3.1%
Transportation/Material Moving	2.4%



Taxable Sales



Assessed and Estimated Actual Value of Taxable Property



Demographic Snapshot

Population Summary

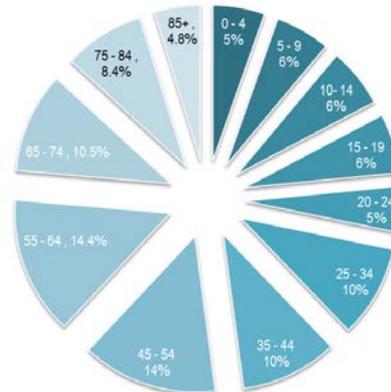
	2000	2010
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010		1.8%

Population by Sex

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

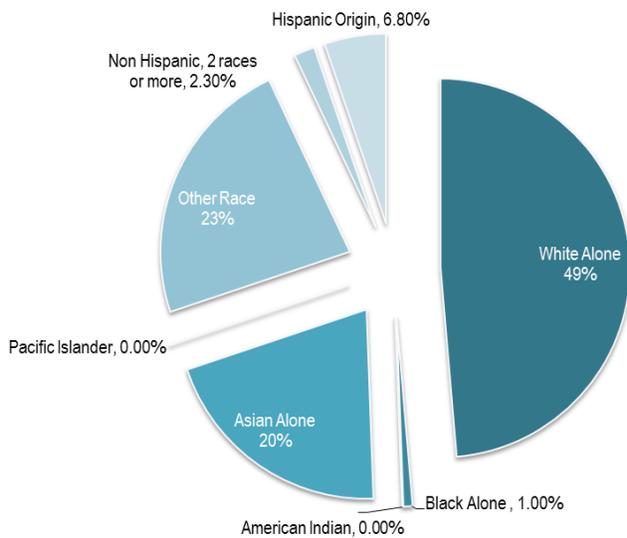
Population by Age

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



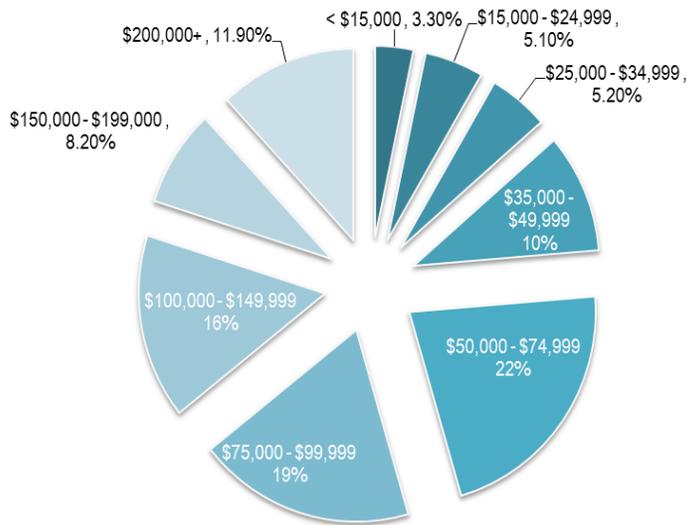
Population by Race and Ethnicity

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



Households by Income

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

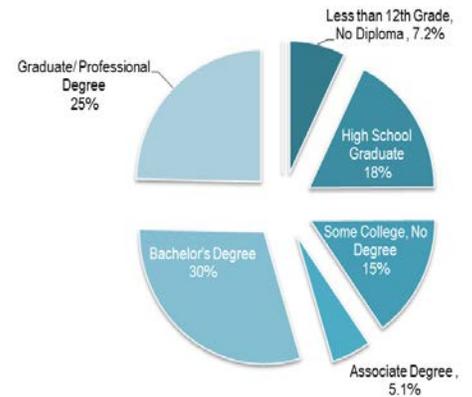


2015 Population 3+ by School Enrollment

<u>Total</u>	<u>3,401</u>
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 Age 16+ Means of Transportation to Work

<u>Total</u>	<u>5,693</u>
Drove Alone - Car, Truck, or Van	76.10%
Carpooled - Car, Truck, or Van	10.10%
Public Transportation	5.00%
Walked	1.70%
Other Means	0.20%
Worked at Home	6.80%

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	7.4%

45 to 59 minutes	11.30%
60 or more minutes	7.80%
Average Time to Travel to Work (in min)	26.60%

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

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Debt Administration

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DEBT ADMINISTRATION

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2017 values of \$670,106,010 (the most recent available information) this limitation would allow for \$57,796,644 in debt. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1. The Village has no General Obligation outstanding bond issues as of May 1, 2019. The Village plans to issue approximately \$10,500,000 of General Obligation bonds in FY2020 in the Village's Water and Sewer Fund for infrastructure improvements related to the new potable water supplier for the Village and \$2,000,000 in a Capital Projects fund for storm water management.

The Village also plans to issue approximately \$35,000,000 in TIF notes in the North Lincoln TIF district for a redevelopment project.

GENERAL GOVERNMENT DEBT

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 \$137,500 at May 1, 2019 from the Illinois Finance Authority.

ENTERPRISE FUND DEBT

IEPA Loan – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals \$3,196,982 at May 1, 2019, 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

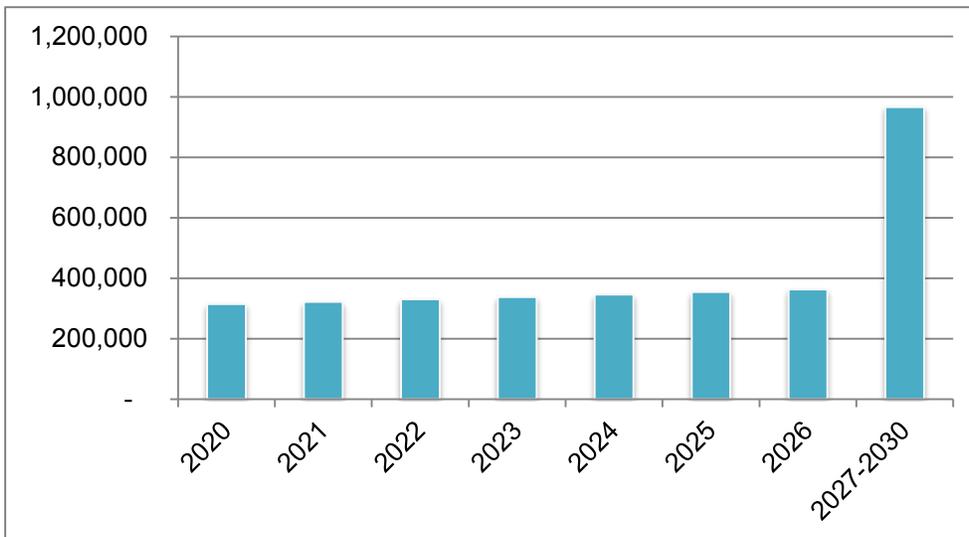
Fund Debt

Fiscal Year	2010 250,000 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total Enterprise Debt	Total
2020	12,500	12,500	380,156	380,156	392,656
2021	12,500	12,500	380,156	380,156	392,656
2022	12,500	12,500	380,156	380,156	392,656
2023	12,500	12,500	380,156	380,156	392,656
2024	12,500	12,500	380,156	380,156	392,656
2025	12,500	12,500	380,156	380,156	392,656
2026	12,500	12,500	380,155	380,155	392,655
2027	12,500	12,500	380,156	380,156	392,656
2028	12,500	12,500	380,156	380,156	392,656
2029	12,500	12,500	190,078	190,078	202,578
2030	12,500	12,500	-	-	12,500
-					
Total	137,500	137,500	3,611,481	3,611,481	3,748,981

