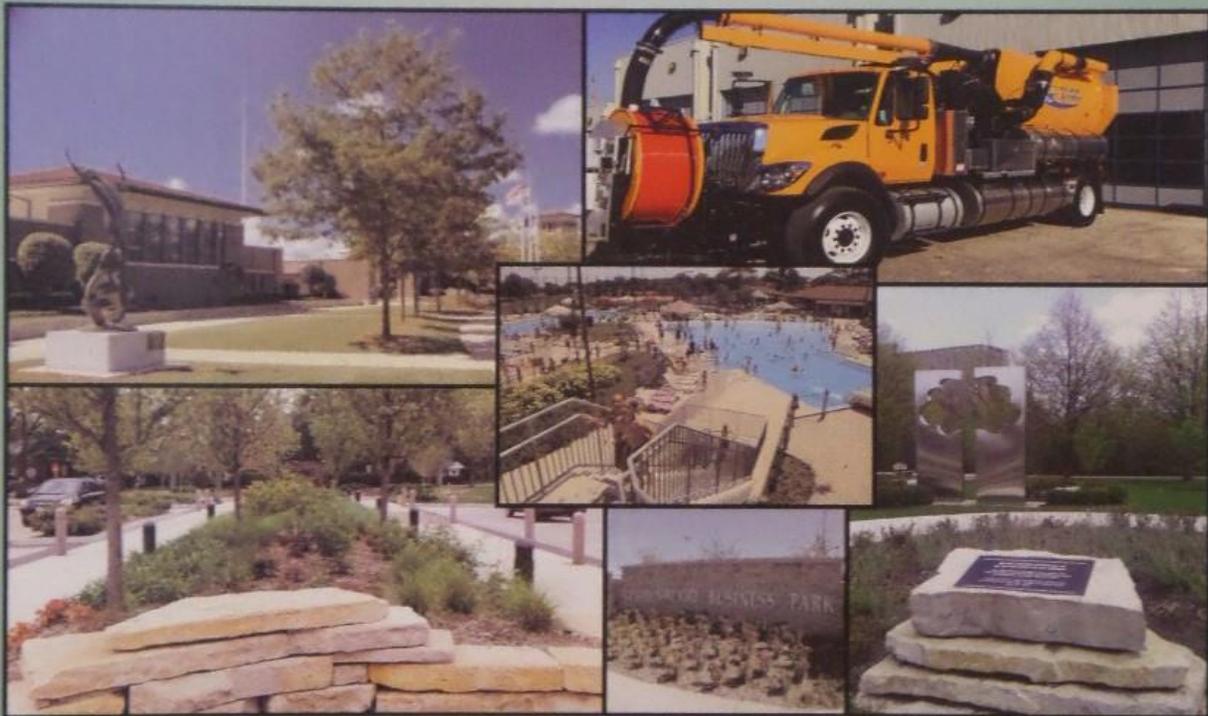


VILLAGE of LINCOLNWOOD, ILLINOIS

OPERATING BUDGET



FOR THE FISCAL YEAR
MAY 1, 2016 THROUGH APRIL 30, 2017



Village of Lincolnwood

2016-2017 Budget

Village Board of Trustees

Gerald C. Turry, President

Barry Bass

Ronald S. Cope

Lawrence A. Elster

Craig L. Klatzco

Jesal B. Patel, Sr.

Jennifer Spino

Timothy C. Wiberg, Village Manager

Robert J. Merkel, Finance Director

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Village of Lincolnwood

Illinois

For the Fiscal Year Beginning

May 1, 2015

Executive Director

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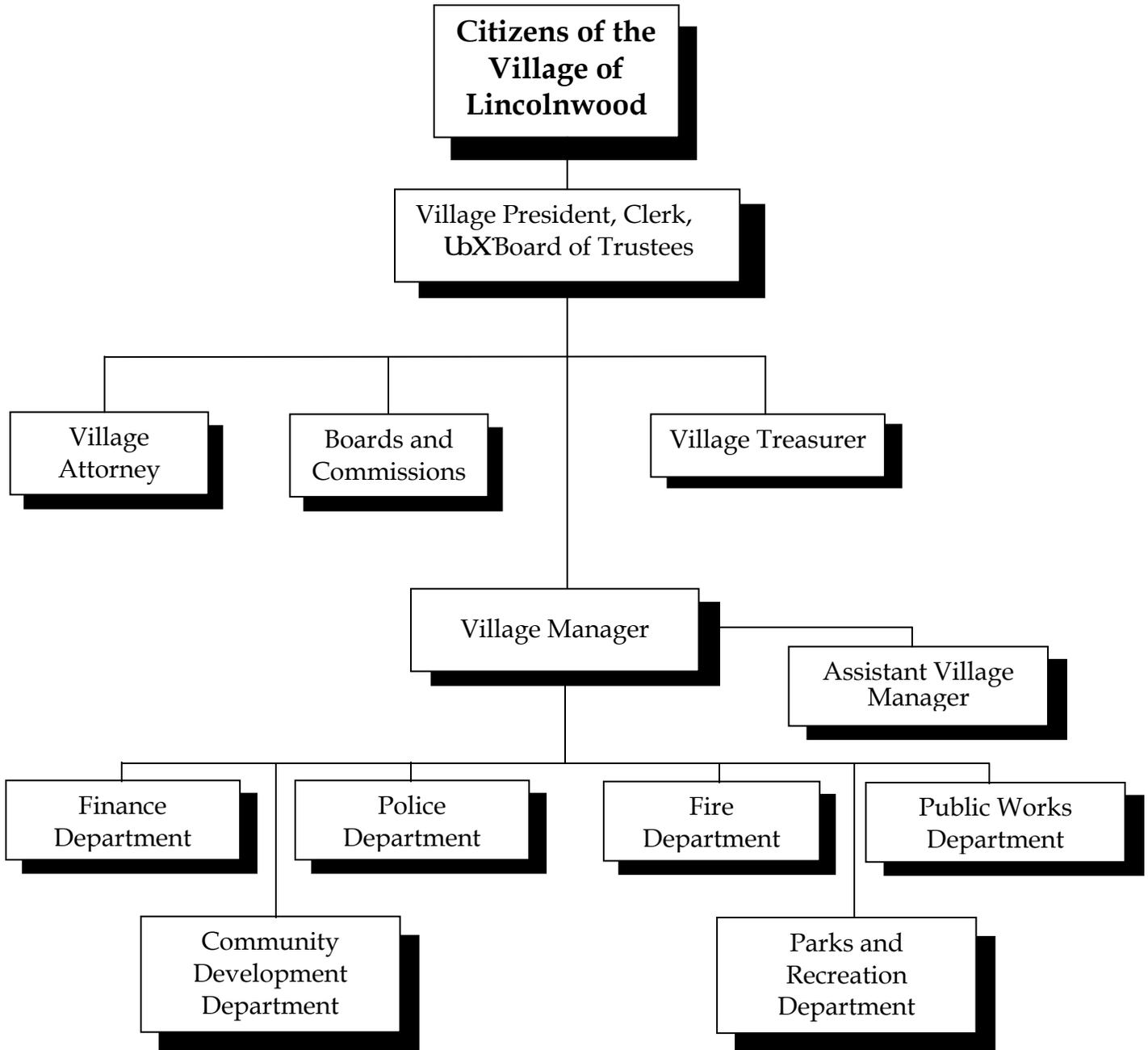
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VILLAGE OF LINCOLNWOOD
Fiscal Year 2016/17
Organizational Chart
Elected and Appointed Officers



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**VILLAGE OF LINCOLNWOOD
FY2016-17 BUDGET**

BUDGET OVERVIEW

The Fiscal 2017 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 2017 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 2017 budget message which provides an overview of Fiscal 2016 year-end results and an overview of the proposed Fiscal 2017 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 2017 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

Gerald C. Turry

VILLAGE CLERK

Beryl Herman

VILLAGE MANAGER

Timothy C. Wiberg



TRUSTEES

Barry Bass

Ronald S. Cope

Lawrence A. Elster

Craig L. Klatzco

Jesal B. Patel, Sr.

Jennifer G. Spino

May 1, 2016

TO: President Turry and Members of the Village Board

SUBJECT: **Adopted Budget for Fiscal Year 2016/17 (Fiscal 2017)**

On behalf of the entire staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2017 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 February 18, 2016 Budget Workshop and furthers the initiatives in the 2014 – 2016 Strategic Planning Report which was adopted by the Village Board on May 6, 2014. The Village Board's Finance Committee met on March 2, 2016 to review the budget document in detail and a public meeting presenting the final draft budget document to the Village Board will be held on April 5, 2016.

The total budget adopted for Fiscal 2017 is \$34,459,588. This represents a decrease of 14.3% from last year's budget. A large part of this decrease is due to the purchase of the Union Pacific right-of-way during the previous Fiscal Year from the Northeast Industrial Tax Increment Financing (TIF) District Fund, which will be converted into a bicycle path and passive open space. The General Fund operating budget is \$20,035,210, which amounts to a decrease of 1.8% over last year's adopted budget. The financial condition of the Village remains strong despite the continued uneven economic recovery the United States and local economy is experiencing, and the General Fund budget, as presented, is balanced through the use of excess fund balance reserves for specific capital improvements, per the Financial Policies. Infrastructure improvements, such as the continuation of the Streetlight Replacement Program and Water and Sewer Infrastructure Improvements will continue to proceed.

Fiscal 2016 Review

Last year's Budget Message suggested that Fiscal 2016 would be a year of uncertain economic conditions where the Village would need to closely monitor revenue estimates and adjust actual expenditures when necessary. While the local economy has not regained the business-generated revenue of eight years ago, other revenues continue to increase. Economic development has shown gradual improvement as evidenced by a continued increase of building permit and business license activity. The Village continued to carefully monitor revenues and held expenditures at or below budgeted amounts.



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Other Items of Note in Fiscal 2016

- The Village again received the distinguished budget presentation and excellence in financial reporting awards from the Government Finance Officers Association.
- Cook County completed the reconstruction of Crawford Avenue. The Village financially participated with the replacement of all streetlights and installation of new water and sewer lines along and under the new road.
- The Village replaced streetlights along Lincoln Avenue from Devon Avenue to Touhy Avenue.
- The Village ordered the chassis for the replacement of Fire Engine 15 which was originally purchased in 1999. The final assembly of the vehicle will be completed and paid for in Fiscal 2017.
- The Village performed major repairs and improvements to the Proesel Park Shelter. This project was funded by a grant from the Friends of the Community Center.
- The Village continued to perform engineering for the installation of berms and hanging traps in a “pilot” area of the Village that are recommended as the first phase of implementing the Village’s Stormwater Management Plan, designed to improve the Village’s ability to handle heavy rain events.
- The Village closed the Touhy-Lawndale TIF District early, which was created on April 2, 1998 as an incentive for the development of the Lowe’s home improvement store. Lowe’s received all tax increment created by the TIF as a “development benefit”. The final development benefit payment to Lowe’s was paid in 2015 and the Village closed the TIF District on August 18, 2015.
- On November 3, 2015 the Village Board approved an Ordinance authorizing developers South Bay Partners of Dallas, Texas to construct a 383 unit senior living and memory care facility on the former Bell and Howell site. Construction is estimated to be complete in Fiscal 2018.
- On October 6, 2015 the Village Board approved an Ordinance authorizing R&R Global Partners to reuse the former Dominick’s site as three different retail spaces in addition to one new out-lot in the parking lot. The first of the stores opened on March 14, 2016 as Planet Fitness. The property owner continues to seek new tenants to occupy the other spaces.

The Village’s property values continue to remain stable and the community continues to attract new residents, businesses, and visitors. The Village’s fiscal condition remains sound.

Fiscal 2017 Key Issues

The Fiscal 2017 budget represents the Village’s plan for expected expenditures over the coming year and identifies the means by which those expenditures will be funded. The budget has been prepared, as in past years, in conjunction with the goals that were established in the Village’s Strategic Plan.

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

The following are the goals stated in the strategic plan and a summary of how the Fiscal 2017 budget will help achieve these goals:

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

On March 1, 2016 North Capital Group, LLC received an extension for the Period of Submission of a Final Development Plan and Final Plat of Subdivision for a mixed-use, high-end hotel operation at 4500 Touhy Avenue, which is the site of the former Purple Hotel, which was demolished by North Capital Group in the fall of 2013. North Capital Group is required to submit all plans necessary to apply for a final Planned Unit Development by September 15, 2016.

- 2) Continue development and implementation of the Capital Improvement Plan

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

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

The proposed budget includes funds in the Tax Increment Financing District budgets and the General Fund to improve the Business Districts with the goal of creating a more conducive environment to attract private investment. The Village closed the Touhy-Lawndale TIF District which will allow for all incremental equalized assessed valuation revenue to be absorbed by the taxing bodies. In addition, the Village continues to operate a Parks and Recreation Department (while most area communities burden taxpayers with a separate Park District) that derives more than half of its operating revenue from program fees.

- 4) Continue the Village's realistic fiscal policy

Staff estimates revenues conservatively and expenses for each year based on local, regional and global economic trends. Through continued careful financial planning the Village carries a very low debt load which will result in the Village's General Fund being completely debt free by Fiscal Year 2018, with the exception of a small loan payment for the Village's Fire Truck down-payment in Fiscal 2010.

- 5) Reexamine and create a new Comprehensive Plan

In Fiscal 2015 the Village engaged Houseal Lavigne Associates and appointed an Ad-hoc Committee to develop a new Comprehensive Plan. The draft final plan is currently under review by the Ad-hoc Committee and will be considered by the Village Board in Fiscal 2017.

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

In Fiscal 2015 the Village Board discussed potential options with a Pace representative at its Committee of the Whole meeting and issued an electronic survey to residents about a potential bus route. The Village explored the possibility of creating a local bus route but found it to be cost-prohibitive.

- 7) Finalize the Village's Stormwater Management Plan

The Fiscal 2017 budget includes \$654,700 to engineer and construct berms and underground hanging traps in the southeast area of the Village ("pilot" area), which is the first step in evaluating the effectiveness of utilizing the public right-of-way as temporary stormwater detention. An additional \$116,400 is included for the design of a "relief sewer" which is a goal of the stormwater plan.

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

The Devon/Lincoln TIF District was created in Fiscal 2015. Funds are available in the Fiscal 2017 Devon/Lincoln TIF District Fund for replacing street lights in the new TIF, creating a new streetscape along the Devon corridor between Lincoln Avenue and McCormick Boulevard, and offering Property Enhancement Program and Green Initiatives for Tomorrow Grant programs for existing businesses.

- 9) Develop a new potable water source

The Village continues to discuss the prospect of a new source of potable water with neighboring municipalities. The Fiscal 2017 budget includes \$125,000 for engineering costs to develop plans for any possible alternate water supplier.

- 10) Review the Lincoln Avenue Taskforce Plan and identify Implementation Priorities

Included in the Fiscal 2017 budget is \$920,000 to install landscaping in all medians along Lincoln Avenue. Installing landscaping in the medians is one of the recommendations of the Lincoln Avenue taskforce plan. Further, Lincoln Avenue will be discussed as a part of the Comprehensive Plan referenced in Goal 5.

- 11) Work to Redevelop the former Dominick's site

On October 6, 2015 the Village Board approved an Ordinance authorizing R&R Global Partners to reuse the former Dominick's site as three different stores in addition to one new out-lot in the parking area. The first of the stores opened on March 14, 2016 as a Planet Fitness. The property owner continues to seek new tenants to occupy the other spaces.

- 12) Develop the Bell and Howell Site

On November 3, 2015 the Village Board approved an Ordinance authorizing developers South Bay Partners of Dallas, Texas to construct a 383 unit senior living and memory

care facility on the former Bell and Howell site. Construction is estimated to be complete in Fiscal 2018.

The Village Board will be developing a new Strategic Plan in Fiscal 2017.

Fiscal 2017 Adopted Budget Overview

At the February 18, 2016 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. Significant General Fund expenditures discussed at the Budget Workshop include the second payment of a two-year process to replace Fire Engine 15, landscaping of all medians along Lincoln Avenue, and construction of the ComEd right-of-way bike path. Additionally, as a result of the ongoing budget negotiations with the State of Illinois, and its potential negative impacts to municipalities, the budget assumes a 20% reduction in Local Government Distributive Fund revenue to the Village (\$260,000).

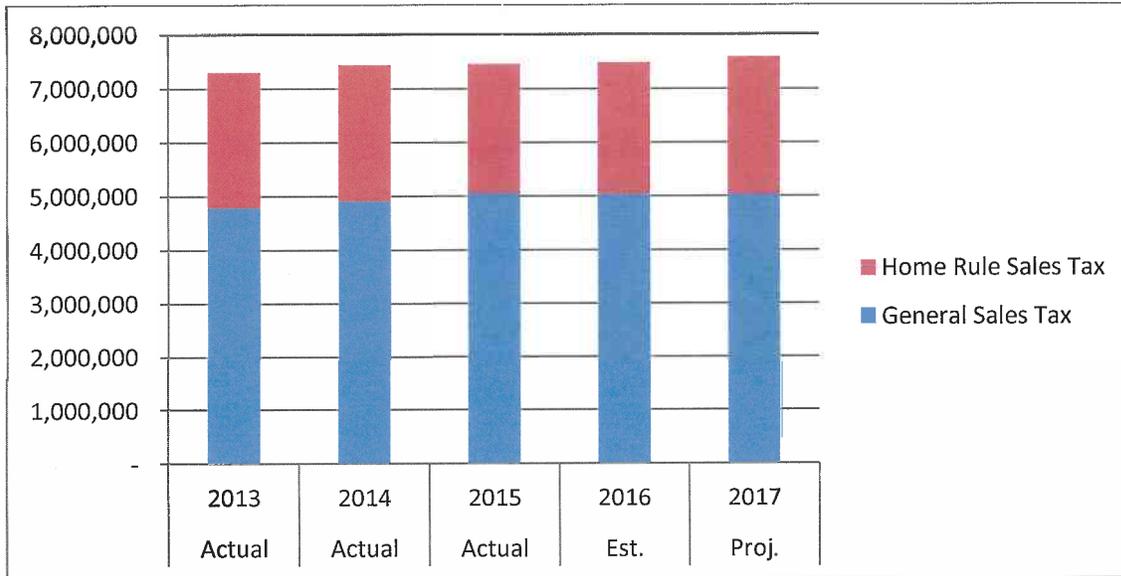
The adopted total budget is summarized below. Per accepted governmental financial standards, the Village's finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources 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.

	FY16/17	FY15/16	% Change
All Funds	\$34,459,588	\$39,390,828	-12.5%
General Fund	\$20,035,310	\$20,404,689	-1.8%

The total budget decrease is primarily the result of the purchase of the Union Pacific property in one of the Village's TIF districts which should be completed by the end of Fiscal 2016. The budget for the General Fund decreased -1.8% from the previous year and is largely due to a decrease in a development benefit expense due to the closing of a TIF District in the Village. The following are the significant elements of the Fiscal 2017 budget:

- Sales Tax – Total sales tax revenue, including State and Home Rule sales taxes is budgeted for \$7,584,500 (no change from Fiscal 2015) and an increase of \$100,000 (1.3%) from the Fiscal 2016 actual year-end estimate. Sales tax receipts have remained generally flat. The chart on the next page traces the trend in total sales tax revenue over the past five years.

Total Sales Tax Revenue



	Actual 4/30/2013	Actual 4/30/2014	Actual 4/30/2015	Estimated 4/30/2016	Projected 4/30/2017
Home Rule Sales Tax	2,510,404	2,537,703	2,408,004	2,455,823	2,555,823
General Sales Tax	4,791,850	4,905,594	5,054,179	5,028,677	5,028,677
Total	7,302,254	7,443,297	7,462,183	7,484,500	7,584,500

- Water and Sewer Fund – The Fiscal 2017 budget includes \$654,700 to implement recommendations from the Stormwater Management Plan to install berms and hanging traps in a “pilot” area of the Village as part of a new initiative to utilize public rights-of-way for temporary stormwater storage. The Fiscal 2017 budget also includes a water rate increase of 5% to adjust for the increase for the purchase of potable water from the City of Chicago which goes into effect on July 1, 2016. The Village’s financial policies state that the entire increase from the City of Chicago will be passed onto its water customers. In light of this and previous water rate increases from the City of Chicago, \$125,000 is budgeted to perform an engineering study to consider alternative water suppliers.
- Refuse – The Village expenditures relating to the solid waste, recycling, and yard waste collections are accounted for in the General Fund. The total budget for this expense is \$1,074,294. The funding for refuse collection is property taxes. Of the total amount, \$841,294 is paid to Groot Industries, Inc. for refuse collection and \$233,000 is paid to the Solid Waste Agency of Northern Cook County (SWANCC) for landfill deposits. The amount for refuse has decreased by \$23,481 over Fiscal 2016 due to a reduction in SWANCC’s costs.
- Personnel Costs – Personnel costs in Fiscal 2017 are budgeted to be \$12,685,111. There is a 2% cost of living wage increase for non-union employees and contractually-obligated wage increases of 2% for the Public Works Teamsters and 2.25% for the Fraternal Order of Police Patrol Union contract. The Communications

Operators contract is set to expire on April 30, 2016. The wage increase will be determined by contract negotiations that are expected to be complete in Fiscal 2017.

- Police Pension Funding – The Police Pension Fund is currently 46% funded. Funding for the Village’s Pension fund obligations is derived from two sources: 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 retail Gasoline Tax.

Capital Improvements

The Fiscal 2017 budget includes the following capital improvements projects:

- \$654,700 to engineer and construct berms and underground hanging traps in the southeast area of the Village (“pilot” area), which is the first step in evaluating the effectiveness of utilizing the public right-of-way as temporary stormwater detention. An additional \$116,400 is included for the design of a “relief sewer” which is a goal of the stormwater plan. These expenses are budgeted in the Water and Sewer Fund.
- \$920,000 to install landscaping in all medians along Lincoln Avenue. Installing landscaping in the medians is one of the recommendations of the Lincoln Avenue taskforce plan. These expenses are budgeted in the General Fund, Devon/Lincoln TIF Fund, and the Lincoln/Touhy TIF Fund.
- \$202,403 is budgeted in the Transportation Improvement Fund for the third payment of the replacement of Village street lighting on Crawford Avenue. Through an intergovernmental agreement, Cook County reconstructed the entire length of Crawford Avenue in Lincolnwood from Devon Avenue north to Jarvis Avenue in Fiscal 2015 and Fiscal 2016. An additional \$1,285,000 is budgeted for the replacement of street lights on Touhy Avenue from Cicero Avenue to Karlov Avenue in Fiscal 2017. \$302,000 is budgeted in the Water and Sewer Fund for the third year of a five-year repayment schedule to Cook County for the replacement of water mains, fire hydrants, and flow meters for water runoff along Crawford Avenue.
- In Fiscal 2016 \$255,000 was spent to purchase the chassis for the replacement of Fire Engine 15 that was purchased in 1999. The remaining assembly of the vehicle will be complete in Fiscal 2017 which is estimated to be \$285,000.
- The Village is resuming its phased replacement of playgrounds after spending \$100,000 for repairs to the Proesel Park Shelter that was funded by a grant in Fiscal 2016. Fiscal 2017 includes \$100,000 for replacement of the playground at G.G. Rowell Park.
- Three major projects are taking place in the Northeast Industrial (NEID) TIF District Fund. \$340,000 is budgeted to install a bike path along the Union Pacific Right-of-Way which the Village purchased in Fiscal 2016. The amount budgeted is 20% of the total cost with the remaining 80% of the cost being funded by a Federal grant. \$850,000 is budgeted to construct a parking lot for cyclists along the path that will also benefit businesses in the area by providing over 100 parking spaces. \$180,726 is budgeted to install a fiber optic connection from the Public Works Facility to the

Water Pumping Station that will provide network connectivity and security improvements to the Village's water supply and will be a significant improvement over the existing and much less reliable wireless connection.

- \$100,000 has been budgeted for 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 attract business and development to a corridor with retail vacancies and declining property values.
- \$302,000 is budgeted to construct the bike path along the ComED right-of-way. An additional \$289,000 is budgeted for the engineering of the bike overpass that will be constructed along the path at Touhy Avenue. The Village received grants to fund 80% of these costs, these expenditures represent the required 20% Village share.
- \$251,500 is budgeted in the Motor Fuel Tax Fund for the resurfacing of Pratt Avenue. The Village obtained a grant that will pay for 70% of the resurfacing costs. The above amount is the Village's 30% share of the costs of this project.

Adherence to Financial Policies

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

- The budget is balanced.
- The General Fund (GF) unreserved fund balance is maintained between 25% and 35% of annual GF revenue, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 0.8% property tax levy increase included in the Fiscal 2017 budget. This is in accordance with the Village's financial policy to limit the property tax levy increase to the annual Cook County consumer price index (the same limit for Non-Home Rule communities).
- The Fiscal 2017 GF budget is balanced with the use of excess fund reserves in accordance with Village Financial Policies.
- The GF's support of the Parks and Recreation Department is limited to \$1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses. The Village has not issued any new bond debt since Fiscal 2003 when the Village issued General Obligation bonds to fund the construction of the new aquatic facility and the Northeast Parkway.

Financial Condition of the Village

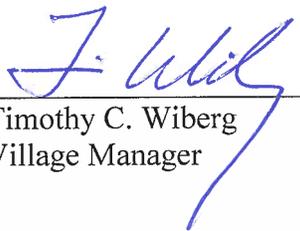
The Village continues to be in solid financial condition despite the uncertain economic times. Debt levels are low compared to national levels. In fact, the Village's General Fund will be virtually debt free by Fiscal 2018, with only a small amount of interest-free debt owed to the State of Illinois for the down payment of the Village's Fire Truck which was replaced five years ago. Moody's has recently reviewed the Village's Bond rating and has confirmed its Aa1 rating (one notch below the coveted Aaa rating). The Village continues to make its annual required pension contributions, maintains Village facilities and equipment and makes vehicle and equipment purchases on a scheduled basis.

Conclusion

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

The preparation of the Fiscal 2017 budget could not have been achieved without the hard work and assistance of many throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. The President and Village Board continue to provide stable and visionary leadership that have ultimately resulted in this year's accomplishments. Finally, particular thanks are extended to Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



Timothy C. Wiberg
Village Manager

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Strategic Planning Report
2014-2016

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STRATEGIC PLAN REPORT 2014 – 2016

MAY 2014



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VISION STATEMENT



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

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

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

VILLAGE OF LINCOLNWOOD CORE VALUES



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

SWOT ANALYSIS – WHERE WE ARE TODAY

(Strengths, Weaknesses, Opportunities, Threats)



STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Schools • Improved maintenance and replacement of infrastructure cycle • Fiscally sound • Location • Major development opportunities • Solid employee management structure/veteran staff • Educated constituents • Diverse population • Village Board working relationship • Home rule community • Essential public services • Staff and Board relationship • \$ value for parks programs • Agile - government 	<ul style="list-style-type: none"> • Need more planning • Managing Lincolnwood's borders • Reliance on car dealerships' sales tax revenue • Traffic as a result of border communities • State of IL – fiscal condition • Aging population • Fully developed community • Aging housing stock • Parking issues with development • Discord between taxing bodies • Overall size of community • Increasing cost of water supply (Chicago) • Unknown storm water costs and needs • Public apathy • Lack of public transportation • Attracting new businesses • Aging business property stock
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Polling the public • Property value increases • Purple Hotel site • Coordination with other government bodies – shared services • Bell & Howell site • Making friends in Springfield • Promotion of green space • New and expanded TIFs • Alternative water sources • Comprehensive plan • Touhy retail overlay • Coordinated effort with planning • Vacant sites • Devon Avenue • Continuation of grant funding • Bonds maturation • Dominick's location redevelopment • Commission openings and new talent 	<ul style="list-style-type: none"> • Springfield/Chicago/Cook County • Bonds maturity • Possible decline in Lowe's • Possible downturn in economy • If Washington stops municipal bonding • If something happens to fire department and/or unionization • Pension obligations • State of IL insolvency • Disproportionate decrease in property values • Wal-Mart/Mariano's outside Lincolnwood • Devon stagnation without a TIF • Minimum wage • Unionization of FD • Lack of availability of part-time staff • Internet sales – loss of tax revenue

DESIRED VISIONARY OUTCOMES BY ELEMENT – 3 TO 5 YEARS



What we want to look like five years from now

DEVELOPMENT

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

RESIDENTIAL

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

ECONOMICS

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

LEADERSHIP/GOVERNANCE

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

COMMUNITY PLANNING

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

COMMUNICATION/COMMUNITY IMAGE

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

VILLAGE SERVICES

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

GOALS - 2014 - 2016



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

GOALS/OBJECTIVES - 2014 – 2016



GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Continue development of Shoppes at Lincoln Pointe – creating a positive community impression and implications	<ul style="list-style-type: none"> Facilitate review process Negotiate tax incentive package Bring project forward to plan commission, EDC, Village Board Maintain Village’s interests throughout the process 	Community development Finance Office of Village Manager
Continue development and implementation of a Capital Plan	<ul style="list-style-type: none"> Hire new Village Engineer Prioritize infrastructure needs: street, water, storm sewers, trees, parks, municipal building, sidewalks, lighting, equipment Evaluate current infrastructure Look for alternate funding sources Lay out Capital Business Plan for Board direction 	Finance Public works Parks Other departments as appropriate
Maintain low residential property tax	<ul style="list-style-type: none"> Work on filling at least 25% of the challenged properties Identify ways to diversity revenue (less reliance on property tax) Create resource sharing with other government entities 	Community development Finance Office of Village Manager
Continue the Village’s realistic fiscal policy	<ul style="list-style-type: none"> Continue to develop a conservative/balanced budget Department head – develop balanced budget, manage to balanced budget, continue high-quality customer service 	Finance Office of Village Manager All departments
Reexamine and update the Comprehensive Plan	<ul style="list-style-type: none"> Identify recommended body to review Comprehensive Plan Secure consultant to assist in preparation of Comprehensive Plan Develop future population projections and factor into planning process Obtain community input 	Community development Office of Village Manager

GOALS/OBJECTIVES - 2014 – 2016 (continued)



GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Study and establish a Comprehensive Transportation Plan – (incorporate Devon Avenue transportation to Edgebrook and Jefferson Park)	<ul style="list-style-type: none"> • Begin conversations with CTA/Pace Bus line regarding Edgebrook/Jefferson Park connection • Promote non-vehicular transportation opportunities • Assess and review opportunities for senior transportation • Review traffic studies with new Village Engineer 	Police department Public works Parks
Finalize Storm Water Plan	<ul style="list-style-type: none"> • Review and approve storm water engineering with Board • Engage community in understanding the engineering • Implement pilot design site • Develop alternative revenue sources • Make recommendation to Village Board on plan and implementation process 	Public works Office of Village Manager Finance
Review and determine opportunities to support Devon/Lincoln district	<ul style="list-style-type: none"> • Create business case and implementation plan • Identify development priorities • Develop a street scape plan • Establish TIF or seek additional funding sources • Collaborate with other taxing bodies • Begin execution process 	Community development Office of Village Manager
Develop a new competitively priced source of water	<ul style="list-style-type: none"> • Follow up with Skokie/Evanston options • Evaluate options and develop business case • Meet with fire and water committees • Make recommendation to the Village Board 	Public works Office of Village Manager Finance
Review the Lincoln Avenue Taskforce Plan and determine actions	<ul style="list-style-type: none"> • Review as a part of comprehensive plan update • Initiate review by Plan Commission • Make recommendation to Village Board incorporating taskforce changes 	Community development Office of Village Manager

GOALS/OBJECTIVES - 2014 – 2016 (continued)



GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Reuse of Dominick's site	<ul style="list-style-type: none"> • Work with potential purchase user • Negotiate incentive requests to Village • Facilitate alternate use, if appropriate 	Community development Office of Village Manager
Redevelop Bell & Howell site	<ul style="list-style-type: none"> • Determine the priority level of this site • As a part of the comprehensive plan, identify vision and options for this property • Present options to the Village Board 	Community development Office of Village Manager

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Financial Policies

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VILLAGE OF LINCOLNWOOD

FINANCIAL POLICIES

Introduction

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

- Revenues
- Expenditures
- Financial Planning

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

Revenues

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

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

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

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

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

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

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

Expenditures

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

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

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

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

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

Financial Planning

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

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

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

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

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

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

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

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

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

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

□ **Fund Balance Reserve Policy**

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

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

General Fund

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

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

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

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

Debt Service Fund

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

Water and Sewer Fund

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

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

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

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

Police Pension Fund

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

All Other Funds

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted January, 2006
Updated March, 2013

Investment Policy

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Village of Lincolnwood

Investment Policy

Investment Policy:

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

Prudence:

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

Objective:

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

Authority:

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

Ethics and Conflicts of Interest:

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

Authorized Investments:

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

Internal Control:

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

Investment Policy Adoption:

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

Adopted January, 2006

Budget Structure and Process

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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 five Special Revenue Funds:

Transportation Improvement Fund, E-911 Fund, Devon/Lincoln TIF Fund and the Lincoln/Touhy 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 four 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 and Sewer	ROW Bike Path	Police Pension
Administration	Transportation Improv.			Property Enhancement	
Finance	E-911			Program	
Development	NEID TIF			Private Sewer Line	
Police	Lincoln/Touhy TIF			Assistance	
Fire	Devon/Lincoln TIF			Lincoln Ave. Medians	
Public Works					
Parks and Recreation					

Budget Process

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

Long-Term Non-Financial Goals and Objectives

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

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

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

The Capital Improvement Plan

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of \$10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the 2016 budget workshop, the 2017-2021 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 2015	Evaluate fiscal year financial forecasts and develop FY 2016/17 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 2015 Property Tax Levy.
January 2016	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 2016/17 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 2016/17 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	FY2017 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, 2015. 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 2017 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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Financial Summary - All Funds

The following is a summary of revenues and expenses for the Village from FY2013/14 through FY2016/17 by Fund type.

	2013/14 Actual	2014/15 Actual	2015/16 Projected	2016/17 Adopted
Revenues by Fund				
General	19,320,837	19,259,903	20,198,906	20,442,803
Motor Fuel	410,327	485,442	302,000	301,000
Transportation Improvement	319,978	276,092	302,000	302,000
E911	176,909	177,596	175,000	175,000
NEID TIF	995,341	694,761	833,000	4,520,500
Touhy/Lawndale TIF	495,044	235,282	185,862	-
Devon/Lincoln TIF	-	-	190,000	192,000
Lincoln/Touhy TIF	-	-	-	-
Debt Service	1,186,803	1,190,480	480,200	480,200
Capital Projects	59,198	124,785	73,000	291,000
Water and Sewer-Enterprise	4,182,422	4,159,272	4,807,000	5,008,000
Police Pension	3,004,470	2,704,345	2,260,000	2,780,000
Total	30,151,329	29,307,958	29,806,968	34,492,503
Expenses by Fund				
General	18,610,318	19,237,281	19,681,285	20,035,310
Motor Fuel	91,565	188,704	80,500	837,100
Transportation Improvement	529,996	1,258,646	954,313	843,000
E911	236,135	238,317	225,979	506,833
NEID TIF	808,848	419,566	4,954,375	1,897,951
Touhy/Lawndale TIF	503,289	207,202	5,000	-
Devon/Lincoln TIF	-	43,285	790,500	569,725
Lincoln/Touhy TIF	3,030	-	150,000	177,775
Debt Service	1,311,125	1,508,591	1,130,486	686,631
Capital Projects	118,268	162,896	181,000	1,216,000
Water and Sewer-Enterprise	4,012,613	4,062,562	4,597,907	5,018,427
Police Pension	1,878,765	1,978,098	2,467,770	2,670,836
Total	28,103,952	29,305,148	35,219,115	34,459,588
Excess (Deficit) of Revenues over Expenses	2,047,377	2,810	(5,412,147)	32,915
Other financing - loan proceeds	-	1,001,921	-	-
Pay out of surplus	-	-	(441,897)	(3,680,000)
Excess(Deficiency) of Revenues over Expenses after Other Financing	2,047,377	1,004,731	(5,854,044)	(3,647,085)

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**FY2016/2017 Budget Summary
Total Village Budget**

The following is a summary of revenues and expenses for the Village from FY2013/14 through FY2016/17.

