



# OPERATING BUDGET

## FY 2018-2019



Village of Lincolnwood  
6900 N Lincoln Ave  
Lincolnwood, IL 60712



# Village of Lincolnwood 2018-2019 Budget

## Village Board of Trustees

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Timothy C. Wiberg, Village Manager

Robert J. Merkel, Finance Director



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
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**Village of Lincolnwood  
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For the Fiscal Year Beginning

**May 1, 2017**

*Christopher P. Morill*

Executive Director

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# TABLE OF CONTENTS

## Budget Overview

FY 2018-2019 Budget Overview .....	01
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## Budget Summary

Budget Message.....	03
Strategic Planning Report 2017-2019.....	14
Financial Policies .....	25
Investment Policy .....	33
Budget Structure and Process .....	35
Total Budget Comparison .....	41
Fund Type Summary.....	45
Summary of Transfers.....	49

## Personnel Summary

Summary of Personnel Costs – All Funds.....	51
Staffing Schedule.....	53

## Revenue Summary

Major Revenue Descriptions – All Funds .....	58
--	----

## Expenditure Summary – All Funds

Expenditure Analysis and Overview .....	72
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## Fund Expenditures Section

### General Fund

President and Village Board.....	83
Village Clerk.....	86
Village Manager’s Office.....	89
Finance Department.....	96
Legal Department .....	104

Community Development.....	107
Information Technology.....	115
Engineering.....	117
Police Department.....	119
Fire Department.....	128
Public Works Administration.....	136
Vehicle Maintenance Division.....	144
Building Maintenance Division.....	147
Streets Maintenance Division.....	150
Park and Recreation Department.....	154

### Other Funds

Motor Fuel Tax.....	203
Transportation Improvement Fund.....	205
Northeast Industrial District TIF Fund.....	207
Lincoln-Touhy TIF Fund.....	209
Devon-Lincoln TIF Fund.....	211
Debt Service Fund.....	213
Property Enhancement Program and Green Initiatives for Tomorrow.....	215
ROW Bike Path Fund.....	217
Private Sewer Line Assistance Fund.....	219
Water and Sewer Fund.....	221
Police Pension Fund.....	224

### Appendix

About the Village.....	227
Debt Administration.....	239
Property Tax Information.....	245
Glossary of Terms.....	250

## Capital Improvement Program

Introduction .....	C-01
Purpose of the Capital Improvement Program .....	C-01
Capital Improvement Program Definition .....	C-02
Capital Improvement Program Development .....	C-03
Summary Tables .....	C-03
Evaluation Criteria.....	C-03
Capital Improvement Program Project Detail.....	C-05
Table: FY2019-2023 Capital Improvement Expenditures.....	C-06
General Fund Program Summary by Department.....	C-07

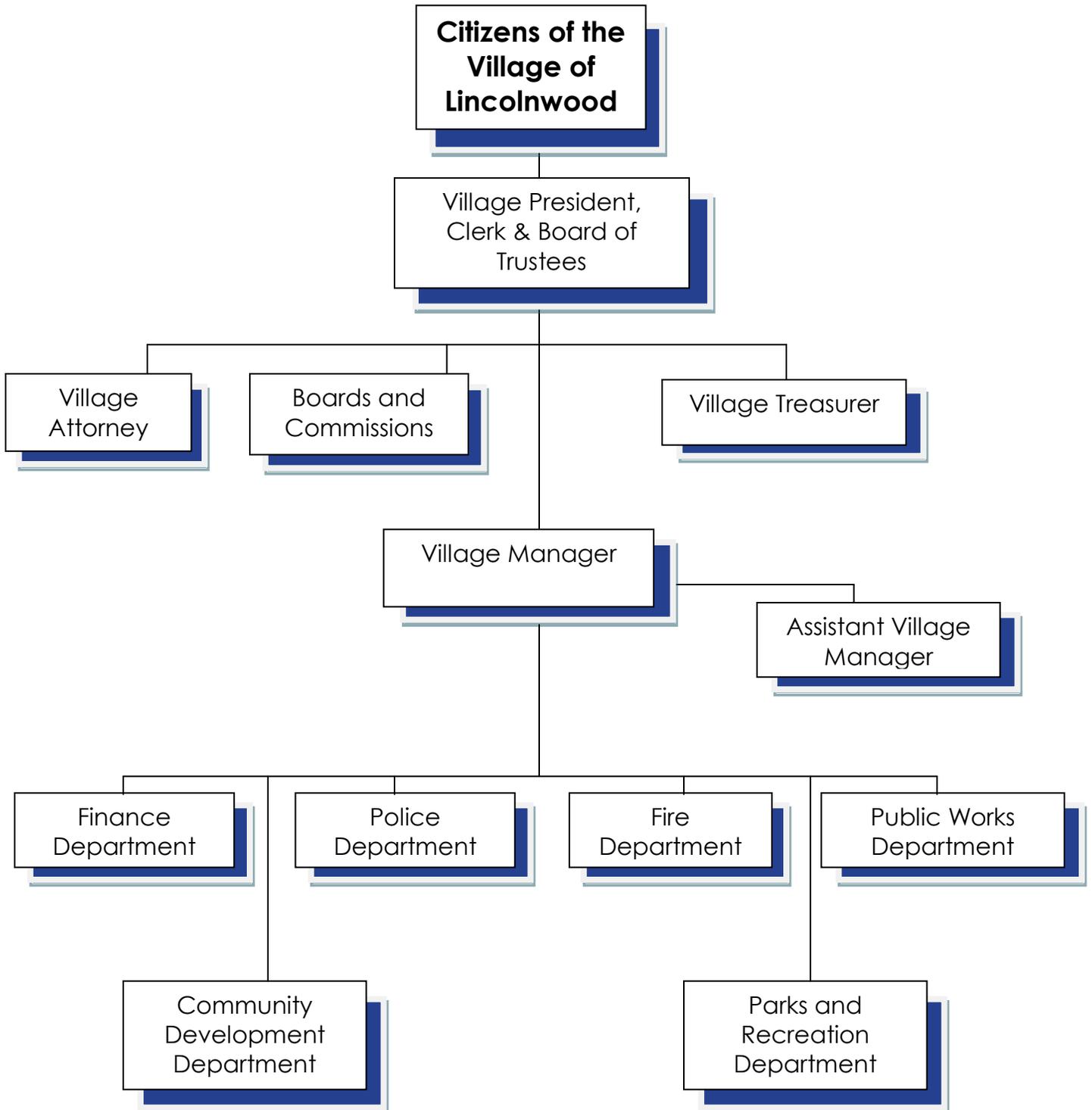
### Capital Improvement Detail

Public Works.....	C-08
Parks and Recreation.....	C-31
Public Works / NEID .....	C-64
Public Works / Devon - Lincoln.....	C-69
Water Fund.....	C-74
Table: FY2019-2023 Capital Vehicles/Equipment Program.....	C-85

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# Organizational Chart

Elected & Appointed Officers



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## **BUDGET OVERVIEW**

The Fiscal 2019 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 2019 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 2019 budget message which provides an overview of Fiscal 2018 year-end results and an overview of the proposed Fiscal 2019 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 2019 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

### **PERSONNEL SUMMARY**

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

## **REVENUE SUMMARY**

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

## **FUND EXPENDITURES SECTION**

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

## **APPENDIX**

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

## **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**

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

# Budget Message

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VILLAGE PRESIDENT  
Barry I. Bass

VILLAGE CLERK  
Beryl Herman

VILLAGE MANAGER  
Timothy C. Wiberg



TRUSTEES  
Ronald S. Cope  
Jean Ikezoe-Halevi  
Georjean Hlepas Nickell  
Jesal B. Patel, Sr.  
Jennifer G. Spino  
Renan I. Sugarman

May 1, 2018

**TO:** President Bass and Members of the Village Board

**SUBJECT:** **Adopted Budget for Fiscal Year 2018/19 (Fiscal 2019)**

On behalf of the Village staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2019 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 13, 2018 Budget Workshop. On January 17, 2017 the Village Board adopted the 2017– 2019 Strategic Planning Report. The approved initiatives were used as a guide in developing the Fiscal 2019 budget. The Village Board’s Finance Committee met on April 5, 2018 to review the budget document in detail and a public meeting presenting the final draft budget document to the Village Board was held on April 17, 2018.

The total budget adopted for Fiscal 2019 is \$41,940,137. This represents an increase of 20.9% from last year’s budget. The General Fund operating budget is \$22,152,101, which amounts to an increase of 3.5% over last year’s adopted budget. It is balanced through the use of excess fund balance reserves, which will be utilized for specific, one-time capital improvements. Many of the significant planned expenses include: a State of Illinois unfunded mandate to upgrade the Fire Department’s radio system, furnishings for a new ambulance sub-station at The Carrington, a new senior living facility, replacement of playground equipment at Proesel Park as well as three tractor replacements in the Public Works Department and two squad car replacements in the Police Department. Finally, roof replacements will occur at the Village’s Community Center and water pumping station.

The budget continues the Village’s conservative approach to fiscal management and its emphasis on limiting negative impacts to taxpayers. The Village has a self-imposed cap on the annual increase in the property tax levy. The Village does not increase the annual property tax levy in excess of the State consumer price index increase, as of the prior December. The 2017 property tax increase is 2.1%.

The February 2017 Moody’s Report noted that the financial position of the Village remains very healthy. It references factors such as the Village’s fund balance of 54.4% of annual expenditures and the Village’s overall debt burden is small and in line with the assigned rating of Aa1 (just below the highest rating of Aaa).



TREE CITY USA

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**Lincolnwood | 2018-2019** WWW.LINCOLNWOODIL.ORG



## **Fiscal 2018 Review**

The Fiscal Year 2018 adopted budget for the General Fund was \$21,408,991 with projected revenues of \$20,688,569. End of year projections indicate a net decrease to the fund balance of \$1,501,615 after transfers. The Fiscal Year 2018 budgeted deficit is attributed to the following items:

- Increase in Police pension contribution- \$200,000
- Police StarCom radio replacements- \$230,000
- Touhy Pedestrian/Bicycle Overpass Construction- \$581,000
- Lincoln Avenue Median Construction- \$466,250

## **Items of Note in Fiscal 2018**

### Capital Improvements

- Began construction of a pedestrian/bicycle overpass bridge over Touhy Avenue on the Valley Line Trail bike path. Construction will be complete in the summer of 2018, 80% of which will be funded through a Congestion Mitigation Air Quality Grant.
- Completed construction of the Lincoln Avenue median beautification project.
- Completed construction of a trailhead public parking lot within the Northeast Industrial Business District.
- Began Phase II engineering of the Devon Avenue streetscape project.
- Completed LED street light retrofits on Northeast Parkway.
- Began construction to expand the Public Works yard.

### Planning & Development

- Welcomed Stefani's Osteria and Bar at the former Kow Kow site and The Carrington Senior Housing facility at the former Bell and Howell site.
- Began the process of amending the Zoning Code to include more business-friendly requirements. Adopted amendments include: expanding the list of permissible uses in commercial zoning districts as well as updating the Village's sign code.
- Developed a Business Connections Newsletter which is included in each edition of the Village's bi-monthly newsletter.
- Created an online interactive map for developments in the Village that are under review.
- Amended the Village Code to provide a process to suspend a contractor's license if they are involved in repeated and/or significant violations of the Village's Building Code.

### Fiscal Management

- Received the distinguished budget presentation and excellence in financial reporting award from the Government Finance Officers Association.

- Updated the Village’s business and vehicle license software to provide businesses and residents with the ability to renew their business licenses and vehicle stickers online.
- Made the final debt payment on the Village’s General Obligation Bonds. The Village has no outstanding GO bonds as of April 30, 2018.

### Administration

- Expanded the use of social media by adding LinkedIn to the Village’s social media platform.
- Implemented a bi-weekly e-newsletter.
- Developed a series of public service announcements that are promoted through social media and the Village’s website.
- Conducted a citizen survey.

### Fiscal 2019 Key Issues

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

Provided below are the goals stated in the strategic plan and a summary of how the Fiscal 2019 budget will help achieve these goals:

Goal	Summary of Actions
<b>Development Achievements</b>	
A. Continue Development of the “Purple Hotel” Site with Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction	<i>On March 6, 2018 the Village Board approved an Ordinance that authorizes the Village to negotiate and make a bona fide offer for the former Purple Hotel site. The current contract purchaser continues to present information to the Village Board as it becomes available.</i>
B. Facilitate Cicero Avenue Hotel Development	<i>The Cicero Avenue hotel development application was withdrawn by the developer and is no longer under consideration.</i>
C. Create a North Lincolnwood Development Plan	<i>The Village has selected a consultant through a formal Request for Proposal process. Initial concepts have been reviewed for the site. Further work on this project will occur once a developer has been selected for the former Purple Hotel site.</i>
D. Develop the Following Sites: Brickyard Bank Property, Republic Bank Drive Through Site and Touhy Avenue Corridor	<i><u>Brickyard Bank Property</u> The property is not currently for sale. If the site becomes available the Village will work with potential developers on redevelopment of the property. <u>Republic Bank Drive Through</u> A new multi-tenant commercial center has received zoning</i>

	<p>approval, and is anticipated to begin construction in late spring 2018.</p> <p><u>Touhy Avenue Corridor</u></p> <p>There are several properties for sale with the potential for redevelopment. These currently include: 3757 W. Touhy Avenue and the former Purple Hotel site. Substantial redevelopment is anticipated at the recently sold 4656 W. Touhy Avenue property.</p>
E. Attract a Grocery Store to Lincolnwood	<p>The preferred site for a potential grocery store is the former Purple Hotel site. The Village is awaiting concept plans from the approved developer of this property before proceeding. The Village has also encouraged such a use at the former Dominick's property, with no interest expressed by grocers to date.</p>
<b>Create a Marketing Package that will include identification of development sites and desired uses</b>	<p>Staff is working in conjunction with the Economic Development Commission (EDC) to determine the sites, methods and message for marketing key properties in the Village.</p>
<b>Finalize a New Water Supplier</b>	<p>Staff is finalizing a water supply agreement with The City of Evanston. Funds have been included in the Fiscal 2019 Water and Sewer Fund to design and start construction on the infrastructure necessary to connect to the City of Evanston, with an anticipated connection by the end of calendar year 2019.</p>
<b>Complete Stormwater Pilot Project and Determine "Next Steps" Plan/Actions</b>	<p>A pilot street storage project was constructed during the fall of 2017. During Fiscal 2018 data was collected to measure the effectiveness of the pilot area improvements. During Fiscal 2019 funds have been allocated to design Stage II of street storage and complete the design and construction of a stormwater only outfall into the Northshore Channel.</p>
<b>Define a Baseline for O'Hare Noise and Show Measured Progress on Noise Abatement</b>	<p>During the spring of 2017 a temporary noise monitor was installed at Village Hall to capture data regarding noise ranges within the Village. The noise range did not rise to the level that would allow the Village to be eligible for grant funding for noise mitigation. Village staff continues to attend O'Hare Noise Compatibility Commission meetings.</p>
<b>Develop a Village Mobile App Creating the Means for Mobile Citizen Communication, Feedback and Service Fulfillment</b>	<p>The Village's mobile app continues to be utilized by the public at a high rate. Over 400 users have downloaded the application. During Fiscal 2019 staff will continue to promote the use of the mobile app as well as look at ways to expand functionality within the app.</p>
<b>Complete Bicycle Path Connections</b>	<p>During the fall of 2017 the Valley Line Trail on the west side of the Village and the Former Union Pacific Railroad Trail on the east side of the Village opened for use. During Fiscal 2018 construction of the overpass bridge for the Valley Line Trail began to provide safe passage for pedestrians and cyclists over Touhy Avenue. Construction will be completed during the summer of 2018.</p>

<b>Complete 9-1-1 Shared Dispatch Service Center</b>	<i>As of March 1, 2017 Police Dispatch services for the Village of Lincolnwood were transferred to the Village of Skokie. Fire dispatch services were reassigned as of April 24, 2017. During Fiscal 2018 the Police Department updated the public safety radio system to StarCom, this update was required by the Federal Commerce Commission. Funds for the updated Fire radio system are included within the Fiscal 2019 budget.</i>
<b>Develop a Public Transportation Plan along Devon Avenue</b>	<i>The Village has an Ad-Hoc Mass Transit Committee comprised of residents to lobby and promote a route along Devon Avenue to connect to mass transit in Edgebrook. During 2017, the Village joined with neighboring elected officials to lobby the CTA and Pace to improve mass transit for the region. In early 2018, the Village was notified that Pace is planning to implement a new route along Crawford Avenue connecting residents more directly to Skokie. It is anticipated that these changes will be brought forward in the form of a Public Hearing from Pace in 2018 or early 2019.</i>

### **Fiscal 2019 Adopted Budget Overview**

At the February 13, 2018 Budget Workshop staff presented a preliminary balanced budget that will require the use of General Fund excess reserves. The resulting fund balance will remain in excess of the maximum required in the Village's Financial Policies.

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

<b>Item</b>	<b>Budgeted Amount</b>
Replacement of two Police squad cars	\$75,000
Furnishing of new ambulance sub-station at The Carrington	\$25,000
Fire StarCom radio replacement – Unfunded mandate	\$195,200
Replacement of playground equipment-Proesel Park	\$215,000
Replacements of two Public Works trucks	\$73,200
Replacement of one Public Works tractor	\$96,900
Replacement of Community Center Roof	\$150,000
<b>Total</b>	<b>\$715,300</b>

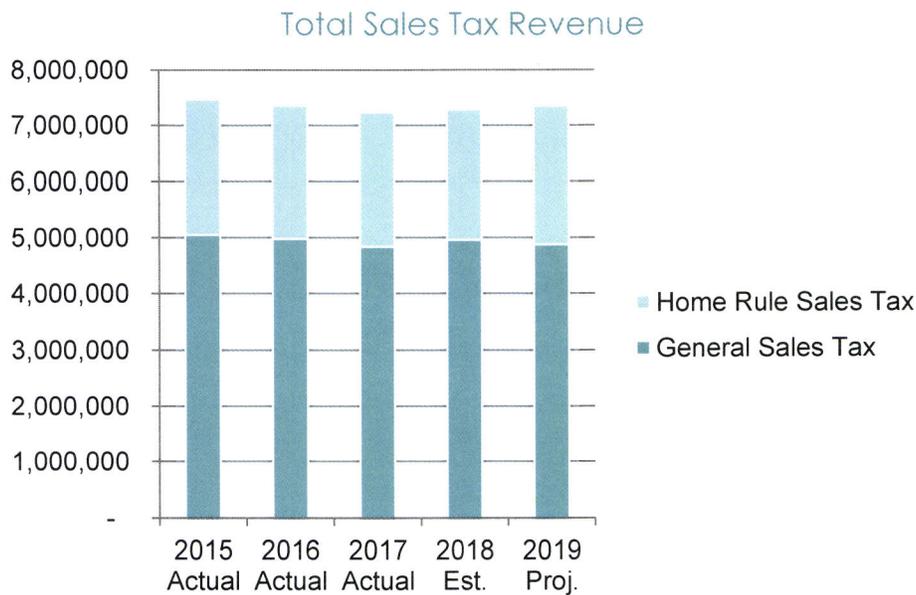
The adopted total budget is summarized below. Per accepted governmental financial standards, the Village's finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources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

	<b>FY17/18</b>	<b>FY18/19</b>	<b>% Change</b>
All Funds	\$34,688,373	\$41,940,137	20.9%
General Fund	\$21,408,991	\$22,152,101	3.5%

The total budget has an increase of 20.9%. This is mainly due to the construction of a new water transmission line for the Village’s new potable water supplier. The budget for the General Fund increased by 3.5% from the previous year, this is largely the result of the one-time capital expenditures for the StarCom Fire radio system, increased Police pension costs and planned vehicle replacements. Fiscal 2019 highlights include:

- Sales Tax – Total sales tax revenue, including State and Home Rule sales tax is budgeted for \$7,350,000. Sales tax receipts have decreased from the prior year’s budget. The chart below describes the trend in total sales tax revenue over the past five years.



	<b>Actual 4/30/2015</b>	<b>Actual 4/30/2016</b>	<b>Actual 4/30/2017</b>	<b>Estimated 4/30/2018</b>	<b>Projected 4/30/2019</b>
<b>Home Rule Sales Tax</b>	2,408,004	2,374,826	2,392,230	2,322,128	2,471,700
<b>General Sales Tax</b>	5,054,179	4,976,541	4,839,777	4,962,964	4,878,300
<b>Total</b>	<b>7,462,183</b>	<b>7,351,367</b>	<b>7,232,007</b>	<b>7,285,092</b>	<b>7,350,000</b>

- Refuse – The Village expenditures related to refuse, recycling, and yard waste collections are accounted for in the General Fund. The total budget for this expense is \$1,102,000. Funding for refuse collection is paid through the use of property tax revenues. Of the total amount, \$883,000 is paid to Groot Industries, Inc. for refuse collection and \$219,000 is paid to the Solid Waste Agency of Northern Cook County (SWANCC) for landfill deposits.
  