SCHEDULE OF DEBT SERVICE PRINCIPAL PAYMENTS

Enterprise Fund Debt

Fiscal Year	2010 250,000 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total Enterprise Debt	Total
2020	12,500	12,500	302,108	302,108	314,608
2021	12,500	12,500	309,708	309,708	322,208
2022	12,500	12,500	317,500	317,500	330,000
2023	12,500	12,500	325,486	325,486	337,986
2024	12,500	12,500	333,674	333,674	346,174
2025	12,500	12,500	342,068	342,068	354,568
2026	12,500	12,500	350,673	350,673	363,173
2027	12,500	12,500	359,495	359,495	371,995
2028	12,500	12,500	368,539	368,539	381,039
2029	12,500	12,500	187,731	187,731	200,231
2030	12,500	12,500	-	-	12,500
Total	137,500	137,500	3,196,982	3,196,982	3,334,482



SCHEDULE OF DEBT SERVICE INTEREST PAYMENTS

Enterprise Fund Debt

Fiscal Year	2009 5.65 Mil IEPA Loan
2020	78,048
2021	70,448
2022	62,656
2023	54,670
2024	46,482
2025	38,088
2026	29,482
2027	20,661
2028	11,617
2029	2,347
Total	<u>414,499</u>

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Property Tax Information

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PROPERTY TAX RATES - ALL DIRECT AND OVERLAPPING GOVERNMENTS
Last 10 Years

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Village of Lincolnwood	0.576	0.585	0.661	0.753	0.836	0.954	0.963	0.988	0.857	0.859
Lincolnwood Public Library	0.280	0.286	0.289	0.330	0.368	0.421	0.426	0.442	0.384	0.386
School District No. 74	2.313	2.363	2.666	3.034	3.366	3.383	3.421	3.891	3.244	3.256
Community High School District No. 219	2.120	2.267	2.538	2.904	3.256	3.707	3.650	3.741	3.460	3.409
Oakton Community College District No. 535	0.140	0.140	0.160	0.196	0.219	0.256	0.258	0.271	0.231	0.232
Niles Township	0.027	0.029	0.032	0.037	0.042	0.049	0.050	0.052	0.046	0.047
Niles Township General Assistance	0.003	0.003	0.004	0.005	0.006	0.007	0.007	0.008	0.007	0.007
North Shore Mosquito Abatement District	0.008	0.008	0.000	0.010	0.010	0.007	0.011	0.012	0.010	0.010
County of Cook	0.224	0.203	0.009	0.223	0.287	0.275	0.296	0.289	0.316	0.327
Cook County Health Facilities	0.086	0.086	0.228	0.078	0.063	0.066	0.031	0.116	0.087	0.060
Forest Preserve District of Cook County	0.051	0.049	0.082	0.058	0.063	0.069	0.069	0.069	0.063	0.062
Cook County Consolidated Elections	0.000	0.021	0.051	0.025		0.031		0.034		0.031
Cook County Public Safety	0.105	0.105	0.113	0.161	0.181	0.219	0.241	0.147	0.130	0.109
Metro Water Reclamation District of Greater Chicago	0.252	0.261	0.274	0.320	0.370	0.417	0.430	0.426	0.406	0.402
Total Rate per \$100 of EAV	6.185	6.406	7.107	8.134	9.067	9.861	9.853	10.486	9.241	9.197

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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
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	741
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

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	
2009	2008	886,487	2,615,030	0.32
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32
2012	2011	693,817	2,168,178	0.32
2013	2012	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

PROPERTY TAX LEVIES AND COLLECTIONS

Last 10 Years

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected
2008	5,008,652	4,921,207	98.3%
2009	5,014,344	4,961,786	99.0%
2010	5,148,329	5,104,419	99.1%
2011	5,224,118	5,121,721	98.0%
2012	5,380,245	5,296,545	98.4%
2013	5,469,155	5,412,460	99.0%
2014	5,551,236	5,463,828	98.4% *
2015	5,599,359	5,555,069	99.2% *
2016	5,639,518	5,576,546	98.9% *
2017	5,752,159	5,701,551	99.1%

*Tax levy still in collection

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Glossary of Terms

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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.

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Capital Improvement Program

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2020-2024 CAPITAL IMPROVEMENT PROGRAM SUMMARY

The Village of Lincolnwood annually prepares a Capital improvement Program (CIP) for the five-year period beginning with the upcoming fiscal year. Since capital projects and equipment have a large impact on the Village's budget, the document provides an overview of potential projects and equipment that may need to be pursued over the ensuing five-year period. By planning several years out, the Village can plan for major improvements and expenditures and develop multi-year financing strategies to accommodate large outlays. The CIP contains all capital expenditures for improvement projects and equipment that are projected to cost in excess of \$10,000 and have an expected lifetime of more than one year.

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2020 column appear as capital expenditures throughout the adopted Fiscal 2020 budget.

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**CAPITAL IMPROVEMENT PROGRAM
FY 2020 – 2024**

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Table: FY 2020-2024 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 2020-FY 2024 Capital Improvement Program Summary by Department.”

SUMMARY TABLES

The tables entitled “FY 2020-FY 2024 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 2020-2024. The total Capital Improvement Program proposed for Fiscal Year 2019-2020 is \$19,624,110 with projected grants, donations and other funding totaling \$2,091,000 leaving the Village of Lincolnwood with a total projected cost of \$17,533,110.

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:

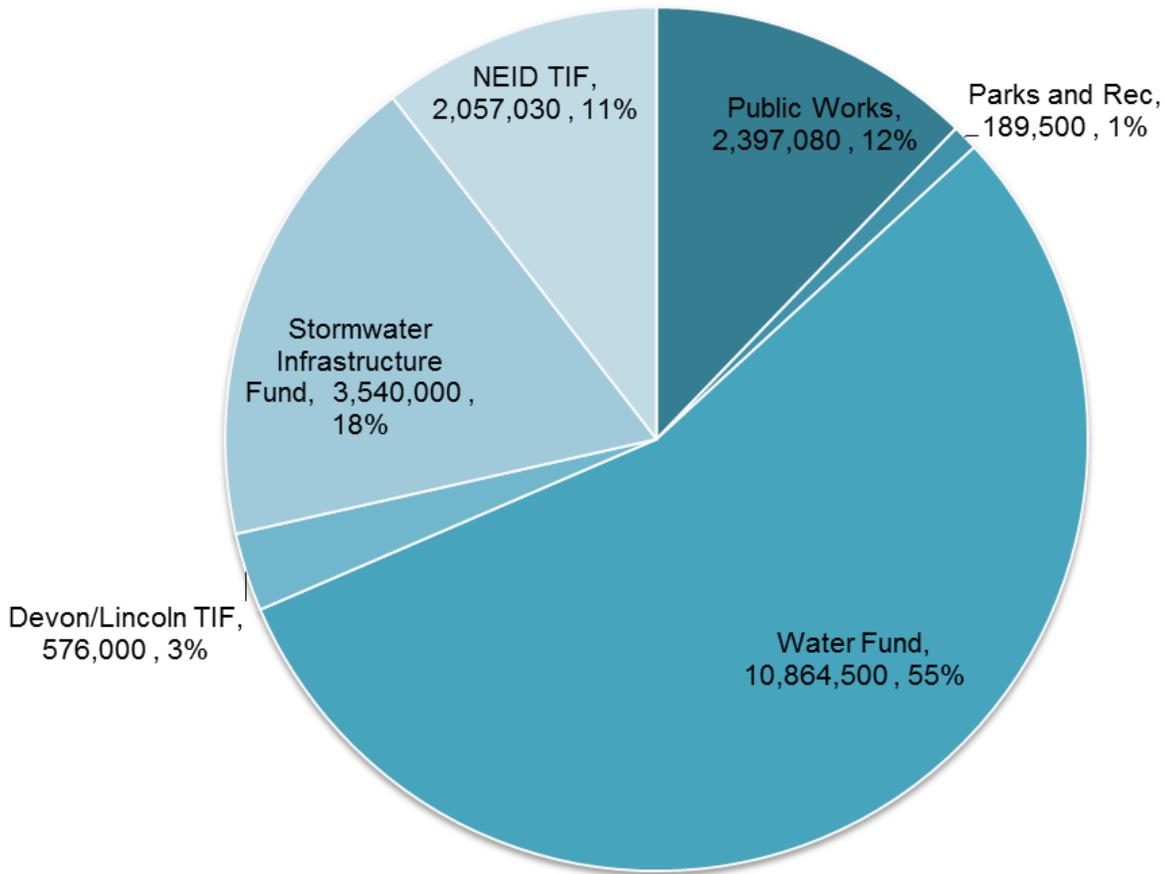
1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction 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 2020-FY 2024 Capital Improvement Program Summary by Department.” Projects, which are proposed for funding in FY 2019-2020, are followed in order by projects proposed for each of the remaining fiscal years.