	2013/14 Actual	2014/15 Actual	2015/16 Projected	2016/17 Adopted
Revenues				
Local Taxes	16,289,294	15,598,353	16,263,209	16,513,500
Intergovernmental Taxes	2,727,569	2,897,033	2,609,000	2,374,000
Licenses and Permits	1,109,864	1,033,923	1,073,404	1,123,404
Charges for Services	6,082,684	6,060,343	6,798,029	7,058,765
Fines and Forfeitures	347,394	297,578	293,400	293,400
Rent	105,410	113,227	101,500	101,500
Grants	230,637	205,573	93,000	3,991,000
Investment Income	178,720	189,409	158,000	93,500
Reimbursements	43,015	104,089	81,836	113,144
Police Pension	3,004,470	2,704,345	2,260,000	2,780,000
Other	32,272	104,085	75,590	50,290
Total	30,151,329	29,307,958	29,806,968	34,492,503
Expenses				
Personnel	11,553,804	11,604,480	12,148,625	12,685,111
Contractual	5,341,035	5,311,500	5,397,387	6,344,215
Commodities	4,167,711	4,645,788	5,205,069	5,077,776
Economic Development	1,040,788	787,274	195,000	275,000
Debt Service	2,002,494	1,934,831	2,114,259	1,681,431
Capital Outlay	2,119,355	3,043,177	7,786,005	5,725,219
Police Pension Expenses	1,878,765	1,978,098	2,372,770	2,670,836
Total	28,103,952	29,305,148	35,219,115	34,459,588
Excess (Deficit) of Revenues over Expenses	2,047,377	2,810	(5,412,147)	32,915
Other financing - loan proceeds/Debt premium		1,001,921		-
Pay out of Surplus			(441,897)	(3,680,000)
Excess (Deficit) of Revenues over Expenses after Other Financing	2,047,377	1,004,731	(5,854,044)	(3,647,085)
Fund Balances				
Start of Budget Year	47,750,299	49,797,676	50,802,407	44,948,363
End of Budget Year	49,797,676	50,802,407	44,948,363	41,301,278
Less: Pension Fund Balance (a)	(18,219,690)	(18,945,937)	(18,738,167)	(18,847,331)
Available Fund Balances	31,577,986	31,856,470	26,210,196	22,453,947

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

Budget Notes:

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

FY2014/2015 - Revenues and other financing sources exceeded expenses by \$1,004,731. The General Fund ended the year with an increase of \$141,281. This amount exceeded a budgeted deficit of \$196,247. Revenues were approximately \$476,000 less than budgeted and expenses and transfers were \$618,000 less than budgeted. The NEID TIF district experienced an increase of \$145,195 of revenues over expenses and other financing sources. Capital projects totaling \$1,702,000 were deferred to future years.

FY2015/2016 - Expenses and other financing sources (uses) are projected to exceed revenues by \$5,854,044. One of the Villages TIF districts has purchased property which will be used for a bike path. The acquisition was funded by a grant which reimburses the Village 80% of the cost of the purchase. The General Fund is projected to finish the year with an increase in fund balance of \$213,716. Transfers were less than budgeted as a construction project was deferred to Fiscal 2017. The Transportation Improvement Fund is projecting a decrease in fund balance of \$846,624 as year four of the streetlight replacement program continues.

FY2016/2017 - Expenses and other financing sources (uses) are projected to exceed revenues by \$3,647,085. One of the Village's TIF districts is budgeted to make a surplus distribution of \$3,680,000 to the County for distribution to the taxing districts in the Village. The General Fund is estimated to have a decrease of \$520,007. This includes transfers of approximately \$850,000 to fund two construction projects. The Transportation Improvement Fund is projecting a decrease in fund balance of \$735,881. This is due to year four of the streetlight replacement project.

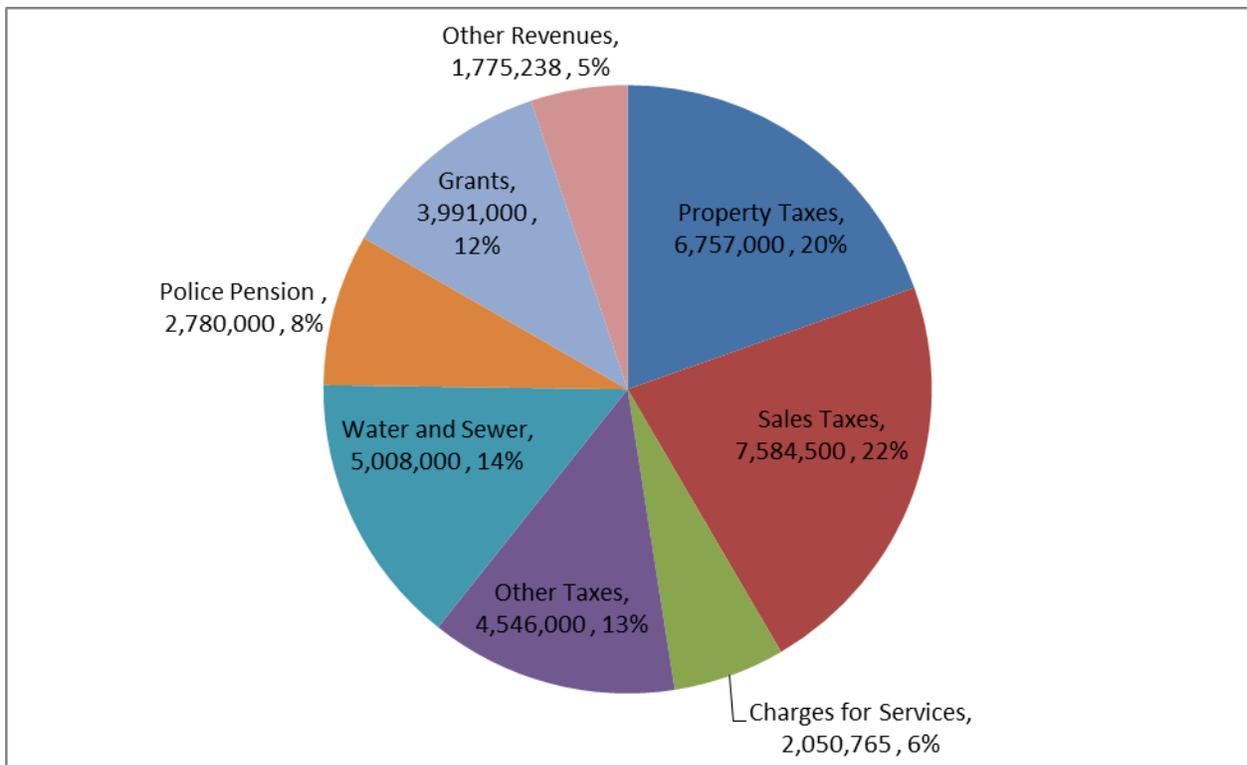
Fund Type Summary

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Fiscal 2017 Revenues

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2016 and ending April 30, 2017 is \$34,492,503. Total revenues have increased \$564,818 (1.6%) from the prior year's budget. This is due mainly to a surplus tax distribution the Village will receive from one of its TIF districts and an increase in grant reimbursements from capital projects.

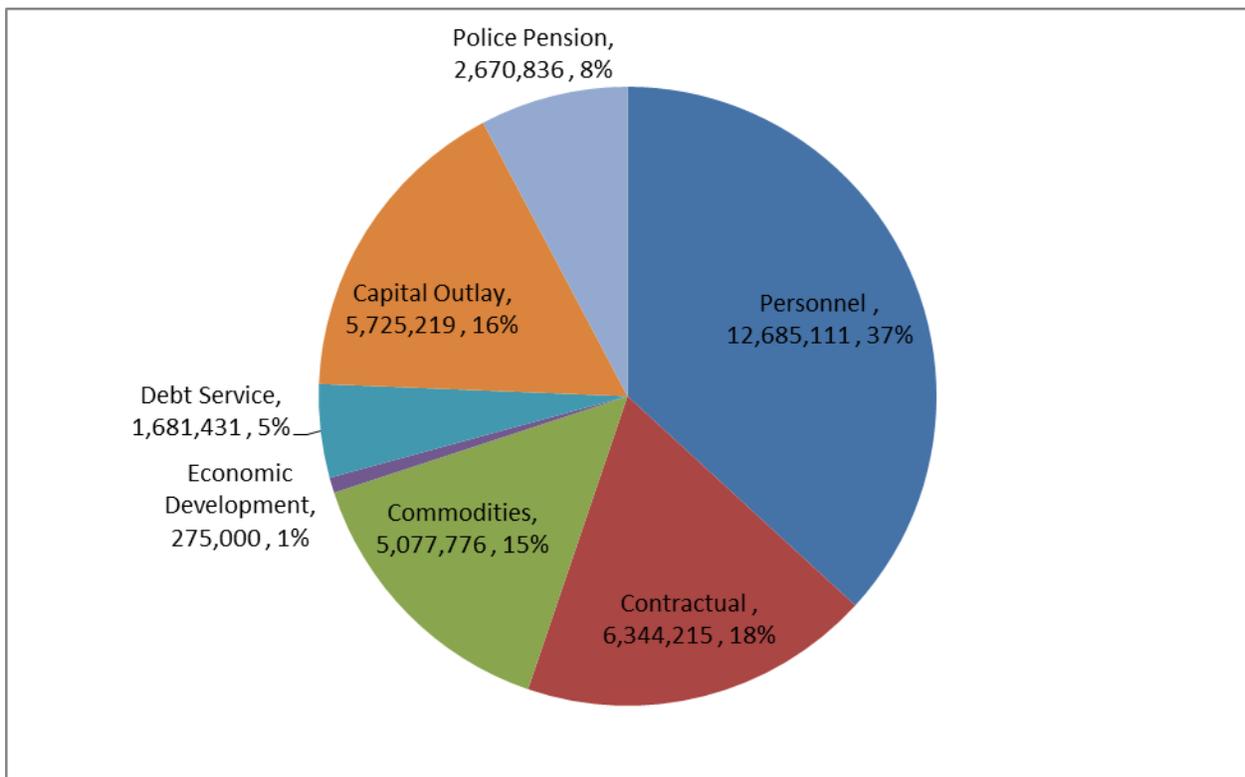
FY2016/17 Budgeted Revenues - All Funds - \$34,492,503



Fiscal 2017 Budgeted Expenditures

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2016 and ending April 30, 2017 is \$34,459,588. This is a decrease of \$4,931,240 (12.5%) from the previous year’s budget. The budget consists of \$27,052,938 of operating expenses, \$1,681,431 of debt service and \$5,725,219 of capital outlay and equipment purchases. Operating expenses are budgeted to decrease 1.7% less than the prior year’s levels while capital outlay will decrease 43% from the prior year’s budget due to the purchase of land in one of the Village’s TIF districts that occurred in the prior budget year.

FY2016/17 Budgeted Expenditures – All Funds - \$34,459,588



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 2017 budget.



Village of Lincolnwood, Illinois
 Operating Budget
 Fiscal Year May 1, 2016 to April 30, 2017

	General Fund	Motor Fuel Tax Fund	Transportation Improvement Fund	E-911 Fund	Northeast Industrial Dist TIF Fund	Devon Lincoln TIF Fund	Lincoln Touhy TIF Fund	Total - Special Revenue Funds	Debt Service Fund	Property Enhancement Program Fund	Com.Ed. ROW Bike Path Fund	Lincoln Ave Median Fund	Private Sewer Line Assistance fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2016-2017	Budget Total - All Funds 2015-2016	Increase (Decrease)
Revenue																				
Local Taxes	\$ 14,704,300	0	302,000	0	835,000	192,000	0	1,329,000	480,200	0	0	0	0	0	16,513,500	0	0	\$ 16,513,500	16,253,100	260,400
Intergovernmental Taxes	1,898,000	300,000	0	175,000	0	0	0	475,000	0	0	0	0	0	0	2,373,000	0	0	2,373,000	2,632,000	(259,000)
Licenses and Permits	1,123,404	0	0	0	0	0	0	0	0	0	0	0	0	0	1,123,404	0	0	1,123,404	1,314,126	(190,722)
Charges for Services	503,167	0	0	0	0	0	0	0	0	0	0	0	0	503,167	4,968,000	0	0	5,471,167	5,084,802	386,365
Charges for Services-Culture and Recreation	1,563,863	0	0	0	0	0	0	0	0	0	0	0	0	1,563,863	0	0	1,563,863	1,637,870	(74,007)	
Fines and Forfeitures	293,400	0	0	0	0	0	0	0	0	0	0	0	0	293,400	40,000	0	0	333,400	378,400	(45,000)
Rent	101,500	0	0	0	0	0	0	0	0	0	0	0	0	101,500	0	0	101,500	101,500	0	
Grants	20,000	0	0	0	3,680,000	0	0	3,680,000	0	291,000	0	0	291,000	3,991,000	0	0	3,991,000	3,504,000	487,000	
Investment Income	88,000	1,000	0	0	5,500	0	0	6,500	0	0	0	0	0	94,500	0	700,000	794,500	938,150	(143,650)	
Reimbursements	89,153	0	0	0	0	0	0	0	0	0	0	0	0	89,153	0	0	89,153	85,000	4,153	
Pension Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,080,000	2,080,000	1,960,000	120,000	
Other Revenue	58,016	0	0	0	0	0	0	0	0	0	0	0	0	58,016	0	0	58,016	38,737	19,279	
Total Revenues	20,442,803	301,000	302,000	175,000	4,520,500	192,000	0	5,490,500	480,200	0	291,000	0	0	291,000	26,704,503	5,008,000	2,780,000	34,492,503	33,927,685	564,818
Expenditures																				
Current Operating Expenditures																				
General Government	4,611,113	0	0	0	24,700	500	2,000	27,200	0	0	0	0	0	0	4,638,313	0	0	4,638,313	4,513,539	124,774
Public Safety	10,446,571	0	0	506,833	0	0	0	506,833	0	0	0	0	0	0	10,953,404	0	0	10,953,404	10,644,206	309,198
Highway and Streets	1,295,595	337,100	58,000	0	0	0	0	395,100	0	0	0	0	0	0	1,690,695	0	0	1,690,695	1,575,010	115,685
Sanitation	1,074,294	0	0	0	0	0	0	0	0	0	0	0	0	1,074,294	0	0	1,074,294	1,097,775	(23,481)	
Culture and Recreation	2,507,737	0	0	0	0	0	0	0	0	0	0	0	0	2,507,737	0	0	2,507,737	2,553,830	(46,093)	
Economic Development and Assistance	100,000	0	0	0	50,000	50,000	0	100,000	0	50,000	0	25,000	75,000	275,000	0	0	275,000	4,639,259	(4,364,259)	
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,845,852	0	0	3,845,852	785,000	3,060,852
Capital Outlay Expenditures	0	500,000	785,000	0	1,510,726	519,225	175,775	3,490,726	0	591,000	550,000	0	1,141,000	4,631,726	490,300	0	5,122,026	9,370,586	(4,248,560)	
Debt Service Expenditures	0	0	0	0	312,525	0	0	312,525	686,631	0	0	0	0	999,156	682,275	0	1,681,431	1,753,303	(71,872)	
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,670,836	2,670,836	2,458,320	212,516	
Total Expenditures	20,035,310	837,100	843,000	506,833	1,897,951	569,725	177,775	4,832,384	686,631	50,000	591,000	550,000	25,000	1,216,000	26,770,325	5,018,427	2,670,836	34,459,588	39,390,828	(4,931,240)
Excess revenues over expenditures	407,493	(536,100)	(541,000)	(331,833)	2,622,549	(377,725)	(177,775)	658,116	(206,431)	(50,000)	(300,000)	(550,000)	(25,000)	(925,000)	(65,822)	(10,427)	109,164	32,915	(5,463,143)	5,496,058
Other Financing Sources and Uses																				
Transfers In	330,000	0	0	320,000	0	1,100,000	0	1,420,000	210,381	50,000	300,000	550,000	25,000	925,000	2,885,381	0	0	2,885,381	4,429,628	(1,544,247)
Transfers Out	(1,257,500)	(3,000)	(194,881)	0	(1,230,000)	0	0	(1,427,881)	0	0	0	0	0	0	(2,685,381)	(200,000)	0	(2,885,381)	(4,429,628)	1,544,247
Pay out of surplus	0	0	0	0	(3,680,000)	0	0	(3,680,000)	0	0	0	0	0	0	(3,680,000)	0	0	(3,680,000)	(237,006)	0
Total Other Financing Sources and Uses	(927,500)	(3,000)	(194,881)	320,000	(4,910,000)	1,100,000	0	(3,687,881)	210,381	50,000	300,000	550,000	25,000	925,000	(3,480,000)	(200,000)	0	(3,680,000)	(237,006)	(3,442,994)
Net change to fund equity	(520,007)	(539,100)	(735,881)	(11,833)	(2,287,451)	722,275	(177,775)	(3,029,765)	3,950	0	0	0	0	0	(3,545,822)	(210,427)	109,164	\$ (3,647,085)	(5,700,149)	2,053,064
Estimated Fund Balances May 1	10,996,396	3,895,001	735,900	21,170	2,871,700	(643,785)	(213,017)	6,666,969	4,967	0	0	0	0	0	17,668,332	8,541,864	18,738,167	44,948,363	50,648,512	(5,700,149)
Projected Fund Balances April 30	10,476,389	3,355,901	19	9,337	584,249	78,490	(390,792)	3,637,204	8,917	0	0	0	0	0	14,122,510	8,331,437	18,847,331	41,301,278	44,948,363	(3,647,085)

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Summary of Transfers

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Village of Lincolnwood
Schedule of Operating Transfers
Fiscal Year May 1, 2016 to April 30, 2017

Adopted Fiscal Year 2016-2017:

Transfer From	General Fund	Property Enhancement Fund	E-911 Fund	ROW Com Bike Path Fund	Private Sewer Line Replacement Fund	Lincoln Ave. Median Fund	Debt Service Fund	Devon/Lincoln TIF Fund	Total
NEID TIF Fund	\$ 130,000							1,100,000	1,230,000
Water & Sewer Fund	200,000								200,000
Motor Fuel Tax Fund							3,000		3,000
Transportation Improvement Fund							194,881		194,881
General Fund	637,500	50,000	320,000	300,000	25,000	550,000	12,500		1,257,500
Total	\$ 967,500	50,000	320,000	300,000	25,000	550,000	210,381	1,100,000	\$ 2,885,381

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Summary of Personnel Services Cost - All Funds

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Village of Lincolnwood, Illinois
 Personnel Services Worksheet
 Fiscal Year May 1, 2016-April 30, 2017
 Expected Payroll

Number	Fund / Department	2016-2017 Total Personnel Services	2015-2016 Total Personnel Services	Increase/ Decrease
101	<u>General Fund Departments</u>			
100	Village President and Board of Trustees	\$ 66,317	65,654	\$ 663
110	Village Clerk	8,852	8,852	\$ -
200	Village Manager	675,144	652,899	\$ 22,245
210	Finance Department	509,006	488,618	\$ 20,388
240	Community Development Department	493,172	475,673	\$ 17,499
300	Police Department	4,801,342	4,783,185	\$ 18,157
350	Fire Department	82,756	81,689	\$ 1,067
400	Public Works Department	324,466	313,854	\$ 10,612
410	Vehicle Maintenance Division	228,176	257,896	\$ (29,720)
420	Building Maintenance Division	166,704	125,531	\$ 41,173
440	Street Maintenance Division	752,795	778,560	\$ (25,765)
	Total General Fund Departments	\$ 8,108,730	8,032,411	76,319
205	<u>Parks and Recreation Department</u>			
430	Park Maintenance Division	\$ 370,006	403,815	(33,809)
500	Parks and Recreation Department	305,622	329,722	(24,100)
502	Youth/Tot	5,533	8,023	(2,490)
503	Adult Fitness	0	1,127	(1,127)
504	Special Events	1,106	1,327	(221)
505	Athletic	1,660	2,074	(414)
506	Birthday Parties	1,107	1,107	0
507	Outdoor Recreation	0	327	(327)
508	Park Patrol	60,858	59,751	1,107
509	Turkey Trot	18,433	16,776	1,657
520	Club Kid Program	43,954	39,552	4,402
530	Day Camp Program	303,957	260,258	43,699
560	Pool Program	342,950	326,970	15,980
561	Swim Lessons	18,700	22,630	(3,930)
562	Swim Team	15,491	6,499	8,992
563	Concessions	24,493	22,130	2,363
570	Seniors Program	6,086	7,192	(1,106)
571	Community Center	15,491	15,491	0
	Total Parks and Recreation Department	\$ 1,535,447	1,524,771	10,676
215	<u>E911 Fund</u>	\$ 177,000	171,352	5,648
660	<u>Water and Sewer Fund</u>	\$ 827,854	842,024	(14,170)
801	<u>Police Pension Fund</u>	\$ 2,563,686	2,362,770	200,916
	Total - All Funds	\$ 13,212,717	12,933,328	279,389

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Staffing Schedule

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Staffing Schedule
Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY11/12	FY12/13	FY 13/14	FY 14/15	FY 15/16	Budget FY 16/17
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	1.00	1.00	2.00	2.00	2.00	2.00
Clerk/Receptionist	1.00	1.00	-	-	-	-
Total - Finance Department	5.00	5.00	5.00	5.00	5.00	5.00

Community Development Department

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

Police Department	<u>FY11/12</u>	<u>FY12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>Budget FY 16/17</u>
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00
Sergeant	3.00	3.00	3.00	3.00	3.00	3.00
Patrol Officer	23.00	23.00	23.00	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	7.50	7.00	7.00	7.00	7.00	7.00
Records Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.50	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	0.50	0.50
Total - Police Department	44.50	44.00	44.00	45.00	45.00	45.00

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

Public Works Department	FY11/12	FY12/13	FY 13/14	FY 14/15	FY 15/16	Budget FY 16/17
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
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	1.25	1.25	1.25	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	1.00	1.00	1.00	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	0.50	0.50
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	0.50	0.50
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	22.25	22.25	22.25	23.25	23.25	23.25

Parks And Recreation Department	<u>FY11/12</u>	<u>FY12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>Budget FY 16/17</u>
Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendents - Recreation, Facilities	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Youth Program Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
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	10.25	10.25
Total - All Departments	91.50	92.00	92.50	94.00	94.50	94.50

For Fiscal Year 2016-2017, there were no personnel additions.

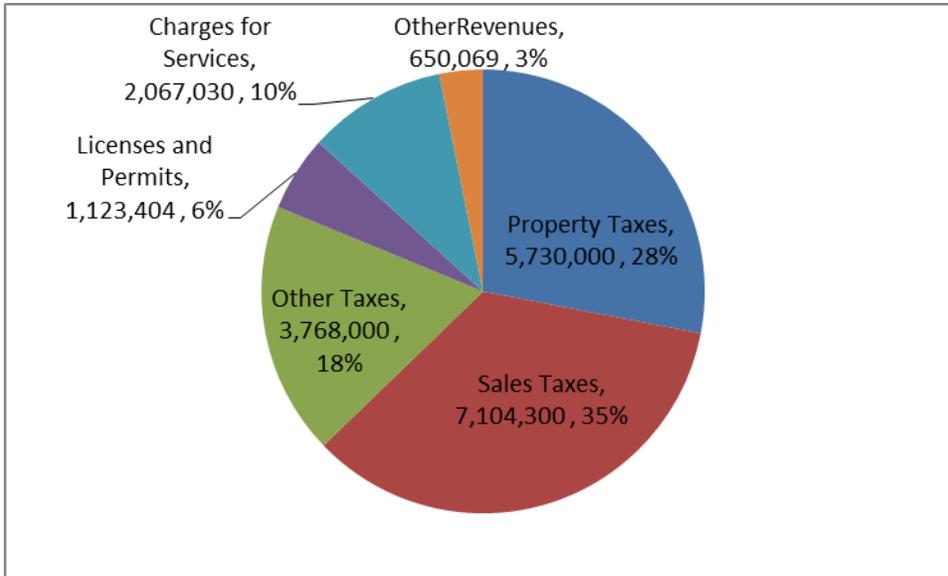
Major Revenue Descriptions – All Funds

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Fiscal 2017 Budget- Revenues

General Fund Revenues

FY2016/17 Budgeted General Fund Revenues - \$20,442,803



Revenue Overview

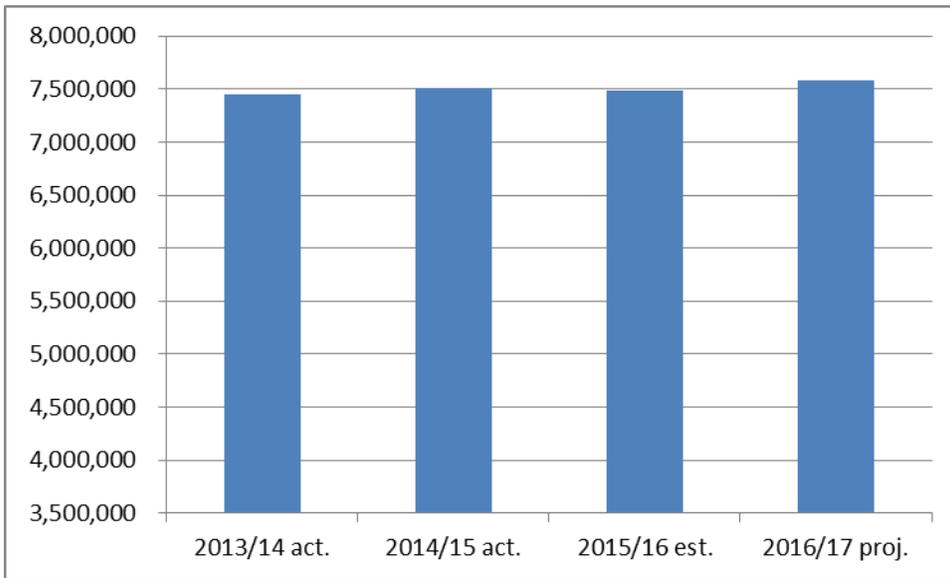
	FY2013/14 Actual	FY2014/15 Actual	FY2015/16 Projected	FY2016/17 Adopted
Property Taxes	5,462,054	5,315,785	5,427,847	5,730,000
Sales Taxes	6,256,494	6,313,868	7,004,300	7,104,300
Charges for Services	1,902,915	1,903,730	1,982,734	2,067,030
Licenses and Permits	1,109,864	1,033,923	1,073,404	1,123,404
Intergovernmental and other Taxes	3,796,259	3,831,915	3,988,000	3,768,000
Grants	119,702	29,222	20,000	20,000
Other Revenues	673,549	831,460	702,621	630,069
Total	19,320,837	19,259,903	20,198,906	20,442,803

Revenue Comments

The total General Fund revenue decreased from \$20,793,735 to \$20,442,803, a decrease of \$243,897 or 1.1 % from last year’s budget. This decrease is mainly due to an anticipated reduction in shared revenues from the State of Illinois due to the budget impasse they are experiencing.

Local Taxes

Sales Tax



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

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

Revenue Comments

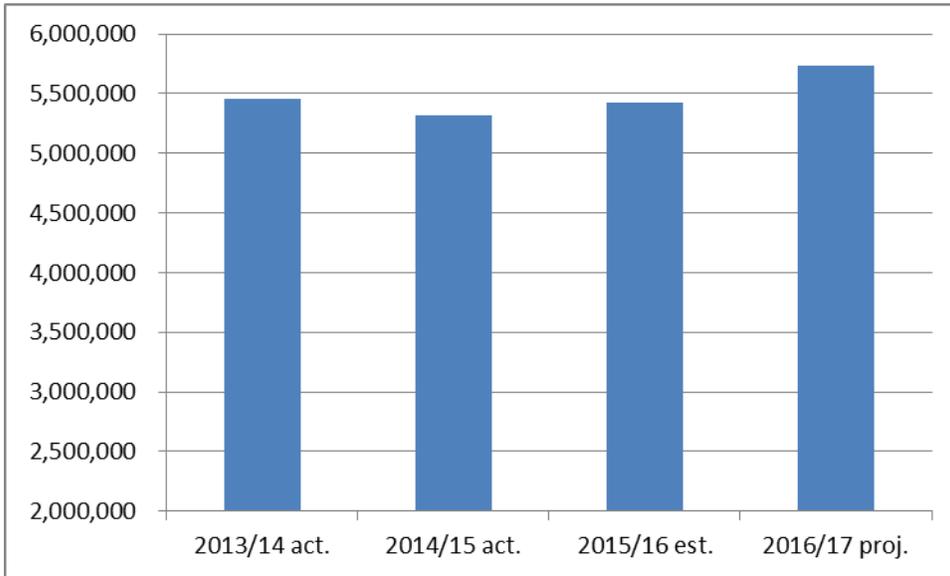
Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores),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

A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to experience modest growth as compared to the Fiscal 2016 budget. The Fiscal 2017 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow but steady pace.

1% regular share of retail sales	\$ 5,048,800	
1% home rule sales tax	<u>2,535,700</u>	
Total budgeted		\$ 7,584,500
Total transferred to debt service fund		<u>(480,200)</u>
Net sales taxes available to the General Fund		\$ 7,104,300

Revenue Comments

Property Taxes

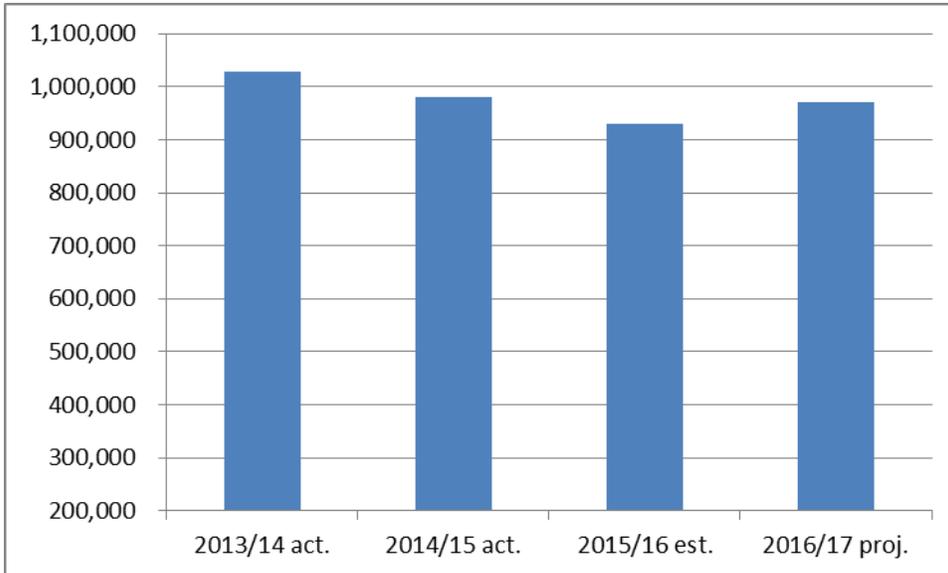


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board 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 9.6% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2017 budget was levied prior to December 31, 2015 and contained a .8% increase. The budgeted amount for property taxes also includes a surplus distribution from one of the Village’s TIF funds

Total budgeted \$5,730,000

Revenue Comments

Utility Taxes

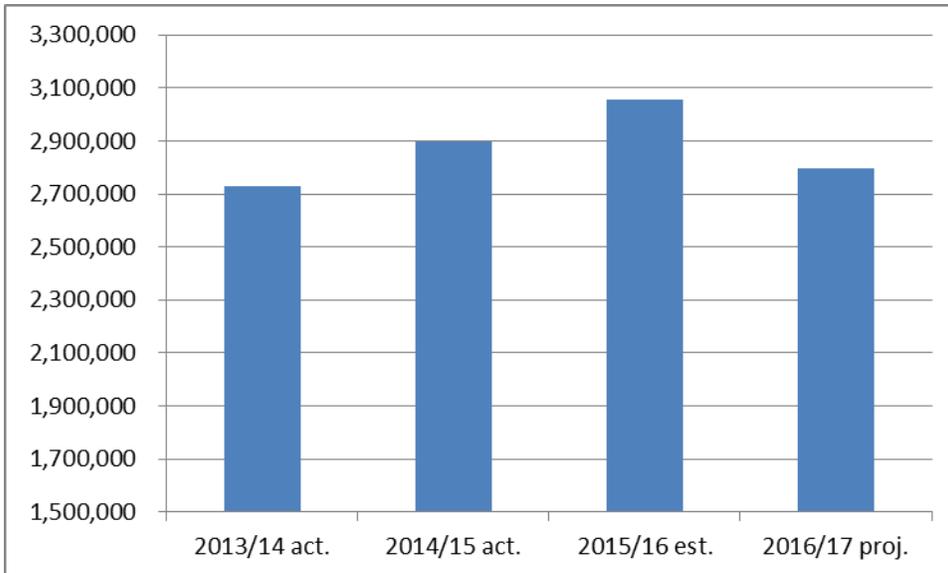


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers 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 is difficult. The Fiscal 2017 budget reflects no change from the prior year's budget.

Electric Use	\$560,000	
Gas Utility Tax	<u>410,000</u>	
Total budgeted		\$970,000

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 have a large decrease in Fiscal 2017 due to the budget impasse in the State of Illinois.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last few years and we have projected a 6% decrease for Fiscal 2017.

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 2017 due to the slow growth the economy is experiencing.

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 2017 include a minimal increase from the prior year’s budget.

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

State income tax	\$1,040,000	
Telecommunication tax	430,000	
Local use tax	240,000	
Personal property replacement tax	150,000	
Other	38,000	
Total budgeted		<u>\$1,898,000</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 increase in Fiscal 2016 as new businesses have opened in the Village. The Village adjusted the Motor Fuel Tax by two cent (\$0.01) effective May 1, 2015. These additional funds estimated to generate \$280,000 will be used to help fund pension costs in the General Fund.