- Personnel Costs – Personnel costs in Fiscal 2019 are budgeted to be \$ 13,328,727. There is a 2% cost of living wage increase for non-union employees and a contractually-obligated wage increase of 2.5% for the Fraternal Order of Police Patrol Union. The wage increase for the Public Works Teamsters Union will be determined by contract negotiations that will be completed in Fiscal 2019.
  
- Police Pension Funding – The Police Pension Fund is currently 43.7% 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 Gasoline Tax. In addition, beginning in Fiscal 2019 an additional \$220,000 per year will be deposited into the Police Pension Fund.

## Capital Projects

The Fiscal 2019 budget includes the following capital improvement projects:

### Playground Equipment

- \$215,000 to update the playground equipment at Proesel Park as part of the Village’s capital equipment playground renovation plan. Proesel Park is programmed for replacement in FY 18/19. The existing equipment is over twenty years old and has a variety of surface hazards as well as aging equipment that is need of repair. This project will be funded through the General Fund.

### Water and Sewer Fund Projects

- \$460,000 to complete the design and provide construction oversight of a relief sewer outlet to the North Shore Channel. The relief sewer was originally recommended by the Ad Hoc Sewer Committee as the second highest priority project, behind street storage within the Village’s Stormwater Management Plan. This project is Phase II of the pilot surface storage project that was completed during Fiscal 2017. A grant application has been submitted to the Metropolitan Water Reclamation District to obtain funding for construction of the outfall. If the Village receives this grant, construction will take place in FY2019 at the estimated cost of \$2,950,000. Secondly, \$400,000 is included in the budget to complete the design of a potable water transmission main to connect the Village to the City of Evanston for potable water

supply and \$300,000 is included to begin construction of the main. The water transmission main construction should start in the Spring of 2019. \$3 million dollars is budgeted in FY2019 for the start of construction which will be finished in FY2020. Third, \$300,000 is allocated to design Stage II of the Village's storm water street storage program. The Village's water pumping station has original pumps that have reached their end of life. The Fiscal 2019 budget includes \$106,000 to replace the second of five pumps that are in need of replacement. A pump was previously replaced during FY 2018. Finally, \$25,000 is included to replace the roof on the Village's potable water pump house. These projects will be funded through the Water and Sewer Fund.

#### Devon Avenue Streetscape Project

- \$304,000 has been budgeted for Phase II engineering to provide streetscape improvements along Devon Avenue in the Devon-Lincoln TIF District. These improvements are intended to provide a more attractive corridor that will entice business and development to a corridor with retail vacancies and declining property values.

#### LED Street Light Retrofit

- \$59,900 is budgeted to retrofit the existing street lights on McCormick Blvd from metal halide bulbs to LED bulbs. This will reduce energy and maintenance costs. This will be funded through the Northeast Industrial Tax Increment Financing District Fund.

#### Public Works Yard Expansion

- \$1,620,000 is allocated to expand the yard at the Public Works Department to provide permanent material storage bins, increase the area for equipment and vehicle storage and install an ornamental fence around the Village's water tower to improve aesthetics and safety. This will be funded through the Northeast Industrial Tax Increment Financing Fund.

#### Street Light Installation

- \$1,106,450 to install street lights on Devon Avenue (Longmeadow Avenue to Lincoln Avenue). \$230,000 will be funded through the Devon Lincoln Tax Increment Financing District and \$876,450 through the Motor Fuel Tax Fund.

#### **Adherence to Financial Policies**

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

- The Fiscal 2019 total budget is balanced. The General Fund operating budget is balanced with the use of excess fund reserves in accordance with Village Financial Policies.
- The General Fund (GF) unreserved fund balance is maintained between 25% and 35% of annual GF revenue, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 2.1% property tax levy increase included in the Fiscal 2019 budget. This is in accordance with the Village's financial policy to limit the property tax levy increase to the annual State consumer price index (the same limit for Non-Home Rule communities).
- The General Fund's support of the Parks and Recreation Department is limited to \$1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses. The Village currently has no outstanding General Obligation Bonds as of May 1, 2018. The Village is anticipating the issuance of General Obligation Bonds during the year to fund the construction of a new water transmission main from the Village's new potable water supplier.

### **Financial Condition of the Village**

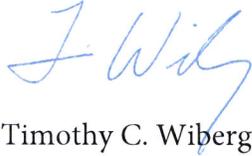
The Village's financial position is very strong with a continued bond rating of Aa1. As of the end of Fiscal 2018 the Village's General Fund is debt free. The only remaining debt is an interest-free loan owed to the State of Illinois for the replacement of the Village's Fire Truck which was replaced seven years ago. The most recent Moody's Report notes that the Village's ability to generate balanced financial operations exhibits sound financial management despite the fact that several tax base values generally fell. The Village ensures that its annual required pension contributions are met, and Village facilities and equipment are appropriately maintained.

### **Conclusion**

The preparation of the Fiscal 2019 budget could not have been achieved without the hard work and assistance of staff throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. The President and Village Board continue to provide stable and visionary leadership that have ultimately resulted in this year's accomplishments. Finally, particular thanks are extended to

Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



Timothy C. Wiberg  
Village Manager

# Strategic Planning Report 2017-2019

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# Village of Lincolnwood

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Strategic Plan Report  
2017 – 2019

December 2016

# Vision Statement

Lincolnwood | 2018-2019

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

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

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

# Village of Lincolnwood Core Values

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

# SWOT Analysis

## Where We Are Today

### Strengths

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

### Weaknesses

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

### Opportunities

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

### Threats

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



# Vision by Category

## State of Village in Five Years



Lincolnwood | 2018-2019

### **DEVELOPMENT**

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

### **RESIDENTIAL**

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

### **ECONOMICS**

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

### **LEADERSHIP/GOVERNANCE**

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

### **COMMUNITY PLANNING**

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

### **COMMUNICATION/COMMUNITY IMAGE**

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

### **VILLAGE SERVICES**

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



**EXECUTIVE PARTNERS**  
EXPERT STRATEGY. EXECUTED. EMBRACED.



# 2017 - 2019 Goals

## Actions Towards our Vision

Lincolnwood | 2018-2019

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

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

- 3. Finalize a New Water Supplier

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

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

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

- 7. Complete Bicycle Path Connections

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

- 9. Develop a Public Transportation Plan along Devon Avenue



# GOALS/OBJECTIVES 2017 – 2019

GOALS	OBJECTIVES	TARGET DATE	RESPONSIBLE DEPARTMENT(S)
<b>1. Development Achievements</b> A. Continue Development of “Purple Hotel” Site - With Newly Named “Purple Hotel” Site, Identify Developer, Approve Site Plans, Ensure Project Financing, and Begin Site Construction  B. Facilitate Cicero Avenue Hotel Development  C. Create a North Lincolnwood Development Plan  D. Develop the Following Sites 1. Brickyard Bank Property 2. Republic Bank Drive Through Site 3. Touhy Avenue Corridor  E. Attract Grocery Store to Lincolnwood	1A • Create Concept Plan	03/31/2017	Community Development (CD)  Village Manager’s Office (VMO)  Economic Development Commission (EDC)  Village/Board
	• Identify Developer to Deliver Plan	06/30/2017	
	• Identify Development Financing and Incentives	10/31/2017	
	• Work with Developer on Site Purchase	03/31/2018	
	• Facilitate Permit and Construction Process	09/31/2018	
	• Kick-Off Construction	03/31/2019	
	1B • Zoning and Design Review	03/31/2017	
	• Permitting Complete	06/30/2017	
	• Construction Begins	3 <sup>rd</sup> Quarter 2017	
	1C • Select Consultant to Develop a Sub Area Plan	06/30/2017	
	• Work with Contractor to Develop Plan	12/31/2017	
	• Board to Approve Plan	1 <sup>st</sup> Quarter 2018	
	1D • Include in Marketing Package for Private Development	3 <sup>rd</sup> Quarter 2017	
	1E • Include Use In Marketing Package	3 <sup>rd</sup> Quarter 2017	

Lincolnwood | 2018-2019

# GOALS/OBJECTIVES 2017 – 2019 (continued)



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

Lincolnwood | 2018-2019

# GOALS/OBJECTIVES 2017 – 2019 (continued)



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

# GOALS/OBJECTIVES 2017 – 2019 (continued)



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

Lincolnwood | 2018-2019

# Financial Policies

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## INTRODUCTION

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

- Revenues
- Expenditures
- Financial Planning

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

## REVENUES

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

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

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

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

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

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

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

## **EXPENDITURES**

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

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

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

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

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

## **FINANCIAL PLANNING**

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

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

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

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

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

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

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

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

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

### **FUND BALANCE RESERVE POLICY**

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

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

### **GENERAL FUND**

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

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

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

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

### **DEBT SERVICE FUND**

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

## **WATER AND SEWER FUND**

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

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

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

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

## **POLICE PENSION FUND**

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

## **ALL OTHER FUNDS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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# Investment Policy

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**INVESTMENT POLICY:**

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

**PRUDENCE:**

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

**OBJECTIVE:**

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

**AUTHORITY:**

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

**ETHICS AND CONFLICT OF INTEREST:**

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

**AUTHORIZED INVESTMENTS:**

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

**INTERNAL CONTROL:**

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

**INVESTMENT POLICY ADOPTION:**

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

**Adopted January, 2006**

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# Budget Structure & Process

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## **BUDGET STRUCTURE**

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

## **MAJOR GOVERNMENTAL FUNDS**

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

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

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

## **MAJOR PROPRIETARY FUND**

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

## **NON-MAJOR GOVERNMENTAL FUNDS**

**Special Revenue Funds**- Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable

trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village budgets for three Special Revenue Funds:

Transportation Improvement Fund, Devon/Lincoln TIF Fund and the 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 three capital project funds.

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

**BUDGET BY FUND STRUCTURE**

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

**BUDGET PROCESS**

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

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

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

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

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

## **THE CAPITAL IMPROVEMENT PLAN**

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of \$10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the FY2019 budget workshop, the 2019-2023 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 2017	Evaluate fiscal year financial forecasts and develop FY 2018/19 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 2017 Property Tax Levy.
January 2018	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 2018/19 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 2018/19 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	FY2019 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, 2018. 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 2019 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

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# Total Budget Comparison

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## FY 2018-2019 BUDGET FINANCIAL SUMMARY - ALL FUNDS

The following is a summary of revenues and expenses for the Village from FY2015/16 through FY2018/19 by Fund type.

	2015/16 Actual	2016/17 Actual	2017/18 Projected	2018/19 Adopted
<b>Revenues by Fund</b>				
General	20,255,290	21,551,675	20,388,755	21,243,223
Motor Fuel	363,502	378,795	350,000	350,000
Transportation Improvement	284,844	288,042	265,000	530,500
E911	168,481	185,922	43,000	-
NEID TIF	4,538,569	537,648	1,453,000	1,302,000
Touhy/Lawndale TIF	182,862	-	-	-
Devon/Lincoln TIF	150,350	118	270,000	549,000
Lincoln/Touhy TIF	-	-	-	-
Debt Service	480,792	480,792	482,000	-
Capital Projects	41,909	261,568	192,400	230,000
Water and Sewer-Enterprise	4,656,688	4,775,555	4,822,300	6,375,000
Police Pension	2,069,671	3,805,848	3,270,000	3,520,000
<b>Total</b>	<b>33,192,958</b>	<b>32,265,963</b>	<b>31,536,455</b>	<b>34,099,723</b>
<b>Expenses by Fund</b>				
General	19,606,373	19,631,111	21,093,770	22,152,101
Motor Fuel	64,241	855,588	431,850	981,370
Transportation Improvement	1,204,834	550,649	25,600	301,500
E911	195,855	502,739	38,850	-
NEID TIF	5,041,095	1,218,124	1,228,838	1,841,900
Touhy/Lawndale TIF	-	-	-	-
Devon/Lincoln TIF	354,267	107,926	237,460	700,920
Lincoln/Touhy TIF	-	-	-	5,000
Debt Service	1,133,512	686,631	689,644	210,381
Capital Projects	93,056	695,998	1,154,600	591,500
Water and Sewer-Enterprise	4,274,948	4,570,041	4,599,634	12,212,146
Police Pension	2,236,860	2,401,422	2,755,704	2,943,319
<b>Total</b>	<b>34,205,041</b>	<b>31,220,229</b>	<b>32,255,950</b>	<b>41,940,137</b>
Excess (Deficit) of Revenues over Expenses	(1,012,083)	1,045,734	(719,495)	(7,840,414)
Other financing - bond proceeds	-	-	-	12,000,000
Pay out of TIF surplus	(444,703)	(3,680,000)	-	-
Excess(Deficiency) of Revenues over Expenses after Other Financing	(1,456,786)	(2,634,266)	(719,495)	4,159,586

## FY 2018-2019 BUDGET SUMMARY TOTAL VILLAGE BUDGET

The following is a summary of revenues and expenses for the Village from FY2015/16 through FY2018/19.

	2015/16 Actual	2016/17 Actual	2017/18 Projected	2018/19 Adopted
<b>Revenues</b>				
Local Taxes	16,133,626	15,581,674	16,591,300	16,700,000
Intergovernmental Taxes	2,720,493	2,692,424	2,623,000	2,580,000
Licenses and Permits	1,072,394	2,075,684	1,160,408	1,305,958
Charges for Services	6,622,727	6,813,523	6,867,422	7,038,340
Fines and Forfeitures	291,189	340,950	296,900	291,900
Rent	116,504	118,196	112,000	112,000
Grants	3,721,909	318,234	197,400	2,264,000
Investment Income	234,582	343,669	264,000	183,500
Reimbursements	73,878	35,293	120,000	70,000
Police Pension	2,069,671	3,805,848	3,270,000	3,520,000
Other	135,985	140,468	34,025	34,025
<b>Total</b>	<b>33,192,958</b>	<b>32,265,963</b>	<b>31,536,455</b>	<b>34,099,723</b>
<b>Expenses</b>				
Personnel	12,073,949	12,234,790	12,444,726	13,328,727
Contractual	5,891,390	7,912,085	6,403,732	8,444,923
Commodities	4,425,307	4,408,151	5,177,401	5,155,102
Economic Development	258,364	213,372	214,000	250,000
Debt Service	2,032,726	1,620,510	1,685,757	1,152,656
Capital Outlay	7,286,445	2,429,899	3,574,630	10,665,410
Police Pension Expenses	2,236,860	2,401,422	2,755,704	2,943,319
<b>Total</b>	<b>34,205,041</b>	<b>31,220,229</b>	<b>32,255,950</b>	<b>41,940,137</b>
Excess (Deficit) of Revenues over Expenses	(1,012,083)	1,045,734	(719,495)	(7,840,414)
Other Financing Sources (Uses)				
Bond proceeds	-	-	-	12,000,000
Pay out of TIF Surplus	(444,703)	(3,680,000)	-	-
Excess (Deficit) of Revenues over Expenses after Other Financing	(1,456,786)	(2,634,266)	(719,495)	4,159,586
Fund Balances				
Start of Budget Year	50,741,148	49,284,362	46,650,096	45,930,601
End of Budget Year	49,284,362	46,650,096	45,930,601	50,090,187
Less: Pension Fund Balance (a)	(18,778,748)	(20,183,174)	(20,697,470)	(21,274,151)
Available Fund Balances	30,505,614	26,466,922	25,233,131	28,816,036

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

## BUDGET NOTES

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

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

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

**FY2015/2016** – Expenses exceeded revenues and other financing uses by \$1,456,876. The General Fund ended the year with an increase of \$440,738. This amount exceeded a budgeted deficit of \$273,179. Expenses and transfers were approximately \$1,252,362 less than budgeted. The NEID TIF district experienced a decrease of \$632,526 for the year. The District purchased land for the construction of a bike path that was funded with a grant covering 80% of the cost. The Touhy/Lawndale TIF was closed during the year and distributed \$444,703 of surplus funds back to the various taxing bodies located in the district. The Water and Sewer Fund experienced an increase of \$181,740. This amount exceeded a budgeted deficit as a capital project was deferred to next year.

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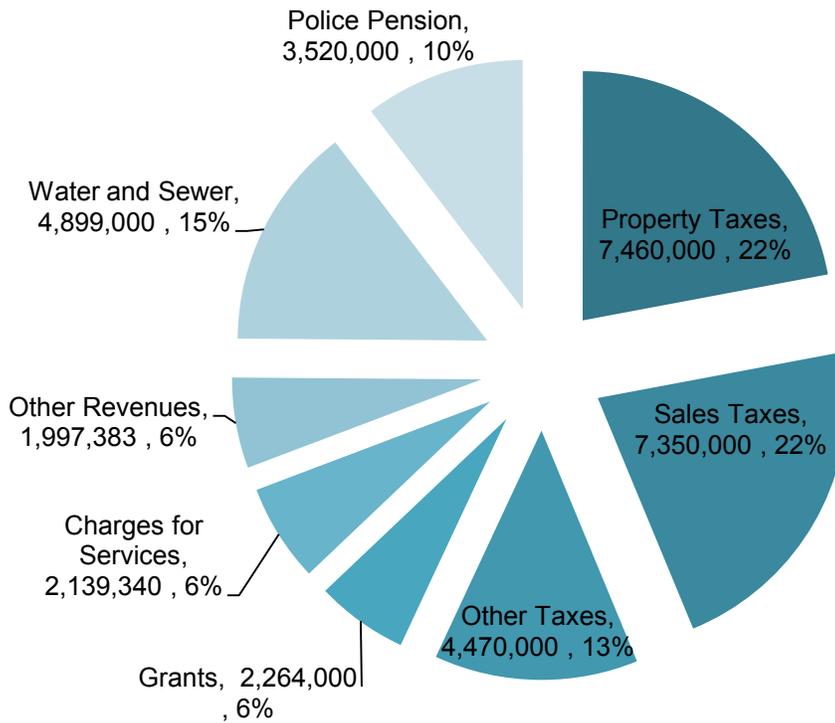
# Fund Type Summary

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### FISCAL 2019 REVENUES

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2018 and ending April 30, 2019 is \$34,099,723. Total revenues have increased \$2,962,204 (9.5%) from the prior year's budget. This is due mainly to a grant the Village is anticipating to receive for a storm water management project.

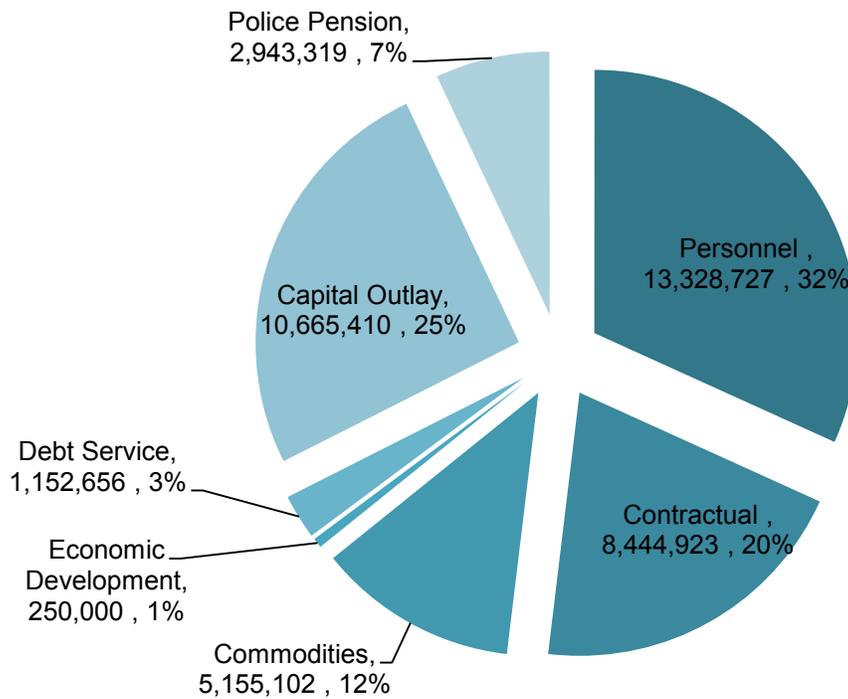
FY2018/19 Budgeted Revenues - All Funds - \$34,099,723



## FISCAL 2019 BUDGETED EXPENDITURES

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2018 and ending April 30, 2019 is \$41,940,137. This is an increase of \$7,251,764 (20.9%) from the previous year's budget. The budget consists of \$30,122,071 of operating expenses, \$1,152,656 of debt service and \$10,665,410 of capital outlay. Operating expenses are budgeted to increase 9.0% from the prior year's level while capital outlay will increase 99% from the prior year's budget.