FY 2019-2020 Capital Expenditures \$19,624,110



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Capital
Improvement
Detail

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CIP - CAPITAL IMPROVEMENT PROJECT - EXPENDITURES

For The Periods as Shown

DEPARTMENT	PROJECT NAME	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	TOTAL COST
Public Works							
	Sidewalk Replacement Program	60,000	65,000	70,000	75,000	80,000	350,000
	Parkway Tree Planting Program	40,000	42,000	45,000	48,000	51,000	226,000
	School Area Pedestrian Improvements	128,000	-	-	-	-	128,000
	Bike Lane Lining and Signing	49,500	-	-	-	-	49,500
	Street Light Replacement Program	604,000	-	57,000	822,000	-	1,483,000
	Village Hall Parking Lot and Service Road Improvements	-	220,000	-	-	-	220,000
	Facility Improvements	147,580	184,000	33,250	33,500	120,000	518,330
	Roof Replacements	-	486,500	233,500	-	-	720,000
	Roadway Resurfacing	1,103,000	3,598,000	3,499,000	3,448,000	3,393,000	15,041,000
	Touhy/Cicero Intersection Improvements	250,000	2,750,000	-	-	-	3,000,000
	Village Hall Generator Project	15,000	-	40,000	440,000	-	495,000
Parks and Recreation							
	Roof Replacement Community Center	89,500	-	-	-	-	89,500
	Community Center Renovation/construction	-	-	-	-	2,700,000	2,700,000
	Proesel Park Family Aquatic Center	-	-	-	1,000,000	-	1,000,000
	Aquatic Center Activity Pool	-	-	100,000	-	-	100,000
	Tennis Court Resurfacing-Proesel Park	-	70,000	-	-	-	70,000
	Basketball Court Resurfacing- Proesel Park	-	30,000	-	-	-	30,000
	Tennis Court Resurfacing-Flowers Park	52,000	-	-	-	-	52,000
	Tennis Court Resurfacing-Central Park	-	60,000	-	-	-	60,000
	Basketball Court Resurfacing- Flowers	48,000	-	-	-	-	48,000
	Basketball Court Resurfacing-Central Park	-	40,000	-	-	-	40,000
	Flowers Park Playground Renovation	-	-	100,000	-	-	100,000
Police Department							
	Shooting Range Renovation	-	87,000	226,600	-	-	313,600
	Police Lock up Facility Repair	-	-	100,000	-	-	100,000
NEID TIF Fund							
	NEID street resurfacing	348,000	-	-	-	-	348,000
	Standpipe Painting (Split with water fund)	574,000	-	-	-	-	574,000
	Roof Replacements	519,000	-	-	-	-	519,000
	Fuel System Replacement	-	-	-	-	-	425,000
	Facility Improvements	191,030	-	-	-	-	191,030
Devon Lincoln TIF Fund							
	Street Light Replacement Program	242,000	-	-	-	-	242,000
	Devon Avenue Streetscape	304,000	4,000,000	-	-	-	4,304,000
	Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	30,000	150,000
North Lincoln TIF Fund							
	North Lincoln Medians	-	456,000	-	-	-	456,000
	Street Light Replacement Program	-	262,000	-	-	-	262,000
Stormwater Infrastructure Fund							
	North Shore Outfall Sewer	3,395,000	-	-	-	-	3,395,000
	Street Storage Program	145,000	4,405,000	3,330,000	-	-	7,880,000
Water Fund							
	Water Main Improvements- Various Locations	-	57,000	1,312,000	1,392,000	1,289,000	4,050,000
	Water Main Transmission	10,541,000	-	-	-	-	10,541,000
	Pump House Improvements	-	145,000	130,000	50,000	110,000	435,000
	Standpipe Painting (Split with NEID TIF)	323,500	-	-	-	-	323,500
Total Capital Improvement Project Costs		19,624,110	16,987,500	9,306,350	7,338,500	7,773,000	61,029,460
Projected Grants, Donations and Other Funding							
	Tennis Court Resurfacing	20,000	-	-	-	-	20,000
	Flowers Park Playground Renovation	-	-	20,000	-	-	20,000
	Community Center Grant Funding	-	-	-	-	2,500,000	2,500,000
	School Area Pedestrian Improvements	117,000	-	-	-	-	117,000
	Touhy/Cicero Intersection Improvements	250,000	2,750,000	-	-	-	3,000,000
	Devon Avenue Streetscape	304,000	3,400,000	-	-	-	3,704,000
	North Shore Outfall Sewer	1,400,000	-	-	-	-	1,400,000
Total Projected Grants, Donations and Other Funding		2,091,000	6,150,000	20,000	-	2,500,000	10,761,000
Net Costs Incurred by Village After Projected Funding		17,533,110	10,837,500	9,286,350	7,338,500	5,273,000	50,268,460

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY
 For The Periods as Shown

Department: Public Works

<u>Project</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Sidewalk Replacement Program	60,000	65,000	70,000	75,000	80,000
Parkway Tree Planting Program	40,000	42,000	45,000	48,000	51,000
School Area Pedestrian Improvements Funded by Grant	128,000 (117,000)	-	-	-	-
Bike Lane Lining and Signing Funded by Grant	49,500	-	-	-	-
Street Light Replacement Program Funded by: Transportation Improvement Funds and MFT Funds	604,000	262,000	57,000	822,000	-
Village Hall Parking Lot Funded by: Transportation Improvement Funds	-	220,000	-	-	-
Facility Improvements	147,580	184,000	33,250	33,500	120,000
Roadway Resurfacing Funded by: Transportation Improvement Funds and MFT Funds	1,103,000	3,598,000	3,499,000	3,448,000	3,393,000
Roof Replacements	-	486,500	233,500	-	-
Touhy/Cicero Intersection Improvements Grant Funded	250,000 (250,000)	2,750,000 (2,750,000)	-	-	-
Village Hall Campus Generator Replacement	15,000	-	40,000	440,000	-
Totals	2,030,080	4,857,500	3,977,750	4,866,500	3,644,000

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/4/2018 Department: Public Works Department

Project Name and Location: Sidewalk Replacement Program. Various locations- depends on staff evaluations.

Name of Contractor: Project will be bid.

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

Description of Project

Replacement of existing concrete sidewalk and curb throughout the Village, which is dependent upon a Public Works condition rating system.

Project Benefits

Replacement of deteriorating (cracked and damaged sidewalks) pedestrian areas throughout the Village makes pedestrian walk ways more safe. In addition this reduces the possibility of trips and falls by the public.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2020-2024</u>	<u>Sidewalks are replaced within budget availability each year.</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/4/18

Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		60,000	65,000	70,000	75,000	80,000
Other Costs						
Total Project Cost	-	60,000	65,000	70,000	75,000	80,000
Funding						
Cost to Village		60,000	65,000	70,000	75,000	80,000
Grant/Donation						
Total Funding	-	60,000	65,000	70,000	75,000	80,000

Basis of Project Costs: Bids Received Engineer, Architect, Etc.

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

Replacement of existing concrete sidewalk and curb throughout the Village, which is dependent upon a Public Works condition rating system.