Food and beverage tax	\$480,000	
Motor Fuel tax	420,000	
Total budgeted		<u>\$900,000</u>
Total budgeted utility and intergovernmental taxes		\$3,768,000

Licenses and Permits

The Village collects various fees for the following:

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

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

Revenue Comments

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

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

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

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

Motor Vehicles	\$339,870	
Liquor Licenses	34,587	
Business Licenses	126,011	
Permits	437,936	
Franchise fees-cable services	185,000	
Total budgeted		\$1,123,404

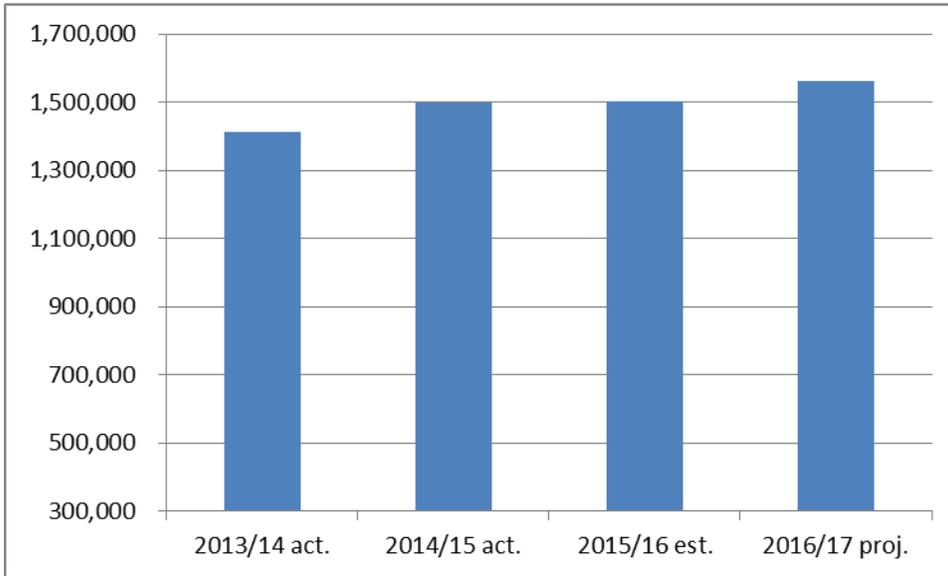
Charges for Services

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	\$370,000	
Alarm service fees	72,515	
Filing and variance	5,000	
Other	<u>55,652</u>	
Total budgeted		\$503,167

Revenue Comments

Park and Recreation Program Fees



The Village charges fees for various programs for individuals of all ages in the areas of sports, trips, after school, camps, teens, adults, seniors, swimming, concerts and special events. Camp fee revenues are budgeted with no increase from prior year costs. Pool-pass fees are also budgeted with no increase from the prior year. Revenues for Fiscal 2017 are budgeted to reflect normal summer weather conditions. Below is a breakdown by category of these charges:

Camps	\$435,700	
Pool and concessions	720,513	
Community Center Rental	40,500	
Senior Program	29,600	
Other	<u>337,550</u>	
Total budgeted		\$ 1,563,863

Revenue Comments

Fines and Forfeitures

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

Red light camera fines	\$ 96,000	
Circuit court fines	65,000	
Parking and other fines	105,000	
False alarm fines	20,000	
Other	<u>7,400</u>	
Total budgeted		\$293,400

Grants

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

State Grant

Traffic grants	<u>\$20,000</u>	
Total budgeted		\$20,000

Other Revenue

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

Rent	\$101,500	
Investment income	88,000	
Reimbursements	89,153	
Miscellaneous	<u>58,016</u>	
Total budgeted		<u>\$336,669</u>

Total revenues from General Fund for Fiscal 2017 budget - \$20,442,803

Special Revenue Funds

Revenue Comments

	FY2013/14 Actual	FY2014/15 Actual	FY2015/16 Projected	FY2016/17 Adopted
Local Taxes	1,729,872	911,529	1,499,862	1,329,000
Intergovernmental				
Taxes	585,381	447,261	475,000	475,000
Grant	51,737			3,680,000
Interest/Other	30,609	24,941	13,000	6,500
Total	2,397,599	1,383,731	1,987,862	5,490,500

The following are the major revenue sources budgeted for Fiscal 2017 for the six special revenue funds of the Village.

Motor Fuel Tax Fund:

Projected motor fuel tax allotment from the State of Illinois. Allotments are based on the municipal share of state-wide gasoline sales. The monies are distributed on a per-capita basis. Amounts are based on Illinois Municipal League projections. For Fiscal 2017, the Village estimates a per-capita amount of \$24 for a total of \$300,000. This revenue source has been very consistent over the prior years. The Village also estimates \$1,000 will be earned for Fiscal 2017.

Transportation Improvement Fund

The Village instituted a gas tax in July 2005. This revenue will be used to improve the transportation systems in the Village. Two cents of the gas tax is allocated to the Transportation Improvement Fund. For Fiscal 2017, 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 \$302,000 will be received from the gas tax for Fiscal 2017.

E- 911 Fund

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

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

Revenue Comments

For Fiscal 2017, the Village estimates revenue of \$175,000. This revenue has been remained stable over the past few years as less households are using landlines as their primary phone line.

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 2015 and 2016 fiscal years. For Fiscal 2017, the Village estimates \$835,000 of property tax revenue for the NEID TIF Fund. The NEID is also budgeting \$3,680,000 in grant income as the fund is purchasing property from the Union Pacific railroad to construct a bike path. The Lincoln/Touhy and Devon/Lincoln TIF Funds have not budgeted any property tax revenue for Fiscal 2017 as there is not any expected increase of the EAV of the property in these TIF’s. For Fiscal Year 2017, the Village estimates \$192,000 of property tax revenue based on the prior year’s collections for the Devon/Lincoln TIF Fund. The Village also estimates \$5,500 will be earned on the NEID TIF Fund investments for Fiscal 2017.

Total revenue from all Special Revenue Funds for Fiscal 2017 budget - \$5,490,500

Bond Debt Service Fund Revenues

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

Total revenue Bond Debt Service Fund for Fiscal 2017 budget - \$480,200

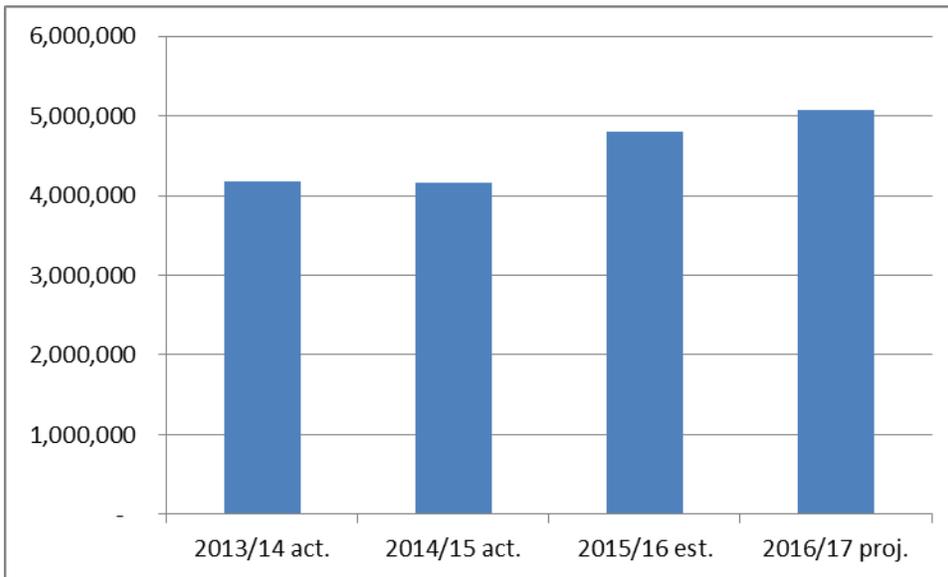
Capital Project Funds Revenues

The Village Budgeted \$291,000 for Fiscal 2017 for grant revenue for the engineering and construction of the Comm.Ed. bike path.

Total revenue from all Capital Project Funds for Fiscal 2017 budget - \$291,000

Revenue Comments

Water and Sewer Fund Revenues (Enterprise Fund)



The following are the major revenue sources budgeted for Fiscal 2017 for the Water and Sewer Fund.

	FY2013/14 Actual	FY2014/15 Actual	FY2015/16 Projected	FY2016/17 Adopted
Water/Sewer Charges	4,179,769	4,156,613	4,806,000	5,007,000
Interest	2,653	2,659	1,000	1,000
Total	4,182,422	4,159,272	4,807,000	5,008,000

Revenue Comments

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village's water provider did increase the cost of water purchases to the Village for next year's budget by 5% and this increase has been passed on to the water users. An estimated decrease of \$50,000 is also factored for the sewer charge based on estimated usage for the prior budget year. The sewer charge of \$1 dollar per unit of water was instituted in Fiscal 2011. The Village estimates \$1,000 will be earned on the investments of the fund for Fiscal 2017.

Total revenue for the Water and Sewer Fund for Fiscal 2017 budget - \$5,008,000

Police Pension Fund Revenues

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

This year's pension outlay reflects the funding requirement as determined by the Illinois Department of Insurance actuarial study. Also, current officers contribute 9.91% of their base salary to the Fund. Total contributions from both the Village and employee contributions total \$2,080,000 for the Fiscal 2017 budget year. The fund also budgeted \$700,000 in investment income from the police pension investment portfolio.

Total revenue for the Police Pension Fund for Fiscal 2017 budget - \$2,780,000

Total Revenue - All Funds Fiscal 2017 budget - \$34,492,503

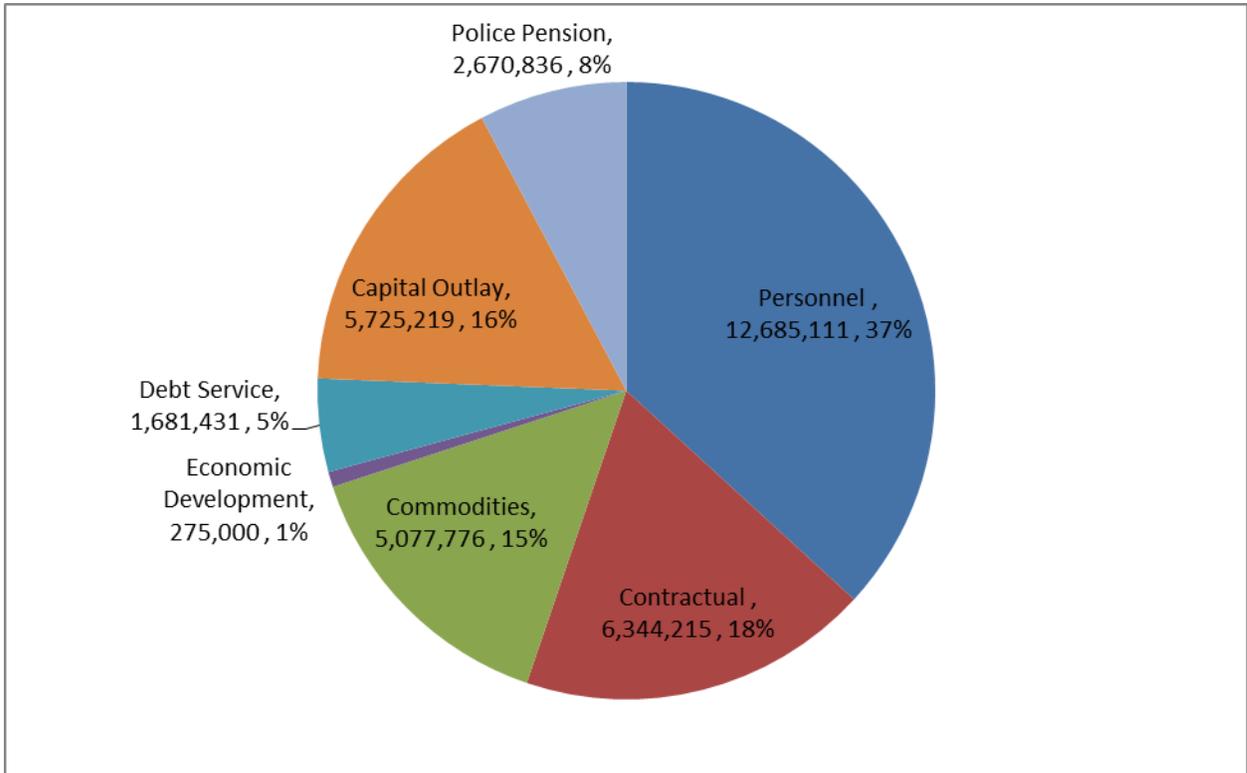
Expenditure Analysis and Overview

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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.

FY2016/2017 Total Budgeted Expenditures



Expenditures by Type

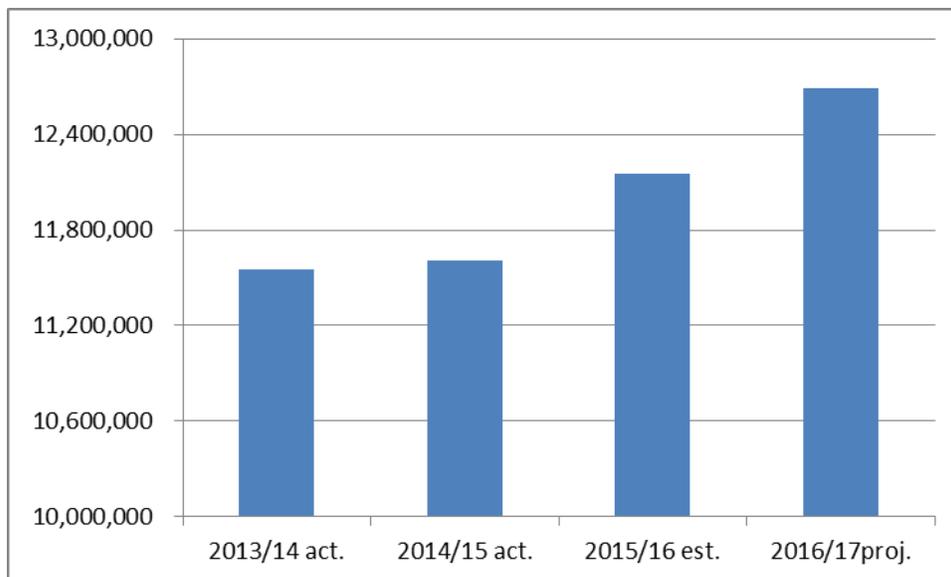
Figures are shown at the budgeted amounts.

Expenditures by Classification

	FY2013/14 Actual	FY2014/15 Actual	FY2015/16 Projected	FY2016/17 Adopted
Personnel	11,553,804	11,604,480	12,148,625	12,685,111
Contractual	5,341,035	5,311,500	5,397,387	6,344,215
Commodities	4,167,711	4,645,788	5,205,069	5,077,776
Economic Development	1,040,788	787,274	195,000	275,000
Debt Service	2,002,494	1,934,831	2,114,259	1,681,431
Capital outlay	2,119,355	3,043,177	7,786,005	5,725,219
Pension Expenses	1,878,765	1,978,098	2,372,770	2,670,836
Total	28,103,952	29,305,148	35,219,115	34,459,588

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2016 and ending April, 30, 2017 is \$34,459,588. Total expenditures have decreased \$4,931,240 (12.5%) from the prior's year budget. The majority of the decrease is due to the planned purchase of property in one of the Village's TIF districts that occurred last year. The following narratives explain the major expenditure classifications. A detailed analysis by each fund is provided following the narratives.

Personnel Services



Personnel costs consists of wages, medical, dental, life and workers compensation, pensions, and other benefits for the Village's work force. We have projected a 4% increase in personnel costs for Fiscal 2017. The majority of the increase is due to increased amounts for pension costs and contract adjustments for wages.

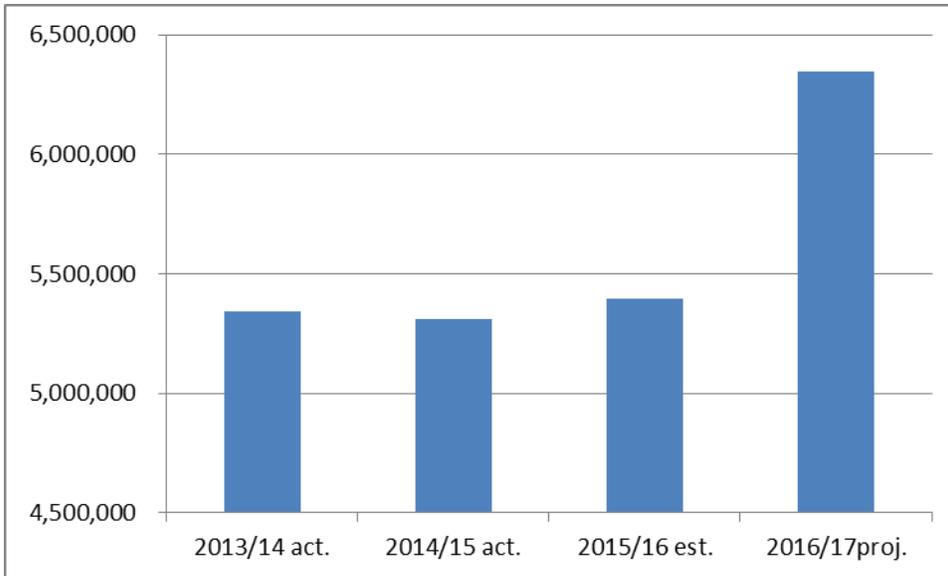
Non-union employees are on a merit based pay plan. There was a 2% cost of living increase budgeted in Fiscal 2017 for non-union employees. The Village has contracts with three collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2015 through April 30, 2017. The contract with the communication workers with the FOP is in effect from May 1, 2013 through April 30, 2016. This contract is currently in negotiations. The contract with the International Brotherhood Teamsters Local 714 is in effect from May 1, 2015 through April 30, 2018.

The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) increased from 10.77% to 11.17%. This rate is determined on a calendar basis and IMRF contributions amount to \$491,132 for the Fiscal 2017 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate has a 7.8% increase from the previous year. The pension fund is approximately 48% 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 \$1,811,000 for Fiscal 2017 and is included in the Police Department budget.

The insurance line in the budget shows 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 3% from the prior year and HMO costs are expected to increase 9%. 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 increased 5% from the prior year. Total insurance costs amount to \$1,041,028 for Fiscal 2017 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 \$243,198 for Fiscal 2017 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 12% as additional costs for the engineering and construction of a major development is expected to start in Fiscal 2017.

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 three year period. The amount budgeted for Fiscal 2017 is \$2,775,576 which represents a 1.75% increase over the prior budget and is included in the Fire/Paramedics Departments’ 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 \$10,000 per occurrence. The Village has budgeted \$210,000 for liability and property insurance for Fiscal 2017. This amount has not increased from the prior year as claim experience has remained stable.

The Village contracts for inspection and planning services for our Community Development Department. The cost of \$230,308 is included in their budget for these services for Fiscal 2017.

The Village also contracts for legal, engineering, and information technology services. These contracts are renewed annually and total \$577,645 in the Fiscal 2017 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$30,100 as payment to the GIS consortium.

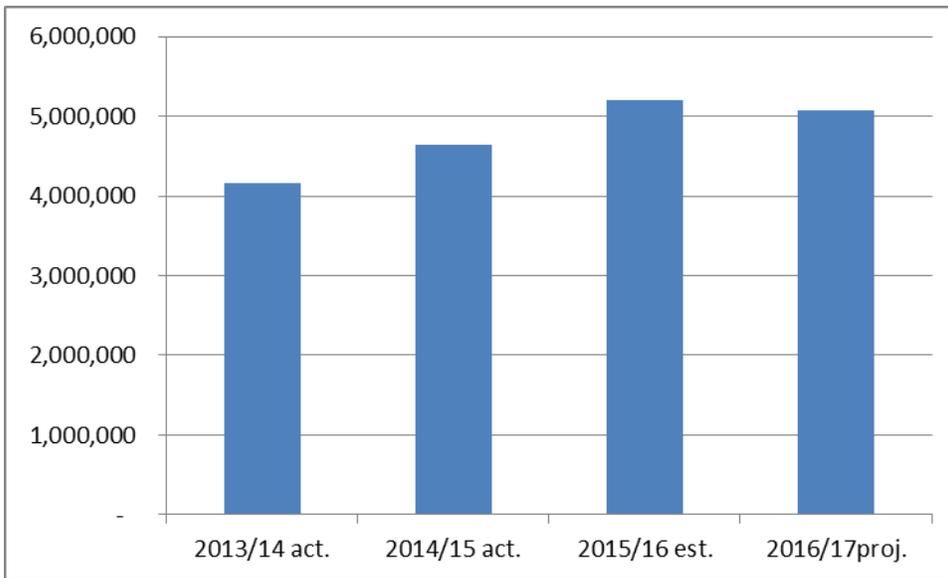
The Village contracts for refuse and recycling. The contract for refuse is for a seven year period and expires in Fiscal 2021. The amount budgeted for Fiscal 2017 is \$1,074,294 which represents a minimal decrease over the prior year. This amount is included in the Public Works Streets and Maintenance Department.

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

The Water and Sewer Fund has budgeted \$164,000 for engineering fees associated with a pilot area for stormwater management and a water relief sewer. The Village has also budgeted \$125,000 for a water distribution system analysis study as the cost of water from the Village's water supplier has increased dramatically over the last four years.

The Village has also budgeted \$459,600 for engineering in various special revenue funds for capital projects consisting of streetlight replacements, street paving and bike path/bike overpass construction.

Commodities



Commodities consist of minor equipment items, supplies and materials, and utilities. The Village has projected a 2% decrease in commodity spending from the previous year for the Fiscal 2017 budget. A majority of this increase is due to the increase in water rates that the City of Chicago (the Village provider of potable water) has implemented. The City of Chicago has increased water rates by 5% effective July 1, 2016.

The Police Department has budgeted \$32,005 for various dues and memberships in organizations which will help them to improve public safety. \$24,470 will be spent on training our officers. Also, \$58,297 has been budgeted for program supplies that include taser replacement, protective gear and liquor license inspections. The Village will also continue the Red Light Camera Monitoring System and install another camera. The annual cost of leasing the systems is \$58,200.

The Fire Department will spend \$150,000 for the dispatching of Fire and EMS related calls. Also, \$7,750 will be budgeted for dues and training for firefighting.

Public Works will spend \$145,410 for upkeep of our Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. Also included are roof repairs to various Village buildings and the installation of back-up power sources for Village computer rooms. The Village spends at least \$128,000 per year for electricity for streetlights. The Village expects electric rates to remain stable for Fiscal 2017. The Village also plans to spend \$66,000 on snow removal supplies as the cost of street salt has remained stable from last fiscal year. The Village

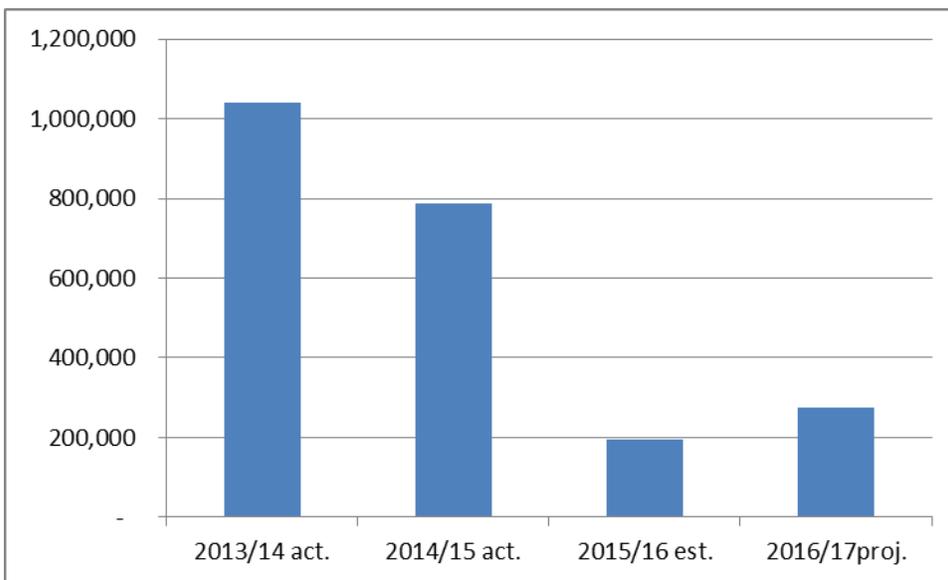
has budgeted \$131,850 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$21,000 as part of the ongoing computer replacement program.

The Parks and Recreation department will spend \$130,000 for the Village’s share to be a member of MNASR. This agency provides programs for handicapped residents of the Village.

The Water and Sewer Fund has budgeted \$2,205,000 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. There is a 5% increase budgeted in the rate that the Village pays to the City of Chicago for water in Fiscal 2017.

Economic Development and Assistance

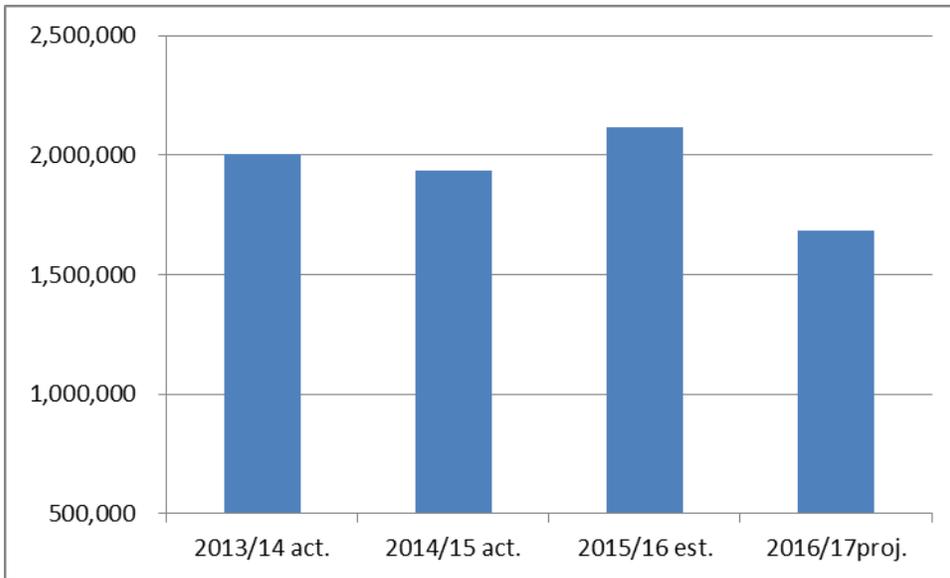


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses’ facilities in the Village. These amounts total \$100,000 in the Fiscal 2017 budget and are included in the Community Development department.

The Village budgets \$150,000 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 (\$50,000), the NEID TIF (\$50,000) and the Devon/Lincoln TIF (\$50,000).

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 FY2017

Debt Service



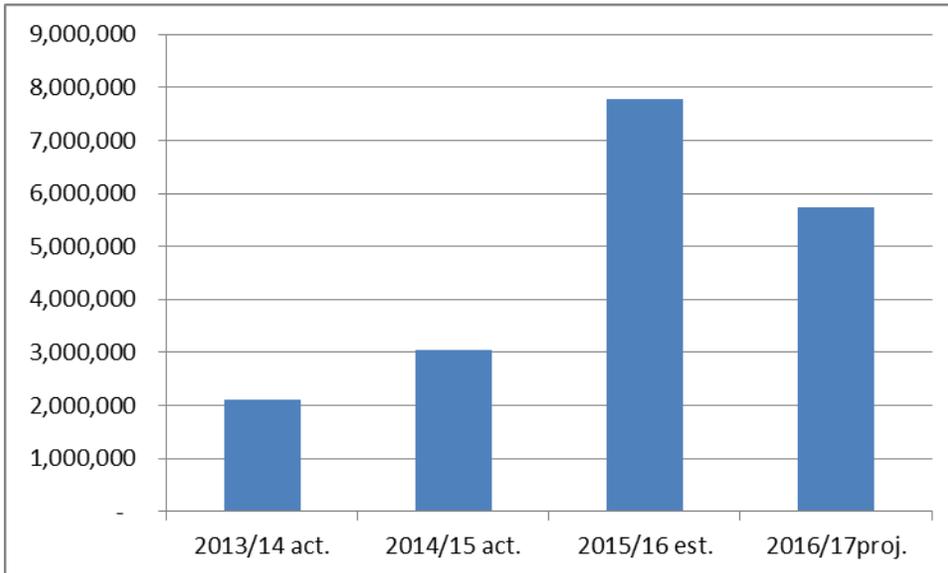
This category accounts for all multi-year principal and interest obligations of the Village. A majority of the debt is from General Obligation Bonds (GOB) issued in 2002 and subsequently refunded in 2011. Total amounts budgeted for Fiscal 2017 principal and interest payments are \$480,200.

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 2017.

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 2017.

The Village has also received a five year interest free loan from Cook County for watermain and streetlight replacements on Crawford Avenue. \$197,881 has been budgeted in the Debt Service Fund and \$302,119 in the Water and Sewer Fund for the third year of repayment for the loan.

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.

For Fiscal 2017 the Village has continued with major programs to replace aging infrastructure. The Village is continuing the street light replacement program which should take five years to complete. \$1,285,000 is budgeted in the Transportation Improvement and Motor Fuel Tax Funds to replace the street lights on a section of Touhy Ave. The Village has budgeted \$922,000 for median beautification on Lincoln Ave. The cost will be allocated between the General Fund and two of the Village’s TIF funds. The Village is expected to save approximately \$10,000 per year on streetlight maintenance once the project is completed.

The Village has budgeted \$591,000 for Fiscal 2017 for engineering and construction expenses in conjunction with the installation of a bike path and overpass on the Commonwealth Edison right-of -way. This project will also be funded with a grant that reimburses the Village for 80% of the total cost of the bike path. The bike path should be completed in Fiscal 2017. When the project is completed, additional maintenance costs of approximately \$7,000 are expected to be incurred on an annual basis.

The Village has budgeted \$251,500 in the Motor Fuel Tax Fund for resurfacing of a portion of Pratt Ave. The above amount is the Village’s 30% share of the project cost. The remaining 70% of the costs are covered through grant.

The Village has budgeted \$240,000 for construction of a bike path in the NEID TIF. Also, \$850,000 is also budgeted for construction of a public parking lot in the TIF district.

The Village has also budgeted \$490,000 in the Water and Sewer Fund for a stormwater management pilot test program.

The following is a table which projects the future operating budget impact on the above mentioned projects:

Project	FY2017	FY2018	FY2019	FY2019
Street Lighting	\$10,000	\$10,000	\$10,000	\$10,000
Bike Paths		(7,000)	(7,000)	(7,000)
Total Net Budget Savings/(Costs)	\$10,000	\$3,000	\$3,000	\$3,000

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 \$2,563,686 for the Fiscal 2017 budget. The fund has also budgeted \$107,150 for administration expenses which include investment consulting fees and other operating expenses.

General Fund

Village President and Board of Trustees

Department/Activity Description

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

2016-2017 Operating Budget

Budget Analysis

President And Village Board

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2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
41,492	42,092	42,000	42,000	Salary - Elected/Appointed	42,000
12,864	13,343	14,016	14,016	Wages - Full Time Hourly	14,419
3,455	3,398	3,473	3,473	Employer FICA	3,498
808	795	812	812	Employer Medicare	818
3,763	3,560	3,693	3,693	Employer IMRF	3,845
-	-	45	45	Insurance - Group Life and AD&D	46
1,048	1,087	1,087	1,087	Insurance - Group Medical	1,142
104	108	108	108	Insurance - Group Dental	116
386	400	420	420	Insurance - Workers Compensation	433
63,920	64,783	65,654	65,654	Personnel Services	66,317
6,660	2,856	5,500	2,000	Purchased Program Services	5,500
8,649	400	8,500	8,500	Consulting	2,000
5,000	4,500	4,500	4,500	Other Professional Services	4,500
20,309	7,756	18,500	15,000	Contractual Services	12,000
10,713	9,590	10,000	10,000	Intergovernmental Fees and Dues	10,000
1,020	1,465	1,000	1,000	Printing and Copying Services	1,000
14,804	12,192	12,000	12,000	Village Newsletter	12,000
-	448	3,000	1,000	Other Contractual	1,000
60	-	30	30	Books and Publications	30
500	569	500	500	Office Supplies	500
2,764	6,884	2,500	2,500	Other Materials and Supplies	2,500
29,861	31,148	29,030	27,030	Commodities	27,030
850	873	600	1,325	Conference and Meeting Registration	600
142	120	400	200	Local Mileage, Parking, and Tolls	400
262	-	500	-	Lodging	500
6,243	5,946	7,000	7,000	Meals	7,000
502	169	200	1,280	Purchased Transportation	200
8,000	7,107	8,700	9,805	Meetings And Travel	8,700
122,090	110,794	121,884	117,489	Totals	114,047

Budget Highlights

Personnel Services

No increase in personnel

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**Village of Lincolnwood
2016/2017 Budget
President and Board of Trustees**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Meetings Held				
Committee of the Whole	23	22	22	22
Regular Business	22	23	22	22
Executive Session	15	15	12	15
Total Meetings Held	<u>60</u>	<u>60</u>	<u>56</u>	<u>59</u>
Village Board Actions				
Resolutions	65	85	57	71
Ordinances	147	65	77	71
Total Board Actions	<u>212</u>	<u>150</u>	<u>134</u>	<u>142</u>

Village Clerk

Department/Activity Description

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

2016-2017 Operating Budget

Budget Analysis

Village Clerk

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2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
8,031	8,031	8,000	8,000	Salary - Elected/Appointed	8,000
515	496	496	496	Employer FICA	496
120	116	116	116	Employer Medicare	116
240	240	240	240	Insurance - Workers Compensation	240
8,906	8,883	8,852	8,852	Personnel Services	8,852
8,169	8,287	10,000	9,000	Ordinance Codification	9,000
-	40	50	50	Professional Associations	50
8,169	8,327	10,050	9,050	Commodities	9,050
-	90	150	150	Conference and Meeting Registration	150
-	-	50	50	Local Mileage, Parking and Tolls	50
-	-	100	100	Meals	100
-	90	300	300	Meetings And Travel	300
17,075	17,299	19,202	18,202	Totals	18,202

Budget Highlights

Personnel Services

No increase in personnel

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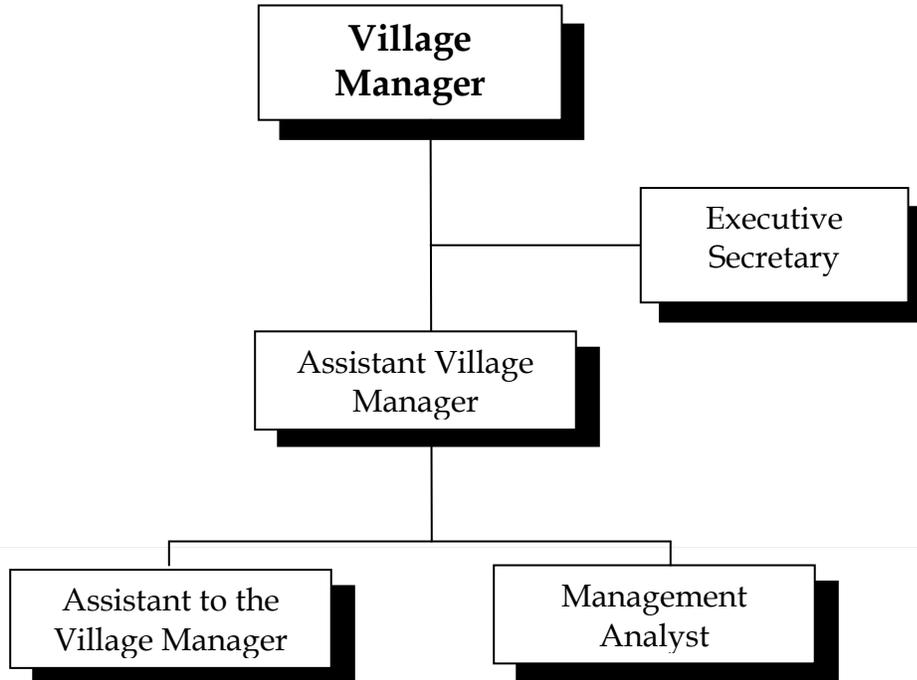
**Village of Lincolnwood
2016/2017 Budget
Village Clerk**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Village Board Minutes Recorded				
Total Minutes Recorded	22	23	22	22
Board Actions				
Resolutions	65	85	57	71
Ordinances	47	65	77	71
Total Board Actions	112	150	77	142

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VILLAGE OF LINCOLNWOOD
Fiscal Year 2016/17
Organizational Chart
Manager's Office



Village of Lincolnwood – Organizational Goals

Village Manager’s Office

Department/Activity Description

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

The Department is staffed by five full-time personnel.