### FY2018/19 Budgeted Expenditures – All Funds - \$41,940,137



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 2019 budget.

**OPERATING BUDGET**

Fiscal Year May 1, 2018 to April 30, 2019

	General Fund	Motor Fuel Tax Fund	Transportation Improvement 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	Private Sewer Line Assistance fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2018-2019	Budget Total - All Funds 2017-2018	Increase (Decrease)
<b>Revenue</b>																		
Local Taxes	\$ 14,875,000	0	280,000	1,300,000	245,000	0	1,825,000	0	0	0	0	0	16,700,000	0	0	\$ 16,700,000	15,726,350	973,650
Intergovernmental Taxes	2,260,000	320,000	0	0	0	0	320,000	0	0	0	0	0	2,580,000	0	0	2,580,000	2,640,000	(60,000)
Licenses and Permits	1,305,958	0	0	0	0	0	0	0	0	0	0	0	1,305,958	0	0	1,305,958	1,221,143	84,815
Charges for Services	565,928	0	0	0	0	0	0	0	0	0	0	0	565,928	4,840,000	0	5,405,928	5,575,193	(169,265)
Charges for Services-Culture and Recreation	1,573,412	0	0	0	0	0	0	0	0	0	0	0	1,573,412	0	0	1,573,412	1,559,008	14,404
Fines and Forfeitures	291,900	0	0	0	0	0	0	0	0	0	0	0	291,900	59,000	0	350,900	343,400	7,500
Rent	112,000	0	0	0	0	0	0	0	0	0	0	0	112,000	0	0	112,000	107,000	5,000
Grants	5,000	0	250,000	0	304,000	0	554,000	0	0	230,000	0	230,000	789,000	1,475,000	0	2,264,000	539,000	1,725,000
Investment Income	150,000	30,000	500	2,000	0	0	32,500	0	0	0	0	0	182,500	1,000	1,000,000	1,183,500	878,000	305,500
Reimbursements	70,000	0	0	0	0	0	0	0	0	0	0	0	70,000	0	0	70,000	100,000	(30,000)
Pension Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	2,520,000	0	2,520,000	2,399,400	120,600
Other Revenue	34,025	0	0	0	0	0	0	0	0	0	0	0	34,025	0	0	34,025	49,025	(15,000)
<b>Total Revenues</b>	<b>21,243,223</b>	<b>350,000</b>	<b>530,500</b>	<b>1,302,000</b>	<b>549,000</b>	<b>0</b>	<b>2,731,500</b>	<b>0</b>	<b>0</b>	<b>230,000</b>	<b>0</b>	<b>230,000</b>	<b>24,204,723</b>	<b>6,375,000</b>	<b>3,520,000</b>	<b>34,099,723</b>	<b>31,137,519</b>	<b>2,962,204</b>
<b>Expenditures</b>																		
<b>Current Operating Expenditures</b>																		
General Government	4,904,764	0	0	18,400	2,000	5,000	25,400	0	0	0	0	0	4,930,164	0	0	4,930,164	4,919,922	10,242
Public Safety	11,786,369	0	0	0	0	0	0	0	0	0	0	0	11,786,369	0	0	11,786,369	11,260,864	525,505
Highway and Streets	1,419,085	71,920	301,500	0	351,920	0	725,340	0	0	0	0	0	2,144,425	0	0	2,144,425	1,688,045	456,380
Sanitation	1,102,000	0	0	0	0	0	0	0	0	0	0	0	1,102,000	0	0	1,102,000	1,107,250	(5,250)
Culture and Recreation	2,789,883	0	0	0	0	0	0	0	0	0	0	0	2,789,883	0	0	2,789,883	2,562,880	227,003
Economic Development and Assistance	150,000	0	0	50,000	0	0	50,000	0	25,000	0	25,000	50,000	250,000	0	0	250,000	519,000	(269,000)
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	5,319,871	0	0	5,319,871	4,471,817	848,054
Capital Outlay Expenditures	0	909,450	0	1,773,500	347,000	0	3,029,950	0	0	541,500	0	541,500	3,571,450	5,950,000	0	9,521,450	4,060,595	5,460,855
Debt Service Expenditures	0	0	0	0	0	0	0	210,381	0	0	0	0	210,381	942,275	0	1,152,656	1,372,206	(219,550)
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	2,943,319	0	2,943,319	2,725,794	217,525
<b>Total Expenditures</b>	<b>22,152,101</b>	<b>981,370</b>	<b>301,500</b>	<b>1,841,900</b>	<b>700,920</b>	<b>5,000</b>	<b>3,830,690</b>	<b>210,381</b>	<b>25,000</b>	<b>541,500</b>	<b>25,000</b>	<b>591,500</b>	<b>26,784,672</b>	<b>12,212,146</b>	<b>2,943,319</b>	<b>41,940,137</b>	<b>34,688,373</b>	<b>7,251,764</b>
Excess revenues over expenditures	(908,878)	(631,370)	229,000	(539,900)	(151,920)	(5,000)	(1,099,190)	(210,381)	(25,000)	(311,500)	(25,000)	(361,500)	(2,579,949)	(5,837,146)	576,681	(7,840,414)	(3,550,854)	(4,289,560)
<b>Other Financing Sources and Uses</b>																		
Transfers In	330,000	0	0	0	120,000	0	120,000	210,381	25,000	288,000	25,000	338,000	998,381	0	0	998,381	1,838,631	(840,250)
Issuance of bonds	0	0	0	0	0	0	0	0	0	0	0	0	12,000,000	0	0	12,000,000	0	11,987,999
Transfers Out	(350,500)	(3,000)	(194,881)	(250,000)	0	0	(447,881)	0	0	0	0	0	(798,381)	(200,000)	0	(998,381)	(1,838,631)	840,250
<b>Total Other Financing Sources and Uses</b>	<b>(20,500)</b>	<b>(3,000)</b>	<b>(194,881)</b>	<b>(250,000)</b>	<b>120,000</b>	<b>0</b>	<b>(327,881)</b>	<b>210,381</b>	<b>25,000</b>	<b>288,000</b>	<b>25,000</b>	<b>338,000</b>	<b>200,000</b>	<b>11,800,000</b>	<b>0</b>	<b>12,000,000</b>	<b>0</b>	<b>12,000,000</b>
0																		
<b>Net change to fund Balance</b>	<b>(929,378)</b>	<b>(634,370)</b>	<b>34,119</b>	<b>(789,900)</b>	<b>(31,920)</b>	<b>(5,000)</b>	<b>(1,427,071)</b>	<b>0</b>	<b>0</b>	<b>(23,500)</b>	<b>0</b>	<b>(23,500)</b>	<b>(2,379,949)</b>	<b>5,962,854</b>	<b>576,681</b>	<b>\$ 4,159,586</b>	<b>(3,550,854)</b>	<b>7,710,440</b>
<b>Estimated Fund Balances May 1</b>	<b>11,205,924</b>	<b>3,411,119</b>	<b>47,890</b>	<b>1,668,235</b>	<b>103,531</b>	<b>(63,016)</b>	<b>5,167,759</b>	<b>14,008</b>	<b>0</b>	<b>164,010</b>	<b>0</b>	<b>164,010</b>	<b>16,551,701</b>	<b>8,681,430</b>	<b>20,697,470</b>	<b>45,930,601</b>	<b>49,481,455</b>	<b>(3,550,854)</b>
<b>Projected Fund Balances April 30</b>	<b>10,276,546</b>	<b>2,776,749</b>	<b>82,009</b>	<b>878,335</b>	<b>71,611</b>	<b>(68,016)</b>	<b>3,740,688</b>	<b>14,008</b>	<b>0</b>	<b>140,510</b>	<b>0</b>	<b>140,510</b>	<b>14,171,752</b>	<b>14,644,284</b>	<b>21,274,151</b>	<b>50,090,187</b>	<b>45,930,601</b>	<b>4,159,586</b>
<b>Percentage change in fund balance</b>	<b>-8.3%</b>	<b>-18.6%</b>	<b>71.2%</b>	<b>-47.3%</b>	<b>-30.8%</b>	<b>7.9%</b>	<b>-27.6%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-14.3%</b>	<b>0.0%</b>	<b>-14.3%</b>	<b>-14.4%</b>	<b>68.7%</b>	<b>2.8%</b>	<b>9.1%</b>	<b>-7.2%</b>	<b>0.0%</b>

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# Summary of Transfers

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**SCHEDULE OF OPERATING TRANSFERS**

Fiscal Year May 1, 2018 to April 30, 2019

Transfer From	General Fund	Property Enhancement Fund	ROW Com Bike Path Fund	Private Sewer Line Replacement Fund	Debt Service Fund	Devon/Lincoln TIF Fund	Total
NEID TIF Fund	\$ 130,000					120,000	250,000
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	25,000	288,000	25,000	12,500		350,500
<b>Total</b>	<b>\$ 967,500</b>	<b>25,000</b>	<b>288,000</b>	<b>25,000</b>	<b>210,381</b>	<b>120,000</b>	<b>\$ 998,381</b>

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# Summary of Personnel Services Costs **All Funds**

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## PERSONNEL SERVICE WORKSHEET

### Expected Payroll

Number	Fund / Department		2018-2019 Total Personnel Services	2017-2018 Total Personnel Services	Increase/ Decrease
<b>101</b>	<b>General Fund Departments</b>				
100	Village President and Board of Trustees	\$	70,300	67,387	2,913
110	Village Clerk		8,852	8,852	0
200	Village Manager		737,783	707,080	30,703
210	Finance Department		547,556	532,596	14,960
240	Community Development Department		523,941	513,346	10,595
300	Police Department		4,818,045	4,565,015	253,030
350	Fire Department		88,645	84,959	3,686
400	Public Works Department		343,687	355,178	(11,491)
410	Vehicle Maintenance Division		252,136	230,678	21,458
420	Building Maintenance Division		174,737	177,346	(2,609)
440	Street Maintenance Division		830,435	786,725	43,710
	<b>Total General Fund Departments</b>	\$	8,396,117	8,029,162	366,955
<b>205</b>	<b>Parks and Recreation Department</b>				
430	Park Maintenance Division	\$	403,442	390,568	12,874
500	Parks and Recreation Department		318,462	309,106	9,356
502	Youth/Tot		5,810	6,033	(233)
503	Adult Fitness		0	4,869	(4,869)
504	Special Events		808	1,106	(298)
505	Athletic		664	1,660	(996)
508	Park Patrol		56,432	60,857	(4,425)
509	Turkey Trot		19,199	19,047	152
520	Club Kid Program		48,472	51,392	(2,920)
530	Day Camp Program		296,983	283,905	13,078
550	Raquet Sports		0	531	(531)
560	Aquatic Center		371,546	356,361	15,185
561	Swim Lessons		13,278	17,704	(4,426)
562	Swim Team		19,917	19,917	0
563	Concessions		36,515	37,621	(1,106)
570	Seniors Program		8,299	7,192	1,107
571	Community Center		16,598	15,491	1,107
	<b>Total Parks and Recreation Department</b>	\$	1,616,425	1,583,360	33,065
660	Water and Sewer Fund	\$	902,562	861,708	40,854
801	Police Pension Fund - Pension Payments	\$	2,245,000	2,016,400	228,600
	<b>Total - All Funds</b>	\$	13,160,104	12,490,630	669,474

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# Staffing Schedule

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## STAFFING SCHEDULE

### Full Time Equivalents - Departmental Breakdown

<b>Village Manager's Office</b>	<b>FY13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Budget FY 18/19</b>
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
<b>Total - Village Manager's Office</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

\*Shares with Village President and Board

#### Finance Dept

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

#### 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	0.00	0.50	0.50	1.00
<b>Total - Community Development Department</b>	<b>5.00</b>	<b>4.50</b>	<b>4.50</b>	<b>5.00</b>	<b>5.00</b>	<b>5.50</b>

<b>Police Department</b>	<b>FY13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Budget FY 18/19</b>
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	24.00	24.00	24.00	25.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Communications Operator	7.00	7.00	7.00	7.00	0.00	0.00
Records Clerk	1.00	1.00	1.00	1.00	2.50	2.50
Community Service Officer	1.50	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	0.50	0.50
<b>Total - Police Department</b>	<b>44.00</b>	<b>44.00</b>	<b>45.00</b>	<b>45.00</b>	<b>39.50</b>	<b>40.50</b>

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

<b>Public Works Department</b>	<b>FY13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Budget FY 18/19</b>
Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendent	-	-	-	-	-	1.00
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	1.75	1.75	1.75	1.75	1.75
<i>Building Maintenance Division:</i>						
Foreman	0.25	0.25	0.25	0.25	0.25	0.25
Equipment Operator	0.50	0.50	0.50	0.50	0.50	0.50
Laborer	1.00	1.50	1.50	1.50	1.50	1.50
<i>Street Maintenance Division:</i>						
Foreman	1.50	1.50	1.50	1.50	1.50	1.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.00
Equipment Operator	3.00	3.00	3.00	3.00	3.00	3.00
Laborer	1.75	1.75	1.75	1.75	1.75	1.75
<i>Water and Sewer Division:</i>						
Foreman	0.50	0.50	0.50	0.50	0.50	0.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.00
Water System Operator	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Operator	2.00	2.00	2.00	2.00	2.00	2.00
Laborer	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total - Public Works Department</b>	<b>22.25</b>	<b>23.25</b>	<b>23.25</b>	<b>23.25</b>	<b>23.25</b>	<b>23.25</b>

<b>Parks And Recreation Department</b>	<b>FY13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Budget FY 18/19</b>
Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendent - Recreation and Facilities	2.00	2.00	2.00	2.00	2.00	1.00
Communications Manager	-	-	-	-	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	2.00
Youth Program Coordinator	0.50	0.50	0.50	0.50	0.50	0.00
Community Outreach Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
Clerk/Receptionist	1.00	1.00	1.00	1.00	1.00	1.00
<i>Maintenance Division:</i>						
Foreman	0.75	0.75	0.75	0.75	0.75	0.75
Equipment Operator	0.50	0.50	0.50	0.50	0.50	0.50
Laborer	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total - Parks and Recreation Department</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>9.75</b>
<b>Total - All Departments</b>	<b>92.50</b>	<b>93.00</b>	<b>94.00</b>	<b>94.50</b>	<b>89.00</b>	<b>90.00</b>

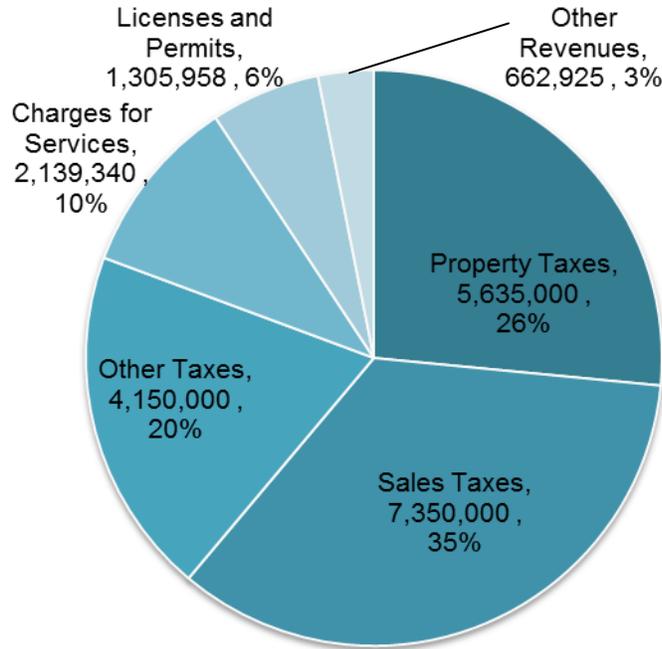
**Changes in personnel head count for FY18/19: Added a police officer, added a full timer code officer and eliminated part time code officer, added a full time recreation supervisor and eliminated part time youth coordinator**

# Major Revenue Descriptions **All Funds**

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## GENERAL FUND REVENUES

### FY2018/19 Budgeted General Fund Revenues - \$21,243,223



### Revenue Overview

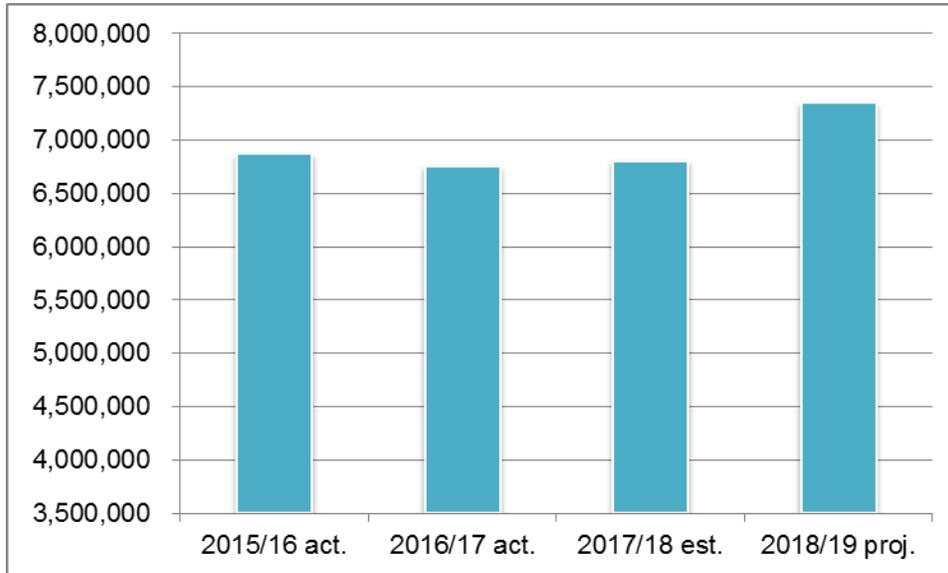
	<b>FY2015/16 Actual</b>	<b>FY2016/17 Actual</b>	<b>FY2017/18 Projected</b>	<b>FY2018/19 Adopted</b>
Property Taxes	5,580,576	5,777,831	5,450,000	5,635,000
Sales Taxes	6,870,576	6,751,215	6,804,300	7,350,000
Charges for Services	1,968,852	2,042,559	2,046,122	2,139,340
Licenses and Permits	1,072,394	2,075,684	1,160,408	1,305,958
Intergovernmental and other Taxes	3,940,555	3,953,820	4,130,000	4,150,000
Grants	-	8,128	5,000	5,000
Other Revenues	822,337	942,438	792,925	657,925
<b>Total</b>	<b>20,255,290</b>	<b>21,551,675</b>	<b>20,388,755</b>	<b>21,243,223</b>

### Revenue Comments

The total General Fund revenue increased from \$20,688,569 to \$21,243,223, an increase of \$554,654 or 2.7 % from last year's budget. The increase is mainly attributed to the increase in sales tax revenue as the Village paid off all General Obligation bonds in FY2018. Sales tax revenue that was transferred to the Debt Service Fund to pay the debt service on these bonds has now been retained in the General Fund.

## Local Taxes

### Sales Tax



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

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

### Revenue Comments

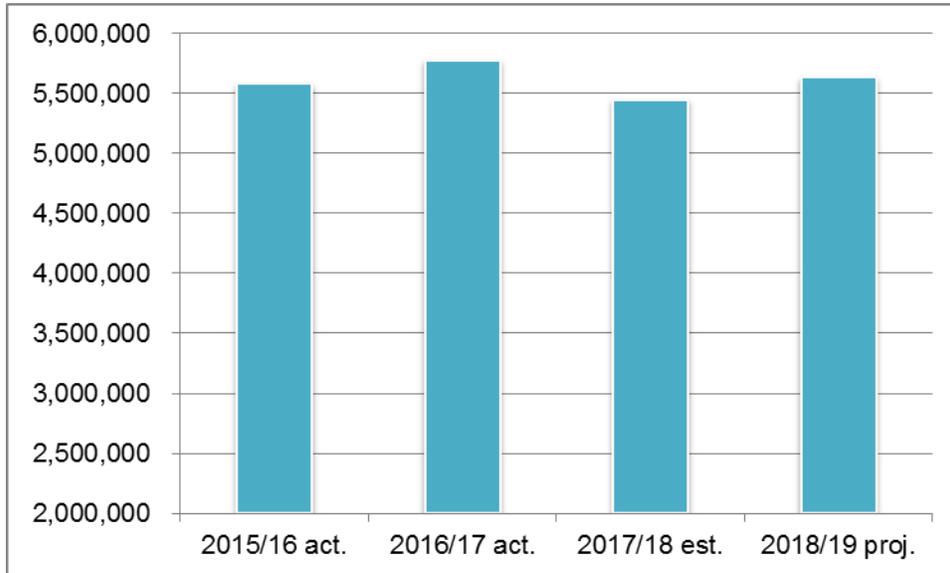
Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores),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

A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to experience a slight decline as compared to the Fiscal 2018 budget. The Fiscal 2019 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow and uneven pace.