Financing Other than Current Revenue Sources and Other Information:

Funding split between Public Works Street Maintenance and Park Maintenance

Impact on Operating Costs:

Replacement of deteriorated sidewalk squares reduces the likelihood of claims associated with trip hazards.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/4/2018 Department: Public Works Department

Project Name and Location: Parkway Tree Planting Program- Various, depending upon resident requests and the Village Arborist's recommendations.

Name of Contractor: Suburban Tree Consortium

Type of Project: _____ Facility Construction [x]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Planting of trees at various locations throughout the Village as per the request of residents and when the Village removes dead or hazardous trees, which is determined by the Village Arborist.
If a resident would like to plant a new parkway tree the Village will subsidize 50% of the cost of a 2.5" caliper tree. The tree comes with a 1 year warranty.

Project Benefits

Improves aesthetics of the Village, reduces water runoff, increases the Village's tree canopy and improves the overall quality of life for the Village of Lincolnwood residents.

Implementation Schedule

Dates _____ Explanation _____

2020-2024 _____ Trees are planted within budget availability each year. Actual number of trees planted is dependent upon program and number of trees removed.

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/4/18 _____

Department: Public Works Department _____

Project Name and Location Parkway Tree Planting Program _____

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		40,000	42,000	45,000	48,000	51,000
Total Project Cost		40,000	42,000	45,000	48,000	51,000
Funding						
Cost to Village		40,000	42,000	45,000	48,000	51,000
Grant/Donation						
Total Funding		40,000	42,000	45,000	48,000	51,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Trees are purchased and planted through the Suburban Tree Consortium

Financing Other than Current Revenue Sources and Other Information:

The Village will fund the replacement cost of trees removed from the parkway that are dead or hazardous.

Impact on Operating Costs:

New parkway trees being installed are replacing those that have been removed, therefore the impact on operations is negligible.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/14/2018 Department: Public Works Department

Project Name and Location: School Area Pedestrian Improvements

Intersections of Pratt/East Prairie, Crawford/Lunt, and Crawford/Farwell

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 rapid rectangular flashing beacons (RRFB) pedestrian warning devices, flashing stop signs, and a raised crosswalk. Grant funding has been sought from the Safe Routes to School Program. The project will not move forward if grant funds are not awarded.

Project Benefits

Improves pedestrian safety at high volume crosswalks near the school campus

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>2019-2020</u>	<u>Design/Construction</u>
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CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/14/18

Department: Public Works Department

Project Name and Location School Area Pedestrian Improvements

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design		11,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		117,000				
Other Costs						
Total Project Cost		128,000	-	-	-	-
Funding						
Cost to Village		11,000	-	-	-	-
Grant/Donation		117,000				
Total Funding		128,000	-	-	-	-

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:

An application for the Safe Routes to School (SRTS) program has been submitted. The SRTS program reimburses 100% of construction costs.

Impact on Operating Costs:

Installation of electronic signs requires a minor maintenance effort by the Public Works Department

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/4/2018 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>2020</u>	<u>Final Design and Construction</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/4/18 _____

Department: _____ Public Works Department

Project Name and Location _____ Bike Lane Lining and Signing _____

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design	16,500					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		33,000				
Other Costs		16,500				
Total Project Cost	16,500	49,500				
Funding						
Cost to Village	3,300	49,500				
Grant/Donation	13,200					
Total Funding	16,500	49,500				

Basis of Project Costs: _____

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Will create striping of bike lanes and associated signage along the routes. As well as storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Financing Other than Current Revenue Sources and Other Information:

ITEP grant which requires a 20% match by the Village.

Impact on Operating Costs:

Thermoplastic markings will require touch up/replacement in 5-7 years.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/4/2018 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

Type of Project: Facility Construction [x]

Site Acquisition [] Facility Repair []

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

Description of Project

5 year streetlight replacement program. Replacement of street lights, poles and wiring with new black , cobra head style street light poles on Touhy, Lincoln, Cicero, McCormick, Pratt, Devon and Crawford Avenues.

2019/2020 project will include new lights on Devon, west of Lincoln, and retrofitting of existing lights on Cicero and McCormick with LED fixtures.

Skokie has expressed interest in installing lights on Touhy Ave, east of Hamlin

Project Benefits

Will provide light for pedestrians and motorists along streets that are currently not lit as well as replacement of old concrete street light poles that are cracked at their base and have corroded bolts. The project stems from a need to replace outdated poles with IDOT approved lighting.

Implementation Schedule

Dates Explanation

2019/2020 Devon Avenue, retrofit McCormick and Cicero

2020/2021 Lincoln Avenue - North of Touhy Avenue

2021/2022 Design - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)

2022/2023 Construction - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/4/18 _____

Department: _____ Public Works Department

Project Name and Location _____ Street Lighting

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design			22,000	57,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair	400,000	801,000	220,000		816,300	
Other Costs	20,000	45,000	20,000		5,700	
Total Project Cost	420,000	846,000	262,000	57,000	822,000	-
Funding						
Cost to Village	420,000	846,000	262,000	57,000	822,000	
Grant/Donation						
Total Funding	420,000	846,000	262,000	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 Village Transportation Improvement Fund, Motor Fuel Tax Funds and Tax Increment Financing Funds.

Y/E 2021 The project's financing is from the North Lincoln TIF

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: 12/4/2018 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 inch milling of surface, resurface and thermoplastic.

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>2020/2021</u>	<u>Resurfacing</u>
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CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/4/2018

Department: Public Works Department

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

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			209,000			
Other Costs			11,000			
Total Project Cost			220,000			
Funding						
Cost to Village			220,000			
Grant/Donation						
Total Funding			220,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Resurface the 28 year old parking lot and service road at the Village Hall.

Financing Other than Current Revenue Sources and Other Information:

Transportation Improvement Fund

Impact on Operating Costs:

Resurfacing the parking lot reduces the need for patching in the future.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/14/2018 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 19/20 projects include replacement of the Public Works boiler and HVAC control system, replacement of chairs in the Council Chambers, and flooring upgrades at the Police Department

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2020-2024</u>	<u>Construction</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/14/2018

Department: Public Works Department

Project Name and Location Facility Improvements

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		147,580	184,000	33,250	33,500	120,000
Other Costs						
Total Project Cost		147,580	184,000	33,250	33,500	120,000
Funding						
Cost to Village		147,580	184,000	33,250	33,500	120,000
Grant/Donation						
Total Funding		147,580	184,000	33,250	33,500	120,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

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

NEID TIF - Public Works Boiler and Windows in FY 19/20 (\$133,400 total)

Impact on Operating Costs:

Replacement of aging equipment reduces repair costs and down time

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/4/2018 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, Police/Fire Building, and Public Works Facility were constructed in 1989/1990, and the Village purchased the Community Center in 1989. The roofs on each of these facilities have only received minor repairs, with the exception of a section of the Community Center where the roof was replaced during a renovation in the early 1990s. Each of these roofs have shown signs of deterioration. During 2016 an evaluation of the Community Center roof was conducted by the Village Engineer, the remaining 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

Dates _____ Explanation _____

FY 19/20 _____ Public Works

FY 20/21 _____ Police/Fire

FY 21/22 _____ Village Hall

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/4/2018

Department: Public Works Department

Project Name and Location Roof Replacements

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design		14,500	13,500	6,500		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		480,000	450,000	216,000		
Other Costs		24,500	23,000	11,000		
Total Project Cost		519,000	486,500	233,500	-	-
Funding						
Cost to Village		519,000	486,500	233,500	-	-
Grant/Donation						
Total Funding		519,000	486,500	233,500	-	-

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

Public Works Roof Replacement - NEID TIF

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: 12/4/2018 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 useful life of the street.
Best engineering practices recommend resurfacing of asphalt roadways every 15 to 20 years
in northern climates. Degradation 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>
<u>FY 19/20</u>	<u>Construction</u>
<u>FY 20/21</u>	<u>Construction</u>
<u>FY 21/22</u>	<u>Construction</u>
<u>FY 22/23</u>	<u>Construction</u>
<u>FY 23/24</u>	<u>Construction</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/4/2018