Prior Year’s Goals Status

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

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

- 2) The Village Manager’s Office will increase the total number of residents signed up for the Village’s public information subscription list by 10% through a media campaign.

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

- 3) The Information Technology Division will enhance disaster recovery preparedness by creating a Business Continuity Plan which is a plan to continue Village operations in case of floods, power outages, and other unexpected occurrences.

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

- 4) The Human Resources Division will enhance its New Employee Orientation program by implementing new resources to include in the New Employee Orientation Packet including Village maps and a software training guide. The Division will expand its orientation program through an introductory one-on-one software training session.

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

- 5) The Village Manager's Office will create a database to aid in the analysis of worker's compensation, general liability, and damage to Village property claims. Staff will work with the GIS Specialist to create an online mapping system that can be shared by multiple departments. The system will allow staff to better identify trends in accidents and assist departments in determining and implementing effective risk management strategies in an effort to reduce future claims.

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

- 6) The Village Manager's Office will partner with other local government organizations, such as School District 74 and the Lincolnwood Library, to provide coordinated services to Village residents. The Office will also identify services that could be shared with other agencies to reduce costs.

The Village has partnered with other local government organizations, such as School District 74, School District 219, and the Lincolnwood Library. The Village Manager's Office has partnered with District 74 to create Public Service Announcements (PSAs) as part of the school's WLH Student News program. The PSAs are expected to be published beginning in the fall of 2016. The Village also partnered with the Lincolnwood Library to provide programming over the summer including the Summer Book Cart and Safety Break Story Time at the Proesel Park Family Aquatic Center.

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

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

Proposed Goals

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

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

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

2016-2017 Operating Budget

Budget Analysis

Village Manager's Office

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2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
395,178	416,579	431,455	430,000	Wages - Full Time Salaried	446,941
51,454	53,372	56,062	56,062	Wages - Full Time Hourly	57,678
1,078	2,171	2,000	2,000	Wages - Part Time Hourly	2,000
11,452	11,846	12,355	12,355	Deferred Compensation	12,620
3,969	4,066	4,279	4,279	Educational Stipend	4,402
807	840	720	1,080	Phone Stipend	1,080
24,485	24,774	25,781	25,781	Employer FICA	27,492
7,060	6,940	7,201	7,201	Employer Medicare	7,391
50,278	51,311	54,297	54,297	Employer IMRF	58,267
1,785	1,766	1,332	1,332	Insurance - Group Life and AD&D	1,363
38,627	40,517	40,518	37,582	Insurance - Group Medical	37,848
3,937	4,125	4,125	4,125	Insurance - Group Dental	4,989
12,307	12,500	12,774	12,774	Insurance - Workers Compensation	13,073
602,416	630,806	652,899	648,868	Personnel Services	675,144
1,514	2,900	3,000	3,000	Consulting	3,000
9,300	5,580	15,000	15,000	Other Professional Services	14,000
10,814	8,480	18,000	18,000	Contractual Services	17,000
5,126	1,843	3,500	3,100	Advertising	3,500
438	661	1,500	2,340	Printing and Copying Services	1,500
3,279	3,223	3,085	3,666	Professional Associations	3,590
714	5,830	2,500	2,500	Training	2,500
42,181	35,024	28,875	28,800	Other Contractual	28,800
650	705	300	780	Books and Publications	300
2,020	1,577	1,200	1,600	Office Supplies	1,200
9,935	8,285	5,310	3,450	Other Materials and Supplies	8,510
64,343	57,148	46,270	46,236	Commodities	49,900
2,139	2,519	2,995	3,285	Conference and Meeting Registration	4,190
9,426	9,381	9,500	9,500	Local Mileage, Parking, and Tolls	9,500
2,536	1,127	4,430	1,800	Lodging	4,430
1,033	3,551	2,445	2,400	Meals	2,445
257	-	1,000	1,263	Purchased Transportation	1,080
15,391	16,578	20,370	18,248	Meetings And Travel	21,645
692,964	713,013	737,539	731,352	Totals	763,689

Budget Highlights

Personnel Services

No increase in personnel

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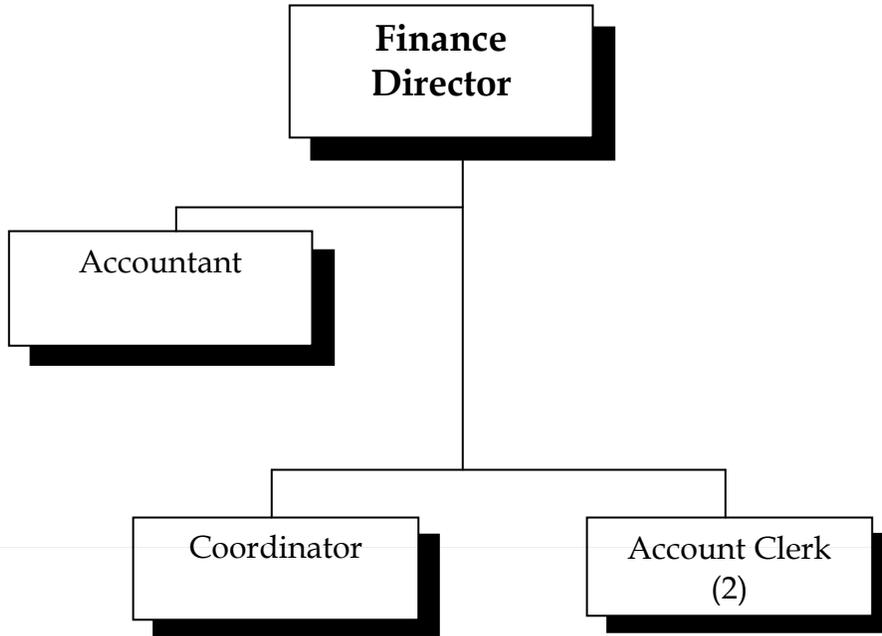
**Village of Lincolnwood
2016/2017 Budget
Village Manager's Office**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Newsletters				
Village Connections	6	6	6	6
Employee Quarterly	4	4	4	4
Total Newsletters	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Freedom of Information Act Requests				
Total Requests	<u>350</u>	<u>306</u>	<u>272</u>	<u>300</u>
Broadcasting				
Village Board	22	23	22	22
Plan Commission	14	11	14	14
Zoning Board of Appeals	6	8	4	6
Total Meetings Broadcast	<u>42</u>	<u>42</u>	<u>40</u>	<u>42</u>
Personnel				
Budgeted Full-Time Positions	<u>89</u>	<u>90</u>	<u>90</u>	<u>90</u>
Inspections				
Food Service	<u>130</u>	<u>130</u>	<u>130</u>	<u>130</u>

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VILLAGE OF LINCOLNWOOD
Fiscal Year 2016/17
Organizational Chart
Finance Department



Finance Department

Department/Activity Description

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

The Department provides support to Administration and all other Departments in addition to customer service at the Village Hall, general reception service for the Village, incoming and outgoing mail and deliveries, and cashiering at the front counter.

The Department is staffed by five full-time employees.

Prior Year's Goals Status

- 1) The Finance Department will assist the Village's Police Pension Board in reviewing and suggesting funding strategies to ensure the Village is compliant with the funding requirements mandated by the State legislature.

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

- 2) The Finance Department will assist the Village Manager's Office in reviewing alternate solutions for the purchase of potable water for the Village. The Village's current water supplier has continually increased the water rates over the last 10 years. These increases have dramatically affected Village residents' and businesses' financial conditions.

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

- 3) The Finance Department will start the implementation of enhancing the online bill payment features to include the purchase and payment of Village issued vehicle stickers. Currently, residents can purchase vehicle stickers through the mail or in person at Village Hall.

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

- 4) The Finance Department will use Crystal software to enhance Springbrook's reporting capabilities. Crystal is a business intelligence report writing software. It allows users to modify existing reports to improve the readability and information content by tailoring the reports to their individual needs. Finance will work with each Village Department to create and enhance reporting capabilities that will increase the productivity of users of Springbrook software.

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

- 5) The Finance Department will reduce the Village's reliance on paper and increase the productivity of staff by implementing a paperless check requisition and purchase order system.

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

Proposed Goals

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

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2016-2017 Operating Budget

Budget Analysis

Finance

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2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
166,929	181,199	186,500	188,500	Wages - Full Time Salaried	196,386
143,602	142,587	147,412	147,412	Wages - Full Time Hourly	153,076
3,594	3,803	3,000	18,930	Wages - Seasonal Hourly	3,500
-	-	450	-	Wages - Overtime 1.5X	450
684	684	680	680	HSA Savings Account	680
2,200	2,313	2,444	2,460	Educational Stipend	2,565
450	405	-	-	Opt Out Insurance	-
579	353	720	360	Phone Stipend	360
-	-	8,547	-	Tuition Reimbursement	-
19,485	19,706	21,068	22,200	Employer FICA	22,071
4,558	4,552	4,927	5,100	Employer Medicare	5,162
33,821	34,727	36,274	36,274	Employer IMRF	39,372
1,020	1,072	1,072	1,072	Insurance - Group Life and AD&D	1,101
42,510	56,261	59,710	59,710	Insurance - Group Medical	67,641
4,406	5,477	5,641	5,641	Insurance - Group Dental	6,190
9,664	9,908	10,173	10,173	Insurance - Workers Compensation	10,452
108,624	61,216	94,630	85,000	Employee Benefit Expenses	225,350
542,127	524,262	583,248	583,512	Personnel Services	734,356
128,508	99,910	150,000	150,000	Liability Insurance	150,000
26,100	26,800	26,800	26,800	Audit	27,500
1,300	2,100	1,500	2,500	Consulting	2,500
155,908	128,810	178,300	179,300	Contractual Services	180,000
-	1,773	3,000	-	Other Professional Services	3,000
25,109	19,048	22,500	22,500	R&M - Office Equipment	22,500
519	519	600	600	Advertising	600
7,672	8,031	11,500	11,500	Printing and Copying Services	10,200
190	485	1,100	1,100	Professional Associations	1,100
53,277	54,115	50,000	52,000	Telephone	45,000
859	370	1,500	1,200	Training	1,200
16,882	16,940	16,000	16,000	Office Supplies	16,000
12,857	13,790	15,000	15,000	Postage	15,000
5,848	6,738	6,500	6,500	Bank and Credit Card Fees	7,000
3,584	3,527	3,600	3,696	Program Supplies	3,700
126,797	125,337	131,300	130,096	Commodities	125,300
-	69	375	-	Conference and Meeting Registration	-
409	595	700	300	Local Mileage, Parking, and Tolls	300
1,220	-	800	-	Lodging	-
854	245	900	500	Meals	500
307	80	400	160	Purchased Transportation	200
2,790	990	3,175	960	Meetings And Travel	1,000
827,623	779,400	896,023	893,868	Total	1,040,656

Budget Highlights

Personnel Services

No increase in personnel

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**Village of Lincolnwood
2016/2017 Budget
Finance Department**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Licenses Issued				
Vehicle Licenses Issued	8,650	8,424	8,625	8,715
Business	1,213	1,260	1,350	1,420
Total Licenses Issued	<u>9,863</u>	<u>9,684</u>	<u>9,975</u>	<u>10,135</u>
Billings				
Water and Sewer	19,712	19,572	19,598	19,624
Rent, inspections and others	237	155	165	170
Total Billings	<u>19,949</u>	<u>19,727</u>	<u>19,763</u>	<u>19,794</u>
Vendor Checks Issued	<u>3,383</u>	<u>3,539</u>	<u>3,480</u>	<u>3,510</u>
Payroll Checks Issued	<u>4,521</u>	<u>4,651</u>	<u>4,770</u>	<u>4,890</u>

Legal Department

Department/Activity Description

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

2016-2017 Operating Budget

Budget Analysis

Legal
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2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
134,254	140,931	148,320	146,502	Legal - Retainer	152,770
14,784	12,277	30,000	40,000	Legal - Litigation	30,000
49,911	60,955	100,000	75,000	Legal - Review	105,000
41,763	59,476	45,000	45,000	Other Professional Services	55,000
240,712	273,639	323,320	306,502	Totals	342,770

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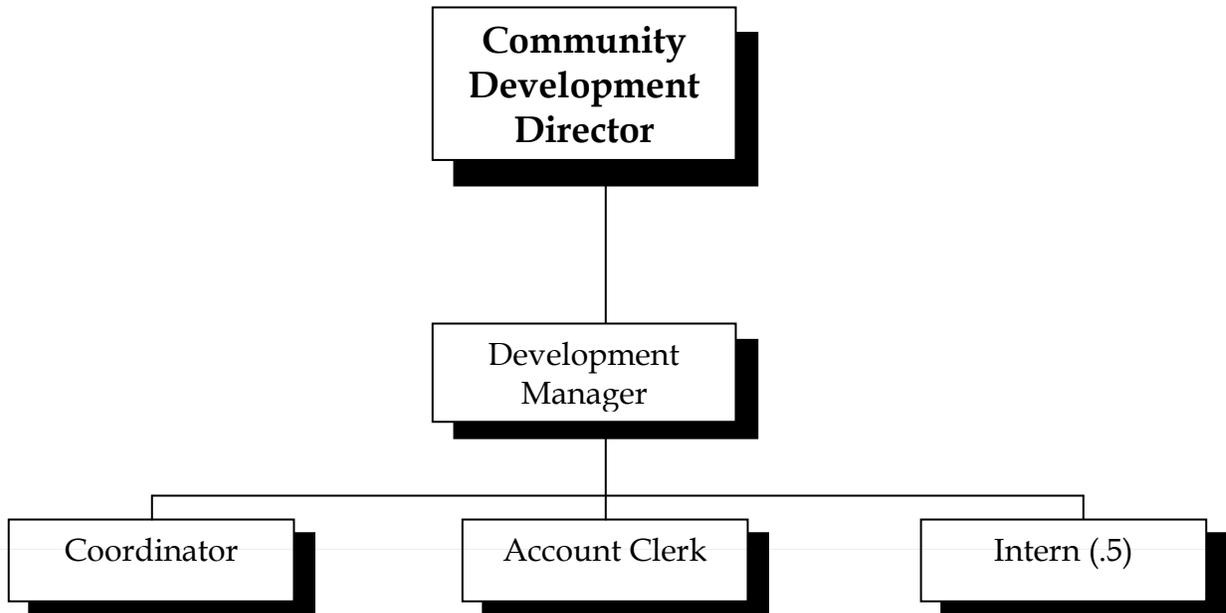
**Village of Lincolnwood
2016/2017 Budget
Legal Department-Adjudication**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Number of Hearings per year	12	12	12	12
Number of Cases adjudicated	866	771	830	820

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VILLAGE OF LINCOLNWOOD
Fiscal Year 2016/17
Organizational Chart
Community Development Department



Community Development Department

Department/Activity Description

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

The Department is staffed by four full-time positions.

Prior Year's Goals Status

- 1) To improve customer service and department efficiency, establish an automated telephone answering system in the department that provides a menu of choices to route callers to the appropriate personnel.

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

- 2) To guide future decision making toward achieving the community vision, provide assistance and staff support to the Ad Hoc citizens committee and consultant in the preparation of a new Comprehensive Plan for the Village.

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

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

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

- 4) To improve customer service and ease in completing application forms, create customer fillable application forms for public hearing requests and building permits and post these to the Village website.

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

- 5) Review Village Contractor licensing requirements, related best practices and survey area communities to ascertain whether changes or elimination of Contractor licensing should be recommended.

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

- 6) Establish an improved records and tracking system for building plan reviews which will take advantage of the recent Springbrook upgrades. It is anticipated that establishing this system will improve department efficiency and will improve the tracking of plan reviews through various stages, especially where many reviewers or disciplines are involved.

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

Proposed Goals

- 1) Shepherd through the Village's consideration process, the approval for the proposed new development for the former Purple Hotel site, which promises to be a catalyst for further community redevelopment.
- 2) Review existing monetary deposits received in connection with building permits to recommend adjustments and/or deposit elimination. Many deposits received are not used and require return in their entirety to the applicant. The process of receiving and returning deposits by staff is intensive and time consuming. Eliminating unnecessary deposits will streamline the permitting process and provide improved customer service.
- 3) Review roof permitting and determine whether the Village should continue to require permits and/or a registration process. Communities have different approaches to permits for roofs, some not requiring a permit, some a registration process and others requiring a permit. Further, due to a variety of reasons, roof inspections performed in the Village are limited in scope. Staff believes roofing is an area for potential streamlining.
- 4) Review the 2012 family of International Building Codes for possible adoption. The Village has currently adopted the 2009 family of International Building Codes. Model Codes are revised every three years by the International Code Council. It is good practice to keep Village codes relatively current, but perhaps not the most current version, due to time needed by the market to adapt to new provisions.

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2016-2017 Operating Budget

Budget Analysis

Community Development

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2014	2015	2016	2016	2017
Actual	Actual	Adopted	Projected Description	Adopted
202,988	209,234	216,075	216,075 Wages - Full Time Salaried	223,405
95,132	101,891	98,488	101,000 Wages - Full Time Hourly	100,590
3,867	-	40,000	28,000 Wages - Part Time Hourly	40,000
2,135	2,044	2,141	2,141 Educational Stipend	2,180
-	353	360	480 Cell Phone Stipend	480
19,154	18,882	22,116	22,116 Employer FICA	22,703
4,483	4,416	5,172	5,172 Employer Medicare	5,310
33,344	33,567	36,048	36,048 Employer IMRF	40,509
1,568	1,013	935	935 Insurance - Group Life and AD&D	953
29,812	40,343	42,432	42,432 Insurance - Group Medical	44,630
3,010	4,019	4,182	4,182 Insurance - Group Dental	4,525
6,861	6,968	7,724	7,724 Insurance - Workers Compensation	7,887
402,354	422,729	475,673	466,305 Personnel Services	493,172
237,593	294,831	385,126	235,000 Other Professional Services	230,308
237,593	294,831	385,126	235,000 Contractual Services	230,308
748	-	1,000	1,000 R&M - Vehicles	1,000
2,858	4,504	4,200	2,800 Advertising	2,800
489	367	1,500	500 Printing and Copying Services	500
2,115	2,469	2,650	2,605 Professional Associations	2,605
211	317	500	500 Training	500
95	302	500	500 Books and Publications	500
		300	300 Fuel	300
1,054	2,721	2,500	2,500 Office Supplies	2,500
968	362	650	650 Other Materials and Supplies	650
8,538	11,042	13,800	11,355 Commodities	11,355
1,745	2,675	2,000	2,000 Conference and Meeting Registration	2,000
271	23	250	250 Local Mileage, Parking, and Tolls	250
2,027	2,358	2,500	2,500 Lodging	2,500
646	480	700	700 Meals	700
755	413	1,200	1,200 Purchased Transportation	566
5,444	5,950	6,650	6,650 Meetings And Travel	6,016
537,499	580,072	500,000	135,000 Revenue Sharing Agreements	100,000
537,499	580,072	500,000	135,000 Revenue Sharing	100,000
1,191,428	1,314,623	1,381,249	854,310 Totals	840,851

Budget Highlights

Personnel Services

No increase in personnel

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**Village of Lincolnwood
2016/2017 Budget
Community Development Department**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Grants Issued				
Property Enhancement Programs	1	0	2	2
Green Initiatives for Tomorrow	2	0	1	1
Development Review Cases	<u>3</u>	<u>4</u>	<u>9</u>	<u>6</u>
Meetings Staffed				
EDC	10	9	11	12
ZBA	6	8	9	12
Plan Commission	17	15	15	15
	<u>33</u>	<u>32</u>	<u>35</u>	<u>39</u>
Permits Issued				
Building Permits	963	887	1221	1250
Demolition Permits	8	5	1	4
Total Permits Issued	<u>971</u>	<u>892</u>	<u>1222</u>	<u>1254</u>
Building Code Inspections	<u>1886</u>	<u>1449</u>	<u>1800</u>	<u>2000</u>

Information Technology Division

Division/Activity Description

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

2016-2017 Operating Budget

Budget Analysis

Information Technology

250

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
8,085	7,053	-	300	Wages - Part Time Hourly	-
496	442	-	18	Employer FICA	-
116	103	-	4	Employer Medicare	-
240	240	-	-	Insurance - Workers Compensation	-
8,937	7,838	-	322	Personnel Services	-
66,586	74,138	55,000	75,000	Consulting	75,000
48,025	28,821	39,700	25,000	Data Processing	82,860
65,914	85,169	130,072	130,072	Maintenance Agreement Expense	126,109
180,525	188,129	224,772	230,072	Contractual Services	283,969
12,821	14,947	25,385	25,385	Telephone	18,385
-	20,861	7,500	6,000	Training	6,000
12,504	22,062	22,875	23,000	Other Contractual	15,008
2,946	1,970	1,000	1,000	Computer Supplies	1,000
28,271	59,840	56,760	55,385	Commodities	40,393
156,969	202,726	94,425	195,000	Equipment - Data Processing	78,700
-	136,688	-	-	Equipment - Data Processing	-
156,969	339,414	94,425	195,000	Equipment	78,700
374,702	595,222	375,957	480,779	Totals	403,062

Engineering

Department/Activity Description

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

2016-2017 Operating Budget

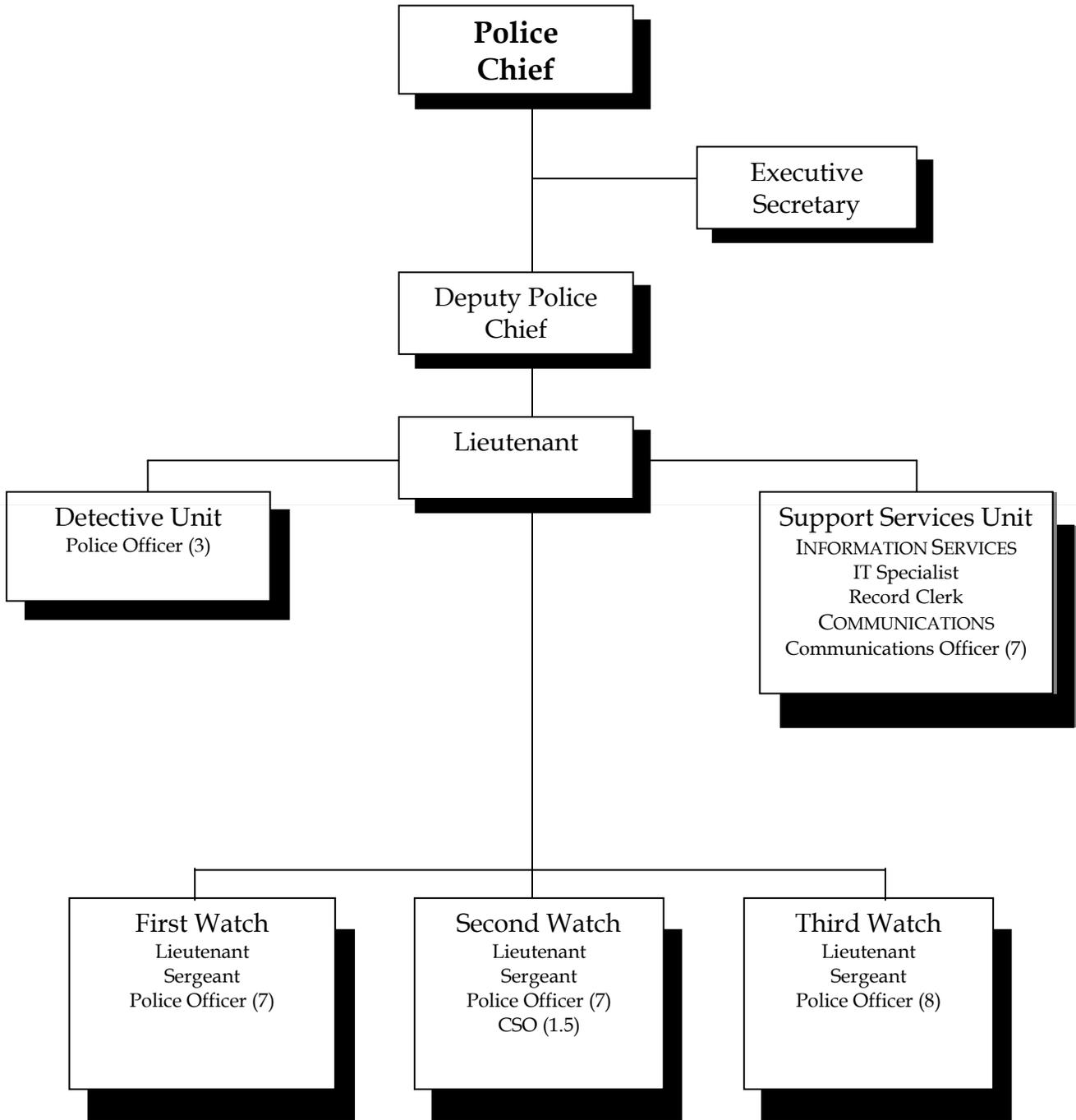
Budget Analysis

Engineering 290

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
22,300	48,643	54,000	54,000	Administration Engineer Costs	54,000
5,836	15,118	52,500	15,000	Building Engineering Costs	52,500
9,628	6,224	32,500	35,000	PW Building Engineer Costs	53,375
37,764	69,984	139,000	104,000	Contractual/Totals	159,875

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VILLAGE OF LINCOLNWOOD
Fiscal Year 2016/17
Organizational Chart
Police Department



Police Department

Department/Activity Description

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

The Lincolnwood Police Department is staffed with 44 full-time and three part-time employees.

Prior Year's Goals Status

- 1) The current E9-1-1 telephone system was originally purchased in 1999. In 2012, the system was designated to be at its End of Life (EOL). When a system is declared to be EOL, the vendor will no longer provide upgrades or guarantee the availability of replacement parts. The current system is based on outdated technology and is not capable of supporting an internet protocol based environment or remaining current with emerging next generation E9-1-1 technologies. In addition, since the equipment is obsolete, the vendor's service maintenance and agreement specifies that repairs will only be performed on a best effort basis. Staff will prepare and publish a request for proposal, identify the lowest qualified vendor, and install and implement a new system by December.

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

- 2) Lexipol is a widely acclaimed law enforcement policy and training manual. It offers a consistent, integrated program of risk management designed by law enforcement professionals and researched by attorneys specializing in law enforcement litigation. The service is constantly updated to reflect the changing and unique needs of the Police Department. Currently, there are approximately 155 agencies in Illinois, and 47 in Cook County that subscribe to the service. The Intergovernmental Risk Management Association (IRMA) has financially sponsored the program by offering a grant of up to \$1,500 for the first year. Staff will contract with the vendor, train staff and implement the system by February, 2016.

The Police Department signed the contract and underwent project management training and knowledge management system training, and is developing newly revised policy implementation procedures. Staff will review, approve, disseminate and train staff on five newly revised policies per month beginning March, 2016.

- 3) Effective January 1, 2015, state statute requires that all in person and photographic line-ups be audio and video recorded. The full integration with the L-3 Video Camera System will allow the Police Department to store all audio and video data in one central location and allow the creation of audio and digital copies for the courts. This is a very specialized recording system which can effectively record audio and video with very poor acoustics. The strength of this system is critical to the collection of evidence necessary for the successful prosecution of criminal cases. Staff will negotiate with the vendor for a turn-key system, develop internal policies and procedures, and install and implement the system by July.

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

- 4) The current Northern Illinois Police Alarm System (NIPAS) Mobile Field Force (MFF) officer has served for 20 years. The average assignment is less than 10 years. The NIPAS MFF officer was promoted in 2013. His assignment creates scheduling and overtime demands for the supervisory staff and limits opportunities to develop other personnel, thereby limiting organizational growth. The cost of the transition is associated with equipment and may vary depending on the new officer's assignment. Some equipment is transferable to the new officer. Staff will conduct an internal selection process and send a minimum of two qualified candidates for review and selection by NIPAS staff. A new officer will be selected and trained by December.

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

- 5) The CourtSmart Officer Training Program is oriented towards search and seizure for police officers. It includes an updated hard copy and electronic version of the "Illinois Officers Legal Source Book/The Peace Officers Bible," access to the author regarding legal questions, legal opinions regarding recent court decisions, access to the CourtSmart website for articles, advice, a monthly newsletter, and a one-day training session per-year at the Police Department. Staff will incorporate the CourtSmart Officer Training Program by October.

Staff participated in training on program management and implementation. All supervisors were briefed at the October and November staff meetings. Supervisors began training for all personnel in November. Training will continue to take place each month. The first subjects discussed were Obstructing Justice, the Police Community Improvement Act, Furtive Movements, Searching Suspects on Parole, and Words: How Important Are They?

- 6) Police Legal Science (PLS) provides a comprehensive, cost-effective reality-based on-line training program for communication operators (CO). Each month, CO's experience

the stress associated with two actual and relevant emergency 9-1-1 calls. Each lesson focuses on developing key call management and interpersonal skills. The analysis of the call is divided into four segments: Visualizing the Scene, Professionalism, Customer Service, and Outcome of the Call and Outside the Call. A unique feature of PLS Dispatch Pro is the Outside the Call segment. This segment of the lesson includes background material, facts, and statics regarding the emergencies reviewed. Staff will incorporate PLS into monthly CO training by November, and 100% of the CO's will participate in the training each month.

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

- 7) The Police Department will develop and implement a New Supervisor Mentoring Program to supplement the two week basic supervision and 10 week School of Police Staff and Command training. The program will also be used to provide training and an evaluation for police officers assigned as acting watch commander. The program will include daily responsibilities, roll-call preparation, patrol scheduling, media relations, performance review, building security and maintenance, adherence to lock-up facility standards, citizen compliments and complaints, mutual aid requests, and the investigation of safety related incidents. Staff will complete the program by October, and every officer promoted after November 1st will participate.

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

Proposed Goals

- 1) The Police Department will research, recommend and implement the most cost effective solution to provide emergency communications. In July 2017, all Public Safety Answering Points (PSAP's) serving a population of less than 25,000 will lose E9-1-1 funding.
- 2) The Police Department is part of the North Regional (NORCOM) radio network shared by 13 communities. Recently, the Federal Government enacted legislation requiring NORCOM and other public safety agencies to change radio frequencies. The legislation and change of radio frequencies requires an upgrade to the entire radio network or switching to the State of Illinois Starcom radio network.
- 3) The Police Department has eight new police officers currently on probation and three newly promoted supervisors. The Police Department will continue to train and evaluate all 11 personnel over the course of FY2016-17.
- 4) The Police Department will begin a programmed replacement of in-car video cameras. The current system which has performed extremely well has been in place since 2009 has reached its "end of life" meaning that the provider will no longer offer a service and maintenance agreement. Repair costs are based on time and material.
- 5) The Police Department will begin using life cartridges for all in-service Taser recertification training. The Police Department has provided a Taser to every sworn

police officer assigned to patrol for over 10 years. Two years ago, the Village began a programmed replacement program. Recently, the vendor began requiring the use of live cartridges for annual recertification. All sworn officers received annual recertification as part of in-service training.

- 6) The Police Department initiated a plan to reassign two officers assigned to the Northern Illinois Police Alarm System (NIPAS) (1) Emergency Services Team (EST) and (2) Mobile Field Force (MFF) in FY2015-16. Staffing limitations precluded reassigning and training staff in a timely manner. This goal has budget implications and will carry over to FY2016-17.
- 7) The Police Department will initiate a new program, installing an emergency traffic signal preemption device in each new squad car. The device will allow marked police public safety vehicles to capture a green light when responding to calls for service with the emergency overhead lighting activated. The Fire Department has effectively utilized the devices for more than 10 years. It will take a minimum of four years to equip each new marked squad car with a device.