1% regular share of retail sales	\$ 4,878,300
1% home rule sales tax	<u>2,471,700</u>
Total budgeted	\$ 7,350,000

## Revenue Comments

### Property Taxes

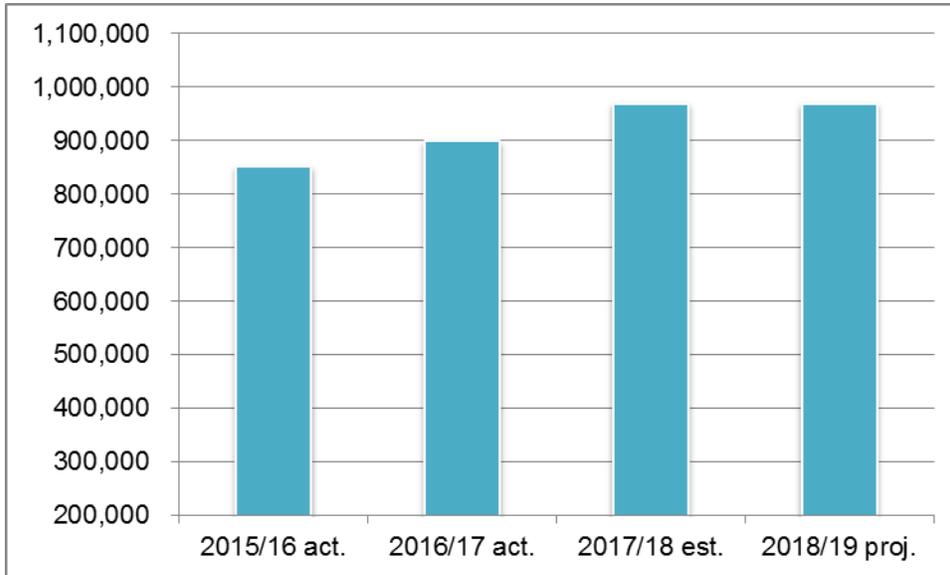


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.3% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2019 budget was levied prior to December 31, 2017 and contained a 2.1% increase.

Total budgeted **\$5,635,000**

## Revenue Comments

### Utility Taxes

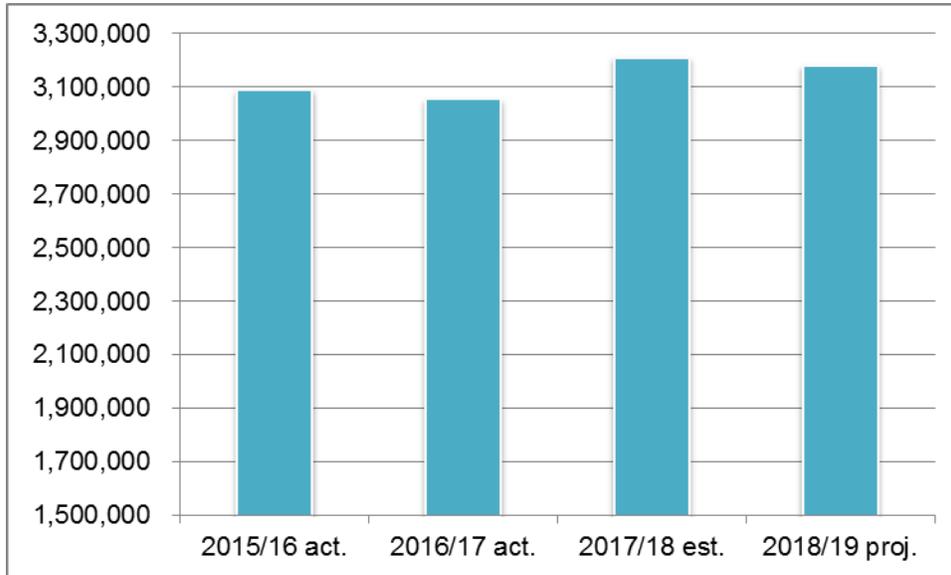


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax receipts. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source are difficult. The Fiscal 2019 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 remain stable in Fiscal 2019 due to the slow growth in State revenues.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last few years and we have again projected a minimal decrease from last year's budget for Fiscal 2019.

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 2019 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 2019 have no increase projected from last year’s budget.

The Village has outsourced its 911 center to a neighboring municipality. The amount budgeted reflects the anticipated amounts to be received from the State of Illinois for these services. Residents are charged a fee on their phone bills which is then remitted to the State and distributed back to the Village.

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

State income tax	\$ 1,220,000
Telecommunication tax	400,000
Local use tax	320,000
Personal property replacement tax	130,000
E-911 surcharge tax	160,000
Other	<u>30,000</u>
Total budgeted	\$ <u>2,260,000</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 by \$20,000 for Fiscal 2019. The Village also has a Motor Fuel Tax of 5 cents per gallon. Three cents is allocated to the General Fund to assist in the funding of the Police Pension Fund and two cents is allocated to the Transportation Improvement Fund.

Food and beverage tax	\$ 500,000
Motor Fuel tax	<u>420,000</u>
Total budgeted	\$ <u>920,000</u>

Total budgeted utility and intergovernmental taxes \$ 4,150,000

## Revenue Comments

### Licenses and Permits

The Village collects various fees for the following:

The Village collects a fee for registration of all motor vehicles within its boundaries and the charge for most vehicles is \$50. This amount was adjusted by from \$40 to \$50 for the Fiscal 2019 budget.

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

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

The Village collects various fees for construction or rehabilitation of commercial and residential units throughout the Village. This revenue source is subject to the amount of building activity that occurs in the Village and is estimated to increase for the Fiscal 2019 budget as a new business development should continue to increase.

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

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

Motor Vehicles	\$ 435,420
Liquor Licenses	34,587
Business Licenses	124,686
Permits	491,265
Franchise fees-cable services	<u>220,000</u>
Total budgeted	\$ 1,305,958

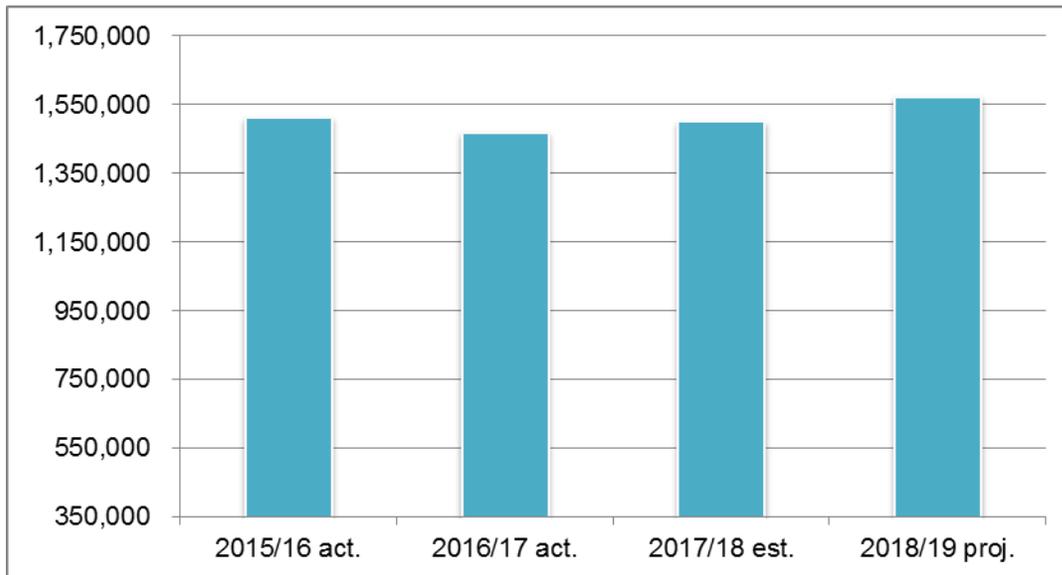
## Revenue Comments

### Charges for Services

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

Ambulance fees	\$ 420,000
Alarm service fees	92,515
Filing and variance	5,000
Other	<u>48,413</u>
Total budgeted	\$ 565,928

### 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 2019 are budgeted to reflect normal summer weather conditions. Below is a breakdown by category of these charges:

## Revenue Comments

Camps	\$ 418,600
Pool and concessions	733,325
Community Center Rental	55,300
Senior Program	25,000
Other	<u>341,187</u>
Total budgeted	\$ 1,573,412

## 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	\$ 110,000
Circuit court fines	60,000
Parking and other fines	85,000
False alarm fines	9,500
Other	<u>27,400</u>
Total budgeted	\$ 291,900

## Grants

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

### State Grant

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

### Other Revenue

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

Rent	\$ 112,000
Investment income	150,000
Reimbursements	70,000
Miscellaneous	<u>34,025</u>
Total budgeted	\$ <u>366,025</u>

<b>Total revenues from General Fund for Fiscal 2019 budget - \$21,243,223</b>
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### SPECIAL REVENUE FUNDS

#### Revenue Comments

	<b>FY2015/16</b>	<b>FY2016/17</b>	<b>FY2017/18</b>	<b>FY2018/19</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Adopted</b>
Local Taxes	1,455,121	765,566	1,955,000	1,825,000
Intergovernmental				
Taxes	526,499	544,874	363,000	320,000
Grant	3,680,000	48,538	-	554,000
Interest/Other	26,988	31,547	33,000	32,500
Total	<u>5,688,608</u>	<u>1,390,525</u>	<u>2,351,000</u>	<u>2,731,500</u>

The following are the major revenue sources budgeted for Fiscal 2019 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 2019, the Village estimates a per-capita amount of \$26 for a total of \$320,000. This revenue source has been very consistent over the prior years. The Village also estimates \$30,000 of investment income will be earned for Fiscal 2019.

### Transportation Improvement Fund

The Village instituted a gas tax in July 2005. This revenue is used to improve the transportation systems in the Village. Two cents of the gas tax is allocated to the Transportation Improvement Fund. For Fiscal 2019, the Village estimates revenues will remain stable as the current price of oil has decreased which has a direct impact on the transportation habits of auto drivers. The Village estimates \$280,000 will be received from the gas tax for Fiscal 2019. The Village also will receive a grant of \$250,000 for phase 1 Touhy/Cicero intersection improvements.

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

Property tax revenue for all three TIF districts is estimated based on the EAV of the property in the TIF districts as established by the County Clerk's office. This projection is based upon the amount collected during the 2017 and 2018 fiscal years. For Fiscal 2019, the Village estimates \$1,300,000 of property tax revenue for the NEID TIF Fund and \$245,000 for the Devon/Lincoln TIF Fund. The Lincoln/Touhy TIF Fund has not budgeted property tax revenues for Fiscal 2019 as there is not an expected increase of the EAV of the property in this TIF fund. The Devon/Lincoln TIF fund has budgeted \$304,000 in grant revenue for a project to design a streetscape plan for Devon Avenue. The Village also estimates \$2,000 will be earned on the NEID TIF Fund investments for Fiscal 2019.

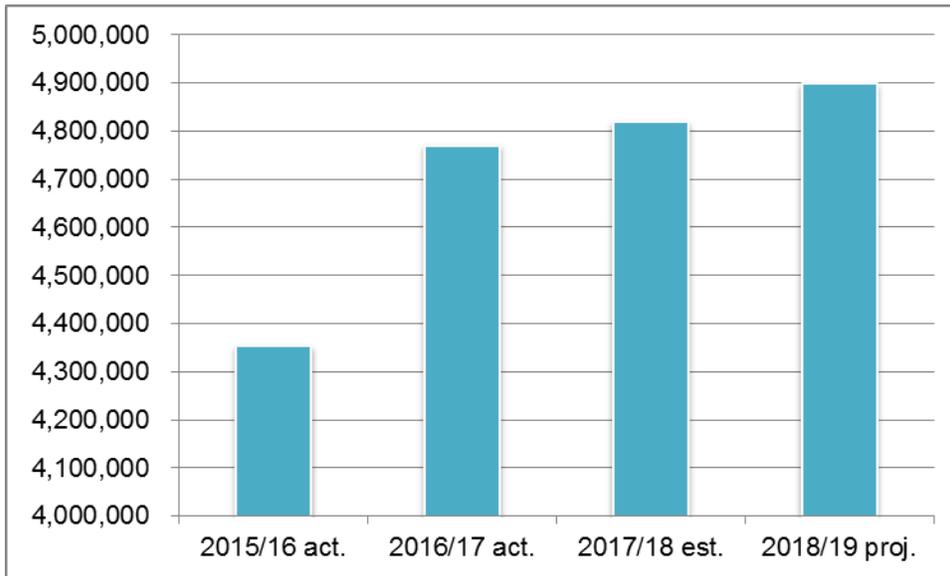
<b>Total revenue from all Special Revenue Funds for Fiscal 2019 budget - \$2,731,500</b>
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### CAPITAL PROJECT FUNDS REVENUES

The Village has budgeted \$230,000 for Fiscal 2019 for grant revenue for the engineering and construction of the Comm.Ed. Bike overpass.

<b>Total revenue from all Capital Project Funds for Fiscal 2019 budget - \$230,000</b>
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## WATER AND SEWER FUND REVENUES (ENTERPRISE FUND)



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

	<b>FY2015/16 Actual</b>	<b>FY2016/17 Actual</b>	<b>FY2017/18 Projected</b>	<b>FY2018/19 Adopted</b>
Water/Sewer Charges	4,353,875	4,770,964	4,820,300	4,899,000
Grant				1,475,000
Interest	2,813	4,591	1,000	1,000
<b>Total</b>	<b>4,356,688</b>	<b>4,775,555</b>	<b>4,821,300</b>	<b>6,375,000</b>

### Revenue Comments

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village's water provider did not increase the cost of water purchases to the Village for next year's budget. Also, there was no increase in the sewer charge for Fiscal 2019. 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 2019.

<b>Total revenue for the Water and Sewer Fund for Fiscal 2019 budget - \$6,375,000</b>
--

## **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 \$2,520,000 for the Fiscal 2019 budget year. The fund also budgeted \$1,000,000 in investment income from the police pension investment portfolio.

<b>Total revenue for the Police Pension Fund for Fiscal 2019 budget - \$3,520,000</b>
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<b>Total Revenue - All Funds Fiscal 2019 Budget - \$34,099,723</b>
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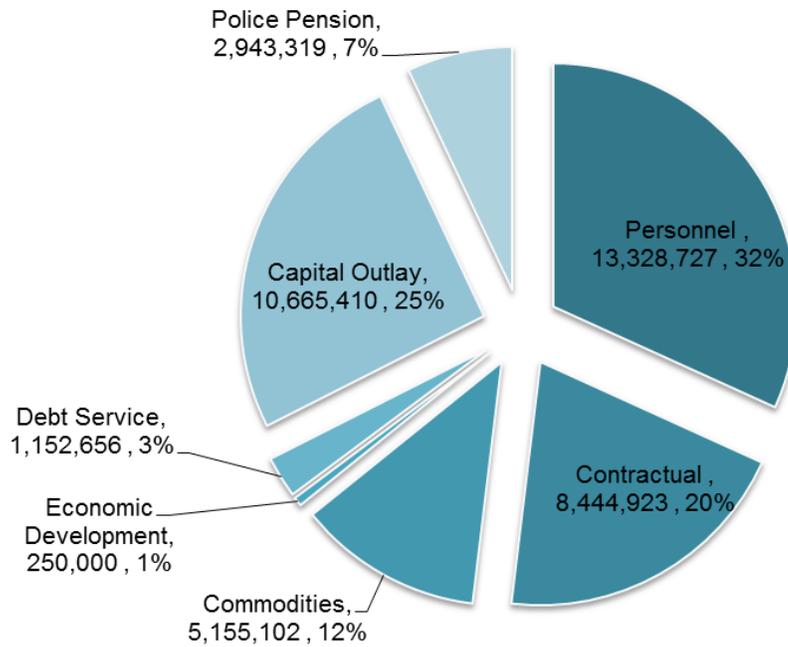
# Expenditure Analysis & Overview

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## ANALYSIS OF EXPENDITURES

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

### FY2018/2019 Total Budgeted Expenditures



## EXPENDITURES BY TYPE

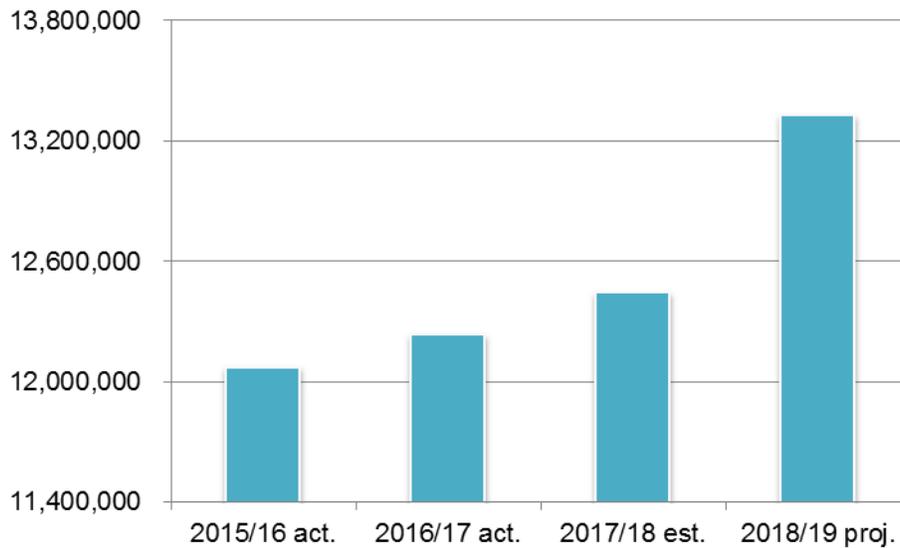
Figures are shown at the budgeted amounts.

### Expenditures by Classification

	FY2015/16 Actual	FY2016/17 Actual	FY2017/18 Projected	FY2018/19 Adopted
Personnel	12,073,949	12,234,790	12,444,726	13,328,727
Contractual	5,891,390	7,912,085	6,403,732	8,444,923
Commodities	4,425,307	4,408,151	5,177,401	5,155,102
Debt Service	2,032,726	1,620,510	1,685,757	1,152,656
Economic Development	258,364	213,372	214,000	250,000
Capital outlay	7,286,445	2,249,899	3,574,630	10,665,410
Pension Expenses	2,236,860	2,401,422	2,755,704	2,943,319
<b>Total</b>	<b>34,205,041</b>	<b>31,220,229</b>	<b>32,255,950</b>	<b>41,940,137</b>

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2018 and ending April, 30, 2019 is \$41,930,137. Total expenditures have increased \$7,241,764(20.9%) from the prior’s year budget. The following narratives explain the major expenditure classifications. A detailed analysis by each fund is provided following the narratives.

## Personnel Services



Personnel costs consists of wages, medical, dental, life and workers compensation, pensions, and other benefits for the Village’s work force. We have projected a 6% increase in personnel costs from the prior year’s budget for Fiscal 2019. There was an increase of one full –time officer in the Police budget and an increase in the excess contribution to the police pension fund by \$220,000. These amounts are included in the increase for the Fiscal 2019 budget.

Non-union employees are on a merit based pay plan. There was a 2% cost of living increase budgeted in Fiscal 2019 for non-union employees. The Village has contracts with two collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2018 through April 30, 2021. The contract with the International Brotherhood Teamsters Local 714 was in effect from May 1, 2015 to April 30, 2018. The contract is currently in negotiations.

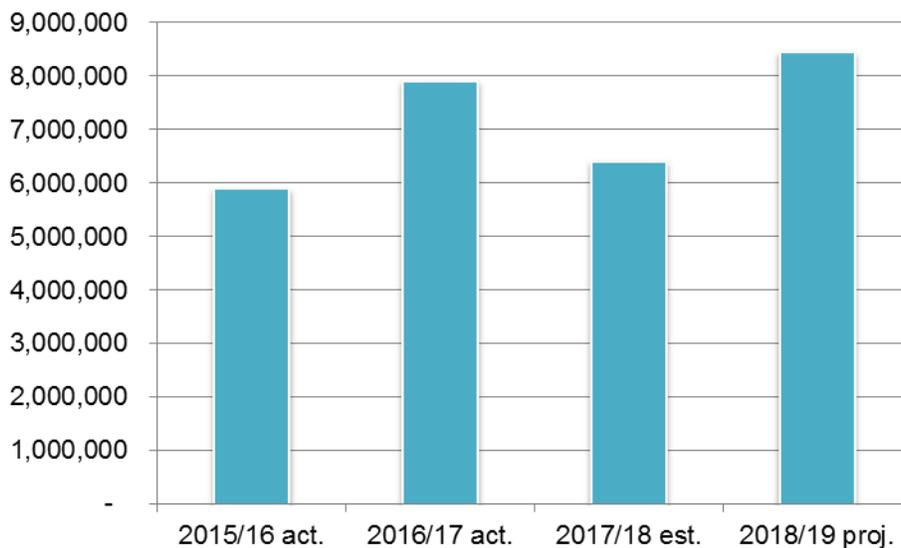
The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) experienced a minimal increase from 10.44% to 10.51%. This rate is determined on a calendar basis and IMRF contributions amount to \$445,211 for the Fiscal 2019 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate has an 11% increase from the previous year. The pension fund is

approximately 45% funded and the State of Illinois has mandated that all public safety pension funds to be 90% funded by the year 2040. The contribution to the police pension fund is actuarially determined and the Village funds 100% of the required contribution. This amount totals \$2,245,000 for Fiscal 2019 and is included in the Police Department budget.