Department: Public Works Department

Project Name and Location Roadway Resurfacing

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design		172,000	153,000	150,000	148,000	140,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		845,000	3,131,000	3,044,000	3,000,000	2,957,000
Other Costs		86,000	314,000	305,000	300,000	296,000
Total Project Cost		1,103,000	3,598,000	3,499,000	3,448,000	3,393,000
Funding						
Cost to Village		1,103,000	3,598,000	3,499,000	3,448,000	3,393,000
Grant/Donation						
Total Funding		1,103,000	3,598,000	3,499,000	3,448,000	3,393,000

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:

FY 19/20 - MFT Reserves

Future years 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

Impact on Operating Costs:

Resurfacing roadways reduces short term maintenance cost associated with patching and pothole repairs.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/4/2018 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

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

<u>FY 19/20</u>	<u>Phase II</u>
-----------------	-----------------

<u>FY 20/21</u>	<u>Construction</u>
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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/4/2018

Department: Public Works Department

Project Name and Location: Touhy/Cicero Intersection Improvements

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design	20,000	250,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			2,500,000			
Other Costs			250,000			
Total Project Cost	20,000	250,000	2,750,000	-	-	-
Funding						
Cost to Village	20,000	-	-	-	-	-
Grant/Donation	-	250,000	2,750,000			
Total Funding	20,000	250,000	2,750,000	-	-	-

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 will be sought to defray local costs

Invest in Cook and IDOT participation will pay for the Phase I Engineering cost.

Grant funds will be sought for future phases of the project

Impact on Operating Costs:

None - maintenance of this intersection is the responsibility of IDOT.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/14/2018 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

<u>Dates</u>	<u>Explanation</u>
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<u>2019-2020</u>	<u>Phase I Study</u>
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<u>2021-2022</u>	<u>Phase II Design</u>
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<u>2022-2023</u>	<u>Construction</u>
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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/14/2018

Department: Public Works Department

Project Name and Location: Village Hall Campus Generator Replacement

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design		15,000		40,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					400,000	
Other Costs					40,000	
Total Project Cost	-	15,000	-	40,000	440,000	-
Funding						
Cost to Village	-	15,000	-	40,000	440,000	-
Grant/Donation						
Total Funding	-	15,000	-	40,000	440,000	-

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:

General Fund

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

Project	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Community Center					
Community Center Expansion					2,700,000
Possible Grant Funding - 50%					(2,500,000)
Roof Replacement	89,500				
Playground Replacement Program					
Flowers Park (last park to renovate)			100,000		
Possible Donation-friends of CC			(20,000)		
Aquatic Center					
Locker Room Renovation				1,000,000	
Activity Pool Feature			100,000		
Tennis Court Resurfacing					
Flowers Park Courts	52,000				
(Possible 20,000 Donation-Friends of CC)	(20,000)				
Central Park			60,000		
Proesel Park			70,000		
Basketball Court Resurfacing					
Flowers	48,000				
Proesel Park			30,000		
Central Park			40,000		
	<u>169,500</u>	<u>200,000</u>	<u>180,000</u>	<u>1,000,000</u>	<u>200,000</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____ Department: Parks and Recreation _____

Project Name and Location: Community Center Roof Replacement _____

Name of Contractor: _____

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project _____

In August 2016 an evaluation was conducted on the three different roofs associated with the various areas of the Community Center. The roof is in poor condition and was only partially replaced in 1995 when the Community Center was remodeled. The scope involves repairing and replacing the existing roofing systems with the new energy efficient roofing materials, replacing roof drains and some tuckpointing work and stone coping joint repair.

Project Benefits _____

As the building continues to age it's crucial to keep up with maintenance and infrastructure needs so this space can remain as an indoor recreation programming and rental space for the Parks and Recreation Department.

Implementation Schedule _____

Dates _____ Explanation _____

FY 2019-2020 Bid project, start and complete replacement

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: _____

Department: Parks and Recreation _____

Project Name and Location Roof Replacement Community Center

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		89,500				
Other Costs						
Total Project Cost		89,500				
Funding						
Cost to Village		89,500				
Grant/Donation						
Total Funding		89,500				

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

In August 2016 an evaluation was conducted on the three different roofs associated with the various areas of the Community Center. The roof is in poor condition and was only partially replaced in 1995 when the Community Center was remodeled. The scope is to repair and replace the existing roofing systems with new energy efficient roofing materials, to replace roof drains as well as some tuckpointing work and stone coping joint repair.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

This building is primarily used for rentals and Parks and Recreation programs and events and rentals and programs can be used to offset some of the expense.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____ Department: Parks and Recreation _____

Project Name and Location: Community Center Renovation or Replacement _____

Name of Contractor: _____

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

In 2008 a feasibility study was done of the current Community Center facility located on the Village Hall campus. Focus groups and community input sessions were held to determine whether the current facility was meeting the needs of the community center. Based on the findings of the report three options were presented; two which involved the renovation of the current building, one involving demolishing the current structure and starting over. While the funds budgeted above are relative to the options in the plan, staff continues to pursue other venues and partnerships in the community that might serve the same need.

Project Benefits

Increasing programming space in the Community Center allows for offering additional programs and services to the residents of the region, resulting in additional positive public relations and revenue. Community Centers, in general, provide a central meeting place for the residents and build unity among residents of the Village and area.

Implementation Schedule

Dates	Explanation
-------	-------------

2024	Design, engineer and start construction
------	---

2025	Completed construction and furnish building
------	---

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: _____ Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						2,700,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost	-	-		-	-	2,700,000
Funding						
Cost to Village						200,000
Grant/Donation						2,500,000
Total Funding		-		-	-	2,700,000

Basis of Project Costs: _____ Bids Received _____ Engineer, Architect, Etc. _____
 _____ Comparable Costs _____ Contractor/Vendor Estimate _____ Other Basis _____

Discuss Basis of Project Costs:
 Based on the findings of the feasibility study, staff would proceed with one of the options, as determined by the Village Board. Schematic drawings will be looked at to make sure they still meet the needs of the Village. Construction drawings will be created. The project will be completed over two fiscal years.

Financing Other than Current Revenue Sources and Other Information:
 In the event the state announces another PARC (Parks and Recreation Construction) grant cycle, staff will investigate submitting an application for assistance with funding. These grants can cover 50-80% of the cost up to \$2.5 million. This grant is administered by the Illinois Department of Natural Resources.

Impact on Operating Costs:
 Staff will plan programs and rental opportunities will be available to the public. Revenue will be generated through fee based programs, rental opportunities and facility membership fees.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____ Department: Parks and Recreation _____

Project Name and Location: Proesel Park Aquatic Center Renovations _____

Name of Contractor: TBD _____

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

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

Description of Project

A ten-year capital plan was developed for the pool. While the pool was renovated in 2004, the bathhouse was not, which is why we will be planning a much-needed renovation in future years.

Updates, repairs and added features have been planned to keep the pool safe, ADA compliant and appealing to our customers.

The main slides were repaired, new shade structures purchased, and a master plan completed in 2015-2016. There will not be any capital improvements in 2016-2017. A front entrance/family changing room renovation study will be conducted during 2017/2018.

Project Benefits

Updates and renovations will keep the pool safe, appealing and up to ADA standards. This is one of our most valuable assets in the Parks and Recreation Department and by planning for the future it will remain a viable facility and will be able to support its operations through fees.

The pool was renovated in 2004 and the estimated life of a pool is approximately 30 years, which means the "new" pool is 1/3 through its useful life.