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2016-2017 Operating Budget

Budget Analysis

				<u>Police</u>		
				<u>300</u>		
2014	2015	2016	2016			2017
Actual	Actual	Adopted	Projected	Description		Adopted
212,355	247,667	255,538	258,000	Wages - Full Time Salaried		268,668
3,112,664	3,152,991	3,210,304	3,030,000	Wages - Full Time Hourly		3,226,040
69,842	70,479	87,256	70,000	Wages - Part Time Hourly		89,353
13,124	15,264	20,800	15,000	Wages - Seasonal Hourly		20,800
333,780	335,531	316,000	500,000	Wages - Overtime 1.5X		335,000
10,813	6,544	-	3,013	Holiday Mobil Grant		-
2,852	3,006	-	1,441	Wages - Overtime 2X		-
2,154	4,073	5,000	2,000	Wages - Special Detail		4,000
-	365	-	1,026	HSA Savings		1,026
17,980	17,847	21,284	21,284	Educational Stipend		26,801
3,934	3,535	2,400	5,200	Opt Out Insurance		4,320
690	702	680	720	Phone Stipend		720
-	12,990	26,868	26,868	Tuition Reimbursement		18,780
29,386	29,247	21,338	21,338	Uniform Allowance		21,431
30,947	21,077	32,000	-	Pension - Regular		-
37,863	37,825	41,638	41,638	Employer FICA		42,469
48,982	48,748	46,523	52,000	Employer Medicare		57,451
65,685	76,538	68,416	68,416	Employer IMRF		74,189
1,454,645	1,402,000	1,680,000	1,680,000	Employer Police Pension		1,811,000
6,573	7,350	5,631	5,631	Insurance - Group Life and AD&D		5,756
429,386	469,403	458,890	430,000	Insurance - Group Medical		438,326
42,941	46,066	45,867	43,000	Insurance - Group Dental		47,974
107,914	116,944	116,752	116,752	Insurance - Workers Compensation		118,238
6,034,509	6,126,191	6,463,185	6,393,327	Personnel Services		6,612,342
700	354	750	500	Animal Control		750
6,540	-	-	-	Consulting		-
25,238	5,761	17,228	15,228	Other Professional Services		13,823
32,479	6,115	17,978	15,728	Contractual Services		14,573
1,315	1,451	1,920	1,920	R&M - Buildings		1,920
19,584	20,235	26,842	17,842	R&M - Communications Equipment		22,538
1,601	1,225	2,726	2,746	R&M - Data Processing Equipment		-
-	758	1,050	1,050	R&M - Police Equipment		-
200	200	200	200	R&M - Office Equipment		-
32,437	31,126	25,500	25,500	R&M - Vehicles		25,650
28,513	29,940	30,305	30,305	Intergovernmental Fees & Dues		32,005
1,857	2,024	2,977	2,525	Printing & Copying Services		2,525
827	1,802	1,325	1,510	Professional Associations		1,505
2,228	2,254	2,126	2,450	Telephone		2,850
23,124	25,286	24,775	28,775	Training		24,470
60,404	54,260	89,725	60,725	Other Contractual		60,625
11,796	8,947	13,470	13,470	Ammunition & Range Supplies		12,470
1,158	1,165	1,354	1,454	Books & Publications		1,813
3,467	2,484	1,675	1,675	Computer Supplies		1,675

2016-2017 Operating Budget

Budget Analysis

					<u>Police</u>		
					<u>300</u>		
2014	2015	2016	2016	2016	2017		
Actual	Actual	Adopted	Projected	Description	Adopted		
67,338	54,516	64,000	50,000	Fuel	50,000		
2,720	2,908	1,500	2,000	Office Supplies	2,000		
42,360	53,208	50,645	50,645	Program Supplies	58,297		
300,929	293,788	342,115	294,792	Commodities	300,343		
1,995	3,135	3,470	3,470	Conference & Meeting Registration	2,990		
3,907	2,104	2,500	12,391	Local Mileage, Parking & Tolls	6,500		
-	2,062	800	1,000	Lodging	800		
5,085	4,035	5,150	8,650	Meals	5,150		
767	923	250	-	Purchased Transportation	250		
11,754	12,259	12,170	25,511	Meetings And Travel	15,690		
94,338	142,606	110,370	125,622	Equipment - Vehicles	64,800		
94,338	142,606	110,370	125,622	Capital Outlay	64,800		
6,474,008	6,580,958	6,945,818	6,854,980	Totals	7,007,748		

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

\$64,800 budgeted for replacement of two squad cars

**Village of Lincolnwood
2016/2017 Budget
Police Department**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Part I Crimes				
Part I Crimes	<u>444</u>	<u>404</u>	<u>400</u>	<u>400</u>
Enforcement				
Traffic Stops	<u>5,067</u>	<u>4,662</u>	<u>5,000</u>	<u>5,000</u>
Traffic Citations	<u>2,504</u>	<u>2,478</u>	<u>2,500</u>	<u>2,500</u>
Parking Citations	<u>1,352</u>	<u>1,296</u>	<u>1,350</u>	<u>1,350</u>
Arrests				
Arrests	<u>835</u>	<u>678</u>	<u>700</u>	<u>700</u>
Calls For Service	<u>27,787</u>	<u>28,458</u>	<u>29,000</u>	<u>29,000</u>

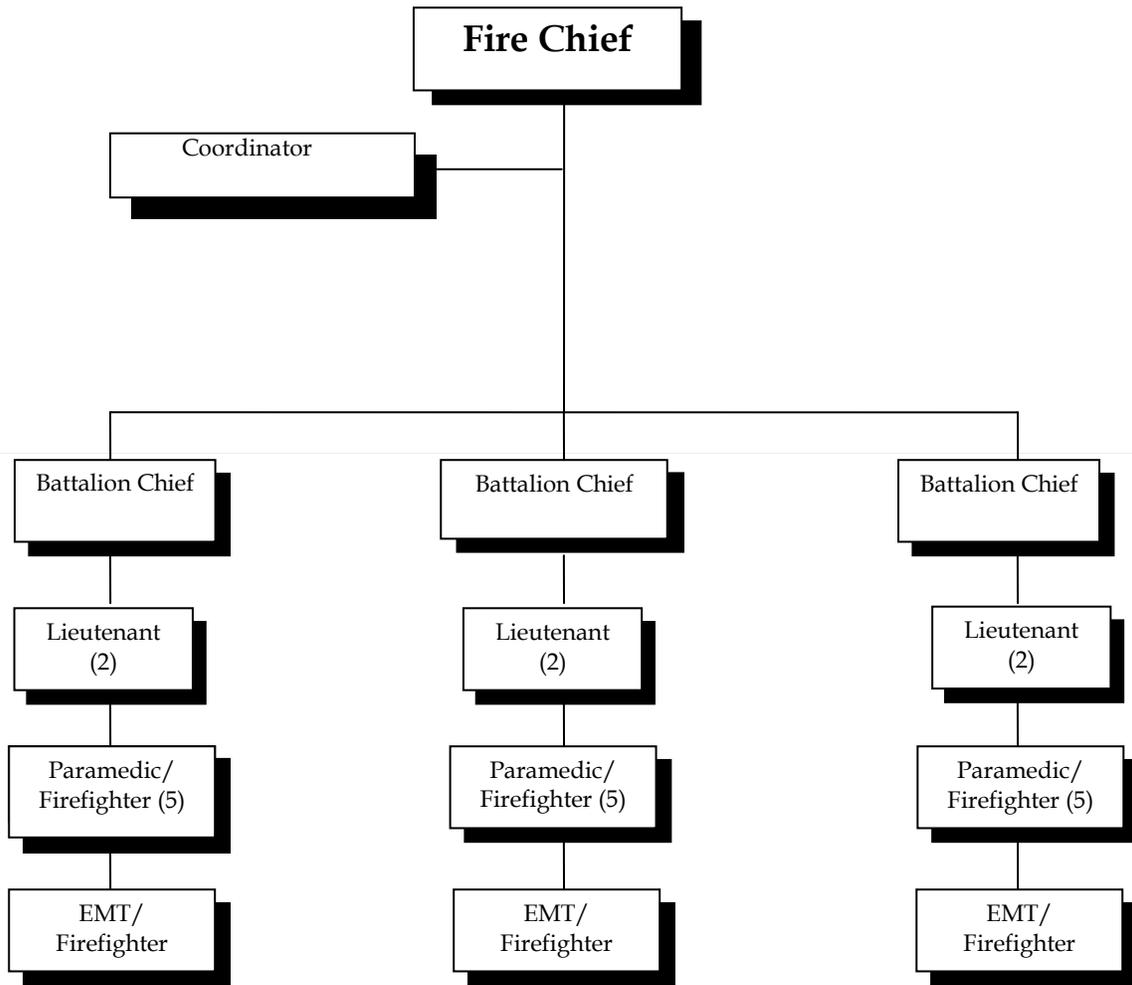
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VILLAGE OF LINCOLNWOOD

Fiscal Year 2016/17

Organizational Chart

Fire Department



Fire Department

Department/Activity Description

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

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

Prior Year's Goals Status

- 1) Part of the IT budget for this fiscal year is the purchase of a new software program called Command Scope that will enhance our capabilities with real-time Pre-plan information that is tied to the Computerized Aided Dispatch System (CAD) with RED Center. Pre-plans are drawings that have been completed that show the building layout, location of the utilities and any known hazardous materials or firefighter hazards. Niles FD and Lincolnwood Place have purchased this program and we will be able to see their pre-plans as we go mutual aid to Niles and respond to Lincolnwood Place. Mutual aid fire response agencies would receive our pre-plan information in-route.

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

- 2) This is a continuation of last year's goal with Mobile Integrated HealthCare (MIH). Staff will be working with St Francis Hospital in exploring collaboration with MIH Pilot Programs. Illinois Department of Public Health (IDPH) is reviewing the final draft submitted for approval to allow these types of Pilot Study Programs.

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

- 3) Update our Emergency Medical System Data set with Illinois Department of Public Health (IDPH). This data set is used by the paramedics when they completed their Patient Care Report (PCR) whenever we care for or come in contact with a patient. The dataset we currently utilize is Version 2 and as IDPH and our St. Francis Hospital EMS System transitions over to National Emergency Medical Services Information System (NEMSIS) Version 3, staff will be working with IDPH to make this transition a successful one.

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

- 4) Staff will develop specifications and oversee the construction for a new fire engine that will be built in 2015 and be delivered in May of 2016. Staff will also formulate plans to rebuild our original 1989 Engine body and refurbish the fire pump on the engine. When completed this vehicle will become our first out engine until the delivery of new engine in 2016. The body repairs will be completed in-house while the rebuilding of the pump will be outsourced.

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

- 5) Participate in a research project with St. Francis Hospital and Zoll Medical in evaluating newer technologies that will enhance the effect on Cardio-Pulmonary Resuscitation (CPR) with our cardiac arrest patients. Zoll has developed new pads that can be put on a patient's chest that are in cardiac arrest. These pads would give immediate feedback to the paramedics as to the correct rate and depth of compression while the paramedic is performing CPR. Data of these events will be stored for future research use and verification of accurate CPR efforts.

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

Proposed Goals

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

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2016-2017 Operating Budget

Budget Analysis

					<u>Fire</u>					
					<u>350</u>					
2014	2015	2016	2016			2017				
Actual	Actual	Adopted	Projected	Description		Adopted				
58,966	59,987	62,125	61,000	Wages - Full Time Hourly		62,300				
3,687	3,621	3,852	3,782	Employer FICA		3,863				
862	847	901	884	Employer Medicare		903				
6,664	6,338	6,691	6,691	Employer IMRF		7,333				
194	199	197	197	Insurance - Group Life and AD&D		198				
5,239	5,437	5,518	5,518	Insurance - Group Medical		5,710				
520	541	541	541	Insurance - Group Dental		580				
1,788	1,788	1,864	1,864	Insurance - Workers Compensation		1,869				
77,921	78,758	81,689	80,477	Personnel Services		82,756				
2,608,872	2,659,725	2,727,894	2,724,888	Fire Protection		2,775,576				
7,970	3,168	-	2,397	Data Processing		-				
2,616,842	2,662,893	2,727,894	2,727,285	Contractual Services		2,775,576				
5,930	-	-	828	R&M - Buildings		-				
733	1,290	1,500	800	R&M - Communications Equipment		1,500				
8,455	14,906	11,100	15,000	R&M- Wireless Alarm Equipment		11,100				
11,972	17,257	11,250	9,000	R&M - Fire and EMS Equipment		19,794				
35,252	25,048	24,000	40,000	R&M - Vehicles		20,000				
2,518	6,962	1,000	750	R&M - Other		1,000				
10,088	9,895	10,430	10,430	Intergovernmental Fees and Dues		7,750				
268	1,634	1,750	1,000	Printing and Copying Services		1,750				
2,224	1,983	1,634	1,700	Professional Associations		2,580				
154,660	141,574	150,000	148,815	Other Contractual		150,000				
2,031	3,162	1,750	1,500	Books and Publications		1,750				
8,673	16,846	11,500	11,500	EMS Supplies		10,500				
11,337	28,380	10,000	10,000	Firefighting Supplies		10,000				
27,049	22,293	20,000	15,000	Fuel		16,000				
580	1,011	500	500	Lubricants and Fluids		500				
3,550	3,217	2,500	2,250	Office Supplies		2,000				
19,744	25,621	12,300	12,000	Program Supplies		14,200				
6,816	8,739	9,000	8,300	Repair Parts		9,000				
163	1,480	1,500	1,000	Small Tools		1,000				
1,665	1,241	5,100	5,000	Training Supplies		5,100				
7,014	7,920	8,000	7,800	Other Materials and Supplies		8,000				
320,722	340,458	294,814	303,173	Commodities		293,524				

2016-2017 Operating Budget

Budget Analysis

					<u>Fire</u>				
					<u>350</u>				
2014	2015	2016	2016			2017			
Actual	Actual	Adopted	Projected	Description			Adopted		
-	946	-	-	Lodging			1,100		
25	174	-	-	Meals			174		
25	1,120	-	-	Meetings And Travel			1,274		
4,079	-	3,000	2,900	Equipment - Communications			3,000		
111,093	-	76,000	62,000	Equipment - Public Safety			2,265		
10,320	-	11,320	11,000	Equipment Wireless Radio System			-		
125,492	-	90,320	75,900	Equipment			5,265		
-	32,801	255,000	257,905	Equipment - Public Safety			280,428		
-	32,801	255,000	257,905	Capital Outlay			280,428		
3,141,003	3,116,030	3,449,717	3,444,740	Totals			3,438,823		

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

\$280,000 budgeted for final payment
on fire engine replacement

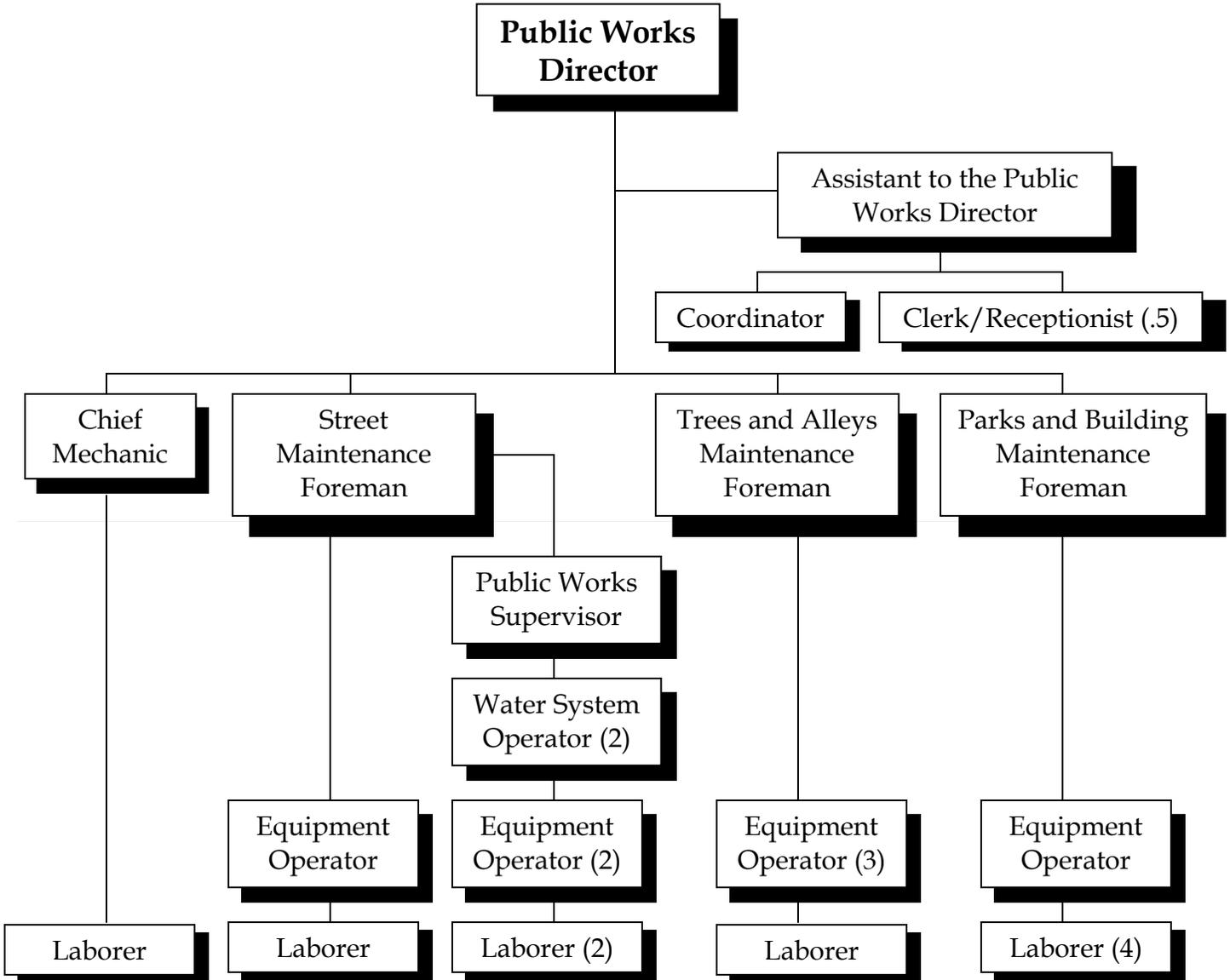
**Village of Lincolnwood
2016/2017 Budget
Fire Department**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Emergency Calls				
<i>EMS Calls</i>				
Advanced Life Support	690	592	700	800
Basic Life Support	880	929	890	950
No Service Rendered	15	0	15	20
Total EMS Calls	<u>1,585</u>	<u>1,521</u>	<u>1,605</u>	<u>1,770</u>
<i>Fire Calls</i>				
	<u>599</u>	<u>513</u>	<u>600</u>	<u>610</u>
Total Emergency Calls	<u>2,184</u>	<u>2,034</u>	<u>2,205</u>	<u>2,380</u>
Mutual Aid Calls				
Given	39	38	40	40
Received	25	57	25	30
Total Mutual Aid Calls	<u>64</u>	<u>95</u>	<u>65</u>	<u>70</u>
Response Time (Minutes)				
Response Time	3.41	3.48	3.45	3.50
Training				
Hours Per Person	22.6	22.5	22.8	22.5
Fire Prevention				
Inspections	973	903	970	980
Re-Inspections	32	54	35	40
Business License	41	38	40	50
Plan Reviews	43	30	40	50
Total Fire Prevention	<u>1,089</u>	<u>1,025</u>	<u>1,085</u>	<u>1,120</u>
Ambulance Billing				
<i>Resident:</i>				
Basic Life Support	207	284	210	325
Advanced Life Support 1	504	424	510	635
Advanced Life Support 2	10	8	10	10
Total Resident	<u>721</u>	<u>716</u>	<u>730</u>	<u>970</u>
<i>Non-Resident:</i>				
Basic Life Support	82	91	85	90
Advanced Life Support 1	122	99	125	130
Advanced Life Support 2	1	1	1	1
Total Non-Resident	<u>205</u>	<u>191</u>	<u>211</u>	<u>221</u>

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VILLAGE OF LINCOLNWOOD
 Fiscal Year 2016/17
 Organizational Chart
 Public Works



Public Works - Administration

Department/Activity Description

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

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

Prior Year's Goals Status

- 1) Develop individual training plans for each employee which provide a detailed schedule of trainings that need to be completed each year as well as goals for specific trainings that may be necessary based on each employees skillset.

Staff has met with each Division to identify goals for the Division as well as training goals for each employee within the Division. A policy is currently being drafted regarding these training goals as well as a training plan for each employee that will be reviewed annually.

- 2) Evaluate the existing radio communications methods within the Department and determine if an alternative communication method can be employed. Currently, the Department spends approximately \$1,600 a year on radios that are not used regularly by employees. However, radio or another type of communication for various jobs that are completed by the Department is necessary. Such as confined space entry and the use of the bucket truck for tree trimming. The system will be evaluated to determine if there is a better, more cost effective approach.

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

- 3) Most of the Village's public buildings are over 20 years old. As a result, many of them will be in need of replacement or improvements to items such as the floors, carpeting, bathroom stalls and sinks, roofs, etc. Staff will conduct an evaluation of the infrastructure and put together a capital plan to improve and/or replace any necessary items.

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

- 4) Work with the Village Engineer to determine the cost and potential energy savings to retrofit the existing street lighting on Cicero and McCormick Avenues that was replaced three years ago to LED lighting. As part of this review staff will also investigate grant opportunities through the Department of Commerce and Economic Opportunity to retrofit existing lighting.

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

- 5) Evaluate local roads within the Village to determine if any can be reclassified as Federal Aid Routes (FAU) so that the Village may be eligible for federal grants to pay for improvements such as road resurfacing and streetscape. Currently, staff is in the process of discussing a possible application for East Prairie Road and is working with the Village Engineer to determine its eligibility.

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

Proposed Goals

- 1) Work with the Village Engineer and building inspection firm (TPI) to update the Village's Americans with Disabilities Act (ADA) transition plan for sidewalks and facilities. The plan will specifically look at existing crosswalks and sidewalks as well as the entryways, restrooms, and parking lots for ADA compliance. The plan will also provide a framework for implementing improvements.
- 2) Research for implementation a grant management software package. The software would help the Village identify potential grant funding sources and manage the necessary reports following award of a grant.
- 3) Implement iPads in each operating division to eliminate the need for paper work orders and JULIE tickets. Integrating mobile technology into the foremen's daily operations will provide a more streamlined approach for receiving and completing work orders. In addition, this project will eliminate an administrative redundancy where the foremen

write their comments on the paper work order and those comments are then typed into the work order system by a clerk.

- 4) Develop an interactive map of the Village's upcoming and ongoing capital improvement projects. Over the coming years, the Village will be undertaking a number of significant capital improvement projects including construction of two bike paths, an overpass, stormwater improvements, water main replacements, and street resurfacing. In an effort to keep the public informed of the ongoing and upcoming projects, staff will work with the GIS specialist to develop an interactive map that shows the location of the project limits and provides basic information about the project and its benefits to the community.
- 5) Staff will work to develop an emergency action plan for each division to provide guidance during large scale events such as wind storms, flooding, or water main breaks. These documents will include information such as the equipment required, where it is located and provide a general guideline to how the Department should respond to the emergency.
- 6) Work to beautify the public rights-of-way by completing construction of the Lincoln Avenue medians, continuing to pursue improvements to the Devon Avenue streetscape, and begin managing a median maintenance contract. These efforts are intended to improve the aesthetics of the Village's public space along commercial corridors.

2016-2017 Operating Budget

Budget Analysis

Public Works Administration

400

2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
164,822	199,354	146,000	145,250	Wages - Full Time Salaried	151,325
51,008	52,520	54,600	54,600	Wages - Full Time Hourly	56,406
25,326	25,716	26,000	26,000	Wages - Part Time Hourly	26,700
-	-	500		Wages - Overtime 1.5X	550
362	776	360	1,450	Educational Stipend	1,513
685	1,405	-	2,160	Opt Out Insurance	-
173	296	180	360	Phone Stipend	360
14,288	13,929	14,351	14,351	Employer FICA	14,663
4,020	3,938	3,298	3,298	Employer Medicare	3,429
27,157	42,095	24,443	24,443	Employer IMRF	26,416
1,133	731	597	800	Insurance - Group Life and AD&D	616
28,746	21,129	33,739	22,000	Insurance - Group Medical	32,436
3,256	3,163	3,371	3,371	Insurance - Group Dental	3,396
6,862	6,995	6,415	6,415	Insurance - Workers Compensation	6,656
327,836	372,047	313,854	304,498	Personnel Services	324,466
26,177	27,371	27,000	30,000	Other Contract Labor	27,000
5,788	7,133	10,000	8,000	Animal Control	9,000
31,965	34,503	37,000	38,000	Contractual Services	36,000
344	288	300	150	R&M - Communications Equipment	450
827	173	650	800	R&M - Office Equipment	800
198	38	275	200	Advertising	200
1,500	1,500	1,500	1,500	Intergovernmental Fees and Dues	1,500
-	159	100	50	Printing and Copying Services	75
665	525	600	690	Professional Associations	700
490	215	1,000	1,500	Training	1,500
32	256	75	175	Books and Publications	75
2,345	1,761	1,500	105	Fuel	250
1,811	1,597	1,134	1,400	Office Supplies	1,150
7,615	6,755	6,440	6,500	Program Supplies	6,440
-	-	150	-	Repair Parts	-
488	278	500	200	Green Initiatives	500
16,314	13,546	14,224	13,270	Commodities	13,640
1,576	-	400	350	Conference and Meeting Registration	550
215	-	75	75	Local Mileage, Parking, and Tolls	50
102	25	175	125	Meals	175
53	-	-	-	Purchased Transportation	-
1,947	25	650	550	Meetings And Travel	775
378,061	420,121	365,728	356,318	Totals	374,881

Budget Highlights

Personnel Services

No increase in personnel

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**Village of Lincolnwood
2016/2017 Budget
Public Works-Administration Division**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Service Requests				
Animal Control Requests	68	45	40	40
Refuse Service Requests	75	71	70	75
Other Service Requests	2,479	2,631	3,000	3,100
Total Service Requests	<u>2,622</u>	<u>2,747</u>	<u>3,110</u>	<u>3,215</u>
Staff Trainings (Total Training Sessions)	<u>50</u>	<u>55</u>	<u>60</u>	<u>60</u>

Public Works Department – Vehicle Maintenance

Department/Activity Description

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

2016-2017 Operating Budget

Budget Analysis

Public Works Vehicle Maintenance

410

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
131,806	138,988	162,167	143,000	Wages - Full Time Hourly	145,646
150	305	19,500	19,500	Part Time Employee	21,500
6,664	16,459	-	-	Wages - Seasonal Hourly	-
3,119	3,408	4,073	4,073	Wages - Overtime 1.5X	3,650
3,265	2,031	1,136	1,136	Wages - Overtime 2X	950
878	1,229	1,350	1,350	Uniform Allowance	1,250
8,845	9,566	11,763	10,300	Employer FICA	10,726
2,069	2,237	2,751	2,600	Employer Medicare	2,508
15,252	17,368	20,433	20,433	Employer IMRF	19,324
335	410	464	464	Insurance - Group Life and AD&D	410
21,689	22,520	26,555	22,156	Insurance - Group Medical	15,250
1,557	1,623	2,012	1,700	Insurance - Group Dental	1,772
4,916	5,390	5,692	5,692	Insurance - Workers Compensation	5,190
200,545	221,534	257,896	232,404	Personnel Services	228,176
271	325	300	355	R&M - Communications Equipment	-
252	1,496	1,500	1,500	R&M - Public Works Equipment	1,500
101	1,387	900	500	R&M - Vehicles	700
-	-	100	100	Professional Associations	100
-	515	300	300	Training	300
-	440	300	250	Books And Publications	200
2,560	848	1,200	970	Fuel	1,000
586	1,266	1,200	1,200	Lubricants And Fluids	1,200
22,408	22,681	15,300	13,250	Program Supplies	19,800
26,178	28,957	21,100	18,425	Commodities	24,800
226,724	250,491	278,996	250,829	Totals	252,976

Budget Highlights

Personnel Services

No increase in personnel

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**Village of Lincolnwood
2016/2017 Budget
Public Works Department-Vehicle Maintenance Division**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Fleet Maintenance				
P.M.*-Pieces of Equipment	815	805	800	800
P.M.*-Hours	2,050	2,050	2,050	2,050
	<u>2,865</u>	<u>2,855</u>	<u>2,850</u>	<u>2,850</u>
Repairs				
Small Engine Repairs	100	100	95	95
Body Repairs	18	15	15	15
Total Repairs	<u>118</u>	<u>115</u>	<u>110</u>	<u>110</u>
Equipment Rebuilding				
Street Sweeper	2	2	2	2
Tractors	1	3	1	2
Lawn Mowers	1	0	1	1
Total Equipment Rebuilds	<u>4</u>	<u>5</u>	<u>4</u>	<u>5</u>

* Preventative Maintenance

Public Works Department – Building Maintenance

Department/Activity Description

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

2016-2017 Operating Budget

Budget Analysis

Public Works Building Maintenance

420

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
53,351	63,752	64,000	58,000	Wages - Full Time Hourly	88,277
188	18,503	19,000	19,000	Part Time Employee	19,250
7,412	1,246	4,500	4,500	Wages - Overtime 1.5X	3,688
689	731	1,450	1,450	Wages - Overtime 2X	1,638
-	-	738	735	Uniform Allowance	738
3,756	4,911	5,052	5,052	Employer FICA	7,043
878	1,148	1,182	1,182	Employer Medicare	1,647
6,741	8,751	8,736	8,736	Employer IMRF	12,688
33	-	167	167	Insurance - Group Life and AD&D	247
14,162	17,924	16,833	16,833	Insurance - Group Medical	25,686
1,298	1,624	1,520	1,520	Insurance - Group Dental	2,496
2,344	2,359	2,353	2,353	Insurance - Workers Compensation	3,306
90,852	120,948	125,531	119,528	Personnel Services	166,704
36,603	25,320	34,400	39,500	Janitorial	34,400
144,851	119,915	117,710	158,250	R&M - Buildings	145,410
-	-	1,000	300	R&M - Vehicles	500
31	-	300	300	Equipment Rental	300
190	-	500	500	Training	500
2,363	1,643	2,000	1,700	Fuel	1,790
3,948	5,306	5,000	5,000	Landscaping Supplies	5,000
13,548	19,584	21,000	21,000	Program Supplies	21,000
1,227	1,291	1,700	1,500	Small Tools	1,500
30,368	23,594	20,000	23,000	Utilities - Government Building	23,000
233,129	196,653	203,610	251,050	Commodities	233,400
323,980	317,601	329,141	370,578	Totals	400,104

Budget Highlights

Personnel Services

No increase in personnel

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**Village of Lincolnwood
2016/2017 Budget
Public Works Department-Buildings Division**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Service Requests	<u>1045</u>	<u>1191</u>	<u>1850</u>	<u>1900</u>

Public Works Department – Streets Maintenance Division

Department/Activity Description

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

2016-2017 Operating Budget

Budget Analysis

Public Works Street Maintenance

440

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
409,349	471,760	490,479	482,000	Wages - Full Time Hourly	490,345
22,221	33,593	34,500	34,500	Wages - Seasonal Hourly	24,000
48,797	28,008	28,874	28,874	Wages - Overtime 1.5X	30,700
38,022	19,171	9,200	9,200	Wages - Overtime 2X	9,098
1,017	1,255	960	960	HSA Savings Account	960
300	900	2,400	2,400	Opt Out Insurance	3,360
5,109	5,761	4,325	4,325	Uniform Allowance	3,138
-	-	275	275	Longevity Stipend	275
31,764	33,996	35,194	35,194	Employer FICA	34,333
7,429	7,967	8,231	8,231	Employer Medicare	8,029
54,670	57,952	61,136	61,136	Employer IMRF	59,174
1,082	1,137	876	876	Insurance - Group Life and AD&D	854
74,500	78,770	78,004	78,004	Insurance - Group Medical	64,888
6,567	7,165	7,076	7,076	Insurance - Group Dental	7,028
14,387	15,905	17,030	17,030	Insurance - Workers Compensation	16,613
715,214	763,339	778,560	770,081	Personnel Services	752,795
6,760	48,310	110,000	67,000	Landscaping Services	65,000
54,006	27,549	38,800	25,000	Street Lights and Traffic Signal	30,000
60,766	75,858	148,800	92,000	Contractual Services	95,000
977,975	1,001,538	1,097,775	1,045,000	Garbage and Recycling	1,074,294
977,975	1,001,538	1,097,775	1,045,000	Refuse Services	1,074,294
551	601	500	855	R&M - Communications Equipment	-
869	2,249	1,500	1,500	R&M - Public Works Equipment	1,500
64,400	57,906	40,000	64,750	R&M - Vehicles	55,000
484	1,825	2,250	2,500	Training	2,500
5,000	3,554	18,000	29,465	Other Contractual	8,000
39,761	33,858	33,000	20,710	Fuel	21,750
1,079	2,210	2,500	2,500	Lubricants and Fluids	2,500
12,614	14,692	15,500	15,500	Landscaping Supplies	11,000
21,387	26,655	17,800	20,250	Program Supplies	20,500
18,813	16,508	17,200	16,500	Small Tools	19,400
-	2,615	15,000	15,000	Street Materials - Aggregate	16,000
60,484	64,638	66,000	66,000	Street Materials - Salt and Sand	66,000
11,232	6,831	12,000	9,000	Street Materials - Signs and Bar	10,000

2016-2017 Operating Budget

Budget Analysis

Public Works Street Maintenance

440

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
1,989	1,972	2,900	3,400	Street Materials - Other	5,650
131,962	151,335	128,000	128,000	Utilities - Public Way	128,000
370,625	387,448	372,150	395,930		367,800
				Commodities	
79,824	86,453	90,000	88,510	Street System Construction/Improvements	80,000
100,130	-	-	-	Equipment - Other	-
179,954	86,453	90,000	88,510	Capital Outlay	80,000
2,304,533	2,314,636	2,487,285	2,391,521	Totals	2,369,889

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

\$80,000 budgeted for sidewalk replacement

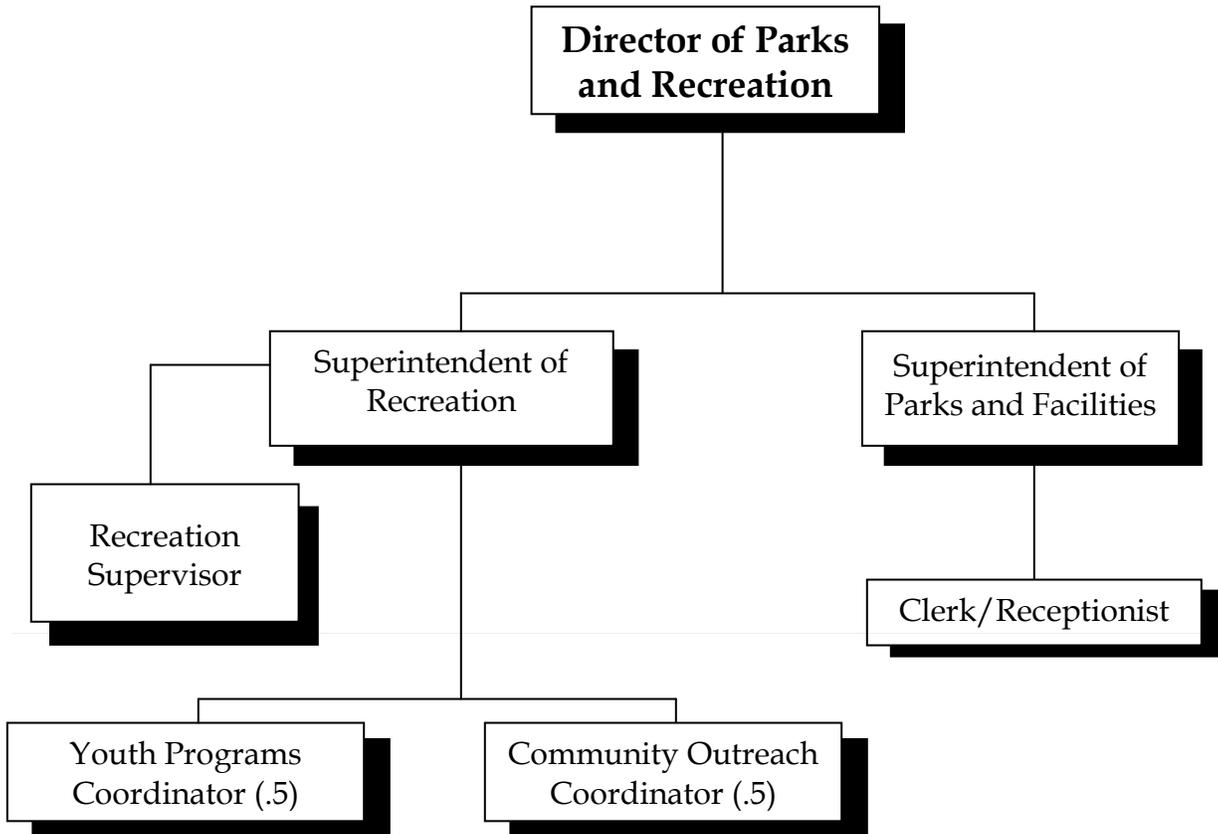
**Village of Lincolnwood
2016/2017 Budget
Public Works Department-Streets, Trees, and Alleys Division**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Street Maintenance				
Signs Replaced	150	120	225	75
Pavement Markings (Lineal Feet)	25,000	25,000	30,000	30,000
Asphalt Patching (tons)	602	625	750	800
Sidewalks Repaired (Square Feet)	18,000	19,500	19,000	15,000
Alleys				
Miles Maintained	11	11	11	11
New Construction Inspections				
Sidewalks	45	43	20	25
Street Openings	35	32	37	30
Street Patching	32	32	37	30
Total Inspections	112	107	94	85
Forestry Maintenance				
Trees Trimmed	1,800	1,300	1,400	1400
Plantings				
Trees	125	265	125	125
Removals				
Trees	360	305	310	250
Stumps	360	305	310	250
Total Removals	720	610	620	500

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VILLAGE OF LINCOLNWOOD
Fiscal Year 2016/17
Organizational Chart
Parks and Recreation



Parks and Recreation Department

Department/Activity Description

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

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

Prior Year's Goals Status

- 1) Enhance pass holder benefits by adding three special events at the Proesel Park Family Aquatic Center including a movie night, the return of a modified family night utilizing "noodles", Theme Nights including a Hawaiian Luau and a Salute to Veterans over the Fourth of July during the 2015 season.