The insurance line in the budget reflects the cost of employee medical, dental and life insurance. The Village provides the employees two choices for medical coverage: a preferred provider option (PPO) or a health maintenance organization (HMO). PPO costs increased 8% from the prior year and HMO costs are expected to increase 2%. Exact increases are subject to change. The Village is a member of an insurance cooperative and rates are based on actual claims experience of the cooperative. Dental costs and life insurance costs have not increased from the prior year. Total insurance costs amount to \$1,235,344 for Fiscal 2019 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 \$247,208 for Fiscal 2019 and are allocated to each department based on total wages.

### Contractual Services



Contractual services consist of services of outside private and public agencies, contributions to community organizations, and liability insurance. Contractual services are second to personnel services as a percentage of total operating expenses in the total budget. The Village has projected an increase of 9.7% from last year’s budget.

The largest portion of the contractual budget is for fire protection for the Village. The Village contracts with Paramedic Services of Illinois to provide both fire and paramedic services. The contract is for a six year period expiring on April 30, 2022. The amount budgeted for Fiscal 2019 is \$2,884,592 which represents a 2% increase over the prior budget and is included in the Fire/Paramedics Departments' budget.

The Village contracts for the operation of the E-911 center. The amount budgeted is \$773,631 which represents a 5% increase over the prior budget and is included in the Police budget.

Liability and property insurance are recorded in the contractual services section of the Finance Department and Water and Sewer Fund budgets. The Village is a member of IRMA, which is an organization of municipalities which have formed together to pool its risk management. The deductible on the policy is \$10,000 per occurrence. The Village has budgeted \$172,000 for liability and property insurance for Fiscal 2019. This amount has increased 7.5% from the prior year budget as claim costs have increased.

The Village contracts for inspection and planning services for our Community Development Department. The cost of \$215,000 is included in their budget for these services for Fiscal 2019.

The Village also contracts for legal, engineering, and information technology services. These contracts are renewed annually and total \$574,830 in the Fiscal 2019 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$37,000 as payment to the GIS consortium.

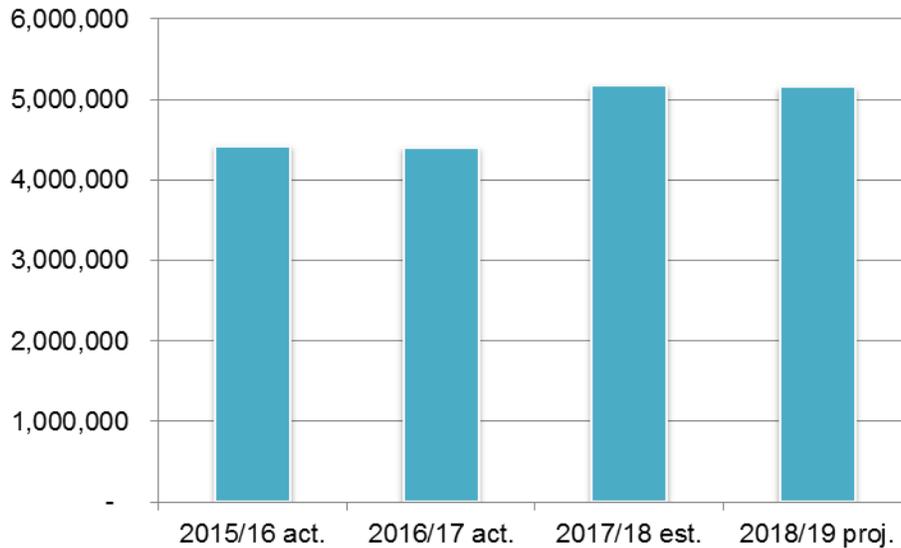
The Village contracts for refuse and recycling. The contract for refuse is for a seven year period and expires in Fiscal 2019. The amount budgeted for Fiscal 2019 is \$1,102,000 which represents a minimal decrease over the prior year. This amount is included in the Public Works Streets and Maintenance 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 \$460,000 for engineering fees associated with a water relief sewer project. The Village has also budgeted \$700,000 for design and construction engineering on a water transmission line from the Village's new potable water supplier. Finally, \$760,000 has been budgeted for design of storm water management projects.

The Village has also budgeted \$314,420 for engineering in various special revenue and capital project funds for projects consisting of streetlight replacements, water management and bike overpass construction.

## Commodities



Commodities consist of minor equipment items, supplies and materials, and utilities. The Village has projected a 3.8% decrease in commodity spending from the previous year for the Fiscal 2019 budget.

The Police Department has budgeted \$32,005 for various dues and memberships in organizations which will help them to improve public safety. \$37,710 will be spent on training our officers. Also, \$48,707 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. The annual cost of leasing the systems is \$52,800.

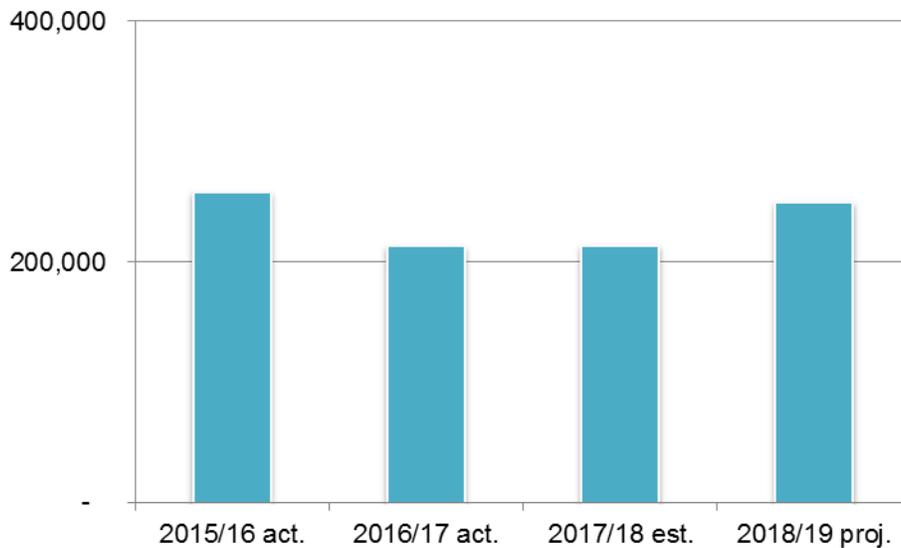
Public Works will spend \$221,110 for upkeep of Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. Also included are roof repairs to various Village buildings and the installation of a new boiler in Village Hall. The Village spends approximately \$128,000 per year for electricity for streetlights. The Village expects electric rates to remain stable for Fiscal 2019. The Village also plans to spend \$62,000 on snow removal supplies as the cost of street salt has remained stable from last fiscal year. The Village has budgeted \$116,400 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$71,610 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 Maine-Niles Association of Special Recreation (MNASR). This agency provides programs for handicapped residents of the Village.

The Water and Sewer Fund has budgeted \$2,200,000 for water purchases from the City of Chicago. This amount is difficult to estimate based on changing weather patterns that have experienced over the last years.

## Economic Development Assistance

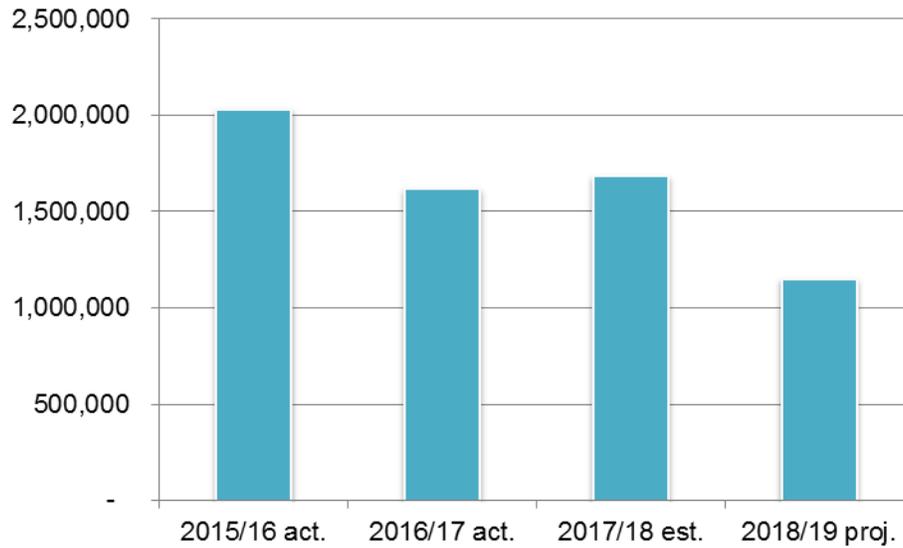


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses' facilities in the Village. These amounts total \$150,000 in the Fiscal 2019 budget and are included in the Community Development department.

The Village budgets \$75,000 for businesses to improve their building's exteriors or other property enhancements that will improve the appearance of a business district. This amount is funded by the General Fund the Northeast Industrial Tax Increment Fund.

The Village has instituted a new program to assist homeowners in replacing their private sewer lines due to damage caused by Village trees located in the homeowner's parkways. The maximum amount reimbursable to the homeowner will be \$2,000. The Village has budgeted \$25,000 for this program in FY2019.

## Debt Service



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

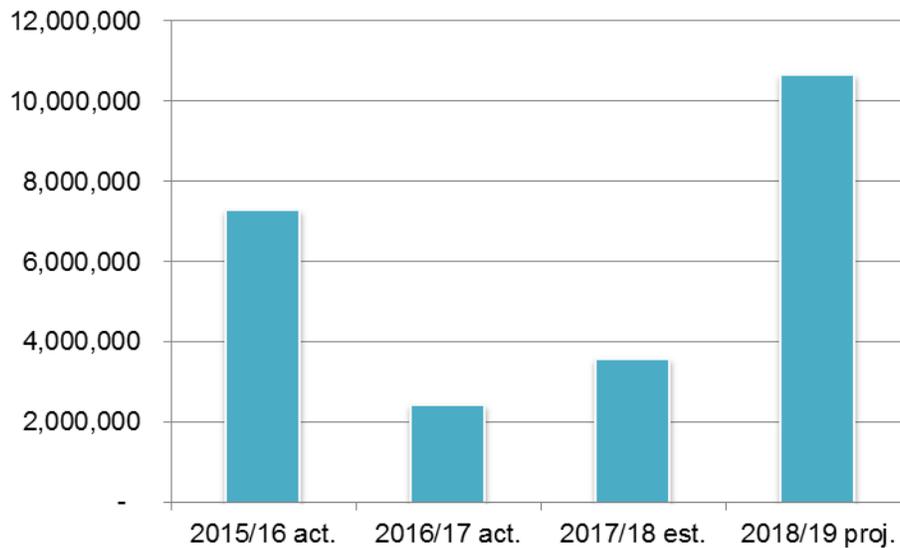
The Village received an interest free loan from the Illinois Finance Authority to finance the purchase of a fire truck. The Village has budgeted \$12,500 for the principal amount on this loan in Fiscal 2019.

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 2019.

The Water and Sewer Fund is planning to issue General Obligation(GO) bonds to fund the construction of a water transmission line from the Village's new potable water supplier and the installation of a water out-flow sewer for storm water management. The Village has budgeted for the issuance of \$12,000,000 of GO bonds for these projects and \$200,000 of debt repayment has been budgeted on these bond issues in Fiscal 2019.

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 \$362,119 in the Water and Sewer Fund for the final 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. In Fiscal 2019, the total capital budget is projected at \$10,665,410. This is an increase of approximately \$6.2 million from the prior year’s budget. The increase is mainly due to the Village changing its’ potable water supplier and constructing a new water transmission line from the new water supplier.

For Fiscal 2019 the Village has continued with major programs to replace aging infrastructure. The Village is completing the final phase of the streetlight replacement program. \$876,450 is budgeted in the Motor Fuel Tax Fund and \$230,000 is budgeted in the Devon/Lincoln TIF to replace the street lights on a section of Devon Ave. The impact on the current budget is \$5,000 in savings on streetlight maintenance.

The Village has budgeted \$541,500 for Fiscal 2019 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 overpass should be completed in Fiscal 2019. The impact on the current budget is \$7,000 in annual maintenance and inspection costs.

The Village has budgeted \$1,620,000 for the engineering and construction of the final phase of the Public Works Yard expansion. This project it budgeted in the NEID TIF. There is no other financial impact on the current year’s budget.

The Village has budgeted \$3,000,000 to start construction of a water transmission line from the Village’s new potable water supplier. The project should be completed in Fiscal

2020. There is no other financial impact on the current budget. The Village has also budgeted \$2,950,000 for a water outflow sewer as part of a storm water management program. This projected will be funded through a grant which would pay up to 50% of the cost. There is no other financial impact on the current budget. Both of these projects are in the Water and Sewer Fund.

The Village has also budgeted \$303,500 for various projects including streetlight retrofitting, bike line lining, and alley resurfacing. There is no other financial impact on the current budget for these projects.

The Village budgets annually for vehicle replacement based on the estimated useful life of the fixed asset. In Fiscal 2019, approximately \$1.1 million has been budgeted for vehicle and equipment replacements. The following are some of the significant items included in this amount. \$195,200 has been budgeted for radio replacements for the Fire Department. There is an impact of \$12,000 on the current budget for annual maintenance. The Village budgeted \$215,000 for playground equipment in Proesel Park. There is no other financial impact for this project. The Village also budgeted \$150,000 for roof replacement of the Community Center. There is no other financial impact on the current budget.

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

## **Police Pension**

The Police Pension Fund accounts for payments of pensions to the retired or disabled police personnel and their families. These amounts are estimated at \$2,831,169 for the Fiscal 2019 budget. The fund has also budgeted \$112,150 for administration expenses which include investment consulting fees and other operating expenses.

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# General Fund

# Village President and Board of Trustees

## Department Description

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

**FY 2018-2019 BUDGET | VILLAGE PRESIDENT AND BOARD OF TRUSTEES**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Meetings Held</b>				
Committee of the Whole	21	21	20	21
Regular Business	23	23	22	22
Executive Session	14	17	19	18
Total Meetings Held	58	61	61	61
<b>Village Board Actions</b>				
Resolutions	63	69	65	66
Ordinances	52	60	72	66
Total Board Actions	115	129	137	132

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## BUDGET ANALYSIS

### President and Village Board

100

2016	2017	2018	2018		2019
Actual	Actual	Adopted	Projected	Description	Adopted
42,092	42,538	42,000	42,200	Salary - elected/appointed	42,000
13,902	14,466	15,000	15,100	Wages - full time hourly	15,700
-	-	-	2,200	Opt Out Insurance	2,400
3,428	3,461	3,534	3,714	Employer FICA	3,577
802	810	827	827	Employer Medicare	837
3,754	3,913	3,800	4,000	Employer IMRF	3,741
-	-	46	46	Insurance - group life & AD&D	50
1,102	1,181	1,296	1,320	Insurance - group medical	1,400
110	114	451	400	Insurance - group dental	124
420	433	433	433	Insurance - workers compensation	471
<b>65,610</b>	<b>66,916</b>	<b>67,387</b>	<b>70,240</b>	<b>Personnel Services</b>	<b>70,300</b>
1,800	1,666	5,500	5,500	Purchased program services	7,500
400	14,635	5,000	5,000	Consulting	5,000
-	4,500	4,500	4,500	Other professional services	4,500
<b>2,200</b>	<b>20,802</b>	<b>15,000</b>	<b>15,000</b>	<b>Contractual Services</b>	<b>17,000</b>
9,847	9,043	10,000	10,000	Intergovernmental fees & dues	10,000
892	310	1,000	800	Printing & copying services	1,000
11,495	10,605	12,000	12,000	Village Newsletter	14,000
-	-	1,000	1,000	Other contractual	1,000
60	-	30	302	Books & publications	50
71	308	500	500	Office supplies	500
2,894	4,615	2,500	4,000	Other materials & supplies	2,500
<b>25,259</b>	<b>24,880</b>	<b>27,030</b>	<b>28,602</b>	<b>Commodities</b>	<b>29,050</b>
860	815	600	315	Conference & meeting registrat	600
105	13	400	-	Local mileage, parking & tolls	400
151	-	500	-	Lodging	500
6,359	6,461	7,000	6,800	Meals	7,000
1,279	10	200	100	Purchased Transportation	200
<b>8,754</b>	<b>7,299</b>	<b>8,700</b>	<b>7,215</b>	<b>Meetings and Travel</b>	<b>8,700</b>
<b>101,824</b>	<b>119,896</b>	<b>118,117</b>	<b>121,057</b>	<b>Totals</b>	<b>125,050</b>

# Village Clerk

## Activity Description

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

**FY 2018-2019 BUDGET | VILLAGE CLERK**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Village Board Minutes Recorded</b>				
Total Minutes Recorded	23	22	22	22
<b>Board Actions</b>				
Resolutions	63	69	65	66
Ordinances	52	60	72	66
Total Board Actions	115	129	137	132

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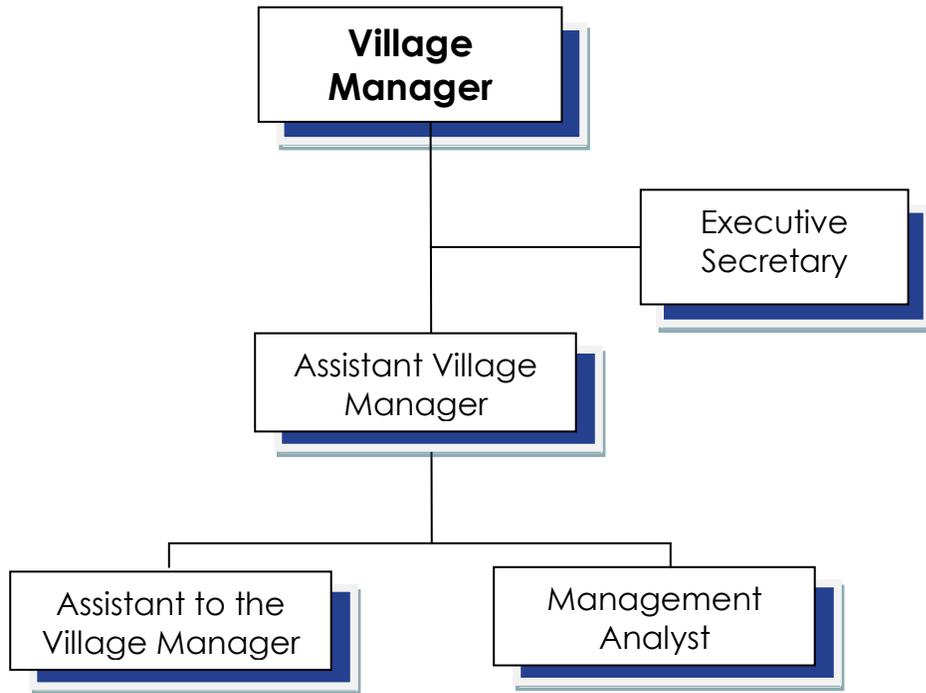
## BUDGET ANALYSIS

					<u>Village Clerk</u>		
					<u>110</u>		
2016	2017	2018	2018				2019
Actual	Actual	Adopted	Projected	Description			Adopted
8,031	8,000	8,000	8,000	Salary - elected/appointed			8,000
496	496	496	496	Employer FICA			496
116	116	116	116	Employer Medicare			116
240	240	240	240	Insurance - workers compensation			240
<b>8,883</b>	<b>8,852</b>	<b>8,852</b>	<b>8,852</b>	<b>Personnel Services</b>			<b>8,852</b>
8,513	5,250	9,000	8,000	Ordinance codification			9,000
-	-	50	50	Professional associations			50
<b>8,513</b>	<b>5,250</b>	<b>9,050</b>	<b>8,050</b>	<b>Commodities</b>			<b>9,050</b>
-	-	150	-	Conference & Meeting Registration			150
-	-	50	-	Local mileage, parking & tolls			50
-	-	100	-	Meals			100
-	-	<b>300</b>	-	<b>Meetings and Travel</b>			<b>300</b>
<b>17,395</b>	<b>14,102</b>	<b>18,202</b>	<b>16,902</b>				<b>18,202</b>

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# Organizational Chart

Village Manager's Office



# Village Manager's Office

## Department Description

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

## GOALS: Village Manager's Office

### Prior Year's Goals Status

- 1) The Village Manager's Office will conduct a Citizen Survey in order to better understand the views of residents related to services and performance of the Village.