Implementation Schedule

Dates	Explanation
-------	-------------

2018	Conduct front entrance/family changing room study/locker room update study
------	--

2020/2021	Search for grant funding for family changing room project
-----------	---

2022	Begin Renovations
------	-------------------

2023	Complete renovations
------	----------------------

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: _____ Department: Parks and Recreation

Project Name and Location Proesel Park Family Aquatic Center Renovations

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					1,000,000	
Other Costs						
Total Project Cost		-	-	-	1,000,000	-
Funding						
Cost to Village		-	-		1,000,000	-
Grant/Donation						
Total Funding		-	-	-	1,000,000	-

Basis of Project Costs:

Comparable Costs Bids Received Contractor/Vendor Estimate Engineer, Architect, Etc. 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. In addition the locker rooms are 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 better customer service.

Financing Other than Current Revenue Sources and Other Information:

Staff will pursue grant funding

Impact on Operating Costs:

Revenue is generated through season pass, daily fees and swim lessons.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____ 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 premier 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 _____

2022 Purchase and install new water play feature.

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: _____

Department: Parks and Recreation _____

Project Name and Location: Activity Pool Feature Aquatic Center

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment				100,000		
Construction/ Repair						
Other Costs						
Total Project Cost			-	100,000		
Funding						
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 fee's, season passes and swim lessons.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____

Department: Parks and Recreation _____

Project Name and Location: _____ Proesel Park Tennis Court Resurface _____

Name of Contractor: _____

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [X]

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

This project is part of the effort to maintain the tennis courts in Proesel Park. The tennis courts would be completely resurfaced to provide an improved playing surface and to keep up with the work required to maintain tennis courts.

Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

Implementation Schedule

Dates	Explanation
-------	-------------

2021	Start and complete resurface
------	------------------------------

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: _____

Department: Parks and Recreation _____

Project Name and Location: Tennis Court Resurface Proesel Park

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			70,000			
Other Costs						
Total Project Cost			70,000			
Funding						
Cost to Village			70,000			
Grant/Donation						
Total Funding			70,000			

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. Tennis courts should be resurfaced every 8-10 years depending the amount of wear and of wear and tear. The Proesel Park tennis 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 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: _____ Department: Parks and Recreation _____

Project Name and Location: _____ Proesel Park Basketball Court Resurface _____

Name of Contractor: _____

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 part of the effort to maintain the basketball courts in all of the parks . The basketball courts would be completely resurfaced to provide an improved playing surface and to keep up with maintenance required for basketball courts.

Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

Implementation Schedule

Dates	Explanation
2021	Start and complete resurface

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: _____

Department: Parks and Recreation _____

Project Name and Location Basketball Court Resurface Proesel Park

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			30,000			
Other Costs						
Total Project Cost		-	30,000			
Funding						
Cost to Village			30,000			
Grant/Donation						
Total Funding		-	30,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Proesel Park basketball courts are showing signs of wear and tear and needing to be resurfaced. These basketball courts are used mainly for open recreational play on a daily basis. And resurfacing would result in an improved and safer playing surface. It will also improve the overall aesthetic appearance of the park.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Basketball courts are used for open recreational play and don't generate any revenue.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____

Department: Parks and Recreation _____

Project Name and Location: _____ Flowers 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 in Flowers Park. The tennis courts would be completely resurfaced to provide an improved playing surface and to keep up with the work required to maintain tennis courts.

Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

Implementation Schedule

Dates	Explanation
-------	-------------

2019/2020	Start and complete resurface
-----------	------------------------------

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: _____

Department: Parks and Recreation _____

Project Name and Location: Tennis Court Resurface Flowers Park

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		52,000				
Other Costs						
Total Project Cost		52,000		-		
Funding						
Cost to Village		32,000				
Grant/Donation		20,000				
Total Funding		52,000		-		

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 resurfaced. Tennis courts should be resurfaced every 8-10 years depending the amount of wear and tear. The Flowers Park tennis 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 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: _____

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 [X]

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

This project is part of the effort to maintain the tennis courts in Central Park. The tennis courts would be completely resurfaced to provide an improved playing surface and to keep up with the work required to maintain tennis courts.

Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

Implementation Schedule

Dates	Explanation
-------	-------------

2020/2021	Start and complete resurface
-----------	------------------------------

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: _____

Department: Parks and Recreation _____

Project Name and Location Tennis Court Resurface Central Park

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Repair			60,000			
Other Costs						
Total Project Cost			60,000		-	
Funding						
Cost to Village			40,000			
Grant/Donation			20,000			
Total Funding			60,000		-	

Basis of Project Costs: _____ Bids Received Engineer, Architect, Etc.
 Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:
 The Central Park tennis courts are cracked and are showing signs of needing to be resurfaced. Tennis courts should be resurfaced every 8-10 years depending the amount of wear and tear. The Central Park tennis 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 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: _____ Department: Parks and Recreation _____

Project Name and Location: _____ Flowers Park Basketball Court Resurface _____

Name of Contractor: _____

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

Description of Project _____

This project is part of the effort to maintain the basketball courts in all of the parks . The basketball courts would be completely resurfaced to provide an improved playing surface and to keep up with maintenance required for basketball courts.

Project Benefits _____

The benefit of resurfacing is to provide an improved and safer playing surface.

Implementation Schedule _____

Dates _____	Explanation _____
2019/2020	Start and complete resurface

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: _____

Department: Parks and Recreation

Project Name and Location Basketball Court Resurface Flowers Park

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		48,000				
Other Costs						
Total Project Cost		48,000		-		
Funding						
Cost to Village		48,000				
Grant/Donation						
Total Funding		48,000		-		

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Flowers Park basketball courts are showing signs of wear and tear and needing to be resurfaced. These basketball courts are used mainly for open recreational play on a daily basis. And resurfacing would result in an improved and safer playing surface. It will also improve the overall aesthetic appearance of the park.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Basketball courts are used for open recreational play and don't generate any revenue.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____ Department: Parks and Recreation _____

Project Name and Location: _____ Central Park Basketball Court Resurface _____

Name of Contractor: _____

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [X]

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

This project is part of the effort to maintain the basketball courts in all of the parks . The basketball courts would be completely resurfaced to provide an improved playing surface and to keep up with maintenance required for basketball courts.

Project Benefits

The benefit of resurfacing is to provide an improved and safer playing surface.

Implementation Schedule

Dates	Explanation
2020/2021	Start and complete resurface

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: _____

Department: Parks and Recreation _____

Project Name and Location Basketball Court Resurface Central Park

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			40,000			
Other Costs						
Total Project Cost			40,000		-	
Funding						
Cost to Village			40,000			
Grant/Donation						
Total Funding			40,000		-	

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Central Park basketball courts are showing signs of wear and tear and needing to be resurfaced. These basketball courts are used mainly for open recreational play on a daily basis. And resurfacing would result in an improved and safer playing surface. It will also improve the overall aesthetic appearance of the park.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Basketball courts are used for open recreational play and don't generate any revenue.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: _____ 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 effort to update and renovate park structures. Many of the parks were last updated during the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act. Drake Park was renovated in 2014, followed by O'Brien in 2015, GG Rowell in 2016 and Central Park in 2017. Proesel Park will be renovated in 2019 followed by Flowers (the last park to be renovated) in 2020.

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
2021	RFP, bid process
2022	Park Installation

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: _____

Department: Parks and Recreation

Project Name and Location

Flowers Park Playground Renovation

Cost Elements	Cost to Date	Y/E2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				100,000		
Other Costs						
Total Project Cost		-		100,000		
Funding						
Cost to Village				100,000		
Grant/Donation				(20,000)		
Total Funding		-	-	80,000		

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project is part of the effort to update and renovate park structures. Many of the parks were last updated in the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act.

Drake Park was renovated in 2014, followed by O'Brien in 2015, GG Rowell in 2016, Central Park in 2017 and Proesel Park in 2018/2019.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

This is a drop-in facility, so no revenue is generated.