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

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

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

- 3) Partnering with a Lincolnwood family, coordinate the installation of 6-8 pieces of outdoor fitness equipment and signage in Proesel Park adjacent to the sidewalk that goes around the park by October 1, 2015. The cost of the equipment and signage will be covered by a donation and will serve as a memorial to their daughter.

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

- 4) Facilitate aquatic center improvements including the replacement of the shade structures and some of the deck chairs, and the installation of safety fencing adjacent to the mechanical room and chemical storage area.

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

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

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

Proposed Goals

- 1) Expand the range of recreation services by working with Lincolnwood based organizations to ensure that a wide range of recreation needs are met within the Village of Lincolnwood. Strategies include, cross promotion of programming, sharing space, reducing program conflicts, and combining efforts to provide enhanced programing.
- 2) Enhance youth program offerings by utilizing both the space provided by School District 74 as well as the Lincolnwood Community Center. By programming both spaces the department will be able to accommodate more afterschool participation.
- 3) Enhance pool pass holder benefits by creating more available open swim time during morning weekday hours.
- 4) Improve registration procedures by streamlining operations and improving workflow by migrating recreation software to RecTrac 3.1. The new RecTrac 3.1 software will provide staff with easier and customizable point-of-sale options for smoother and faster on-site transactions, a more intuitive web-based user experience, and greater program reporting capabilities.
- 5) Increase transportation and outdoor fitness options for residents by working with the Public Works Department to oversee the construction of the Union Pacific bike path from Devon Avenue to Touhy Ave as outlined in the Village Bikeway Plan.

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2016-2017 Operating Budget

Budget Analysis

Parks and Recreation - Administration

500

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
166,643	177,871	181,862	170,000	Wages - Full Time Salaried	171,129
35,071	21,423	21,494	21,494	Wages - Full Time Hourly	22,496
33,693	60,969	42,000	42,000	Wages - Part Time hourly	40,600
401	651	680	664	HSA Savings Account	664
1,773	1,770	1,819	1,700	Educational stipend	1,711
2,810	150	-	-	Opt Out Insurance	2,400
1,049	846	1,440	1,300	Phone Stipend	1,300
-	-	9,512	9,512	Tuition Reimbursement	3,348
15,152	15,951	15,325	14,700	Employer FICA	14,867
3,590	3,767	3,581	3,581	Employer Medicare	3,441
27,132	29,349	26,192	26,192	Employer IMRF	26,354
982	1,072	672	672	Insurance - Group Life and AD&D	684
11,030	15,213	15,828	14,300	Insurance - Group Medical	6,989
1,402	1,849	1,902	1,800	Insurance - Group Dental	2,516
7,470	7,837	7,415	7,415	Insurance - Workers Compensation	7,123
308,197	338,719	329,722	315,330	Personnel Services	305,622
10,343	5,226	7,500	7,500	R&M - Office Equipment	7,000
55	1,572	1,000	1,000	Advertising	1,000
4,479	3,029	8,000	10,200	Printing and Copying Services	10,100
2,623	2,375	1,800	1,800	Professional Associations	1,800
458	511	250	250	Training	250
8,893	8,229	7,500	7,500	Other Contractual	20,600
-	604	-	-	Computer Supplies	-
3,097	1,959	6,000	6,000	Office Supplies	6,000
13,960	14,188	6,000	6,000	Postage	6,000
9,419	12,182	8,000	8,000	Credit Card Charges	8,000
-	9,653	-	-	Program Supplies	-
53,327	59,528	46,050	48,250	Commodities	60,750
4,625	5,333	5,600	5,600	Conference Meeting Registration	5,600
791	621	1,250	1,000	Local Mileage, Parking and Tolls	1,250
516	694	1,050	1,050	Lodging	1,050
1,828	1,580	2,440	2,440	Meals	2,440
7,759	8,227	10,340	10,090	Meetings and Travel	10,340
369,282	406,474	386,112	373,670	Totals	376,712

Budget Highlights

Personnel Services

No increase in personnel

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**Village of Lincolnwood
2016/2017 Budget
Parks and Recreation Department**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Toddler/Youth Programs				
Number of Programs	36	43	39	35
Adult/Family Programs				
Number of Programs	25	34	24	25
Special Events				
Number of Programs	14	15	16	16
Athletics				
Number of Participants	150	150	150	150
Park Patrol				
Number of public contacts	1,600	1,500	1,500	1,600
Turkey Trot				
Number of Participants	1,840	1,735	2,168	2,000
Club Kid				
Number of Participants	38	35	40	40
Camp				
Total Number of Programs	16	16	15	17
Total Number of Participants	1,130	1,186	1,264	1,600
Softball				
Total Number of Teams	15	13	15	15
Pool Memberships				
Daily Admissions	9,571	10,167	11,688	11,500
Memberships	3,732	3,152	3,273	3,500
Swim Lessons				
Number of Classes	10	10	10	10
Number of Participants	549	432	336	400
Swim Team				
Number of Participants	170	178	157	170
Teen Programs				
Number of Programs	0	2	4	2
Senior				
Club Memberships	85	90	80	85
Programs/Classes	40	40	45	45
Trips/Events	24	26	26	26
Subsidized Taxi Membership	15	15	10	15
Community Center Rentals				
Number of Rentals	133	130	150	150
Total Number of Programs				
Number of Programs	161	192	185	182

Public Works Department – Parks Maintenance Division

Department/Activity Description

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

Current Year's Goals

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

2016-2017 Operating Budget

Budget Analysis

PW Park Maintenance

430

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
214,307	217,892	227,936	228,000	Wages - Full Time Hourly	219,866
51,580	23,518	36,000	36,000	Wages - Seasonal Hourly	24,000
6,330	8,758	6,145	6,495	Wages - Overtime 1.5X	5,889
3,596	7,041	5,750	5,750	Wages - Overtime 2X	5,075
1,989	2,115	2,400	2,160	Opt Out Insurance	2,160
3,056	2,584	2,550	2,550	Uniform Allowance	2,138
16,936	15,247	17,402	17,402	Employer FICA	15,932
3,961	3,566	4,070	4,070	Employer Medicare	3,726
24,712	24,829	26,352	26,352	Employer IMRF	26,022
554	664	491	491	Insurance - Group Life and AD&D	428
48,363	56,849	59,600	59,600	Insurance - Group Medical	50,303
5,651	6,628	6,729	6,729	Insurance - Group Dental	6,428
9,909	8,497	8,390	8,390	Insurance - Workers Compensation	8,039
390,945	378,189	403,815	403,989	Personnel Services	370,006
22,897	21,735	22,000	22,680	Contract Maintenance	34,680
47	503	4,000	3,400	R&M - Buildings	2,200
380	460	388	625	R&M - Communications Equipment	-
5,759	7,475	8,000	8,000	R&M - Recreation Equipment	8,000
13,609	19,789	10,000	10,500	R&M - Vehicles	10,000
-	793	1,000	1,000	R&M - Other Equipment	1,000
520	-	500	450	Equipment Rental	450
535	128	1,000	1,000	Training	1,000
22,415	18,534	14,000	10,390	Fuel	10,910
1,079	1,731	1,000	1,000	Lubricants and Fluids	1,000
19,401	5,110	10,500	8,500	Landscaping Supplies	7,500
32,603	40,632	46,010	45,500	Program Supplies	48,010
8,916	13,884	11,190	10,750	Small Tools	4,190
4,886	3,381	3,291	3,200	Utilities - Government Building	3,300
133,048	134,154	132,879	126,995	Commodities	132,240
88,875	113,273	180,000	200,000	Park Construction and Improvement	115,500
9,506	35,450	-	-	Equipment - Other	19,000
98,382	148,723	180,000	200,000	Capital Outlay	134,500
622,374	661,066	716,694	730,984	Totals	636,746

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

\$100,000 Budgeted for park equipment replacement

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**Village of Lincolnwood
2016/2017 Budget
Public Works Department-Parks Maintenance Division**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Parks				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Square Feet)	4,000	4,000	4,700	4,000
Playground Equipment Repaired	160	150	125	125
Playground Equipment Replaced	30	30	25	25
Plantings				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

502 – Youth/Tot

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

2016-2017 Operating Budget

Budget Analysis

					<u>PR Youth/Tot</u>		
					<u>502</u>		
2014	2015	2016	2016	2016	2017		
Actual	Actual	Adopted	Projected	Description	Adopted		
5,562	4,053	7,250	4,400	Wages - Part Time Hourly	5,000		
316	310	450	280	Employer FICA	310		
74	72	105	60	Employer Medicare	73		
218	218	218	218	Insurance - Workers Compensation	150		
6,170	4,653	8,023	4,958	Personnel Services	5,533		
4,757	10,029	7,450	6,000	Purchased Program Services	6,800		
296	77	500	500	Program Supplies	500		
5,053	10,106	7,950	6,500	Commodities	7,300		
11,223	14,759	15,973	11,458	Totals	12,833		

503 – Adult and Fitness Programs

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

2016-2017 Operating Budget

Budget Analysis

Adult/Fitness

503

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
1,573	-	1,000	-	Wages - Seasonal Hourly	-
104	-	62	-	Employer FICA	-
24	-	15	-	Employer Medicare	-
49	49	30	-	Insurance - Workers Compensation	-
1,751	49	1,107	-	Personnel Services	-
13,101	27,553	22,200	15,500	Purchased Program Services	36,400
-	-	150	150	Advertising	150
159	347	850	550	Program Supplies	350
13,260	27,900	23,200	16,200	Commodities	36,900
15,011	27,949	24,307	16,200	Total	36,900

504 – Special Events

This budget accounts for the expenditures required to run community special events such as Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance, Memorial Day Parade, the Community Halloween Party, Mom/Son Bingo, and Family Fun Fest.

2016-2017 Operating Budget

Budget Analysis

PR Special Events

504

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
68	150	1,200	1,200	Wages - Seasonal Hourly	1,000
4	9	74	74	Employer FICA	62
1	2	17	17	Employer Medicare	14
60	60	36	36	Insurance - Workers Compensation	30
133	221	1,327	1,327	Personnel Services	1,106
29,606	34,695	41,200	40,000	Purchased Program Services	26,500
5,484	2,951	5,075	4,833	Advertising	4,575
250	40	1,000	1,586	Printing and Copying Services	1,500
635	3,105	4,450	3,000	Concessions and Food	5,600
2,038	4,496	3,750	3,000	Program Supplies	4,650
151	74	500	500	Other Materials and Supplies	2,500
38,165	45,360	55,975	52,919	Commodities	45,325
38,298	45,581	57,302	54,246	Total	46,431

505 - Athletic

Different athletic programs are offered such as Friday night and Saturday morning sports, soccer leagues and camps, and the Central Suburban League. These programs are planned by the department staff and the expenses allocated in this budget.

2016-2017 Operating Budget

Budget Analysis

PR Athletic

505

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
1,395	1,036	1,875	1,500	Wages - Seasonal Hourly	1,500
86	75	116	110	Employer FICA	93
20	18	27	20	Employer Medicare	22
75	75	56	56	Insurance - Workers Compensation	45
1,576	1,203	2,074	1,686	Personnel Services	1,660
-	(147)	17,100	15,850	Purchased Program Services	17,800
-	-	100	-	Program Supplies	100
-	(147)	17,200	15,850	Commodities	17,900
1,576	1,057	19,274	17,536	Total	19,560

506 – Birthday Parties

This budget accounts for the expenditures associated with in-house children's themed birthday party packages. Fees include room rental, party attendant, supervised games/activities and access to kitchen for food preparation.

2016-2017 Operating Budget

Budget Analysis

PR Birthday Parties

506

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
1,379	768	1,000	500	Wages - Seasonal Hourly	1,000
85	43	62	30	Employer FICA	62
20	10	15	8	Employer Medicare	15
9	30	30	30	Insurance - Workers Compensation	30
1,493	852	1,107	568	Personnel Services	1,107
317	380	500	300	Program Supplies	500
317	380	500	300	Commodities	500
1,810	1,232	1,607	868	Total	1,607

507 – Outdoor Recreation

This budget accounts for the expenditures associated with outdoor recreation programs. Contractual outdoor recreation classes may include cross country skiing, snowshoeing, landscape photography, yoga, and bicycle maintenance.

2016-2017 Operating Budget

Budget Analysis

PR Outdoor Recreation

507

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
-	-	300	-	Wages - Seasonal Hourly	-
-	-	19	-	Employer FICA	-
-	-	4	-	Employer Medicare	-
-	-	4	-	Insurance - Group Life and AD&D	-
-	-	327	-	Personnel Services	-
-	-	2,800	1,000	Purchased Program Services	1,400
35	-	-	-	Credit Card Charges	-
275	-	1,000	-	Program Supplies	200
310	-	3,800	1,000	Commodities	1,600
310	-	4,127	1,000	Total	1,600

508 – Park Patrol

Park patrol is a park security program staffed with seasonal staff that operates from May 1 through October 31. This program provides park security, assisting the police department in enforcing park rules. Park patrol inspects parks for safety, regulates permit use, and assists with special events.

2016-2017 Operating Budget

Budget Analysis

PR Park Patrol

508

2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
54,366	54,147	54,000	52,000	Wages - Seasonal Hourly	55,000
3,368	3,357	3,348	3,348	Employer FICA	3,410
788	785	783	783	Employer Medicare	798
1,530	1,620	1,620	1,620	Insurance - Workers Compensation	1,650
60,052	59,908	59,751	57,751	Personnel Services	60,858
571	1,082	600	600	Telephone	600
721	692	750	750	Program Supplies	750
1,291	1,774	1,350	1,350	Commodities	1,350
61,343	61,682	61,101	59,101	Total	62,208

509 – Turkey Trot

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

2016-2017 Operating Budget

Budget Analysis

Turkey Trot

509

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
7,050	6,395	6,296	6,400	Wages - Full Time Salaried	6,905
-	1,956	6,582	6,582	Wages - Part Time Hourly	7,249
-	34	-	80	HSA Savings	-
-	44	63	100	Education Stipend	64
-	17	-	4	Phone Stipend	-
437	484	802	802	Employer FICA	882
102	113	188	188	Employer Medicare	206
769	856	1,404	1,404	Employer IMRF	1,588
-	-	36	36	Insurance - Group Life and AD&D	43
490	602	932	932	Insurance - Group Medical	958
52	68	106	106	Insurance - Group Dental	112
600	268	367	367	Insurance - Workers Compensation	426
9,500	10,836	16,776	17,001	Personnel Services	18,433
9,317	8,633	8,850	9,214	Purchased Program Services	9,250
700	244	1,000	500	Advertising	1,000
4,708	5,543	5,200	5,543	Equipment Rental	6,000
625	300	300	700	Printing and Copying services	700
798	1,253	850	1,109	Awards	5,200
1,228	1,759	2,750	2,000	Concessions and Food	1,750
191	699	900	900	Postage	900
23,585	22,381	19,600	24,000	Program Supplies	22,950
41,152	40,812	39,450	43,966	Commodities	47,750
50,653	51,648	56,226	60,967	Total	66,183

520 – Club Kid

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

2016-2017 Operating Budget

Budget Analysis

PR Club Kid

520

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
-	-	2,500	2,500	Wages Part Time Hourly	5,200
29,948	28,947	33,000	32,650	Wages - Seasonal Hourly	34,000
1,935	1,793	2,201	2,201	Employer FICA	2,430
453	419	516	516	Employer Medicare	568
-	16	270	270	Employer - IMRF	580
960	990	1,065	1,065	Insurance - Workers Compensation	1,176
33,296	32,166	39,552	39,202	Personnel Services	43,954
679	637	500	500	Purchased Program Services	500
474	475	750	750	Telephone	750
1,631	2,252	3,000	3,000	Concessions and Food	3,000
270	337	1,200	1,200	Program Supplies	1,200
50	200	300	361	Other Materials and Supplies	500
3,104	3,901	5,750	5,811	Commodities	5,950
36,400	36,067	45,302	45,013	Total	49,904

530 – Summer Day Camp

The Lincolnwood Summer Day Camp program is comprised of 16 different offerings for both residents and non-residents. Day camps are available for children 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 are more focused and include computer instruction, sports camp and baseball and soccer workshops.

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

2016-2017 Operating Budget

Budget Analysis

PR Day Camp Program

530

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
51,062	60,316	59,080	59,080	Wages - Full Time Salaried	63,029
-	-	9,082	9,082	Wages - Full Time Hourly	3,749
-	-	-	-	Wages - Part Time Hourly	3,500
134,153	152,500	155,000	156,000	Wages - Seasonal Hourly	191,000
397	683	-	740	HSA Savings Account	740
313	542	590	590	Educational Stipend	630
500	-	-	-	Opt Out Insurance	-
8	143	50	50	Phone Stipend	50
11,641	13,184	13,873	13,873	Employer FICA	16,238
2,722	3,083	3,246	3,246	Employer Medicare	3,798
5,982	6,860	7,405	745	Employer IMRF	7,852
-	-	204	204	Insurance - Group Life and AD&D	210
2,670	4,278	4,420	4,420	Insurance Group Medical	4,686
303	580	595	595	Insurance Group Dental	634
6,218	6,376	6,713	6,713	Insurance - Workers Compensation	7,841
215,969	248,546	260,258	255,338	Personnel Services	303,957
22,274	22,941	29,000	24,670	Purchased Program Services	26,000
1,612	2,361	1,100	1,100	Telephone	1,300
352	606	700	767	Training	1,000
1,676	1,846	1,900	1,900	Other Contractual	2,000
4,942	5,319	5,500	5,455	Concessions and Food	7,000
-	150	150	150	Postage	150
17,561	20,022	23,000	19,691	Transportation	23,000
1,500	-	1,500	1,500	Credit Card Charges	1,500
11,527	10,688	11,150	11,150	Program Supplies	18,700
61,444	63,933	74,000	66,383	Commodities	80,650
277,413	312,478	334,258	321,721	Total	384,607

540 - Softball

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

2016-2017 Operating Budget

Budget Analysis

PR Softball Program

540

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
-	-	3,000	3,276	Purchased Program Services	3,000
4,096	7,275	6,250	1,900	Awards	4,000
1,583	1,732	2,000	-	Program Supplies	1,000
5,679	9,006	11,250	5,176	Commodities	8,000
5,679	9,006	11,250	5,176	Total	8,000

550 - Tennis

This budget provides the necessary funds for the instructional tennis program, held year-round.

2016-2017 Operating Budget

Budget Analysis

PR Tennis Program

550

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
6,083	6,687	6,500	7,120	Purchased Program Services	7,350
6,083	6,687	6,500	7,120	Commodities Total	7,350
6,083	6,687	6,500	7,120	Total	7,350

560 – Aquatic Center

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, swim lessons, and the concession stand have their own budgets.

2016-2017 Operating Budget

Budget Analysis

PR Aquatic Center

560

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
57,826	65,638	62,347	50,000	Wages - Full Time Salaried	64,000
-	-	13,164	13,164	Wage - Part Time Hourly	19,699
178,939	194,240	205,000	205,000	Wages - Seasonal Hourly	206,000
568	605	623	623	Educational Stipend	640
90	360	360	360	Phone Stipend	360
14,636	15,997	17,441	17,000	Employer FICA	17,961
3,423	3,742	4,080	4,000	Employer Medicare	4,201
6,513	7,056	8,130	5,500	Employer IMRF	9,349
-	-	213	213	Insurance - Group Life and AD&D	209
9,200	6,252	6,524	4,500	Insurance - Group Medical	10,627
824	622	649	630	Insurance - Group Dental	1,243
7,749	7,906	8,439	8,439	Insurance - Workers Compensation	8,661
279,768	302,418	326,970	309,429	Personnel Services	342,950
-	764	22,500	16,000	Purchased Program Services	9,750
14,532	15,746	16,200	20,999	R&M - Buildings	35,750
6,727	1,789	1,000	2,763	R&M - Pool Equipment	-
17,234	20,304	13,500	19,867	R&M - Other	-
-	-	350	350	Printing and Copying Services	350
1,016	998	500	500	Telephone	500
2,824	1,743	3,000	3,000	Training	3,000
-	-	75	-	Awards	-
25,386	37,510	31,000	31,000	Chemicals - Swimming Pool	30,000
16,762	17,623	13,960	13,960	Computer Supplies	10,460
76	172	300	30	Concessions and Food	375
-	63	100	-	Merchandise for Resale	100
901	187	350	350	Office Supplies	350
8,017	7,903	8,500	8,500	Credit Card Charges	8,500
8,064	17,092	10,000	10,000	Program Supplies	10,000
15,657	163	5,000	5,000	Repair Parts	-
-	70	750	750	Training Supplies	750
16,408	17,383	12,000	12,000	Utilities - Government Buildings	12,000
133,605	139,509	139,085	145,069	Commodities	121,885
415	50	500	80	Conference and Meeting Registration	500
648	-	700	-	Lodging	700
100	-	250	-	Meals	250
18	-	700	-	Purchased Transportation	700
1,181	50	2,150	80	Meetings and Travel	2,150
24,482	22,432	30,000	30,000	Equipment - Pool	30,000
24,482	22,432	30,000	30,000	Equipment	30,000
439,036	464,409	498,205	484,578	Total	496,985

Budget Highlights

Personnel Services

No increase in personnel

561 - Swim Lessons Program

Swim lessons, held at the Aquatic Center and managed through the Parks and Recreation Department, are included in this budget. Lessons are offered to all ages in a group or private setting.

2016-2017 Operating Budget

Budget Analysis

PR Swim Lessons

561

2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
20,375	14,514	20,500	10,500	Wages - Seasonal Hourly	16,900
1,263	900	1,240	650	Employer FICA	1,048
295	210	290	160	Employer Medicare	245
504	600	600	600	Insurance - Workers Compensation	507
22,438	16,225	22,630	11,910	Personnel Services	18,700
-	-	50	50	Office Supplies	-
33	272	250	250	Program Supplies	250
-	140	300	300	Training Supplies	300
33	412	600	600	Commodities	550
22,471	16,637	23,230	12,510	Total	19,250

562 - Swim Team Program

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

2016-2017 Operating Budget**Budget Analysis****PR Swim Team****562**

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
4,796	15,912	5,000	14,100	Wages - Seasonal Hourly	14,000
297	987	961	868	Employer FICA	868
70	231	73	203	Employer Medicare	203
390	375	465	420	Insurance - Workers Compensation	420
5,553	17,504	6,499	15,591	Personnel Services	15,491
5,920	4,525	5,000	3,208	Purchased Program Services	5,000
298	202	350	611	Concessions and Food	500
5,526	6,447	7,250	6,224	Program Supplies	7,250
11,744	11,174	12,600	10,043	Commodities	12,750
17,297	28,678	19,099	25,634	Total	28,241

563 - Concessions

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

2016-2017 Operating Budget**Budget Analysis****PR Aquatic Center Concessions****563**

2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
29,841	17,282	20,000	26,909	Wages - Seasonal Hourly	22,000
1,850	1,072	1,240	1,668	Employer FICA	1,364
433	251	290	390	Employer Medicare	319
984	900	600	600	Insurance - Workers Compensation	810
33,108	19,504	22,130	29,567	Personnel Services	24,493
204	1,996	1,500	4,197	Repairs and Maintenance Building	1,500
29,122	29,678	31,250	30,960	Concessions and Food	31,250
822	209	500	445	Supplies	500
30,148	31,883	33,250	35,602	Commodities	33,250
63,256	51,388	55,380	65,169	Total	57,743

570 - Seniors

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

2016-2017 Operating Budget

Budget Analysis

PR Seniors Program

570

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
3,970	5,866	6,500	5,500	Wages - Part Time	5,500
259	370	403	350	Employer FICA	341
60	86	94	80	Employer Medicare	80
195	195	195	195	Insurance - Workers Compensation	165
4,484	6,516	7,192	6,125	Personnel Services	6,086
27,954	16,612	18,000	14,700	Purchased Program Services	16,000
2,305	1,419	2,000	1,000	Subsidized Taxi Program	2,000
2,181	1,474	2,400	2,400	Concessions and Food	2,400
1,562	(456)	1,500	1,500	Program Supplies	2,400
34,002	19,050	23,900	19,600	Commodities	22,800
38,486	25,567	31,092	25,725	Total	28,886

571 - Community Center

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

2016-2017 Operating Budget

Budget Analysis

PR Community Center

571

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
10,156	13,055	14,000	14,000	Wages - Part Time Hourly	14,000
645	810	868	868	Employer FICA	868
151	189	203	203	Employer Medicare	203
270	300	420	420	Insurance - Workers Compensation	420
11,222	14,354	15,491	15,491	Personnel Services	15,491
5,467	4,648	5,900	6,250	Janitorial	5,900
212	-	-	-	R & M Building	-
-	22	150	150	Advertising	150
591	5,174	30,600	30,600	Facility Rental	11,800
3,211	2,684	2,650	2,650	Program Supplies	2,650
9,482	12,526	39,300	39,650	Commodities	20,500
20,704	26,880	54,791	55,141	Total	35,991

580 – Special Recreation

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

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

2016-2017 Operating Budget

Budget Analysis

PR Special Recreation Program

580

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
115,333	116,655	132,000	132,000	Purchased Program Services	130,000
115,333	116,655	132,000	132,000	Commodities Total	130,000

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Other Funds

Motor Fuel Tax Fund

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

2016-2017 Operating Budget

Budget Analysis

Motor Fuel Fund

212

2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
58,595	76,926	27,500	27,500	Consulting	47,600
23,108	21,550	35,000	20,000	Street Lights and Traffic Signal	38,000
9,862	43,909	-	-	Tree Grant Local Match	-
-	46,319	68,000	33,000	Street System Construction/Improvements	751,500
91,566	188,703	130,500	80,500	Totals	837,100

Funding Sources

Motor Fuel Tax	302,000
Fund Reserves	539,100

Budget Highlights

\$500,000 budgeted for year five of streetlight replacement program
 \$251,500 budgeted for resurfacing of Pratt Ave.

Transportation Improvement Fund

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

2016-2017 Operating Budget

Budget Analysis

Transportation Improvement Fund

213

2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
34,817	24,349	20,000	20,000	Engineering	23,000
30,643	40,584	35,000	35,000	R&M Road Repairs	35,000
464,537	1,193,708	899,313	899,313	Street Light Improvements	785,000
529,997	1,258,640	954,313	954,313	Totals	843,000

Funding Sources

Gas Tax	302,000
Fund Reserves	735,881

Budget Highlights

\$700,000 budgeted for year five of streetlight replacement program

E-911 Program

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

2016-2017 Operating Budget

Budget Analysis

E-911 Program

215

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
15,588	15,896	16,140	16,140	Wages - Full Time Salaried	16,480
94,655	91,433	105,116	92,000	Wages - Full Time Hourly	105,889
135	-	1,925	-	Payroll - Salaries and Wages - Ov	1,995
316	-	-	-	Wages - Overtime 2X	-
190	279	423	160	Educational Stipend	307
675	338	438	-	New Account	-
6,892	6,389	8,012	6,800	Employer FICA	8,131
1,627	1,494	1,873	1,600	Employer Medicare	1,901
12,068	10,899	13,360	11,700	Employer IMRF	14,593
-	-	257	257	Insurance - Group Life and AD&D	261
13,870	17,915	18,210	18,210	Insurance - Group Medical	21,207
1,284	1,701	1,727	1,727	Insurance - Group Dental	2,310
3,787	3,841	3,871	3,871	Insurance - Workers Compensation	3,926
151,086	150,185	171,352	152,465	Personnel Services	177,000
-	-	-	-	Other Contractual	250,000
				Contractual Services	250,000
816	846	1,000	1,000	R & M Buildings	1,000
29,375	36,825	22,869	22,869	R&M - Communications Equipment	23,556
18,082	21,152	25,000	25,000	Telephone	26,250
1,674	1,620	1,200	1,495	Training	1,650
24,136	22,475	21,250	21,250	Other Contractual	21,377
847	701	1,400	1,400	Computer Supplies	1,400
-	119	200	200	Office Supplies	200
74,931	83,738	72,919	73,214	Commodities	75,433
10,117	4,394	138,400	300	Equipment - Data Processing	4,400
10,117	4,394	138,400	300	Equipment	4,400
236,135	238,316	382,671	225,979	Totals	506,833

Funding Sources

E-911 Surcharge	175,000
Fund Transfers	320,000

Northeast Industrial District (NEID) TIF Fund

Department/Activity Description

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

Current Year's Goals

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

2016-2017 Operating Budget

Budget Analysis

				<u>NEID TIF</u>		
				<u>217</u>		
2014	2015	2016	2016			2017
Actual	Actual	Adopted	Projected	Description		Adopted
1,230	1,260	1,500	1,500	Audit		1,500
8,599	12,228	12,000	17,000	Other Professional Services		8,200
-	-	15,000	10,000	Maintenance of TIF Improvement		15,000
9,829	13,488	28,500	28,500	Contractual Services		24,700
24,063	-	150,000	-	PEP/GIFT Grants		50,000
24,063	-	150,000	-	Revenue Sharing		50,000
563	375	375	375	Fiscal Charges		375
281,250	288,750	292,500	292,500	Principal - 2011A G.O. bonds		300,000
29,400	23,775	18,000	9,000	Interest - 2011A G.O. bonds		12,150
311,213	312,900	310,875	301,875	Debt Service		312,525
69,512	15,952	118,000	9,000	Engineering		245,000
394,231	77,226	4,325,000	4,615,000	Land Acquisition and Improvement		1,265,726
463,743	93,178	4,443,000	4,624,000	Capital Outlay		1,510,726
808,847	419,566	4,932,375	4,954,375	Totals		1,897,951

Funding Sources

Property Tax Increment	835,000
Grants	3,680,000
Interest	5,500

Budget Highlights

\$312,150 budgeted for debt repayment
 \$750,000 budgeted for parking lot
 \$240,000 budgeted for construction of bike path

Lincoln/Touhy TIF Fund

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

2016-2017 Operating Budget

Budget Analysis

Lincoln/Touhy TIF

219

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
	-	2,000		Consulting	2,000
3,030	-	300,000	150,000	Land Acquisition and Improvement	175,775
3,030	-	302,000	150,000	Totals	177,775

Funding Sources

Loan from General Fund 177,775

Budget Highlights

\$175,775 for Lincoln Ave. median beautification

Devon/Lincoln TIF Fund

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

2016-2017 Operating Budget

Budget Analysis

Devon/Lincoln TIF

220

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
-	9,889	5,000	500	Legal	500
-	33,396	450,000	140,000	Engineering	325,000
-	-	200,000	-	PEP/Gift Grants	50,000
-	-	2,250,000	650,000	Land Acq. and Improvement	194,225
-	43,285	2,905,000	790,500	Totals	569,725

Funding Sources

Property Tax Increment	192,000
Fund Transfers	539,100

Budget Highlights

\$194,225 for Lincoln Ave. median beautification

Debt Service Fund

Department/Activity Description

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

Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2014 values of \$576,462,779 (the most recent available information) this limitation would allow for \$48,179,914 in debt as compared to the \$1,540,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

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

2016-2017 Operating Budget

Budget Analysis

Debt Service

330

2014	2015	2016	2016	2017
Actual	Actual	Adopted	Projected Description	Adopted
438	625	600	600 Fiscal Charges	600
670,000	690,000	-	- Principal - 2004 GO Ref bonds	-
12,500	12,500	12,500	12,500 Principal - Illinois Finance Aut	12,500
48,050	54,959	394,576	390,133 Principal - Fire Truck Loan	-
36,629	35,536	33,334	33,333 Lease Payment Park Lighting	-
93,750	96,250	97,500	97,500 Principal - 2011A GO Ref Bonds	100,000
335,000	345,000	355,000	355,000 Principal - 2011B GO Ref bonds	360,000
-	194,881	202,403	194,881 Principal- Cook County Loan	194,881
27,143	20,234	17,717	17,717 Interest - Fire Truck Loan	-
-	-	1,098	1,122 Interest - Field Lighting Loan	-
42,515	22,080	-	- Interest - 2004 GO Ref Bonds	-
9,800	7,925	6,000	6,000 Interest - 2011A GO Ref Bonds	4,050
35,300	28,600	21,700	21,700 Interest - 2011B GO Ref Bonds	14,600
1,311,125	1,508,591	1,142,428	1,130,486 Totals	686,631

Funding Sources

Sales Taxes	480,200
Fund Transfers	210,381

Budget Highlights

Amounts Budgeted for Payment
of Debt Service - Village Bonds and Loans

Property Enhancement Program and Green Improvements for Tomorrow

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

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

2016-2017 Operating Budget

Budget Analysis

Property Enhancement Program Fund

452

2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
10,000	-	50,000	50,000	PEP Fund	50,000
10,000	-	50,000	50,000	Total	50,000

Funding Sources

Fund Transfers 50,000

Budget Highlights

\$50,000 Budgeted for PEP grants

Com. Ed. ROW Bike Path Fund

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

2016-2017 Operating Budget

Budget Analysis

Com Ed ROW

454

2014	2015	2016	2016	Description	2017
Actual	Actual	Adopted	Projected		Adopted
108,268	158,896	312,000	121,000	Engineering	389,000
-	-	200,000	-	Land Acquisition and Improvement	202,000
108,268	158,896	512,000	121,000	Totals	591,000

Funding Sources

Grants	291,000
Fund Transfers	300,000

Budget Highlights

\$289,000 Budgeted for Engineering of
Bike Path Overpass
\$302,000 Budgeted for Bike Path Construction

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. The maximum amount reimbursed to a homeowner will be \$2,000.

2016-2017 Operating Budget

Budget Analysis

Private Sewer Line Assistance Fund

460

2014	2015	2016	2016	2017
Actual	Actual	Adopted	Projected Description	Adopted
-	6,000	25,000	10,000 Assistance Fund	25,000
-	6,000	25,000	10,000 Total	25,000

Funding Sources

Fund Transfers 25,000

Budget Highlights

\$25,000 budgeted for private sewer line replacement

Lincoln Avenue Median Fund

The Lincoln Avenue Median Fund was created to account for the costs associated with the beautification of the medians on Lincoln Avenue.

2016-2017 Operating Budget

Budget Analysis

Lincoln Avenue Medians

465

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
-	-	-	-	Engineering	70,000
-	-	-	-	Land Acquisition and Improvement	480,000
Totals					550,000

Funding Sources	
Fund Transfers	550,000

Budget Highlights
 \$550,000 budgeted for Lincoln Ave. median beautification

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 chlorinization. Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets. The Water and Sewer Division is staffed by 12 full-time employees.