*The survey was completed during the fall of 2017. The results of the survey were presented to the Village Board in February, 2018. Issues brought forward by the survey results were incorporated into the Village's 2018/2019 Budget to address concerns from residents. The results of the survey will be publicized in the Village's newsletter, social media sites and the website.*

- 2) The personnel policy manual has not had a comprehensive review since October 21, 2014. The Village Manager's Office will develop a committee to review the manual to ensure that employment policies are up-to-date and that all policies are in compliance with applicable State and Federal Laws.

*The Personnel Policy Manual was reviewed by the Village's Departments and Labor Counsel. The Policy Manual will be presented to the Village Board in March, 2018.*

- 3) The Village Manager's Office will review the organizational charts for each Department to ensure that all functions of the Village are properly staffed and that duties are properly reflected for employees. As part of this review staff will work with the Finance Department to ensure that all salaries are allocated within the appropriate cost centers. In addition, a comprehensive update to all job descriptions for all full-time and IMRF-eligible part-time staff members will occur.

*Village staff members and Department Directors completed a comprehensive review and task analysis of all eligible positions. The analysis was incorporated into revisions to the job descriptions that were reviewed and approved by Department Directors. The updated job descriptions and organizational charts will be approved by April, 2018.*

- 4) The Village Manager's Office will improve accessibility for users through the drafting and implementation of training guides for all public rooms in the Village to help users to operate audio / visual equipment for public meetings.

*Training guides have been laminated and placed in the Council Chambers, Board Conference Room and the Police/Fire Training Room.*

- 5) The Village Manager's Office will enhance communications to stakeholders through an updated process which will include bi-weekly e-newsletters using updated e-mail hosting

software, regular posts on social media outlets such as “Throwback Thursdays and Fun Fact Fridays” and weekly communication team meetings to develop and organize communications for the following week.

*Communication from the Village over the past fiscal year has shown increased engagement from stakeholders in the monthly review of website and social media analytics. Additionally, each week the Assistant Village Manager, Assistant to the Village Manager, Management Analyst, and Community Outreach and Marketing Coordinator meet to develop a communication plan for the following week that includes engaging content. A consistent color scheme and layout has also been applied to the new bi-weekly e-newsletter and Lincolnwood Connections.*

- 6) The Village Manager’s Office will develop public service announcements (PSAs) to educate and promote the use of citizen access for online vehicle sticker, business and contractor licenses as well as building permit applications.

*The Village Manager’s Office has utilized an online program to develop several Public Service Announcements. Brief videos on how to prevent motor vehicle theft and burglary, use the Lincolnwood smartphone app, purchase vehicle stickers, street cleaning regulations, and how the Stormwater Pilot Project works can all be found on the Village website and social media platforms.*

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

*The Village Manager’s Office has entered into an agreement with Holland and Knight to negotiate a contract with the City of Evanston to purchase potable water. The Village’s current contract with the City of Chicago expires in December of 2018. A route study to determine the best route for the transmission main that is required to bring water into the Village is currently underway. Construction is anticipated to commence in the Spring of 2019 with an anticipated operational connection to the City of Evanston in the Fall of 2019.*

- 8) The Village Manager’s Office will work with the O’Hare Noise Compatibility Commission to evaluate airplane noise in Lincolnwood and apply for mitigation funds if available.

*The Village deployed a portable noise monitor on the roof of Village Hall from December 7, 2016 – April 2, 2017. Results from the noise monitor averaged at 51.4 decibels, lower than the required 65 decibels to qualify for mitigation funds. Village staff will continue to participate in the O’Hare Noise Compatibility Commission and evaluate opportunities for insulation reimbursement.*

## Adopted Goals

- 1) Work with the Public Works Department to develop a Manager in Training program that would be offered to Equipment Operators or Water System Operators who are interested in becoming a Foreman in the future. The program would be developed to include defined goals and objectives that participants must meet. The program will assist the Village with succession planning as well as retaining valued employees who wish to increase their skill set as a supervisor. The program will offer the opportunity for managers in training to shadow supervisors, complete certain NIPSTA supervisor training courses and run various operations under the direction of a supervisor.
- 2) Review the existing performance evaluation tool for supervisors. The review will include evaluating the use of a 360 degree evaluation tool. A 360 degree process includes feedback from an employee's subordinates, peers, and supervisor, as well as a self-evaluation by the employee. The tool will provide an opportunity for subordinate comments to be considered within the evaluation process. This process will give the supervisor a better understanding of their subordinate's feedback.
- 3) Develop and implement a Village-wide brand campaign through the use of a public focus group and committee staffed by the Assistant to the Village Manager, Development Manager, Marketing and Outreach Coordinator, Management Analyst, Graphic Design Intern, and Assistant Village Manager. The goal will require the Village Manager's Office to hire an unpaid Graphic Design Intern who will assist with designing new logos and marketing concepts. The creation of the new brand will establish a cohesive image for the Village, increasing recognition among residents, businesses, and other potential stakeholders.
- 4) The Village Manager's Office will work with the Finance and Public Works Departments to facilitate a contract and implementation of an alternative supplier for potable water.
- 5) Promote and draft action items related to the results of the 2017 Citizen Survey. This process will include developing promotional mechanisms such as summary guides, public service announcements and press releases. The Village Manager's Office will also work with Departments to identify and plan action items as a result of the survey results.

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**FY 2018-2019 BUDGET | VILLAGE MANAGER'S DEPARTMENT**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Newsletters</b>				
Village Connections	6	6	6	6
Employee Newsletters	4	4	31	52
E-News, Lincolnwood Local	0	0	26	26
Total Newsletters	10	10	37	58
<b>Freedom of Information Act Requests</b>				
Total Requests	301	346	488	378
<b>Broadcasting</b>				
Village Board	23	23	22	22
Plan Commission	11	11	12	12
Zoning Board of Appeals	5	3	9	12
Total Meetings Broadcast	39	37	43	46
<b>Personnel</b>				
Budgeted Full-Time Positions	90	90	84	84
<b>Inspections</b>				
Food Service	157	172	180	180

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## BUDGET ANALYSIS

### Village Manager's Office

200

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
431,541	458,867	462,800	462,800	Wages - full time salaried	481,200
55,610	57,862	60,000	61,000	Wages - full time hourly	62,800
1,117	1,422	2,000	2,000	Wages - part time hourly	2,200
12,211	12,574	13,000	13,000	Deferred compensation	13,325
4,649	4,404	4,529	4,600	Educational stipend	4,812
1,080	900	1,080	720	Phone Stipend	1,080
25,740	27,005	29,276	29,276	Employer FICA	29,657
7,200	7,675	7,864	7,864	Employer Medicare	8,104
54,688	58,443	54,943	54,943	Employer IMRF	59,078
1,812	1,752	1,393	1,700	Insurance - group life & AD&D	1,434
35,289	37,773	51,394	52,600	Insurance - group medical	55,640
3,847	3,964	5,450	4,400	Insurance - group dental	4,712
12,774	13,073	13,351	13,351	Insurance - workers compensation	13,741
<b>647,557</b>	<b>685,714</b>	<b>707,080</b>	<b>708,254</b>	<b>Personnel Services</b>	<b>737,783</b>
2,500	2,800	3,000	3,000	Consulting	3,000
12,960	16,000	15,000	47,500	Other professional services	15,000
<b>15,460</b>	<b>18,800</b>	<b>18,000</b>	<b>50,500</b>	<b>Contractual Services</b>	<b>18,000</b>
5,069	5,404	3,500	2,075	Advertising	4,000
1,638	508	1,500	500	Printing & copying services	1,500
4,095	3,593	4,115	2,649	Professional associations	5,115
3,025	2,080	4,300	2,553	Training	3,500
34,210	53,909	42,660	42,660	Other contractual	13,795
780	939	300	959	Books & publications	1,140
2,253	1,816	1,200	2,200	Office supplies	2,000
7,533	8,390	5,251	5,592	Other materials & supplies	4,900
<b>58,603</b>	<b>76,639</b>	<b>62,826</b>	<b>59,188</b>	<b>Commodities</b>	<b>35,950</b>
3,738	3,297	3,745	2,340	Conference & meeting registration	3,360
9,123	9,307	9,500	9,500	Local mileage, parking & tolls	9,500
1,823	2,320	4,430	1,650	Lodging	3,305
2,370	3,038	2,445	1,249	Meals	1,760
1,263	944	1,050	-	Purchased transportation	550
<b>18,318</b>	<b>18,905</b>	<b>21,170</b>	<b>14,739</b>	<b>Meeting and Travel</b>	<b>18,475</b>
<b>739,938</b>	<b>800,058</b>	<b>809,076</b>	<b>832,681</b>	<b>Totals</b>	<b>810,208</b>

#### Budget Highlights

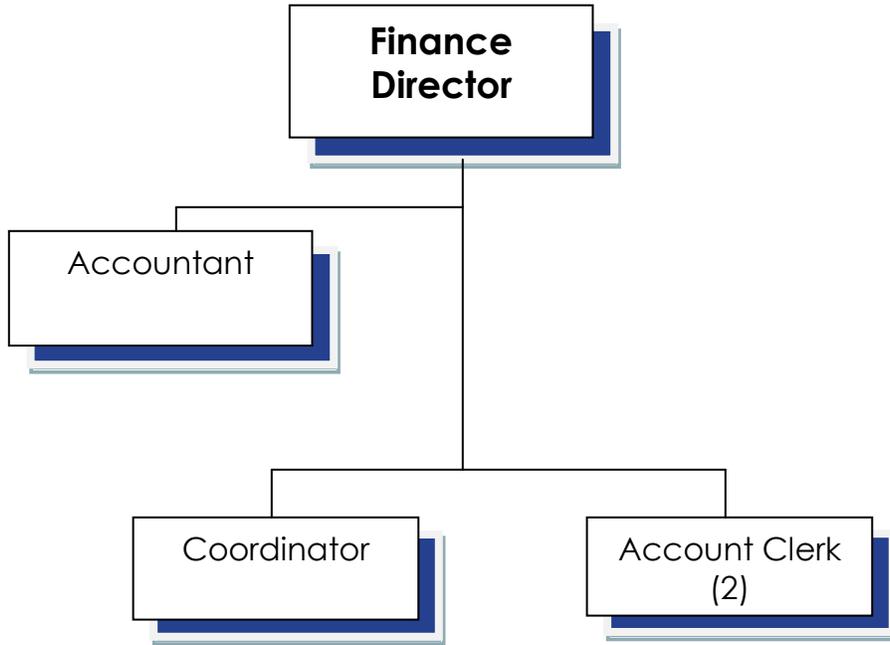
##### Personnel Services

No increase in personnel

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# Organizational Chart

Finance Department



# Finance Department

## Department Description

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

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

## GOALS: Finance Department

### Prior Year's Goals Status

- 1) 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 any negative revenue impacts and possible expenditure adjustments if the State reduces the Village's amount of shared revenues.

*Staff reported to the Village Board in a budget update that the State of Illinois had passed a bill that will charge any government that imposes a home rule sales tax a 2% processing fee on the amount of home rule sales tax collected on the government's behalf. This would decrease the Village's revenue by approximately \$50,000 dollars.*

- 2) The Finance Department will assist 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 condition. The Finance Department will also assist the Public Work's Department in preparation of a long range watermain replacement program. The Village is planning to replace the aging watermains in the Village in a systematic and cost effective fashion.

*The Finance Department assisted in preparing various funding solutions for the infrastructure costs associated with the possible change of the Village's water supplier and the systematic replacement of watermains. This information was presented at an infrastructure workshop that occurred in November, 2017.*

- 3) The Finance Department will assist the Village's Adhoc Pension Committee in reviewing and suggesting funding strategies to reduce the Village's unfunded liability as it relates to the Police Pension Fund. The Village needs to meet funding requirements as mandated by the State Legislature by the year 2040.

*The Finance Department met twice with the Adhoc Pension Committee in the months of January and March, 2017 to discuss various strategies to reduce the Police Pension's unfunded pension liability. The Adhoc committee voted to increase the Village's excess contribution to the Police Pension Fund from the current \$280,000 to \$500,000. Staff then presented the Committees' findings to the Village Board at a November, 2017 Committee of the Whole meeting and the Board unanimously agreed with the Adhoc Committee's recommendation.*

- 4) The Finance Department will assist the Community Development Department in closing the current Lincoln/Touhy TIF and creating a new TIF district. The current TIF has been

in effect for over five years and has lost EAV value during this period. The new TIF will give potential developers additional time to obtain financial assistance, if warranted, from the Village to fund any future developments in the TIF.

*This goal was put on hold as a large parcel of land in the TIF was in foreclosure proceedings. The creation of a new TIF district will be reviewed when the property is sold to a new developer.*

- 5) The Finance Department will create a marketing plan to inform the residents and businesses of all online payment options and the processes to use the system in an efficient manner.

*The Finance Department has been informing Village residents that the online payment option for Village vehicle stickers will be available for the next budget year. Staff has been notifying residents throughout the year and has been collecting their e-mail addresses to notify them of the final details when available.*

## Adopted Goals

- 1) Sales tax and property tax revenues constitute approximately 60% of the total revenues of the Village. Sales tax revenue has been decreasing over the last years as competition and internet sales have challenged the Village's revenue base. Property tax revenue increases have been minimal due to the Village's financial policy that caps the annual tax levy increase to the State's consumer price index. Staff will review these and all other major revenue sources of the Village and determine if any revenue adjustments are needed to support future Village goals.
- 2) The Finance Department will assist the Community Development Department in closing the current Lincoln/Touhy TIF and creating a new TIF district if the Village Board considers this option. The current TIF has been in effect for over six years and has lost EAV value during this period. The new TIF will give potential developers additional time to obtain financial assistance, if warranted, from the Village to fund any future developments in the TIF.
- 3) The Finance Department will assist with financing options that may result if the Village obtains a new potable water supplier. This would require the Village to issue general obligation bonds to finance the construction of a transmission main from the new water supplier. The bonds would be financed through the savings on the water costs associated with the new potable water supplier.
- 4) The Village held an infrastructure workshop in November, 2017. Staff presented plans to make improvements to the roadways, sidewalks, and alleys in the Village. The Finance

Department will assist in the financing aspects of the infrastructure plan for the resurfacing of the roads and the other improvements listed above in the Village. This would require the issuance of general obligation bonds to finance the infrastructure plan. The Finance Department would also provide solutions on additional revenue sources that will be necessary to pay the debt service for the bonds.

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**FY 2018-2019 BUDGET | FINANCE DEPARTMENT**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Licenses Issued</b>				
Vehicle Licenses Issued	8,401	8,405	8,200	8,450
Business	1,174	1,269	1,280	1,275
Total Licenses Issued	9,575	9,674	9,480	9,725
<b>Billings</b>				
Water and Sewer	19,596	19,585	19,590	19,596
Rent, inspections and others	138	137	130	135
Total Billings	19,734	19,722	19,720	19,731
<b>Vendor Checks Issued</b>	3,351	3,427	3,552	3,510
<b>Payroll Checks Issued</b>	4,419	4,368	5,487	5,490

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## BUDGET ANALYSIS

<u>Finance</u>					
<u>210</u>					
2016	2017	2018	2018	Description	2019
Actual	Actual	Adopted	Projected		Adopted
188,833	204,354	210,266	210,636	Wages - full time salaried	218,071
149,150	144,456	159,175	151,028	Wages - full time hourly	156,780
18,422	17,001	4,000	3,070	Wages - seasonal hourly	5,000
-	-	-	-	Wages - overtime 1.5X	450
696	240	480	-	HSA Savings Acct	-
2,521	2,602	2,817	2,817	Educational stipend	2,831
360	660	720	720	Phone Stipend	720
21,169	21,509	22,308	21,800	Employer FICA	22,984
4,957	5,128	5,455	5,455	Employer Medicare	5,541
37,177	38,976	38,911	38,911	Employer IMRF	39,742
1,107	1,171	1,156	1,156	Insurance - group life & AD&D	1,157
60,561	59,582	70,237	72,367	Insurance - group medical	76,745
5,800	5,642	6,092	6,100	Insurance - group dental	6,550
10,484	10,452	10,979	10,979	Insurance - workers compensation	10,985
87,081	64,450	94,400	86,500	Employee Benefit Expenses	74,232
<b>588,319</b>	<b>576,223</b>	<b>626,996</b>	<b>611,539</b>	<b>Personnel Services</b>	<b>621,788</b>
83,903	99,127	110,000	120,000	Liability insurance	130,000
26,800	32,900	28,500	28,500	Audit	28,000
188	2,900	2,500	2,800	Consulting	2,800
<b>110,891</b>	<b>134,927</b>	<b>141,000</b>	<b>151,300</b>	<b>Contractual Services</b>	<b>160,800</b>
2,800	2,825	3,000	1,219	Other professional services	4,050
23,779	24,640	22,500	22,500	R&M - office equipment	22,500
1,050	1,024	850	850	Advertising	850
4,654	5,476	10,200	7,000	Printing & copying services	7,000
890	760	1,100	1,000	Professional associations	1,000
54,087	41,043	42,000	42,000	Telephone	42,000
467	775	1,000	1,000	Training	1,000
16,526	20,304	20,000	20,000	Office supplies	20,000
16,385	13,933	15,000	14,000	Postage	14,000
5,749	8,541	7,500	9,500	Bank & Credit Card Fees	10,000
3,391	3,589	3,700	4,054	Program supplies	4,100
<b>129,779</b>	<b>122,910</b>	<b>126,850</b>	<b>123,123</b>	<b>Commodities</b>	<b>126,500</b>
-	-	350	-	Conference & meeting registration	-
529	806	300	350	Local mileage, parking & tolls	300

**Finance**

**210**

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>		<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Description</b>	<b>Adopted</b>
557	280	500	400	Meals	500
80	-	200	-	Purchased transportation	-
<b>1,167</b>	<b>1,086</b>	<b>1,350</b>	<b>750</b>	<b>Meeting and Travel</b>	<b>800</b>
<b>830,155</b>	<b>835,146</b>	<b>896,196</b>	<b>886,712</b>	<b>Totals</b>	<b>909,888</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

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# Legal Department

## Activity Description

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

**FY 2018-2019 BUDGET | LEGAL DEPARTMENT**  
Performance Measures

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Number of Hearings per year</b>	12	12	12	12
<b>Number of Cases adjudicated</b>	578	526	585	526

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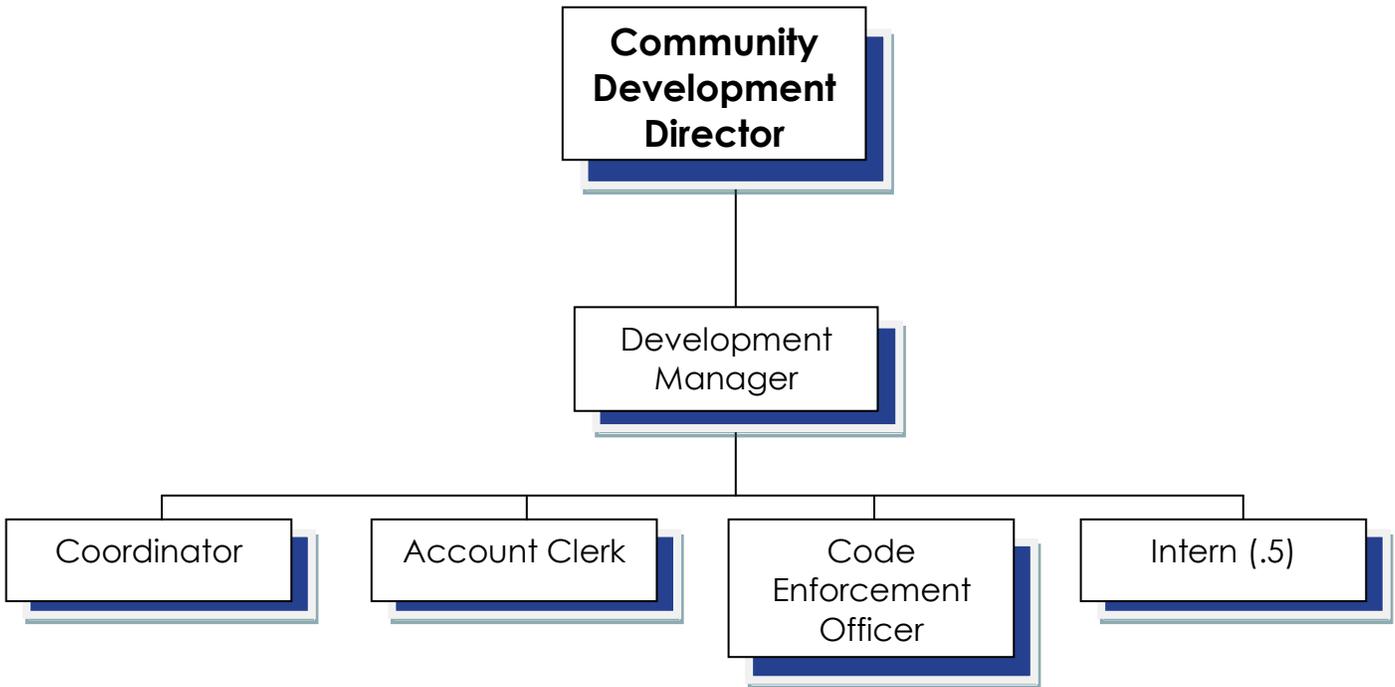
## BUDGET ANALYSIS

				<u>Legal</u>		
				<u>230</u>		
2016	2017	2018	2018	Description	2019	
Actual	Actual	Adopted	Projected		Adopted	
146,863	152,140	157,353	158,680	Legal - retainer	163,000	
37,464	32,184	30,000	35,000	Legal - litigation	31,000	
85,691	59,644	105,000	85,000	Legal - review	103,150	
66,667	45,759	55,000	55,000	Other professional services	55,000	
<b>336,685</b>	<b>289,727</b>	<b>347,353</b>	<b>333,680</b>	<b>Totals</b>	<b>352,150</b>	

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# Organizational Chart

Community Development Department



# Community Development Department

## Department Description

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

## GOALS: Community Development Department

### Prior Year's Goals Status

- 1) Conduct a comprehensive review of the Zoning process, including submittal requirements and documentation, with the goal of streamlining the process so that it is more user-friendly, without compromising the requirements of the Village Code.