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY
 For The Periods as Shown

Department: Police

<u>Project</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Shooting Range Renovation	-	87,000	226,600	-	-
Police Lock up Facility Repair	-	-	100,000	-	-
	-	87,000	326,600	-	-

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/11/2018 Department: Police

Project Name and Location: Shooting Range Upgrade

Located at the police station (basement)

Name of Contractor: Not Determined

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [x]

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.

Project Benefits

Ensure compliance with OSHA regulations 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 personnel to training 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: 12/11/2018

Department: Police

Project Name and Location Shooting Range Renovation. Located at the Police Station

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			87,000	226,600		
Other Costs						
Total Project Cost			87,000	226,600		-
Funding						
Cost to Village			87,000	226,600		-
Grant/Donation						
Total Funding			87,000	226,600		-

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:

Ventilation replacement/upgrade will be requested for FY 20-21 and the range equipment install is for FY 21-22.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/11/2018

Department: Police

Project Name and Location: Repair Locking Mechanism in Police Lock-up Facility

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [X]

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 while handling individuals in custody.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 21-22</u>	<u>Prioritized CIP initiative after other more essential projects within the Department.</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/11/2018

Department: Police

Project Name and Location Police Lock-up Facility Electronic Locking Mechanism Repair

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				100,000		
Other Costs						
Total Project Cost				100,000		-
Funding						
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 originally 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 2021-2022 from police budget for CIP

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY
 For The Periods as Shown

Department: Public Works / NEID

<u>Project</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
NEID Street Resurfacing Design	348,000	-	-	-	-
Standpipe Painting (Split with Water/Sewer Fund)	574,000	-	-	-	-
Public Works Roof Replacement	519,000	-	-	-	-
Fuel System Replacement	425,000				
Public Works Window Replacement	30,000	-	-	-	-
Public Works HVAC Refurbishment	161,050	-	-	-	-
Totals	2,057,050	0	0	0	0

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works Department

Project Name and Location: NEID Roadway Resurfacing

Name of Contractor: Unknown

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Resurfacing of the following streets within the NEID: Central Park, Lawndale, Lunt, Morse, and Ridgeway

Project Benefits

Roadway resurfacing is an important maintenance task to extend the useful life of a road.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 19/20</u>	<u>Construction</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location NEID Street Resurfacing

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		300,000				
Other Costs		48,000				
Total Project Cost		348,000				
Funding						
Cost to Village		348,000				
Grant/Donation						
Total Funding		348,000				

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer's estimate

Financing Other than Current Revenue Sources and Other Information:

TIF Funds will be used for the roadway resurfacing of roads within the NEID TIF District

Impact on Operating Costs:

Resurfacing roadways reduces short term maintenance costs associated with patching and pot hole repairs.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works Department

Project Name and Location: Standpipe Painting

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [x]

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

The standpipe has been identified as being in need of exterior and interior painting. Painting the steel tank is an important maintenance task to ensure that the structure remains viable. The tank has demonstrated signs of rusting on the interior during a recent inspection.

Project Benefits

Painting the standpipe will prolong the life of this important piece of infrastructure. The standpipe is used to store water for use during high flow demand (e.g. firefighting) as well as a means of providing stable pressure throughout the system. Stabilizing the pressure is an important means of reducing water main failures.

Implementation Schedule

Dates _____ Explanation _____

FY 19/20 _____ Construction _____

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Standpipe Painting

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design	17,566					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		860,100				
Other Costs		37,400				
Total Project Cost	17,566	897,500	-	-	-	-
Funding						
Cost to Village	17,566	897,500	-	-	-	-
Grant/Donation						
Total Funding	17,566	897,500	-	-	-	-

Basis of Project Costs:

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineering estimate based on recent bids

Financing Other than Current Revenue Sources and Other Information:

Water/Sewer Fund (\$323,500 total), NEID TIF Fund (\$574,000 total)

Impact on Operating Costs:

None - repainting ensures the long term viability of the standpipe

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works Department

Project Name and Location: Fuel System Replacement

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [x]

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Replacement of the underground elements of the fuel system at Public Works.

Project Benefits

Replaces a 30 year old tank and piping system that is nearing the end of its useful life.

Implementation Schedule

Dates _____ Explanation _____

FY 19/20 _____ Construction _____

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Fuel System Replacement

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		425,000				
Other Costs						
Total Project Cost	-	425,000	-	-	-	-
Funding						
Cost to Village	-	425,000	-	-	-	-
Grant/Donation						
Total Funding	-	425,000	-	-	-	-

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

None

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY
 For The Periods as Shown

Department: Public Works / Devon - Lincoln

<u>Project</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Streetlight Replacement Program	242,000				
Devon Avenue Enhancement	304,000	4,000,000	-	-	-
Funded by: Grant/Donation	(304,000)	(3,400,000)			
Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	30,000
Totals	272,000	630,000	30,000	30,000	30,000

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 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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FY 19/20	Phase II Engineering
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FY 20/21	Construction
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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Devon Avenue Streetscape

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design		304,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,600,000			
Other Costs			400,000			
Total Project Cost		304,000	4,000,000			
Funding						
Cost to Village			600,000			
Grant/Donation		304,000	3,400,000			
Total Funding		304,000	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: 12/5/2018 Department: Public Works

Project Name and Location: Parkway Tree Planting Program

Various Locations dependent upon resident requests

Name of Contractor: Tree Consortium

Type of Project: _____ Facility Construction

Site Acquisition Facility Repair

Vehicle/Equipment Purchase Planning/Design

Description of Project

Planting of trees at various locations throughout TIF areas within the Village.

Trees come with a 1 year warranty.

Construction of new sidewalk and curb as well as replacement sidewalk.

Project Benefits

Improves aesthetics of Village, reduces water runoff, and improves quality of life.

Makes pedestrian areas throughout the Village safer by having a safe walkway.

Implementation Schedule

Dates _____ Explanation _____

2019-2024 Trees are planted within budget availability every year.

Sidewalks are installed within budget availability every year.

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY
 For The Periods as Shown

Department: Public Works / North Lincoln

<u>Project</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
North Lincoln Ave Medians	-	456,000	-	-	-
North Lincoln Street Lights	-	262,000	-	-	-
Totals	0	718,000	0	0	0

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 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 [X]

Site Acquisition [] Facility Repair []

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

Description of Project

Reconstruction of existing medians to match the streetscape palette that was installed south of Kostner Avenue

Project Benefits

Improves aesthetics of Village

Implementation Schedule

Dates _____ Explanation _____

FY 2020/2021 Design/Construction

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/4/2018 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

Type of Project: Facility Construction [x]

Site Acquisition [] Facility Repair []

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

Description of Project

5 year streetlight replacement program. Replacement of street lights, poles and wiring with new black , cobra head style street light poles on Touhy, Lincoln, Cicero, McCormick, Pratt, Devon and Crawford Avenues.

2019/2020 project will include new lights on Devon, west of Lincoln, and retrofitting of existing lights on Cicero and McCormick with LED fixtures.

Skokie has expressed interest in installing lights on Touhy Ave, east of Hamlin

Project Benefits

Will provide light for pedestrians and motorists along streets that are currently not lit as well as replacement of old concrete street light poles that are cracked at their base and have corroded bolts. The project stems from a need to replace outdated poles with IDOT approved lighting.

Implementation Schedule

Dates Explanation

2020/2021 Lincoln Avenue - North of Touhy Avenue

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/4/18 _____

Department: _____ Public Works Department

Project Name and Location _____ Street Lighting

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design			22,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			220,000			
Other Costs			20,000			
Total Project Cost			262,000			-
Funding						
Cost to Village			262,000			
Grant/Donation						
Total Funding			262,000			

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 Village Transportation Improvement Fund, Motor Fuel Tax Funds and Tax Increment Financing Funds.

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.