2016-2017 Operating Budget

Budget Analysis

Water and Sewer Fund

660

2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
534,348	498,965	515,154	515,154	Wages - Full Time Hourly	528,691
24,130	22,763	36,000	36,000	Wages - Season Hourly	24,000
17,574	21,291	24,770	24,770	Wages - Overtime 1.5X	22,200
12,650	9,240	15,250	15,250	Wages - Overtime 2X	14,600
959	1,008	-	1,100	HSA Savings Account	1,100
362	328	360	360	Educational Stipend	1,380
685	595	-	-	Opt Out Insurance	1,200
173	146	180	180	Phone Stipend	180
4,625	4,033	3,300	2,100	Uniform Allowance	3,200
-	-	1,355	1,300	Longevity Stipend	1,300
36,418	31,464	36,964	36,964	Employer FICA	36,832
8,517	7,375	8,645	8,645	Employer Medicare	8,614
62,893	54,377	60,332	60,332	Employer IMRF	63,677
1,006	1,113	1,292	1,292	Insurance - Group Life and AD&D	1,276
110,000	103,631	110,800	106,000	Insurance - Group Medical	92,552
9,934	9,355	9,736	9,736	Insurance - Group Dental	9,230
16,427	17,266	17,886	17,886	Insurance - Workers Compensation	17,822
840,700	782,950	842,024	837,069	Personnel Services	827,854
60,000	49,209	60,000	60,000	Liability Insurance	60,000
61,949	50,076	51,375	61,725	Data Processing	6,100
30,017	41,407	43,333	51,325	Maintenance Agreement Expense	34,083
-	78	1,000	-	Printing and Copying Services	500
286	191	220	220	Professional Associations	220
19,898	23,946	12,044	14,900	Telephone	12,159
140	500	500	500	Training	500
40	-	243	100	Books and Publications	150
415	3,803	1,000	1,000	Office Supplies	1,000
23,942	18,302	20,000	20,600	Postage	21,000
196,686	187,513	189,715	210,370	Commodities	135,712
120,722	159,616	216,000	100,000	Consulting	308,400
25,911	54,699	92,300	74,000	Other Professional Services	62,300
146,633	214,315	308,300	174,000	Contractual Services	370,700
3,296	6,206	8,000	4,500	R&M - Buildings	6,000
435	520	485	600	R&M - Communications Equipment	-
22,731	18,287	25,000	39,500	R&M - Vehicles	30,000
12,627	7,390	16,000	8,160	R&M - Water System Equipment	46,000
-	-	485	400	Equipment Rental	-

2016-2017 Operating Budget

Budget Analysis

Water and Sewer Fund

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2014 Actual	2015 Actual	2016 Adopted	2016 Projected	Description	2017 Adopted
850	1,382	1,200	850	Training	1,200
41,877	75,405	58,050	53,300	Other Contractual	57,966
3,124	2,213	4,500	2,100	Chemicals - Water System	3,000
28,184	20,564	28,000	17,060	Fuel	17,620
1,079	1,761	2,500	2,100	Lubricants and Fluids	2,500
641	94	1,000	350	Landscaping Supplies	1,000
53,162	10,264	11,000	12,375	Program Supplies	12,300
21,360	27,147	23,500	21,500	Small Tools	23,500
12,175	16,460	15,000	13,500	Street Materials - Aggregate	15,000
-	-	3,000	3,000	Street Materials - Other	3,000
4,382	3,255	2,500	2,500	Utilities - Government Building	2,500
33,302	34,619	35,000	35,000	Utilities - Public Way	35,000
1,771,043	1,845,997	2,100,000	2,100,000	Water Purchases	2,205,000
3,351	3,500	3,500	3,450	Water System Supplies	3,500
47,691	33,273	35,000	29,000	Water System Repair Parts	46,000
-	-	500	350	Green Initiatives	500
2,061,309	2,108,337	2,374,220	2,349,595	Commodities	2,511,586
119,887	113,340	106,627	106,627	Loan Interest Payments	99,747
260,269	568,935	575,646	575,646	Loan Principal Payments	582,528
380,156	682,275	682,273	682,273	Debt Services	682,275
-	-	410,000	-	Sewer System Construction/Improvements	490,300
-	-	375,000	344,380	Equipment - Vehicles	-
-	-	785,000	344,380	Capital Outlay	490,300
3,625,485	3,975,390	5,181,532	4,597,687	Totals	5,018,427

Funding Sources

Water and Sewer user fees Fund Reserves

Budget Highlights

Personnel Services: No increase in personnel

Contractual: \$125,000 budgeted for alternate engineering for alternate water supplier \$116,400 budgeted for design for relief sewer

Commodities: \$2,205,000 budgeted for water purchases from the City of Chicago

Capital Outlay: \$490,300 budgeted for water management pilot test area

Debt Service: \$582,528 budgeted for debt service for loan repayments

**Village of Lincolnwood
2016/2017 Budget
Public Works Department-Water and Sewer Division**

Performance Measures

	Actual 2013/2014	Actual 2014/2015	Estimated 2015/2016	Projected 2016/2017
Combined Sewer Maintenance	75	75	75	75
Streets Cleaned (Miles)	1,332	1,332	1,332	1,332
Sewer Repairs	14	15		
Catch Basin Cleaning	400	400	400	400
Catch Basin Repairs	25	15	17	15
Sewer Jet Rodding (Percentage of System)	50%	50%	50%	50%
Service Requests	105	75	120	100
Televised (Feet)	500	500	500	500
Water Mains				
Valves Repaired	7	6	7	5
Main Breaks Repaired	20	12	12	11
Water Leaks Repaired	25	20	21	20
Water Meters				
Water Meters Installed	17	15	15	17
Fire Hydrants				
Fire Hydrants Replaced	0	12	0	0
Fire Hydrants Repaired	0	12	0	0
Julie Markings				
Calls	1,250	2,200	1,850	2,000
Water Samples				
Water Quality	64	65	65	65
Lead/Copper	35	0	0	35
Water Quality Compliance	100%	100%	100%	100%
Water Pumped				
Water Pumped (Gallons Per Year)	602,000,000	540,397,000	530,000,000	510,000,000
Meter Readings				
Water Meters Read	215	300	350	400

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.

2016-2017 Operating Budget

Budget Analysis

Police Pension Fund

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2014	2015	2016	2016		2017
Actual	Actual	Adopted	Projected	Description	Adopted
32,205	63,695	76,000	76,000	Consulting	76,000
-	-	10,000	10,000	Other Compensation	10,000
-	-	-	-	Other Professional Services	10,000
60	-	150	100	Printing and Copying Services	150
420	1,275	1,250	1,250	Professional Associations	1,250
1,391	1,500	2,000	2,000	Training	3,500
8,083	3,419	5,500	5,500	Other Contractual	5,500
8,971	1,062	550	100	Office Supplies	550
46	-	100	50	Postage	100
-	-	-	-	Bank Fees	100
51,176	70,951	95,550	95,000	Commodities	107,150
1,568,407	1,722,228	2,065,000	2,075,000	Pension - Regular	2,199,314
241,069	191,756	177,190	177,190	Pension - Spouse/Dependent	177,190
50,318	50,318	50,318	50,318	Pension - Disability	116,182
-	-	70,262	70,262	Pension - Health	71,000
1,859,793	1,964,302	2,362,770	2,372,770	Pension Payments	2,563,686
1,910,969	2,035,253	2,458,320	2,467,770	Totals	2,670,836

Funding Sources

Employer/Employee	
Contributions	2,080,000
Investment Income	700,000

Budget Highlights

Budget accounts for pension payments 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 12,000 in 1970.

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

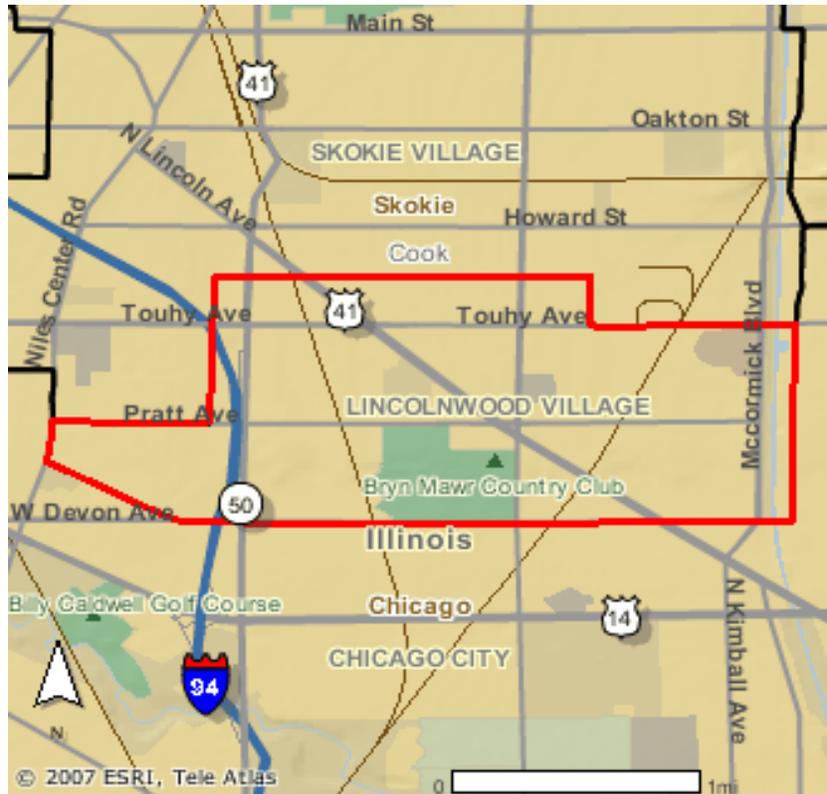
Major Employers

Employer	Number of Employees
ATF	250
Carson Pirie Scott	171
Lincolnwood Place	145
Grossinger Autoplex	135
Loeber Motors	122
Lowe's	119
Trim Tex	119
Kohl's	112
Olive Garden	104
Publications International	80

Based on 2014 / 2015 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 90 full-time employees and 6 part-time employees who work in the seven departments that combine to form the Village government. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

STATISTICS AND DEMOGRAPHICS



LAND AREA

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

CLIMATE

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

TRANSPORTATION

Major Highways/Routes

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

Airports

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

Distance to Major Cities (miles)

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

Bold Denotes Regional Market Destinations

GOVERNMENT

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

Special Financing Techniques Available:
 Tax Increment Financing

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

TAXES

2014 Property Tax Rates (Payable in 2015)

Village of Lincolnwood	0.963
Lincolnwood Public Library	0.426
School District #74	3.421
High School District #219	3.65
Oakton Community College District #535	0.258
Niles Township	0.05
Niles Township General Assistance	0.007
North Shore Mosquito Abatement District	0.011
County of Cook	0.296

Cook County Health Facilities	0.031
Forest Preserve District of Cook County	0.069
Cook County Consolidated Elections	0
Cook County Public Safety	0.241
Suburban Cook County T.B. Sanitarium District	0
Metro Water Reclamation District of Greater Chicago	0.43
Total	9.853

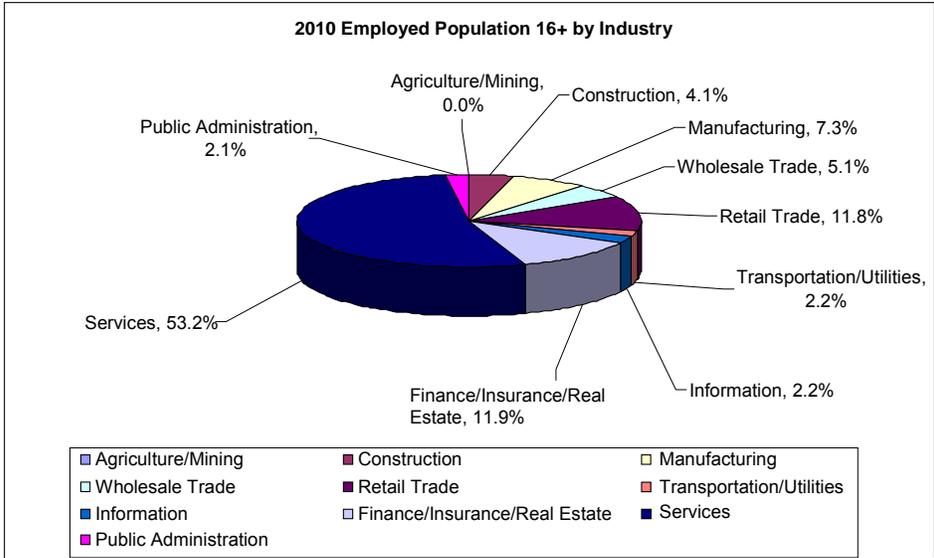
UTILITIES

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 Waste Water Treatment:	not applicable
Supplier:	not applicable
Design Avg Flow:	not applicable
Design Max Avg:	not applicable
Current Avg Daily:	not applicable
Natural Gas Supplier:	NICOR
Electric Supplier:	ComEd

LABOR

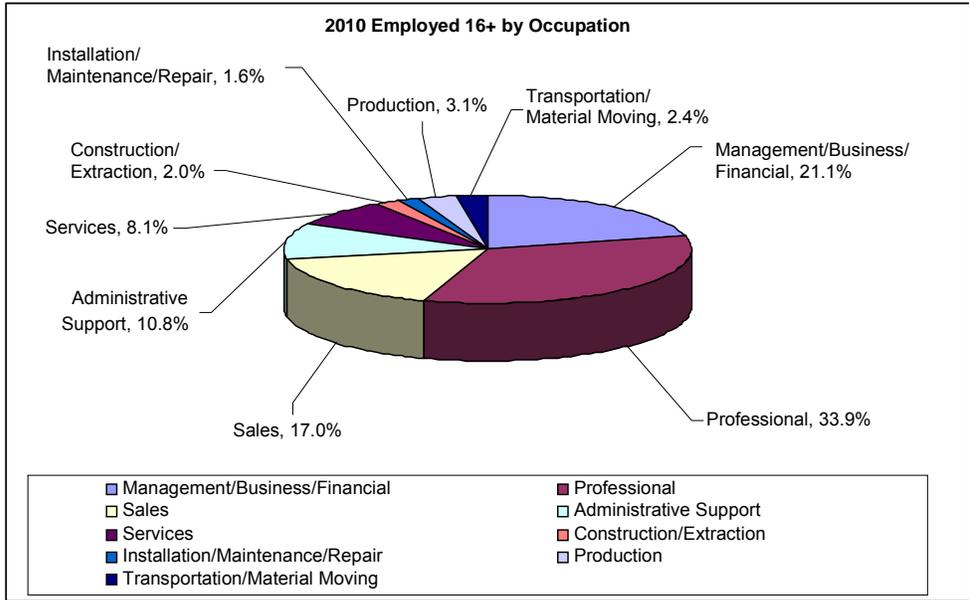
2010 Employed Population ages 16+ by Industry

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



2010 Employed Population 16+ by Occupation

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



DEMOGRAPHIC SNAPSHOT

Population Summary

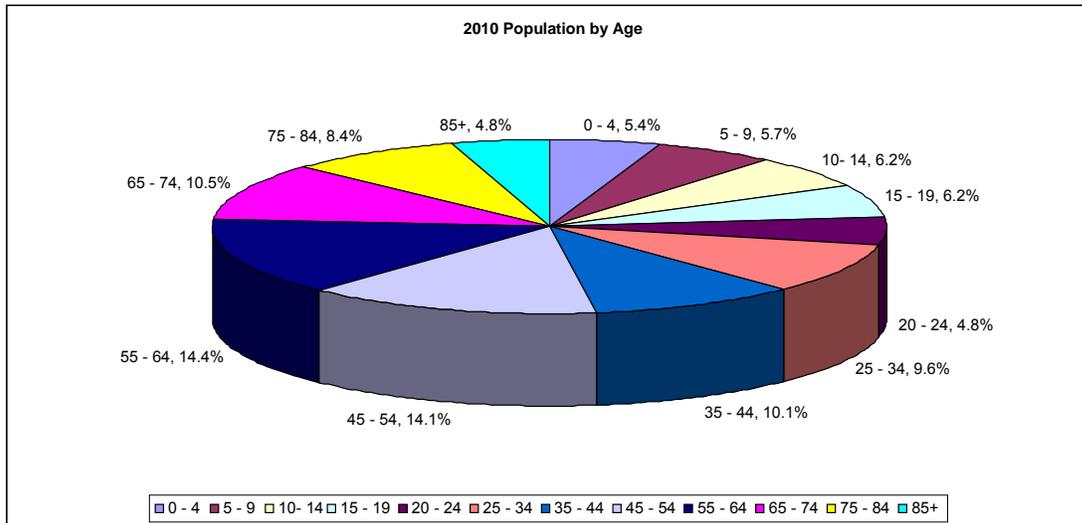
	2000	2010
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010	1.8%	

Population by Sex

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

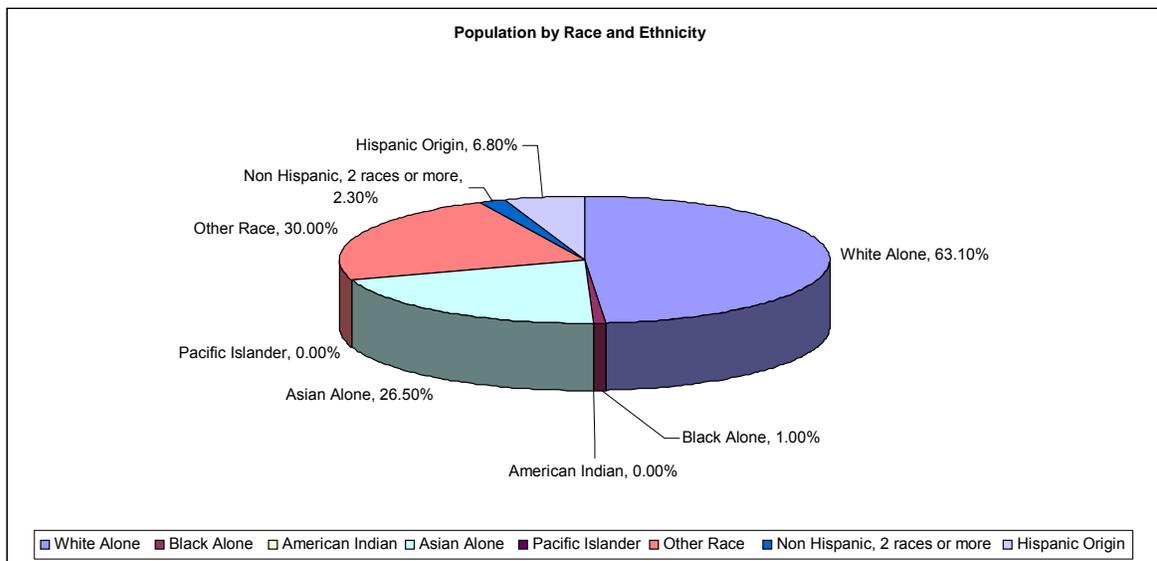
Population by Age

	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%

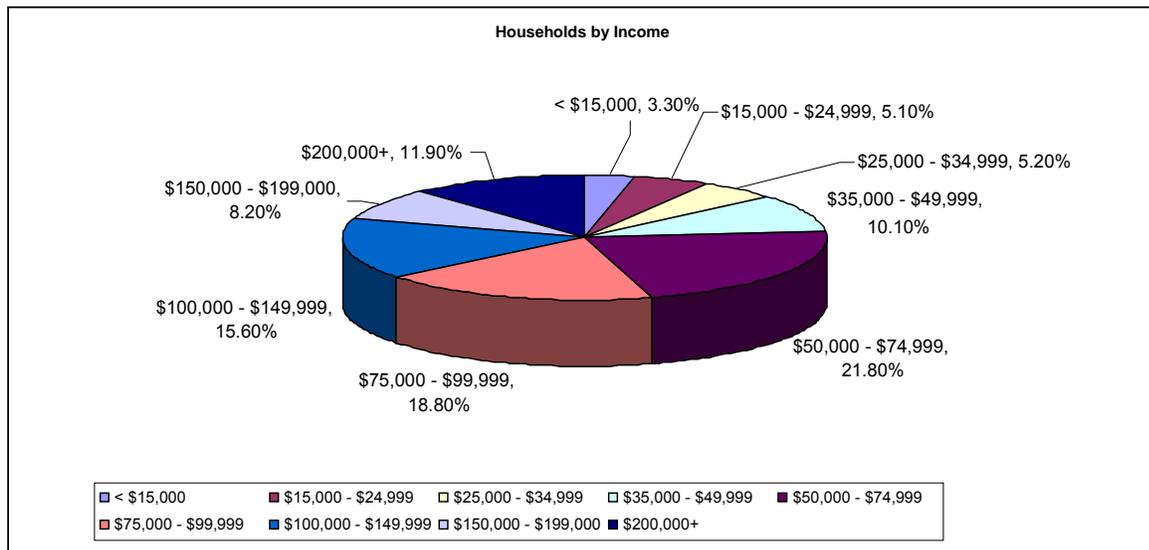


Population by Race and Ethnicity

Race and Ethnicity	2000	2010
	Percent	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	

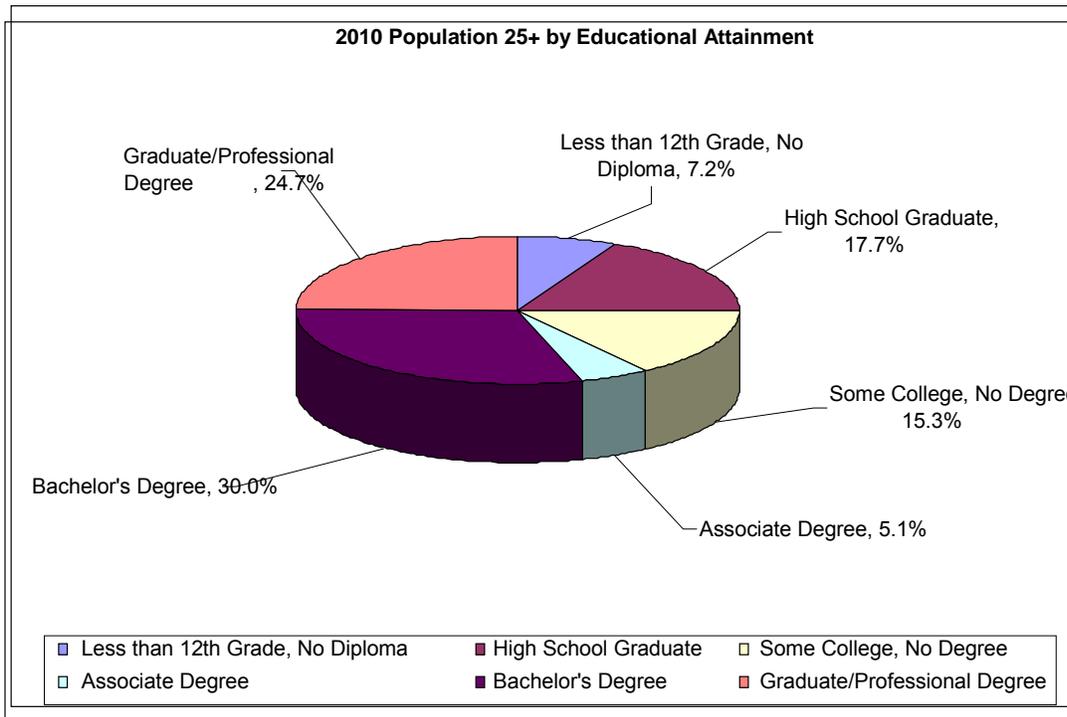


2000 Population 3+ by School Enrollment

Total	12,025
Enrolled in Nursery/Preschool	2.1%
Enrolled in Kindergarten	1.5%
Enrolled in Grade 1-8	10.7%
Enrolled in Grade 9-12	5.8%
Enrolled in College	4.8%
Enrolled in Grad/Prof School	2.0%
Not Enrolled in School	73.1

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%



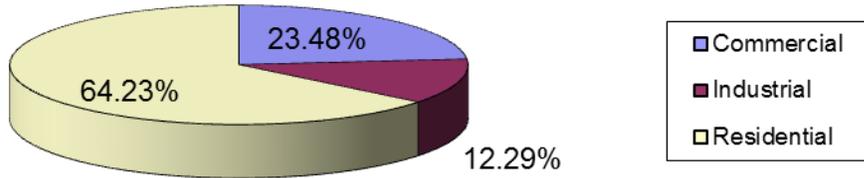
2008-2012 Workers Age 16+ Means of Transportation to Work

<u>Total</u>	<u>5,644</u>
Drove Alone - Car, Truck, or Van	72.10%
Carpooled - Car, Truck, or Van	14.90%
Public Transportation	6.20%
Walked	1.50%
Other Means	1.00%
Worked at Home	5.30%

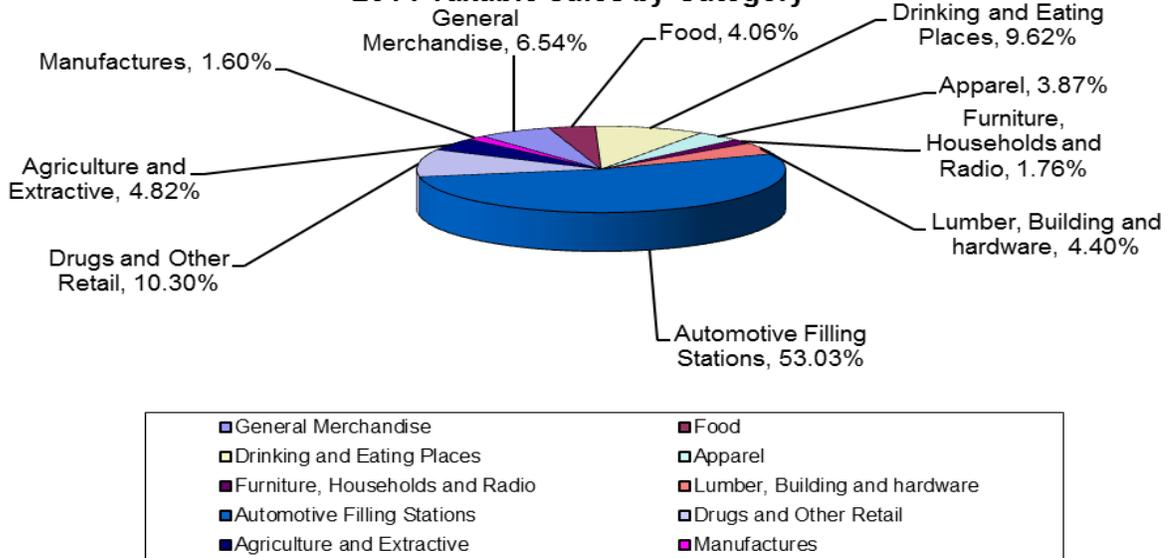
2008-2012 Workers 16+ by Travel Time to Work

<u>Total</u>	<u>5,644</u>
Less than 10 minutes	12.00%
10 to 14 minutes	13.80%
15 to 19 minutes	10.80%

2013 Assessed and Estimated Actual Value of Taxable Property



2014 Taxable Sales by Category



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Debt Administration

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Village of Lincolnwood

Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2014 values of \$576,462,779 (the most recent available information) this limitation would allow for \$48,179,914 in debt as compared to the \$1,540,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1. The following are the outstanding bond issues as of May 1, 2016.

General Government Debt

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

Fire Truck Loan– The Village has an outstanding loan on the purchase of a fire truck. The loan is a twenty year interest free loan totaling \$175,000 at May 1, 2016 from the Illinois Finance Authority.

Crawford Avenue Street Improvements – The Village has an outstanding loan on the improvements made on Crawford Avenue from Cook County, Illinois. The loan is for five years and is interest free totaling \$602,048 at May 1, 2016.

Enterprise Fund Debt

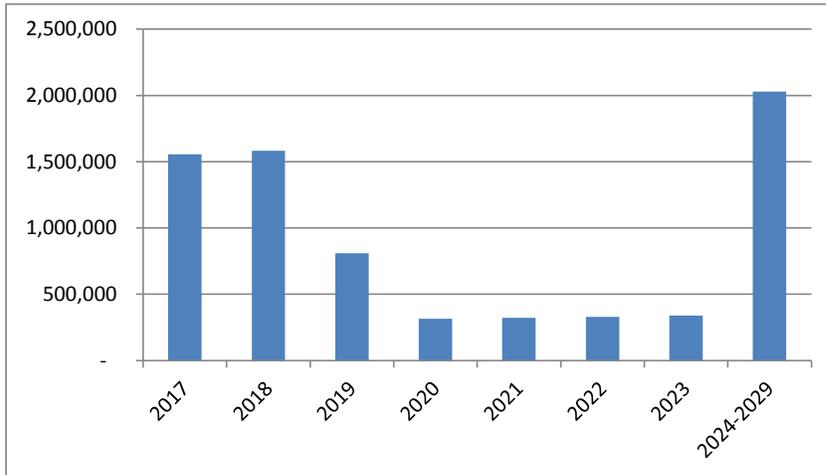
IEPA Loan – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals \$4,059,553 at May 1, 2016, 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.

Crawford Avenue Street Improvements – The Village has an outstanding loan on the water and sewer improvements made on Crawford Avenue from Cook County, Illinois. The loan is for five years and is interest free totaling \$906,357 at May 1, 2016.

**Village of Lincolnwood
Schedule of Debt Service Principal Payments**

Fiscal Year	General Governmental Debt				Enterprise Fund Debt				
	2011A 5Mil GOB	2112B 4 Mil GOB	2010 250,000 Loan	2014 \$989,405 Loan	Total Governmental Debt	2014 1.51 Mil Loan	2009 5.65 Mil IEPA Loan	Total Enterprise Debt	Total
2017	400,000	360,000	12,500	200,683	973,183	302,119	280,408	582,527	1,555,710
2018	410,000	370,000	12,500	200,683	993,183	302,119	287,462	589,581	1,582,764
2019			12,500	200,682	213,182	302,119	294,695	596,814	809,996
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		317,498	317,498	329,998
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
2027-2029			50,000		50,000		915,773	915,773	965,773
Total	810,000	730,000	175,000	602,048	2,317,048	906,357	4,059,553	4,965,910	7,282,958



**Village of Lincolnwood
Schedule of Debt Service Principal & Interest Payments**

Fiscal Year	General Governmental Debt				Enterprise Fund Debt				
	2011A 5 Mil GOB	2011B 4 Mil GOB	2010 250,000 Loan	2014 \$989,405 Loan	Total Governmental Debt	2014 1.51 Mil Loan	2009 5.65 Mil IEPA Loan	Total Enterprise Debt	Total
2017	416,200	374,600	12,500	200,683	1,003,983	302,119	380,155	682,274	1,686,257
2018	418,200	377,400	12,500	200,683	1,008,783	302,119	380,155	682,274	1,691,057
2019			12,500	200,682	213,182	302,119	380,157	682,276	895,458
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		380,156	380,156	392,656
2027-2029			50,000		50,000		950,402	950,402	1,000,402
Total	834,400	752,000	175,000	602,048	2,363,448	906,357	4,751,961	5,658,318	8,021,766

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Property Tax Information

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Property Tax Rates- All Direct and Overlapping Governments

Last Ten Years

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Village of Lincolnwood	0.679	0.704	0.586	0.576	0.585	0.661	0.753	0.836	0.954	0.963
Lincolnwood Public Library	0.323	0.339	0.285	0.280	0.286	0.289	0.330	0.368	0.421	0.426
School District No. 74	2.697	2.807	2.348	2.313	2.363	2.666	3.034	3.366	3.383	3.421
Community High School District No. 219	2.007	2.374	2.114	2.120	2.267	2.538	2.904	3.256	3.707	3.650
Oakton Community College District No. 535	0.158	0.166	0.141	0.140	0.140	0.160	0.196	0.219	0.256	0.258
Niles Township	0.029	0.031	0.027	0.027	0.029	0.032	0.037	0.042	0.049	0.050
Niles Township General Assistance	0.002	0.003	0.003	0.003	0.003	0.004	0.005	0.006	0.007	0.007
North Shore Mosquito Abatement District	0.008	0.009	0.008	0.008	0.008	0.000	0.010	0.010	0.007	0.011
County of Cook	0.421	0.500	0.186	0.224	0.203	0.009	0.223	0.287	0.275	0.296
Cook County Health Facilities	0.112	0.000	0.093	0.086	0.086	0.228	0.078	0.063	0.066	0.031
Forest Preserve District of Cook County	0.060	0.057	0.053	0.051	0.049	0.082	0.058	0.063	0.069	0.069
Cook County Consolidated Elections	0.014	0.000	0.012	0.000	0.021	0.051	0.025		0.031	
Cook County Public Safety			0.167	0.105	0.105	0.113	0.161	0.181	0.219	0.241
Suburban Cook County T.B. Sanitarium District	0.005	0.005								
Metro Water Reclamation District of Greater Chicago	0.315	0.284	0.263	0.252	0.261	0.274	0.320	0.370	0.417	0.430
Total Rate per \$100 of EAV	6.830	7.279	6.286	6.185	6.406	7.107	8.134	9.067	9.861	9.853

**Village of Lincolnwood
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	
2006	2005	669,007	3,066,865	0.32
2007	2006	667,457	2,060,637	0.32
2008	2007	822,179	2,469,000	0.32
2009	2008	886,487	2,615,030	0.32
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32
2012	2011	693,817	2,168,178	0.32
2013	2012	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

**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
2005	12	627,900	17,781,933		3,345,000	14,436,933	2.30%	1,203
2006	12	669,007	15,963,233		3,135,000	12,828,233	1.92%	1,069
2007	12	667,457	13,875,000		2,921,250	10,953,750	1.64%	913
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	777
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	637
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	557
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	475
2012	12	693,817	6,425,000		1,743,750	4,681,250	0.67%	390
2013	12	573,306	5,085,000		1,470,000	3,615,000	0.63%	301
2014	12	576,462	3,715,000		1,188,750	2,526,250	0.44%	211

Village of Lincolnwood

**Property Tax Levies and Collections
For the Last Ten Years**

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected
2005	4,395,203	4,359,834	99.2%
2006	4,542,380	4,477,807	98.6%
2007	4,670,532	4,586,069	98.2%
2008	5,008,652	4,921,207	98.3%
2009	5,014,344	4,961,786	99.0%
2010	5,148,329	5,104,419	99.1%
2011	5,224,118	5,121,721	98.0%
2012	5,380,245	5,296,545	98.4%
2013	5,469,155	5,412,460	99.0% *
2014	5,551,236	5,462,386	98.4% *

*Tax levy still in collection

Glossary of Terms

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GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INTERFUND TRANSFERS – Amounts transferred from one fund to another.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Improvement Program

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Capital Improvement Program

Fiscal Years 2017 – 2021

Capital Improvement Program Summary

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

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2017 column appear as capital expenditures throughout the proposed Fiscal 2017 budget.

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VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2017- FY 2021

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VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2017- FY 2021

Introduction

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

Purpose of the Capital Improvement Program

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

- **Financial Management Tool-** An overriding consideration in developing a Capital Improvement Program is to prioritize current and future needs of the community. Capital Improvement Programs consider not only what the community needs, but, equally important, what it can afford. By explicitly recognizing the jurisdiction's financial outlook and the revenues and financing mechanisms that are anticipated to be available for the Capital Improvement Program, projects can be prioritized to ensure that the most important needs and goals of the community are achieved. Developing a fiscally constrained Capital Improvement Program based on realistic estimates of revenues, enhances the ability of the Capital Improvement Program to serve as a planning and management tool rather than as a wish list of projects that cannot be fully implemented.
- **Link to Comprehensive Plan-** The preparation of the Capital Improvement Program considers not only repair and replacement of existing utilities and other public

improvements, but also identifies facilities expected to be needed in the future. Changing population characteristics and land uses may require additional improvements to the water and sewer systems, public buildings, and other public services and facilities. In developing the Capital Improvement Program, these new demands must be weighed against the need to maintain existing infrastructure with the final financing decision based upon the goals and objectives established through the comprehensive planning process.

- **Formal Mechanism for Decision Making-** The Capital Improvement Program provides Village officials with an orderly process for planning and budgeting for capital needs. During the process of developing and implementing the Capital Improvement Program a wide range of issues must be addressed, including agreeing on policies which will shape the program, estimating and prioritizing the capital needs, identifying funding sources, and implementing and monitoring the project delivery.
- **Public Information Document-** The Capital Improvement Program report presents a description of the projects proposed to be undertaken during the program period. This document can be used to communicate to residents, business owners and operators, and other stakeholders in the community the Village's public improvement priorities and implementation schedule. By using this process the community is given a better understanding of the Village needs and the means for addressing them.