*The Community Development Department has completed a survey regarding required steps for processing different applications. Research has shown many zoning process steps are mandated by State Law. In the case of PEP & GIFT Grants, the application process has already been shortened by one meeting. Staff has also researched implementation of summary sheets, for internal and external use, detailing different kinds of zoning processes. These summary sheets will detail submittal requirements and timeframes for required steps. In compiling these summary sheets, staff anticipates reducing paperwork and lengthy submittals in favor of concise applications. This goal will be completed by the end of FY 2017-2018.*

- 2) Utilizing the new Accela enterprise software, once fully implemented, Community Development Department staff will review areas where Building Permitting applications and processes can be further streamlined. This software is anticipated to provide the Department with increased efficiencies by providing information in one master location, tying together the Contractor Licensing and Building Permit modules, providing better archiving, and most importantly, providing customers the ability to submit certain applications online and to track those applications. This will lessen inquiries on permit review status. Alerts provided prior to deadlines will also assist staff in managing the process. Further streamlining, realized through this process, can be rolled-out over the course of 2018.

*Vendor delays in the roll-out of the Accela software system for internal use, from Spring 2017 to Fall 2017, have delayed implementation of this goal. Resident roll-out is expected in the 2018 Calendar Year. Minor processes, including business license documentation, inspection scheduling and tracking, and approvals by various reviewers, have been streamlined, however, major process review and streamlining will not be possible until the external roll-out is complete and analyzed. This goal will be carried-over and completed by the end of the 2<sup>nd</sup> quarter of FY 2017-2018.*

- 3) Create a series of “How To” videos addressing the basic permitting process and FAQ’s for typical permits such as driveways, decks, roofs, additions and interior remodeling. The videos will be uploaded to the Village website for dissemination to the public.

*Vendor delays in the roll-out of the Accela software system for internal use, from Spring 2017 to Fall 2017, have delayed implementation of this goal. Once the work necessary for*

*external roll-out of Accela is complete in the first quarter of the calendar year, staff will have a better handle on the processes as they will be viewed online by external customers, allowing the videos to be created. This goal will be completed by the end of FY 2017-2018.*

- 4) Engage a Planning Consultant to prepare a Sub-Area Plan addressing the area bound by Touhy Avenue, Cicero Avenue, Lincoln Avenue and the northern Municipal Boundary of the Village. As described in the Village's updated 2017-2019 Strategic Plan, this "North Lincolnwood Sub-Area Plan" would address land use, street configurations, traffic controls, and other infrastructure considerations, with the goal of creating a plan to achieve a future state in which this area redevelops as a major commercial core for the Village.

*The Community Development Department has completed the initial steps of this goal, including preparing an RFP, disseminating that information and selecting a preferred consultant. This project is on-hold until there is sufficient progress on concept plans for the Touhy-Lincoln Triangle (northwest corner of Touhy & Lincoln) to enable that base information to be utilized by the selected consultant in beginning to develop a plan. This goal will be carried-over and completed by the end of the first quarter of FY 2018-2019.*

- 5) Work in collaboration with local businesses to prepare a Shop & Dine Guide for the Village's website, highlighting the location and contact information of all retail sales and service businesses in the Village. Work with the GIS Consortium on a story map incorporating this information. All work to be completed in-house. The need for printed versions can be evaluated once the online version is finalized and posted to the Village website.

*The Economic Development Commission reviewed this concept in December, 2017 and had concerns regarding the viability and necessity of a Shop & Dine Guide, in light of other projects that contribute more to the economic health of the Village. A decision on whether or not to move forward with this concept as an economic development priority is anticipated by the end of FY 2017-2018.*

## Adopted Goals

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

- 2) Build upon the full launch of the Accela software system, anticipated in early 2018, to create a more streamlined, less bureaucratic workflow that helps encourage compliance with Village permitting requirements. Create a more investment friendly environment by integrating a user-friendly Village website interface, printed materials to assist in the permit process and enhanced interaction with the public at the Community Development department counter, in order to foster better understanding of the Accela software system.
- 3) Research, analyze and prepare staff recommendations for a comprehensive overhaul of two major sections of the Zoning Code: Fences & Natural Screening and Signs. These sections of the Code are two of the most-utilized by residents (Fences) and businesses (Signs). The Code language is due for a comprehensive review, given the length of time since the last major overhaul, new technologies which impact these code regulations, recent legal decisions, and a desire to reduce unnecessarily restrictive code language. An additional goal of this review will be to revise text and add graphics to make these sections more user-friendly.
- 4) Conduct a public seminar on the Village's Building Permitting process. This seminar will be advertised and open to the public, and be recorded for broadcast on the local cable channel and on-demand video on the Village website. This seminar is intended for Village residents and will demonstrate online permitting through the Accela software system and also answer general building permitting questions. The Village's Building Consultant will be present to assist staff in answering general questions.
- 5) Develop a stand-alone business webpage that provides resources for the business community, as well as links to businesses throughout the community. Review permissibility and consider providing a "Business Marketplace" that allows local businesses to provide information on upcoming events and sales. Review and consider options for integrating a business-focused app that would tie into the business webpage. Invite the Lincolnwood Chamber of Commerce & Industry to partner with the Village on this venture.
- 6) Conduct a comprehensive review of Code Enforcement activities, including staffing choices, priorities, and process, developing a systematic approach to the various enforcement issues the Village encounters. Update the priority code enforcement issues list and tasking to allow a proactive approach for issues deemed highest priority. Utilize internal and external data sources to assist in identifying and resolving issues at foreclosed properties.

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**FY 2018-2019 BUDGET | COMMUNITY DEVELOPMENT DEPARTMENT**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Grants Issued</b>				
Property Enhancement Programs	2	1	1	1
Green Initiatives for Tomorrow	0	0	1	1
<b>Development Review Cases</b>	10	8	8	8
<b>Meetings Staffed</b>				
EDC	10	7	8	12
ZBA	6	3	9	6
Plan Commission	12	11	12	12
	28	21	29	30
<b>Permits Issued</b>				
Building Permits	1133	923	786	800
Demolition Permits	2	11	8	9
Total Permits Issued	1135	934	794	809
<b>Building Code Inspections</b>	1857	2133	5036	1850

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## BUDGET ANALYSIS

### Community Development

240

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
236,503	206,673	235,900	235,900	Wages - full time salaried	244,300
101,385	104,769	107,240	108,000	Wages - full time Hourly	154,800
27,968	26,228	41,600	23,000	Wages- Part time hourly	18,000
118	-	-		Wages - Overtime 1.5x	-
2,085	1,954	2,359	2,359	Educational stipend	2,443
-	200	-	2,400	Opt Out Insurance	2,400
540	300	360	360	Cell Phone Stipend	360
22,072	20,470	22,931	22,931	Employer FICA	25,245
5,201	4,833	5,613	5,613	Employer Medicare	6,083
49,172	35,724	37,949	37,949	Employer IMRF	44,094
933	820	1,002	1,292	Insurance - group life & AD&D	1,170
36,098	40,614	46,310	40,600	Insurance - group medical	63,955
3,684	3,774	3,925	3,925	Insurance - group dental	5,126
7,724	7,887	8,157	8,157	Insurance - workers compensation	8,940
<b>493,484</b>	<b>454,246</b>	<b>513,346</b>	<b>492,486</b>	<b>Personnel Services</b>	<b>576,916</b>
246,971	322,792	375,000	210,000	Other professional services	215,000
<b>246,971</b>	<b>322,792</b>	<b>375,000</b>	<b>210,000</b>	<b>Contractual Services</b>	<b>215,000</b>
252	1,090	400	200	R&M - vehicles	200
828	4,837	2,100	750	Advertising	1,000
372	1,719	2,200	400	Printing & copying services	1,000
3,633	558	1,735	1,700	Professional associations	1,700
116	32	500	400	Training	500
95	-	400	250	Books & publications	1,250
-	-	300	300	Fuel	300
1,886	2,297	2,000	1,200	Office supplies	1,600
423	711	400	400	Other materials & supplies	3,400
<b>7,604</b>	<b>11,243</b>	<b>10,035</b>	<b>5,600</b>	<b>Commodities</b>	<b>10,950</b>
-	1,322	2,200	3,000	Conference & meeting registration	2,900
23	60	150	150	Local mileage, parking & tolls	150
-	-	2,500	4,500	Lodging	2,800
221	100	700	900	Meals	600
-	-	900	1,300	Purchased transportation	900
<b>244</b>	<b>1,482</b>	<b>6,450</b>	<b>9,850</b>	<b>Meetings and Travel</b>	<b>7,350</b>

**Community Development**

240

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
202,364	170,622	140,000	150,000	Sales Tax Sharing Agreements	150,000
<b>202,364</b>	<b>170,622</b>	<b>140,000</b>	<b>150,000</b>	<b>Revenue Sharing</b>	<b>150,000</b>
<b>950,666</b>	<b>960,385</b>	<b>1,044,831</b>	<b>867,936</b>	<b>Totals</b>	<b>960,216</b>

**Budget Highlights**

**Personnel Services**

Created full-time Code Enforcemrnt  
Officer, previously a part time position

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# Information Technology Division

## Activity Description

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

## BUDGET ANALYSIS

				<u>Information Technology</u>	
				<u>250</u>	
2016	2017	2018	2018		2019
Actual	Actual	Adopted	Projected	Description	Adopted
300	-	-		Wages- Part time hourly	
19	-	-		Employer FICA	
4	-	-		Employer Medicare	
-	-	-		Insurance - workers compensation	
<b>323</b>	-	-		<b>Personnel Services</b>	
88,668	117,187	75,000	115,000	Consulting	83,680
16,315	83,583	65,600	55,000	Data processing	62,630
135,438	112,064	175,320	175,320	Maintenance Agreement Expense	152,450
<b>240,422</b>	<b>312,834</b>	<b>315,920</b>	<b>345,320</b>	<b>Contractual Services</b>	<b>298,760</b>
16,923	30,376	23,305	23,305	Telecommunications	55,305
1,423	-	5,680	-	Training	6,000
15,070	15,190	17,300	17,300	Other contractual	14,000
805	425	1,000	1,000	Computer supplies	1,000
<b>34,220</b>	<b>45,991</b>	<b>47,285</b>	<b>41,605</b>	<b>Commodities</b>	<b>76,305</b>
200,466	83,639	133,530	115,000	Equipment - data processing	141,610
<b>200,466</b>	<b>83,639</b>	<b>133,530</b>	<b>115,000</b>	<b>Equipment</b>	<b>141,610</b>
<b>475,431</b>	<b>442,464</b>	<b>496,735</b>	<b>501,925</b>	<b>Totals</b>	<b>516,675</b>

# Engineering

## Activity Description

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

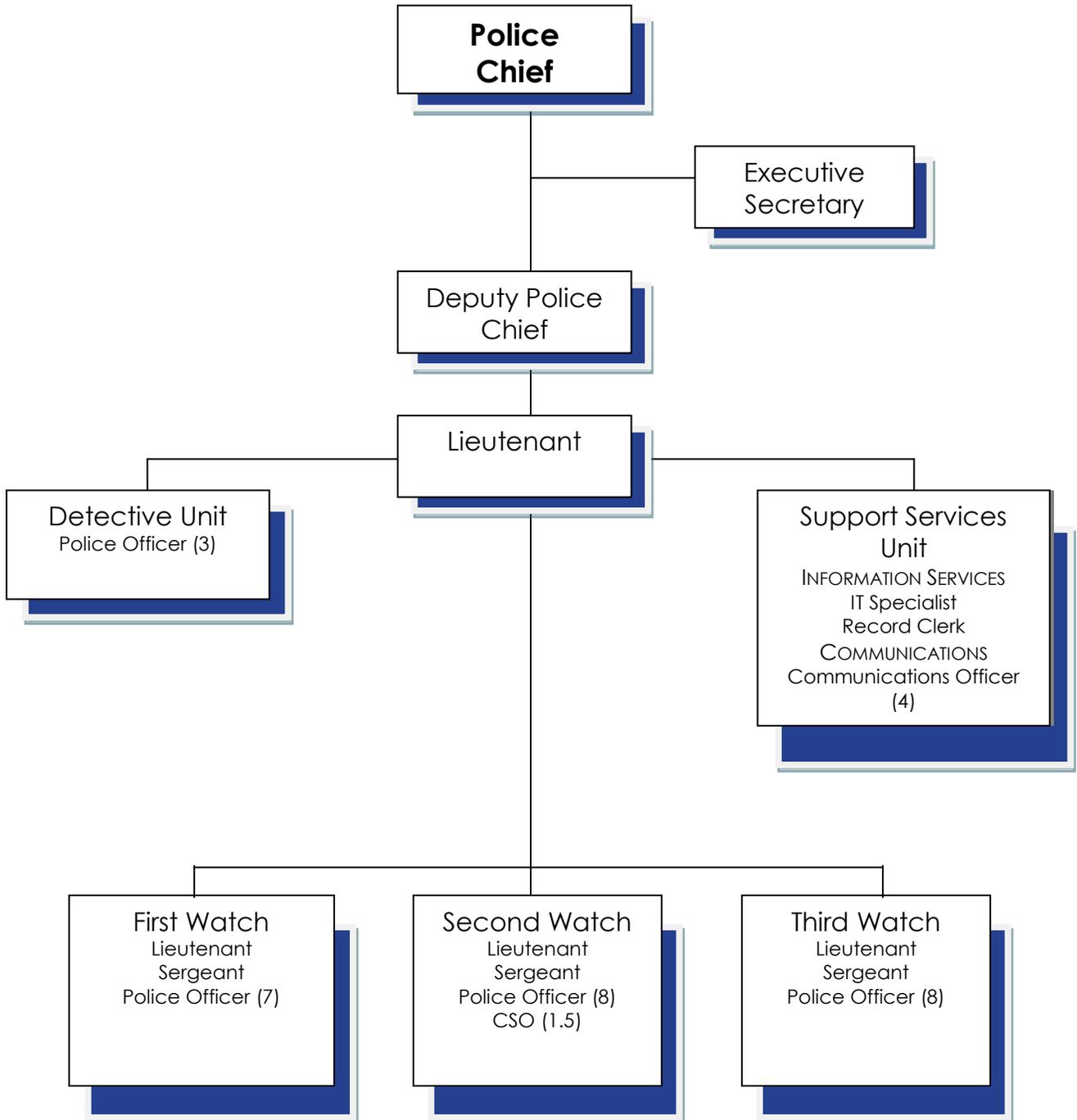
## BUDGET ANALYSIS

				<u>Engineering</u>		
				<u>290</u>		
2016	2017	2018	2018	Description	2019	
Actual	Actual	Adopted	Projected		Adopted	
58,314	49,995	54,000	54,000	Administration Engineer Costs	54,000	
10,285	54,189	52,500	50,000	Building Engineering Costs	52,500	
18,562	15,467	62,250	15,000	PW Building Engineer Costs	32,500	
<b>87,160</b>	<b>119,650</b>	<b>168,750</b>	<b>119,000</b>	<b>Contractual/Totals</b>	<b>139,000</b>	

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# Organizational Chart

Police Department



# Police Department

## Department Description

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

## GOALS: Police Department

### Prior Year's Goals Status

- 1) Complete the process of transitioning police and fire emergency communications to the Village of Skokie.

*All 9-1-1 phone calls and police and fire emergency communications were transitioned to the Village of Skokie in the first quarter of 2017.*

- 2) Include training on combined police and fire emergency communications, Opioid Antagonist Auto Injectors (hand-held injectors to treat victims of a drug overdose), and the Brady Bill in the annual three day in-service Mini-Academy.

*In the first quarter of 2017, all appropriate staff was trained on the new emergency communications protocols and OSSI computer aided dispatch software. All officers participated in the Opioid Antagonist and Brady Bill training presented during the in-service Mini-Academy.*

- 3) Develop and implement a plan for one full-time and one part-time Records Clerk to assume the clerical duties and responsibilities previously assigned to Communication Operators.

*A full-time Records Clerk was hired in June 2017 and a Part-Time Records Clerk was hired in September 2017. Both are fully trained and have made numerous updates to our records-keeping program.*

- 4) Transition with the Skokie Police Department and 12 neighboring law enforcement agencies from the NORCOM to the STARCOM21 radio network. The Police Department is required to move from its current radio frequency. The change will allow the Police department to transition from an analogue radio signal to a much stronger and clearer digital radio signal. The improved signal strength will improve overall operational effectiveness through better communications.

*All of the mobile and portable radios have been purchased and received. They are currently being programmed to the Village's assigned frequencies. The changeover is set to begin in the first quarter of 2018 and completion is anticipated by March 2018.*

- 5) Implement a Neighborhood Watch Program to address concerns regarding criminal activity.

*In May 2017, the Police Department's Crime Prevention Unit advertised and held several community meetings to help promote and establish Neighborhood Watch Programs within the Village. The meetings were well received and interest in the program seemed to grow as information was shared with other residents. Five blocks registered, completed the mandatory paperwork, and held meetings necessary to meet the requirements of officially becoming a Neighborhood Watch Group.*

- 6) Implement a 16-hour evidence training program with Skokie, Evanston and other major crimes task force (NORTAF) agencies at the Northeastern Illinois Public Safety Training Academy. Police officers inspect, collect, document, and preserve evidence from every crime scene.

*Lincolnwood, Skokie, and Evanston Evidence Technicians met for combined training in the first and fourth quarters of 2017. The first session covered arson and fire scene investigations, the second session covered death investigations. This training was presented by Mr. Mike Wasowicz of the Evanston Police Department and Imprimus Forensic Services. Both training sessions were provided at no charge.*

- 7) Conduct Simunitions Training with security personnel at the Lincolnwood Town Center. Simunitions Training is scenario based training in the field using approved duty weapons with paint markers instead of live ammunition. Training at the Lincolnwood Town Center allows the Police Department to enhance our partnership with security staff and create a safer environment for the community.

*During the third quarter of 2017, 27 officers participated in Simunitions training at a commercial building located at 6530 Lincoln Avenue. The training was moved from the Lincolnwood Town Center due to liability and timing issues that conflicted with the Mall hours. Village Administration was invited and observed the training.*

- 8) Provide 40 hour Kinesic Interview and Interrogation training to all criminal investigations personnel. The Kinesic method involves observing and analyzing a person's behavior to determine whether he/she is truthful or deceptive.