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY
 For The Periods as Shown

Department: Stormwater Infrastructure

<u>Project</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
North Shore Outfall Sewer Funded by: Grant	3,395,000 (1,400,000)	-	-	-	-
Street Storage Program	145,000	4,405,000	3,330,000	-	-
Totals	2,140,000	4,405,000	3,330,000	0	0

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 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: Unknown

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

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

Description of Project

Installation of a 60 inch relief sewer to minimize flooding risk in the project area

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 2019/2020 Construction

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location North Shore Outfall Sewer

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design	155,498					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		2,950,000				
Other Costs		445,000				
Total Project Cost	155,498	3,395,000	-	-	-	-
Funding						
Cost to Village	155,498	1,995,000	-	-	-	-
Grant/Donation		1,400,000				
Total Funding	155,498	3,395,000	-	-	-	-

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:

A grant has been awarded by MWRD for participation in the North Shore Outfall sewer construction.

Impact on Operating Costs:

New separated sewers will need to be periodically cleaned and inspected using in-house staff.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works

Project Name and Location: Street Storage Program

Various 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 2019/2020 Design of Stage II (\$145K)

FY 2020/2021 Construction of Stage II (\$4.175M), Design of Stage III (\$230K)

FY 2021/2022 Construction of Stage III (\$3.33M)

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Street Storage Program

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design	145,000	145,000	230,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,795,000	3,030,000		
Other Costs			380,000	300,000		
Total Project Cost	145,000	145,000	4,405,000	3,330,000	-	-
Funding						
Cost to Village	145,000	145,000	4,405,000	3,330,000	-	-
Grant/Donation						
Total Funding	145,000	145,000	4,405,000	3,330,000	-	-

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 increase

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.

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY
 For The Periods as Shown

Department: Water Fund

<u>Project</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Water Main Repairs and Upgrades - Various Locations	-	57,000	1,312,000	1,392,000	1,289,000
Water Transmission Main Construction	10,341,000	-	-	-	-
Pump House Improvements	-	145,000	130,000	50,000	110,000
Standpipe Painting (Split with NEID TIF)	323,500	-	-	-	-
Totals	<u>10,664,500</u>	<u>202,000</u>	<u>1,442,000</u>	<u>1,442,000</u>	<u>1,399,000</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works Department

Project Name and Location: Water Main Repairs and Upgrades- Various Locations

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

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

Description of Project

Water main improvements in various locations. These improvements are a result of the Village's water distribution system analysis which 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 2020/2021 Design

FY 2021/2022 Construction

FY 2022/2023 Construction

FY 2023/2024 Construction

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Water Main Improvements- Various Locations

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design			57,000	61,000	56,000	61,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				1,137,000	1,214,000	1,116,000
Other Costs				114,000	122,000	112,000
Total Project Cost		-	57,000	1,312,000	1,392,000	1,289,000
Funding						
Cost to Village		-	57,000	1,312,000	1,392,000	1,289,000
Grant/Donation						
Total Funding		-	57,000	1,312,000	1,392,000	1,289,000

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

Impact on Operating Costs:

Replacement of aging water mains reduces the likelihood of water main breaks

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works Department

Project Name and Location: Water Transmission Main Construction

Name of Contractor: Unknown

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

Description of Project

Design and Construction of a water transmission main to an alternative supplier.

Project Benefits

Construct a water transmission main to obtain potable water from an alternative water provider. To reduce the cost of water for the residents.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2019-2020	Construction

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Water Transmission Main

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design	576,760					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		9,582,000				
Other Costs		959,000				
Total Project Cost	576,760	10,541,000				
Funding						
Cost to Village	576,760	10,541,000				
Grant/Donation						
Total Funding	576,760	10,541,000				

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.

Financing Other than Current Revenue Sources and Other Information:

IEPA Low Interest Loan and Bonding are being evaluated.

Impact on Operating Costs:

Purchasing water from Evanston would reduce the Village's wholesale cost by \$1.2M annually

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works Department

Project Name and Location: Pump House Improvements

Name of Contractor: Unknown

Type of Project: Facility Construction

Site Acquisition Facility Repair

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. A series of different sized pumps are used to pump water from underground reservoirs to the standpipe and ultimately the standpipe. Different sized pumps are used at different times based on system demand. The pumps are nearing the end of their useful life and require replacement. Additionally, over the next five years, the reservoirs should be cleaned and inspected and valve controllers at the intake chambers should be replaced. Finally, the facility itself is aging and requires a new and boiler.

Implementation Schedule

Dates Explanation

<u>FY 2020/2021</u>	<u>Replacement of Pump #2 and Intake Chamber Valve Controllers</u>
<u>FY 2021/2022</u>	<u>Replacement of Pump #5</u>
<u>FY 2022/2023</u>	<u>Replacement of Boiler</u>
<u>FY 2023/2024</u>	<u>Replacement of Standpipe Pump</u>

CAPITAL IMPROVEMENT PROGRAM (CIP)
Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Pump House Improvements

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			145,000	130,000	50,000	110,000
Other Costs						
Total Project Cost			145,000	130,000	50,000	110,000
Funding						
Cost to Village			145,000	130,000	50,000	110,000
Grant/Donation						
Total Funding			145,000	130,000	50,000	110,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project includes the replacement of various pumps, valve controllers, and boiler. Additionally, the reservoirs will be inspected and the roof will be replaced.

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:

Replacement of aging pumps and mechanical equipment will reduce the likelihood of downtime and the need for emergency repairs.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Description

Date: 12/5/2018 Department: Public Works Department

Project Name and Location: Standpipe Painting

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [x]

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

The standpipe has been identified as being in need of exterior and interior painting. Painting the steel tank is an important maintenance task to ensure that the structure remains viable. The tank has demonstrated signs of rusting on the interior during a recent inspection.

Project Benefits

Painting the standpipe will prolong the life of this important piece of infrastructure. The standpipe is used to store water for use during high flow demand (e.g. firefighting) as well as a means of providing stable pressure throughout the system. Stabilizing the pressure is an important means of reducing water main failures.

Implementation Schedule

Dates _____ Explanation _____

FY 19/20 _____ Construction _____

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project Cost Summary

Date: 12/5/2018

Department: Public Works Department

Project Name and Location Standpipe Painting

Cost Elements	Cost to Date	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023	Y/E 2024
Planning/ Design	17,566					
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		860,100				
Other Costs		37,400				
Total Project Cost	17,566	897,500	-	-	-	-
Funding						
Cost to Village	17,566	897,500	-	-	-	-
Grant/Donation						
Total Funding	17,566	897,500	-	-	-	-

Basis of Project Costs:

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineering estimate based on recent bids

Financing Other than Current Revenue Sources and Other Information:

Water/Sewer Fund (\$323,500 total), NEID TIF Fund (\$574,000 total)

Impact on Operating Costs:

None - repainting ensures the long term viability of the standpipe

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CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY

For The Periods as Shown

Department

	F/Y 2019-2020	F/Y 2020-2021	F/Y 2021-2022	F/Y 2022-2023	F/Y 2023-2024	Total
Fire Department						
Air Pack compressor, Fill Station 4 bottles		70,000				70,000
Replacement Ambulance (A6)	256,000					256,000
Replacement Ford F250 Pickup 4X4 w/(Tahoe)		39,500				39,500
Replacement Ambulance (A7)				274,720		274,720
Command Vehicle			126,800			126,800
EKG Monitors (2)					70,000	70,000
Replacement Airpacks					140,000	140,000
Police Department						
Replacement of Police Vehicles	162,000	195,000	120,500	120,500	195,000	793,000
Public Works Department						
Sewer Televising Equipment (Water and Sewer Fund)	200,000					200,000
Truck #25 (Streets)	45,000					45,000
Truck #18 (Water and Sewer Fund)	160,100					160,100
Truck #14 (Streets)	160,100					160,100
Truck #1 (Streets)		200,000				200,000
Truck #29 (Parks)		38,500				38,500
Truck #10 (Water and Sewer Fund)		38,500				38,500
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
Totals	983,200	619,500	483,900	585,420	651,100	3,323,120