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

Capital Improvement Project Definition

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

1. Site Acquisition- Acquisition of land for a public purpose.
2. Facility Construction or Repair- Construction of a new facility or an addition to or extension of an existing facility; a non-recurring major repair of all or part of the

- building, its grounds, or its equipment. The cost of the project must be at least \$10,000; and the improvement must have an estimated useful life of at least ten (10) years.
3. Equipment Purchase- Purchase of a piece of equipment or a number of pieces of the same equipment whose total cost is at least \$10,000 and whose estimated useful life is at least five (5) years, (three [3] years for computer equipment).
 4. Planning or Design- Planning feasibility, engineering, or design studies related to an individual capital improvement project or to a program that is implemented through an individual capital improvement project.
 5. Software- Purchase of new software or version upgrades needed to maintain the network at optimal levels.

Capital Improvement Program Development

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2017-FY 2021 Capital Improvement Program Summary by Department.”

Summary Tables

The tables entitled “FY2017-FY2021

Capital Improvement Program and Capital Vehicles/Equipment Summary by Department” lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding was determined by the Department Head submitting the project to be most critical in Fiscal Year 2016-2017. The total Capital Improvement Program proposed for Fiscal Year 2016-2017 is \$6,246,326 with projected grants, donations and other funding totaling \$883,960 leaving the Village of Lincolnwood with a total projected cost of \$5,362,366.

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

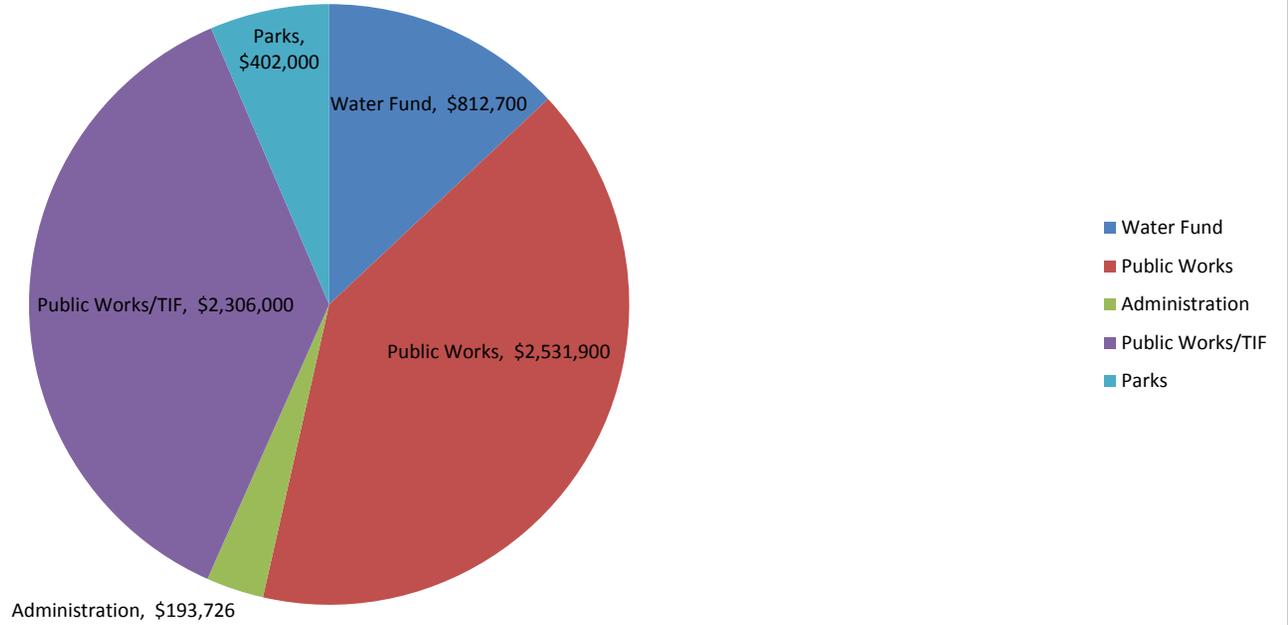
imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).

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 2017-FY 2021 Capital Improvement Program Summary by Department." Projects, which are proposed for funding in FY 2016-2017, are followed in order by projects proposed for each of the remaining fiscal years.

FY 2016-2017 Capital Improvement Expenditures \$ 6,246,326



Capital Improvement Detail

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VILLAGE OF LINCOLNWOOD
FY 2017- FY 2021
CAPITAL IMPROVEMENT PROGRAM
(VILLAGE COSTS)

DEPARTMENT	PROJECT NAME	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	TOTAL COST
Administration							
	Connect Public Works Facility and Pump House with Fiber	193,726	-	-	-	-	193,726
	Replacement of Municipal Center Generator	-	846,978	-	-	-	846,978
Public Works							
	Sidewalk Replacement Program	80,000	85,000	90,000	95,000	100,000	450,000
	Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000	200,000
	Touhy Overpass for Skokie Valley Bike Trail	289,000	3,974,000	-	-	-	4,263,000
	Bike Lane Lining and Signing	16,200	181,500	-	-	-	197,700
	Pratt Avenue Resurfacing	861,200	-	-	-	-	861,200
	Village Street Lighting	1,223,000	1,274,000	-	-	-	2,497,000
	Crosswalk ADA Update Program	12,500	50,000	-	-	-	62,500
	Village Hall Parking Lot and Service Road Improvements	10,000	210,000	-	-	-	220,000
Parks and Recreation							
	Commonwealth Edison Bike Path	302,000	-	-	-	-	302,000
	Park Replacement Program	100,000	200,000	100,000	-	-	400,000
	Community Center Renovation or Replacement	-	-	2,700,000	2,700,000	-	5,400,000
Public Works/NEID TIF Fund							
	Bike Path Parking Lot	850,000	-	-	-	-	850,000
	Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	-	120,000
	Devon Avenue Streetscape	101,000	228,000	4,066,000	-	-	4,395,000
	Union Pacific Land Acquisition & Bike Path Construction	380,000	-	-	-	-	380,000
	Lincoln Avenue Medians	920,000	-	-	-	-	920,000
	PW Yard Expansion	25,000	1,100,000	-	-	-	1,125,000
Water Fund							
	Stormwater Improvements-Berms and Restrictors	654,700	1,583,200	2,000,000	2,000,000	2,000,000	8,237,900
	Water Main Repairs and Upgrades- Various Locations	-	50,000	320,000	320,000	320,000	1,010,000
	Water Transmission Main Construction	125,000	475,000	3,800,000	-	-	4,400,000
	Pump House Improvements	33,000	263,000	-	-	-	296,000
Total Capital Improvement Project Costs		6,246,326	10,590,678	13,146,000	5,185,000	2,460,000	37,628,004
Projected Grants, Donations and Other Funding							
	Touhy Overpass for Skokie Valley Bike Trail	231,000	3,179,000	-	-	-	3,410,000
	Bike Lane Lining and Signing	12,960	141,960	-	-	-	154,920
	Pratt Avenue Resurfacing	586,800	-	-	-	-	586,800
	Community Center Renovation or Replacement	-	-	-	2,500,000	-	2,500,000
	Devon Avenue Streetscape	53,200	159,600	2,846,200	-	-	3,059,000
							-
Total Projected Grants, Donations and Other Funding		883,960	3,480,560	2,846,200	2,500,000	-	9,710,720
Net Costs Incurred by Village After Projected Funding		5,362,366	7,110,118	10,299,800	2,685,000	2,460,000	27,917,284

**Village of Lincolnwood
CIP - Capital Improvement Project - Department Summary
For The Periods as Shown**

<u>PROJECT</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>Total</u>
Administration						
Total Projects	193,726	846,978	-	-	-	1,040,704
Funded by: Other Sources	-	-	-	-	-	-
Public Works						
Total Projects	2,531,900	5,814,500	130,000	135,000	140,000	8,751,400
Funded by: Other Sources	(830,760)	(3,320,960)	-	-	-	(4,151,720)
Parks & Recreation						
Total Projects	402,000	200,000	2,800,000	2,700,000	-	6,102,000
Funded by: Other Sources	-	-	-	(2,500,000)	-	(2,500,000)
TIF						
Total Projects	2,306,000	1,358,000	4,096,000	30,000	-	7,790,000
Funded by: Other Sources	(53,200)	(159,600)	(2,846,200)	-	-	(3,059,000)
Water Fund						
Total Village Paid	812,700	2,371,200	6,120,000	2,320,000	2,320,000	13,943,900
Funded by: Other Sources	-	-	-	-	-	-
Total Capital Improvement Projects	6,246,326	10,590,678	13,146,000	5,185,000	2,460,000	37,628,004
Funded by: Grants, Reimbursements, Donations and Other Funds	(883,960)	(3,480,560)	(2,846,200)	(2,500,000)	-	(9,710,720)
Projected Department Costs	5,362,366	7,110,118	10,299,800	2,685,000	2,460,000	27,917,284

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Administration</u>				
<u>Project</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Connect Public Works Facility and Pump House with Fiber	193,726	-	-	-	-
Replacement of Municipal Center Generator	-	846,978	-	-	-
Totals	193,726	846,978	-	-	-

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2015 Department: Village Manager's Office

Project Name and Location: Connect Public Works Facility and Pump House with Fiber

Name of Contractor: ClientFirst for Design; TBD for Construction

Type of Project: _____ Facility Construction [x]

Site Acquisition [] Facility Repair []

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

Description of Project

Connects the Public Works Facility and Pump House with fiber optic cabling.

Project Benefits

Replaces aging wireless connection with reliable, high speed fiber connection for transmitting security video signals and SCADA monitoring. Saves \$5,000 annually in AT&T costs.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
5/1/2016	Design Specifications and Invitation to Bid
7/1/2016	Issue Invitation to Bid
10/1/2016	Bid Award
11/1/2016	Construction Begins
4/1/2017	Project Completion

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/15/2015

Department: Village Manager's Office

Project Name and Location Fiber Optic Network Connection - Village Hall - Public Works

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		\$ 180,726				
Other Costs Consulting		\$ 13,000				
Total Project Cost	\$ -	\$ 193,726	\$ -	\$ -	\$ -	\$ -
Funding						
Cost to Village		\$ 193,726	\$ -	\$ -	\$ -	\$ -
Grant/Donation						
Total Funding		\$ 193,726	\$ -	\$ -	\$ -	\$ -

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Connects the Municipal Center Campus with the Public Works Facility with underground fiber optic cable. This will reduce connectivity challenges, increase bandwidth, and provide for direct backups of Village files to Public Works for disaster recovery preparedness. Replace wireless systems between sites with high availability, high speed fiber connectivity. Replaces three separate wireless systems which are exposed to the elements with a single underground wired connection.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2015 Department: Village Manager's Office

Project Name and Location: Replacement of Municipal Center Generator

Name of Contractor: Syska Hennessy Engineering

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Replacement of generator at Municipal Center which is more than 24 years old and original to the facilities. \$10,000 was spent in Fiscal Year 2012-13 for a power preparedness study for this site and the Public Works Facility and Standpipe sites. Generators were installed at the Public Works Facility and Standpipe in Fiscal Year 2013-14. The results of the study recommended the replacement of the Municipal Center Generator and provided a detailed cost estimate.

Project Benefits

Replaces generator with new generator with greater capacity and which supports police, fire, emergency dispatch, Village Hall, Parks and Recreation services, Finance services, water billing, Community Development services, and Administration.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>5/1/2018</u>	<u>Design Specifications and Invitation to Bid</u>
<u>7/1/2018</u>	<u>Issue Invitation to Bid</u>
<u>10/1/2018</u>	<u>Bid Award</u>
<u>11/1/2018</u>	<u>Construction Begins</u>
<u>4/1/2019</u>	<u>Project Completion</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/11/2015

Department: Village Manager's Office

Project Name and Location Replacement of Municipal Center Generator

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design	10,000					
Site, etc. Acquisition						
Vehicle/ Equipment		-	412,600	-	-	-
Construction/ Repair		-	434,378	-	-	-
Other Costs Consulting						
Total Project Cost	10,000	-	846,978	-	-	-
Funding						
Cost to Village	10,000	-	846,978	-	-	-
Grant/Donation						
Total Funding	10,000	-	846,978	-	-	-

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project consists of replacing the generator at the Municipal Center which includes Village Hall, Police, and Fire Departments to prepare for power outages that result in a disruption of providing services to the public including 911 Communications Center. The existing generator is original to the Municipal Center when it was constructed in the year of 1991.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

General Fund revenue will be utilized.

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Village of Lincolnwood
CIP - Capital Improvement Project - Department Summary
For The Periods as Shown

<u>Department</u>	<u>Public Works</u>					
<u>Project</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	
Sidewalk Replacement Program	80,000	85,000	90,000	95,000	100,000	
Parkway Tree Planting Program Funded by:Resident reimbursement	40,000 -	40,000 -	40,000 -	40,000 -	40,000 -	
Touhy Overpass for Skokie Valley Bike Trail Funded by Grant/Donation	289,000 (231,000)	3,974,000 (3,179,000)	- -	- -	- -	
Bike Lane Lining and Signing Funded by Grant/Donation	16,200 (12,960)	181,500 (141,960)	- -	- -	- -	
Pratt Avenue Resurfacing Funded by Grant/Donation	861,200 (586,800)	- -	- -	- -	- -	
Village Street Lighting Funded by Grant/Donation	1,223,000 -	1,274,000 -	- -	- -	- -	
Crosswalk ADA Update Program Funded by Grant/Donation	12,500 -	50,000 -	- -	- -	- -	
Village Hall Parking Lot and Service Road Improvern Funded by Grant/Donation	10,000 -	210,000 -	- -	- -	- -	
Total Village	2,531,900	5,814,500	130,000	135,000	140,000	
Total Funded	(830,760)	(3,320,960)	-	-	-	
	1,701,140	2,493,540	130,000	135,000	140,000	

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/30/2015 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	[<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

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>2016-2021</u>	<u>Sidewalks are replaced within budget availability each year.</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 11/30/2015 Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		80,000	85,000	90,000	95,000	100,000
Other Costs						
Total Project Cost		80,000	85,000	90,000	95,000	100,000
Funding						
Cost to Village		80,000	85,000	90,000	95,000	100,000
Grant/Donation						
Total Funding		80,000	85,000	90,000	95,000	100,000

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

Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 11/30/2015 Department: Public Works Department

Project Name and Location Parkway Tree Planting Program

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		40,000	40,000	40,000	40,000	40,000
Total Project Cost		40,000	40,000	40,000	40,000	40,000
Funding						
Cost to Village		40,000	40,000	40,000	40,000	40,000
Grant/Donation						
Total Funding		40,000	40,000	40,000	40,000	40,000

Basis of Project Costs:

Comparable Costs
 Bids Received
 Engineer, Architect, Etc.
 X Contractor/Vendor Estimate
 Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/4/2015 Department: Public Works Department

Project Name and Location: Touhy Overpass for Skokie Valley Bike Trail

Name of Contractor: Unknown

Type of Project:		Facility Construction	[<input type="checkbox"/>]
Site Acquisition	[<input type="checkbox"/>]	Facility Repair	[<input type="checkbox"/>]
Vehicle/Equipment Purchase	[<input type="checkbox"/>]	Planning/Design	[<input checked="" type="checkbox"/>]

Description of Project

Installation of a bike overpass on Touhy Avenue from Kilpatrick Avenue to Kilbourn Avenue. The overpass will connect the Skokie Valley Bike Trail. This project was awarded funding through CMAP.

Project Benefits

Improves the ability for bicyclists to cycle on the Skokie Valley Bike Trail.

Implementation Schedule

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

<u>2016-2017</u>	<u>Phase II Engineering</u>
<u>2017-2018</u>	<u>Construction</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/4/2015 Department: Public Works Department

Project Name and Location Touhy Overpass for Skokie Valley Bike Trail

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design		289,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,974,000			
Other Costs						
Total Project Cost		289,000	3,974,000			
Funding						
Cost to Village		58,000	795,000			
Grant/Donation		231,000	3,179,000			
Total Funding		289,000	3,974,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The bike overpass will connect the Skokie Valley Bike Trail.

Financing Other than Current Revenue Sources and Other Information:

80% of the construction cost will be funded by CMAQ funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/30/2015 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

Thermoplastic striping for bike lanes on Pratt Avenue from Central Avenue to Jarvis Avenue, Lincoln Avenue from Jarvis Avenue to Devon Avenue and East Prairie Rd. from Jarvis Avenue to Arthur Avenue. Work includes replacement of storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Project Benefits

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

Implementation Schedule

Dates _____ Explanation _____

2016-2017 _____ Phase II Engineering and Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 11/30/2015

Department: Public Works Department

Project Name and Location Bike Lane Lining and Signing

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design		16,200				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			165,000			
Other Costs			16,500			
Total Project Cost		16,200	181,500	-	-	-
Funding						
Cost to Village		3,240	39,540			
Grant/Donation		12,960	141,960			
Total Funding		16,200	181,500			

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:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/4/2015 Department: Public Works Department

Project Name and Location: Pratt Avenue Resurfacing

Name of Contractor: Unknown

Type of Project: _____ Facility Construction

Site Acquisition [] Facility Repair []

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

Description of Project

Resurface Pratt Avenue from Lincoln Avenue west to Longmeadow Avenue.

The Village was awarded a surface transportation grant in 2014 for this project.

The grant is 70% funded by Federal funds and 30% funded by the Village.

Project Benefits

Provide newly resurfaced road for motorists to travel. Will reduce the need to fill potholes within the road.

Implementation Schedule

Dates _____ Explanation _____

2016-2017 _____ Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/4/2015 Department: Public Works Department

Project Name and Location Pratt Avenue Resurfacing

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		798,200				
Other Costs		63,000				
Total Project Cost		861,200				
Funding						
Cost to Village		274,400				
Grant/Donation		586,800				
Total Funding		861,200				

Basis of Project Costs:

Bids Received Engineer, Architect, Etc.
 Comparable Costs Contractor/Vendor Estimate Other Basis

Discuss Basis of Project Costs:

It has been fifteen years since the road was last resurfaced.

Financing Other than Current Revenue Sources and Other Information:

Surface Transportation Program grant funding, 30% local match.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/11/2015 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2016-2017</u>	<u>Touhy Avenue (TIF and Non-TIF)</u>
<u>FY 2017-2018</u>	<u>Devon Avenue</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/11/2015

Department: Public Works Department

Project Name and Location Street Lighting

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design		8,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,200,000	1,250,000			
Other Costs		15,000	24,000			
Total Project Cost		1,223,000	1,274,000			
Funding						
Cost to Village		1,223,000	1,274,000			
Grant/Donation						
Total Funding		1,223,000	1,274,000			

Basis of Project Costs:

X Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/7/2015 Department: Public Works Department

Project Name and Location: Crosswalk ADA Update Program

Name of Contractor: Unknown

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

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

Description of Project

The purpose of this project is to begin implementing uniform standards for crosswalks throughout the Village. This will include thermoplastic striping and new signage. The project will also include the installation of depressed sidewalks with ADA panels in crosswalk locations.

Project Benefits

To provide standard recognition of crosswalks throughout the Village as well as improved safety through identification.

Implementation Schedule

Dates _____ Explanation _____

2016 Study

2017 Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/7/2015

Department: Public Works Department

Project Name and Location Crosswalk ADA Update Program

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2019	Y/E 2020
Planning/ Design		12,500	5,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			40,000			
Other Costs (Eng. Observation)			5,000			
Total Project Cost		12,500	50,000			
Funding						
Cost to Village		12,500	50,000			
Grant/Donation						
Total Funding		12,500	50,000			

Basis of Project Costs:

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The purpose of this project is to begin implementing uniform standards for crosswalks throughout the Village. This will include thermoplastic striping and new signage. The project will also include the installation of depressed sidewalks with ADA panels in crosswalk locations. The first step will be to complete a feasibility study to determine the locations where the program can be implemented.

Financing Other than Current Revenue Sources and Other Information:

\$57,500 in Motor Fuel Tax Funds (over two years)

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST DESCRIPTION

Date: 12/4/2015 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 _____

Dates _____ Explanation _____

FY 16-17 _____ Engineering

FY 17-18 _____ Resurfacing

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Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

Department Parks & Recreation

<u>Project</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Commonwealth Edison Bike Path					
Bike Path/Overpass Design and Construct.	302,000	-	-	-	-
IDOT pays for project and bills Village 20%	-	-	-	-	-
Park Replacement Program	100,000	200,000	100,000	-	-
Community Center Renovation or Replacement					
Possible Acquisition/Renovation	-	-	2,700,000	2,700,000	-
Possible Grant Funding - 50%	-	-	-	(2,500,000)	-
Total Village	402,000	200,000	2,800,000	2,700,000	-
Total Other Sources	-	-	-	(2,500,000)	-
Totals	402,000	200,000	2,800,000	200,000	-

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/7/2015 Department: Parks and Recreation

Project Name and Location: ComEd Bike Path Development

Name of Contractor: TBD

Type of Project:		Facility Construction	<input checked="" type="checkbox"/>
Site Acquisition	<input type="checkbox"/>	Facility Repair	<input type="checkbox"/>
Vehicle/Equipment Purchase	<input type="checkbox"/>	Planning/Design	<input checked="" type="checkbox"/>

Description of Project

As part of the Village Bikeway plan, The Village will negotiate a lease for the ComEd right-a-way that runs from Devon to Jarvis. A bike path will meander down the length of the right-of-way, on top of what was the service road. The bike/pedestrian path will be a 10 foot asphalt path with a limestone screening shoulder on each side. The path will connect to the already established Sauganash Trail in Chicago that terminates at Devon.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from Chicago. It will allow for connectivity to other on-street and off-street trails, thus decreasing pollution and providing opportunities for exercise and the enjoyment of nature.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2011	Conceptual Plan, Phase I engineering
2013-14	Phase II engineering/Environmental Test/Development of Bid Documents
2016	Award Bid, Start Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/7/2015

Parks and Recreation

Project Name and Location

Commonwealth Edison Bike Path

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design		202,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		100,000				
Other Costs						
Total Project Cost	-	302,000	-	-	-	-
Funding						
Cost to Village		302,000	-	-		
Grant/Donation			-	-		
Total Funding	-	302,000	-	-		

Basis of Project Costs:

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

This land will be utilized through a lease with ComEd.

A bike and pedestrian path will be developed with site amenities such as benches and waste receptacles. .

Impact on Operating Costs:

The land will be maintained by Public Works staff unless an arrangement can be made with any new developments along or adjacent to the path.

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 1/7/2016 Department: Recreation

Project Name and Location: Park Replacement Program

Name of Contractor: TBD

Type of Project: _____ Facility Construction [**X**]

Site Acquisition [] Facility Repair []

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

Description of Project

All of the neighborhood parks were updated around the same time and all are becoming outdated and in some cases, ammenities in the parks such as playgrounds, fences are unsafe and are not in compliance with national playground standards and the Americans with Disabilities Act. G.G. Rowell is the next park that needs to be renovated in the Park Replacement Program.

So far, Columbia, Kildare, Goebelt, Rossi, Springfield, Kenneth, Drake and O'Brien have been renovated.

Project Benefits

The parks will be updated with new equipment and will meet national safety and ADA standards.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2014	Drake Park
2015	O'Brien
2016	GG Rowell
2017	Proesel
2018	Flowers

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 1/7/2016 Department: Parks and Recreation

Project Name and Location Park Replacement Program

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E2020	Y/E 2021
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		100,000	200,000	100,000		
Other Costs						
Total Project Cost		100,000	200,000	100,000		
Funding						
Cost to Village		100,000	200,000	100,000		
Grant/Donation						
Total Funding		100,000	200,000	100,000		

Basis of Project Costs:

Bids Received
Engineer, Architect, Etc.
Comparable Costs
Contractor/Vendor Estimate
Other Basis

Discuss Basis of Project Costs:

This project is part of the effort to update and renovate park structures. Many of the parks were last updated in the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act.
Drake Park was renovated in 2014, followed by O'Brien in 2015,
GG Rowell in 2016, Proesel Park in 2017 and Flowers in 2018.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 1/7/2016 Department: Parks and Recreation

Project Name and Location: Community Center Renovation or Replacement

Name of Contractor: _____

Type of Project: _____ Facility Construction [**X**]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

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

Project Benefits

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

Implementation Schedule

Dates Explanation

2019 Design, engineer and start construction

2020 Completed construction and furnish building

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 1/7/2016 Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design				2,700,000	2,700,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost	-	-		2,700,000	2,700,000	-
Funding						
Cost to Village				2,700,000	200,000	
Grant/Donation					2,500,000	
Total Funding						

Basis of Project Costs:

Bids Received
Engineer, Architect, Etc.
Comparable Costs
Contractor/Vendor Estimate
Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

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Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Public Works / NEID</u>				
<u>Project</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Bike Path Parking Lot	850,000	-	-	-	-
	-	-	-	-	-
Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	-
	-	-	-	-	-
Devon Avenue Streetscape	101,000	228,000	4,066,000	-	-
	(53,200)	(159,600)	(2,846,200)	-	-
Union Pacific Land Acquisition & Bike Path Cons:	380,000	-	-	-	-
	-	-	-	-	-
Lincoln Avenue Medians	920,000	-	-	-	-
	-	-	-	-	-
PW Yard Expansion	25,000	1,100,000	-	-	-
	-	-	-	-	-
Village Costs	2,306,000	1,358,000	4,096,000	30,000	-
Other Sources	(53,200)	(159,600)	(2,846,200)	-	-
Totals	2,252,800	1,198,400	1,249,800	30,000	-

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/7/2015 Department: Public Works

Project Name and Location: Parkway Tree Planting Program

Various Locations dependent upon resident requests

Name of Contractor: Tree Consortium

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project

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

Trees come with a 1 year warranty.

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

Project Benefits

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

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

Implementation Schedule

Dates _____ Explanation _____

2016-2020 Trees are planted within budget availability every year.

Sidewalks are installed within budget availability every year.

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/7/2015 Department: Public Works / NEID TIF

Project Name and Location Parkway Tree Planting and Sidewalk Installation

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost		30,000	30,000	30,000	30,000	
Funding						
Cost to Village Grant/Donation		30,000	30,000	30,000	30,000	
Total Funding		30,000	30,000	30,000	30,000	

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Plant trees and install or replace deteriorating sidewalks at various parkway locations throughout the TIF district (\$15,000 sidewalks, \$15,000 trees).

Financing Other than Current Revenue Sources and Other Information:

NEID TIF Funds

Impact on Operating Costs:

Ongoing PW maintenance and operating costs

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/21/2015 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>
<u>2016/2017</u>	<u>Phase I Engineering</u>
<u>2017/2018</u>	<u>Phase II Engineering</u>
<u>2018/2019</u>	<u>Construction</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/15/2015 Department: Public Works Department

Project Name and Location Devon Avenue Streetscape

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design	125,000	101,000	228,000	266,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				3,800,000		
Other Costs						
Total Project Cost	125,000	101,000	228,000	4,066,000		
Funding						
Cost to Village	125,000	47,800	68,400	1,219,800		
Grant/Donation		53,200	159,600	2,846,200		
Total Funding						

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:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/7/2015 Department: Parks and Recreation

Project Name and Location: Union Pacific Railway Bike Path Development

Name of Contractor: TBD

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

Description of Project

As part of the Village Bikeway plan, The Village will negotiate to purchase the Union Pacific Railway that runs from Devon to Touhy. A petition has been filed with the Surface Transportation Board to stop the abandonment process so the property can potentially be used for a trail. Eventually, a path will meander down the length of the former railroad connecting to on-street bike routes and the off-street paths along the channel. A portion of the Union Pacific land will be used to extend the public works yard. This will be accomplished through a public use petition with the federal government. The UP Bike Path will connect to planned trails on the railroad in Chicago, as well.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from area suburbs and Chicago. It will provide connectivity to existing and proposed paths, both on-street and off-street.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2013	Conceptual Plan, Phase I engineering
2014	Phase II engineering/Environmental Test/Appraisal and Negotiation
2015	Purchase
2015	Final Design/Development of Bid Documents
2016	Construction of Bike Path

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/7/2015

Parks and Recreation

Project Name and Location

Union Pacific Land Acquisition & Bike Path Construction

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design		100,000				
Site, etc. Acquisition*						
Vehicle/ Equipment						
Construction/ Repair		240,000				
Other Cost		40,000				
Total Project Cost	-	380,000	-	-	-	-
Funding						
Cost to Village		380,000	-	-	-	-
Grant/Donation						
Total Funding		380,000	-	-	-	-

Basis of Project Costs:

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

The Village will acquire the Union Pacific Railway as it runs from Devon to Touhy in 2015. A bike path will be constructed in accordance with the Village Bikeway Plan. The proposed bike path will eventually connect to on-street bike routes, as well as the proposed off-street bike path that will be constructed on the Union Pacific Railway within the Chicago boundaries. The total off-street bike path, once it is constructed, will be approximately 2.5 miles within Chicago and Lincolnwood.

Financing Other than Current Revenue Sources and Other Information:

The Village received a grant for acquisition of the property and construction of the path from the federal government Mitigation Air Quality (CMAQ) program which will cover 80% of the cost of acquisition. The Village is required to expend 100% of the purchase cost and apply for reimbursement of 80% of the cost. For the construction of the path, IDOT bids out and builds the project and bills the Village for 20% of the cost.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/7/2015 Department: Public Works Department

Project Name and Location: Lincoln Avenue Medians

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 new landscaping in the Lincoln Avenue medians. This project will include installation of new perennial plants, irrigation systems, and a brick ribbon in all of the existing medians on Lincoln Avenue, including those that are not currently landscaped.

Project Benefits

The landscaping in many of the Lincoln Avenue medians is in poor condition and the existing turf requires significant ongoing maintenance. Renewing the median landscaping and installing landscaping in those medians in which it does not currently exist moves the Village closer to completing the goals outlined in the 2009 Lincoln Avenue Streetscape Plan.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 16-17</u>	<u>Engineering</u>
<u>FY 16-17</u>	<u>Construction</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/7/2015 Department: Public Works Department

Project Name and Location: PW Yard Expansion

Name of Contractor: Unknown

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

Description of Project _____

Construction of improvements to the Public Works Yard to include storage bins, landscaping, screen walls

Project Benefits _____

Expand the abilities of the Public Works Department, store equipment and materials properly.

Implementation Schedule _____

Dates _____ Explanation _____

2016/2017 Design

2017/2018 Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/7/2015 Department: Public Works Department

Project Name and Location PW Yard Expansion

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design		25,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			1,000,000			
Other Costs			100,000			
Total Project Cost		25,000	1,100,000			
Funding						
Cost to Village Grant/Donation		25,000	1,100,000			
Total Funding		25,000	1,100,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Expand abilities of the Public Works Department to provide services. Store equipment and materials properly.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

<u>Department</u>	<u>Water Fund</u>				
<u>Project</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Stormwater Improvements-Berms and Restrictors	654,700	1,583,200	2,000,000	2,000,000	2,000,000
	-	-	-	-	-
Water Main Repairs and Upgrades- Various Locations	-	50,000	320,000	320,000	320,000
	-	-	-	-	-
Water Transmission Main Construction	125,000	475,000	3,800,000	-	-
	-	-	-	-	-
Pump House Improvements	33,000	263,000	-	-	-
	-	-	-	-	-
Totals	812,700	2,371,200	6,120,000	2,320,000	2,320,000

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/21/2015 Department: Public Works Department

Project Name and Location Water Main Improvements- Various Locations

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design			50,000	50,000	50,000	50,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				250,000	250,000	250,000
Other Costs				20,000	20,000	20,000
Total Project Cost		-	50,000	320,000	320,000	320,000
Funding						
Cost to Village			50,000	320,000	320,000	320,000
Grant/Donation						
Total Funding			50,000	320,000	320,000	320,000

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Design and construction of water main improvements based on the updated system analysis recommendations.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/4/2015 Department: Public Works Department

Project Name and Location: Water Transmission Main Construction

Name of Contractor: Unknown

Type of Project: Facility Construction []

Site Acquisition [] Facility Repair []

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

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2016-2017	Design
FY 2017-2018	Design
FY 2018-2019	Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/4/2015 Department: Public Works Department

Project Name and Location Water Transmission Main

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design		125,000	475,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				3,500,000		
Other Costs				300,000		
Total Project Cost		125,000	475,000	3,800,000		
Funding						
Cost to Village		125,000	475,000	3,800,000		
Grant/Donation						
Total Funding		125,000	475,000	3,800,000		

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/17/2015 Department: Public Works Department

Project Name and Location: Pump House Improvements

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair [x]

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

Description of Project

Replacement of pump #4 and the existing chlorinator system.

Project Benefits

The existing chlorinator system is original to the facility and repair and routine maintenance is becoming difficult due to a lack of available parts. The Village's disinfection system uses chlorine gas, which if leaks can be hazardous. Replacement of the chlorinator would provide greater reliability. Pump #4 is also original to the facility and is the "workhorse" of the pump house, running for a majority of every day. Replacement of the pump is necessary to ensure reliability. The pump house has an automatic power switch from ComEd that is used during an outage. However, during a large scale outage, such as the one experienced during the August 2, 2015 storm both power supplies could fail. In such situations, the pump house would have no electricity and would be unable to provide potable water to the public system.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 16-17</u>	<u>Replacement of Chlorinator and Pump #4</u>
	<u>Design of Generator</u>
<u>FY 17-18</u>	<u>Installation of Generator</u>
_____	_____
_____	_____
_____	_____
_____	_____

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT COST SUMMARY

Date: 12/17/2015 Department: Public Works Department

Project Name and Location Pump House Improvements

Cost Elements	Cost to Date	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020	Y/E 2021
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		33,000	250,000			
Other Costs			13,000			
Total Project Cost		33,000	263,000			
Funding						
Cost to Village Grant/Donation		33,000	263,000			
Total Funding		33,000	263,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Replacement of the existing chlorinator and pump #4. Design and installation of a backup generator for the pump house.

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:

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**Village of Lincolnwood
CIP - Capital Vehicles/Equipment - Department Summary
For The Periods as Shown**

Department	F/Y	F/Y	F/Y	F/Y	F/Y	Total
Fire Department	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Replacement Pumper	285,000					285,000
Air Pack compressor, Fill Station 4 bottles		65,000				65,000
Replacement Ambulance		249,179				249,179
Ford F250 Pickup 4X4		35,000				35,000
<hr/>						
Police Department						
Replacement of Police Vehicles	64,800	112,000	112,000	114,000	114,000	516,800
<hr/>						
Public Works Department						
Truck #48 (Parks)		35,700				35,700
Truck #49 (Streets)		35,700				35,700
Sewer Televising Equipment (Water)		100,000				100,000
Street Sweeper #2 (Streets)		250,000				250,000
Truck #47 (Water and Sewer Fund)		35,700				35,700
Truck #18 (Water and Sewer Fund)			156,100			156,100
Truck #14 (Streets)			156,100			156,100
Truck #8 (Parks)			36,600			36,600
Tractor #3 (Parks)				99,300		99,300
Truck #25 (Streets)				37,530		37,530
Truck #3 (Water and Sewer Fund)					164,100	164,100
Truck #10 (Water and Sewer Fund)					38,500	38,500
Totals	349,800	918,279	460,800	250,830	316,600	2,296,309

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