*Two Detectives attended the training in 2017. Future use of the training will be evaluated as feedback regarding the training was not positive.*

## Adopted Goals

- 1) The current Officer Evaluation System will be reviewed and streamlined, ensuring critical dimensions are addressed. Officers will have a clear vision of what dimensions they are being evaluated on. This will contribute to a more effective department.
- 2) The current Field Training Officer (FTO) program is being reviewed and will be updated through both classroom and hands on training. New FTO training which has become available will be delivered to current field training officers to ensure that new hires are effectively trained to meet the demands of a rapidly changing society.
- 3) Lexipol offers digital Law Enforcement policy manual management, regular policy updates, and certifiable daily training for our personnel. The Lexipol Policy Manual will be implemented to ensure that the Department is up to date on all State mandates and required documentation. In addition, all Department personnel will be required to complete the Daily Training Module associated with the policy manual.
- 4) Simunitions training is a scenario-based exercise meant to give as real an experience to law enforcement officers as possible without the use of lethal weapons. The department will develop, plan and execute a minimum of one (1) Simunitions Training sessions in a minimum of one (1) of the Village's three elementary schools during summer vacation, as schools have increasingly been targets of active shooters.
- 5) Implement a social media (Facebook) page specific to the Police Department. Only specific supervisors will have access to this page and will maintain the accuracy and relevance of this page on a continuing basis. The page would include non-sensitive crime prevention information and prevention tips as well as other non-sensitive information deemed useful to the community. This will also allow police personnel to monitor potential gang conflicts which have become commonplace on social media and large gatherings where the potential for violence or criminal activity is high.
- 6) Activate the mapping feature in the New World reporting software which will allow officers to map crime in the Village. The New World reporting system offers an entire menu of data driven features including predicative analysis which will allow police personnel to analyze and predict crime patterns, allowing management to better develop suppression strategies.
- 7) Implement a report rating system in the New World reporting software which will create a threshold for cases which do not necessitate Detective Division follow-up. The goal is to eliminate the current procedure of detectives calling every crime victim and then completing a supplemental report for each crime, even when the probability of solving

the crime or identifying an offender is extremely unlikely. This will result in using detective resources more efficiently to address cases where the probability of solving a crime is higher.

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

**FY 2018-2019 BUDGET | POLICE DEPARTMENT**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Part I Crimes</b>				
Part I Crimes	462	555	505	505
<b>Enforcement</b>				
Traffic Stops	4,902	4,266	4,479	4,479
Traffic Citations	2,704	2,274	2,387	2,387
Warning Citations	3,062	2,785	2,924	2,924
Parking Citations	922	864	907	907
<b>Arrests</b>				
Arrests	506	504	505	505
<b>Calls For Service</b>	33,555	26,915 (Incidents)	28,260 (Incidents)	28,260

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

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## BUDGET ANALYSIS

<b>Police</b>					
<b><u>300</u></b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
260,938	273,060	276,480	284,200	Wages - full time salaried	248,000
3,011,812	2,996,625	3,021,284	2,950,000	Wages - full time hourly	3,285,229
64,963	97,055	90,500	95,000	Wages - part time hourly	101,775
14,328	13,415	20,800	15,000	Wages - seasonal hourly	20,800
447,415	367,291	342,000	370,000	Wages - overtime 1.5X	349,900
3,519	3,169	-	2,301	Holiday Mobil grant	2,000
3,116	4,517	-	4,897	Wages - overtime 2X	-
1,520	1,885	1,000	1,000	Wages - special detail	-
1,941	1,200	2,400	-	HSA Savings	-
18,860	20,373	21,936	21,936	Educational stipend	26,838
6,610	7,785	8,000	8,000	Opt Out Ins.	9,360
720	720	720	720	Phone Stipend	720
-	-	-	1,513	Evidence Technician Stipend	1,600
23,273	16,911	5,685	5,685	Tuition reimbursement	-
26,595	24,497	19,300	19,300	Uniform allowance	21,900
36,694	34,702	26,000	26,000	Employer FICA	26,816
52,684	53,017	54,815	54,815	Employer Medicare	58,798
66,776	56,543	39,417	39,417	Employer IMRF	43,443
1,663,647	1,981,909	2,016,400	2,080,000	Employer police pension	2,245,000
7,341	7,043	5,333	5,333	Insurance - group life & AD&D	5,565
426,983	432,868	473,170	460,000	Insurance - group medical	528,931
42,540	41,591	44,725	40,600	Insurance - group dental	47,734
116,752	118,238	111,450	111,450	Insurance - workers compensation	121,651
<b>6,299,027</b>	<b>6,554,417</b>	<b>6,581,415</b>	<b>6,597,167</b>	<b>Personnel Services</b>	<b>7,146,060</b>
336	961	750	750	Animal control	750
-	-	767,000	736,800	9-1-1 Combined Communications Contract	773,631
20,769	4,792	15,648	58,848	Other professional services	17,600
<b>21,104</b>	<b>5,754</b>	<b>783,398</b>	<b>796,398</b>	<b>Contractual Services</b>	<b>791,981</b>
3,157	1,010	1,970	1,970	R&M - buildings	2,090
18,845	15,956	13,774	15,000	R&M - communications equipment	30,459
1,243	-	-	-	R&M - data processing equipment	-
420	-	-	-	R&M - police equipment	-
200	-	-	-	R&M - office equipment	-
25,218	31,043	25,650	25,650	R&M - vehicles	25,700
30,174	31,960	45,835	50,083	Intergovernmental fees & dues	32,005
250	774	2,325	2,325	Printing & copying services	2,549
1,322	1,712	1,730	1,730	Professional associations	1,785
2,311	2,266	2,526	2,526	Telecommunications	2,526

<b>Police</b>					
<b><u>300</u></b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
39,640	19,999	25,850	25,850	Training	35,710
60,644	60,219	55,710	63,710	Other contractual	83,745
9,384	12,028	12,470	12,470	Ammunition & range supplies	12,470
1,429	1,633	1,957	1,957	Books & publications	2,253
1,546	2,608	2,225	2,225	Computer supplies	2,225
35,217	39,125	45,000	45,000	Fuel	45,000
3,072	3,140	2,000	2,000	Office supplies	2,000
57,688	54,010	262,824	262,824	Program supplies	48,707
<b>291,761</b>	<b>277,484</b>	<b>501,846</b>	<b>515,320</b>	<b>Commodities</b>	<b>329,224</b>
4,385	5,135	5,630	5,630	Conference & meeting registration	5,955
7,056	1,602	4,500	4,500	Local mileage, parking & tolls	3,350
1,314	1,809	1,550	1,963	Lodging	1,550
6,825	5,365	5,050	5,050	Meals	5,275
518	649	450	450	Purchased Transportation	600
<b>20,098</b>	<b>14,560</b>	<b>17,180</b>	<b>17,593</b>	<b>Meetings and Travel</b>	<b>16,730</b>
153,917	40,387	37,000	37,000	Equipment - vehicles	75,000
<b>153,917</b>	<b>40,387</b>	<b>37,000</b>	<b>37,000</b>	<b>Capital Outlay</b>	<b>75,000</b>
<b>6,785,908</b>	<b>6,892,602</b>	<b>7,920,839</b>	<b>7,963,478</b>	<b>Totals</b>	<b>8,358,995</b>

#### Budget Highlights

##### **Personnel Services**

Added one full-time Police Officer

##### **Contractual Services**

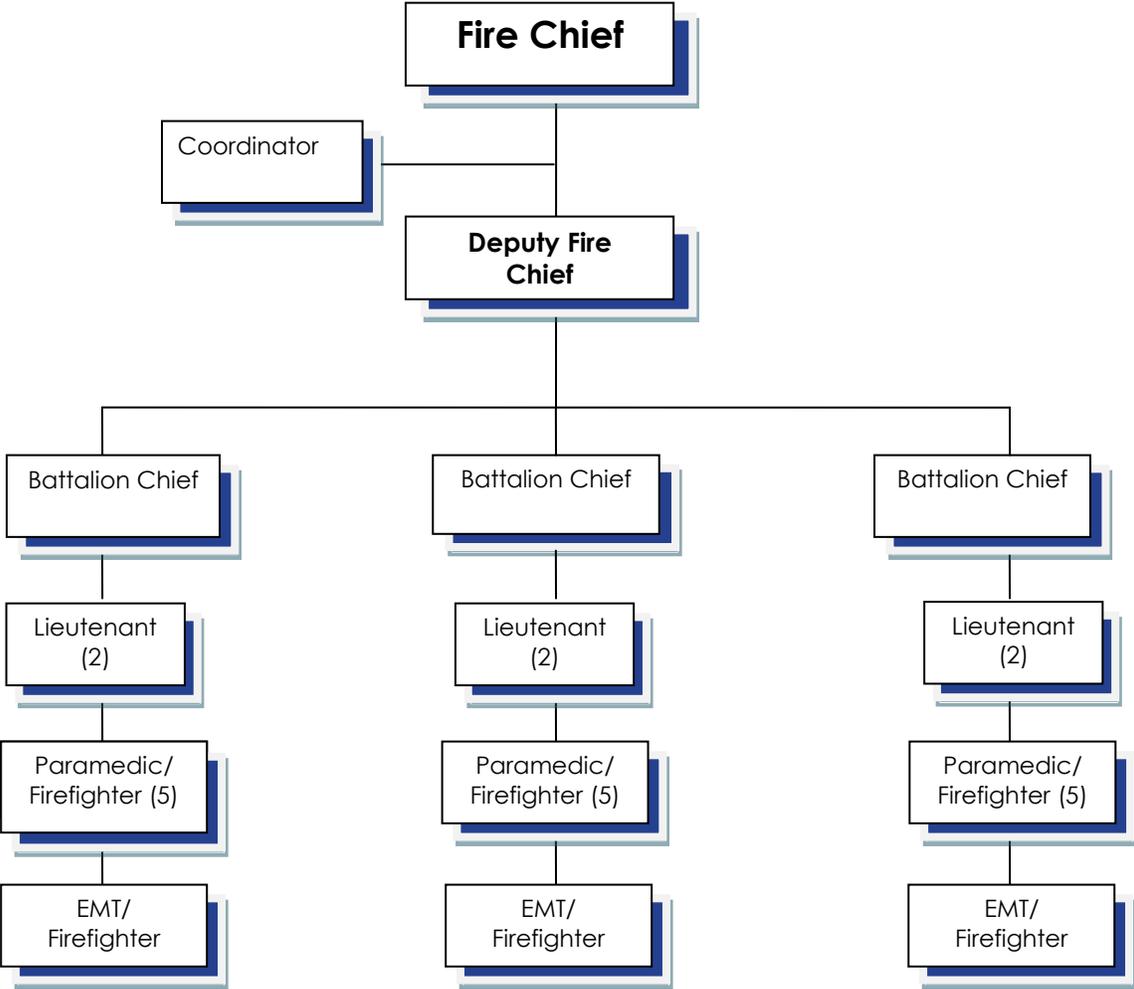
\$773,631 budgeted for outsourcing of E-911 services

##### **Capital Outlay**

\$75,000 budgeted for replacement of two squad cars

# Organizational Chart

## Fire Department



# Fire Department

## Department Description

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

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

## GOALS: Fire Department

### Prior Year's Goals Status

- 1) A Collective Bargaining Agreement (CBA) with the local firefighter's union and Paramedic Services of Illinois was ratified on March 6, 2016 and expires May 1, 2019. Part of this CBA covers the selection process of the Lieutenant position. Staff will evaluate testing options and formulate a selection process that meets the CBA. At the present time there is not a Lieutenant vacancy.

*Staff has evaluated the testing options and will use the Illinois Fire Chiefs Association for the test process. The exact test parameters will be finalized in the first half of 2018 and the test will be administered prior to a suspected lieutenant vacancy.*

- 2) Lincolnwood Police and Fire Departments are making plans to consolidate combining our dispatch services to Skokie Communications. Before completing this consolidation, the Lincolnwood Fire Department will have to disconnect from RED Center. This disconnection will require a new fire station alerting system from Skokie Dispatch. In addition, staff will have to monitor the transition of the wireless alarms for burglar and fire to Skokie Dispatch.

*This project is completed and everything is working well.*

- 3) The Lincolnwood Fire Codes require multiple inspections of fire sprinkler and alarm systems. Current department staffing precludes this record management and staff does not have a records software program to ensure compliance. This deficiency was highlighted in our recent ISO scoring. The Department will evaluate third party vendors that will ensure business compliance in reporting of fire sprinkler tests, fire alarms tests and hood and duct inspection records to our Department. These services also send out reminder messages to our businesses and provide a compliancy dashboard that we can monitor on a monthly basis.

*Staff is still researching third party vendors. Meetings will be set with the Village Manager to evaluate this service in the first quarter of 2018.*

- 4) With the Carrington project underway, Fire Department staff has worked with the builder and architect to secure a dedicated space for an ambulance to be housed within the Carrington complex. Staff has also secured an office that can serve as an office and house personnel. Ambulance specifications will need to be developed and bid documents completed. The department is planning on using this space to reduce cross-town traffic responding to this location and Lincolnwood Place and will shorten response time.

*The Department has developed ambulance specifications, bid and awarded the project, received the ambulance and put it into service. The old ambulance was sent to auction and sold.*

- 5) The Carrington Project will be completed in FY 2018/2019. Staff has met the developers and secured an ambulance bay and office space within the Carrington facility. Fire Department staff will begin examining the potential staffing of this facility and to develop Fire Department response options for occupying the space at the Carrington facility.

*Staff is reviewing current call volumes and time of call for Lincolnwood Place responses for the last two years. The Department will use existing staff to man Carrington until call volume data dictates additional personnel. Station alerting devices, securing an antenna and procuring office furniture will be proposed in the 2018-2019 budget.*

## Adopted Goals

- 1) The Fire Department is going to embark on a joint application to the Illinois Department of Public Health to develop a Mobile Integrated Healthcare (MIH) Pilot Program. Our partners in this application will be the St. Francis Hospital and the Evanston Fire Department. The Pilot Program will review strategies for reducing the number of “Frequent Users” of emergency services to help the hospital reduce their 30 day readmission rates for patients that have Chronic Obstructive Pulmonary Disease (COPD), Asthma, Congestive Heart Failure (CHF) and patients suffering from Myocardial Infarction (MI). No budgetary financing is needed this year.
- 2) The Carrington Project includes 251 independent living apartments within the 13 acre complex. It will also include dependent living as well as residents living in the memory care facility. As this building finishes completion in 2018, the Fire Department has secured space within the facility and the Village has developed a license agreement for an EMS Station in Carrington. The Fire Department will start to transition into this building space with an EMS office and an ambulance bay. Budget monies will be requested for Station Alerting equipment, desks, chairs, Murphy-Style beds, call-receiving monitors including speakers and amplifiers and cabinets for station supplies.
- 3) A new software system is being requested for fire training documentation as well as emergency medical services (EMS) training. The department schedules monthly training sessions for our personnel. After more than 20 years using FireHouse Software this program has become antiquated and hasn’t kept up on newer training concepts and methodologies. We are experiencing our third new owner for the software. It is a budget priority to switch our fire and EMS training documentation over to TargetSolutions this fiscal year. We will continue to use FireHouse to document our fire department response statistics.

- 4) The Fire Department uses Zoll Data Systems as a platform to document all of our patient's activity for our ambulance services. Staff is recommending changing our existing hospital-owned, Zoll server-driven EMS patient care reporting over to a "cloud" based system. Staff also recommends changes to our in-house ambulance billing software to streamline patient payment information prior to issuing our first billing attempt. This will enhance our billing capabilities by verifying patient addresses and insurance information before we send out our first bill to the insurance carrier. These proposed changes will increase efficiency of our staff by reducing the time needed by staff to administer these servers and provide our administrative staff with a current time "dashboard" of analytic data that can be monitored daily.
  
- 5) The Fire Department will be switching over our entire mobile and portable radios to the Starcom devices during RY 18/19. The Skokie and Lincolnwood Police Departments have started their transition to the new radios while the Skokie and Lincolnwood Fire Departments will switch over to Starcom radios in FY 18/19. Starcom radios will enhance our capabilities by allowing radio signals to better "penetrate" buildings in town and will enhance our radio reception. For the first time ever, the Police and Fire Departments will be able to communicate on our own radio frequency. Staff will apply for an Assistance to Firefighters Grant (AFG) through FEMA to help reduce the radio costs to the Village.

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**FY 2018-2019 BUDGET | FIRE DEPARTMENT**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Emergency Calls</b>				
<i>EMS Calls</i>				
Advanced Life Support	650	670	680	690
Basic Life Support	888	896	910	920
Total EMS Calls	1,538	1,566	1,590	1,610
<i>Fire Calls</i>				
Fire Calls	675	779	780	800
Total Emergency Calls	2,213	2,345	2,370	2,410
<b>Mutual Aid Calls</b>				
Given	53	51	55	55
Received	42	44	40	45
Total Mutual Aid Calls	95	95	95	100
<b>Response Time (Minutes)</b>				
Response Time	3.50	3.52	3.55	3.40
<b>Training</b>				
Hours Per Person	23.1	23.1	22.8	23.0
<b>Fire Prevention</b>				
Inspections	905	822	900	910
Other Inspections	68	82	80	85
Business License	45	57	50	55
Plan Reviews	32	0	10	10
Total Fire Prevention	1,050	961	1,040	1,060
<b>Ambulance Billing</b>				
<i>Resident:</i>				
Basic Life Support	338	326	330	340
Advanced Life Support 1	492	562	560	565
Advanced Life Support 2	9	4	5	5
Total Resident	839	892	895	910
<i>Non-Resident:</i>				
Basic Life Support	132	107	120	125
Advanced Life Support 1	112	102	110	120
Advanced Life Support 2	2	2	2	2
Total Non-Resident	246	211	232	247

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## BUDGET ANALYSIS

				<u>Fire</u>		
				<u>350</u>		
2016	2017	2018	2018	Description	2019	
Actual	Actual	Adopted	Projected		Adopted	
60,748	62,183	64,171	62,500	Wages - full time hourly	66,700	
3,667	3,761	3,979	3,875	Employer FICA	4,135	
858	879	930	906	Employer Medicare	967	
6,449	7,125	6,699	6,699	Employer IMRF	7,010	
199	204	204	204	Insurance - group life & AD&D	212	
5,508	5,906	6,480	6,620	Insurance - group medical	7,000	
551	571	571	571	Insurance - group dental	620	
1,864	1,869	1,925	1,925	Insurance - Workers Comp	2,001	
<b>79,844</b>	<b>82,498</b>	<b>84,959</b>	<b>83,300</b>	<b>Personnel Services</b>	<b>88,645</b>	
2,725,011	2,773,069	2,826,391	2,823,391	Fire protection	2,887,592	
-	-	-	2,035	Data processing	-	
<b>2,725,011</b>	<b>2,773,069</b>	<b>2,826,391</b>	<b>2,825,426</b>	<b>Contractual Services</b>	<b>2,887,592</b>	
1,415	719	1,500	1,000	R&M - communications equipment	23,100	
9,685	9,321	11,100	11,100	R&M- Wireless Alarm Equipment	11,100	
11,059	20,149	19,144	19,000	R&M - Fire & EMS equipment	18,244	
53,993	25,272	18,000	33,350	R&M - vehicles	18,000	
7,872	1,645	1,000	4,675	R&M - other	1,000	
10,013	10,110	11,662	11,662	Intergovernmental fees & dues	11,662	
986	150	1,800	1,000	Printing & copying services	1,800	
1,584	2,660	2,635	3,500	Professional associations	2,635	
148,815	152,011	-	-	Other contractual	-	
3,244	1,471	1,750	1,800	Books & publications	1,750	
12,785	18,820	18,500	17,000	EMS supplies	12,000	
13,087	20,787	11,000	13,733	Firefighting supplies	12,000	
14,465	18,257	12,000	15,000	Fuel	15,000	
297	699	500	500	Lubricants & fluids	500	
3,527	4,301	2,000	2,000	Office supplies	2,000	
11,996	13,841	14,200	13,200	Program supplies	14,700	
12,940	6,883	9,000	8,000	Repair parts	9,000	
1,696	464	1,000	500	Small tools	1,000	
3,510	2,184	4,400	4,000	Training supplies	7,650	
7,783	9,946	8,000	8,000	Other materials & supplies	8,000	
<b>330,751</b>	<b>319,691</b>	<b>149,191</b>	<b>169,020</b>	<b>Commodities</b>	<b>171,141</b>	
-	-	575	575	Conference & Meeting Registration	585	

				<b>Fire</b>	
				<b><u>350</u></b>	
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
-	-	-	112	Local mileage, parking & tolls	76
-	1,770	435	496	Lodging	435
-	41	174	303	Meals	150
-	<b>1,811</b>	<b>1,184</b>	<b>1,486</b>	<b>Meetings and Travel</b>	<b>1,246</b>
2,945	-	3,500	3,200	Equipment - communications	195,200
51,735	29,450	49,800	49,800	Equipment - public safety	39,650
19,940	-	-	-	Equipment Wireless Radio System	-
<b>74,620</b>	<b>29,450</b>	<b>53,300</b>	<b>53,300</b>	<b>Equipment</b>	<b>234,850</b>
257,905	281,817	225,000	243,620	Equipment - public safety	43,900
<b>257,905</b>	<b>281,817</b>	<b>225,000</b>	<b>243,620</b>	<b>Capital Outlay</b>	<b>43,900</b>
<b>3,468,130</b>	<b>3,488,337</b>	<b>3,340,025</b>	<b>3,376,152</b>	<b>Totals</b>	<b>3,427,374</b>

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

No increase in personnel

**Contractual Services**

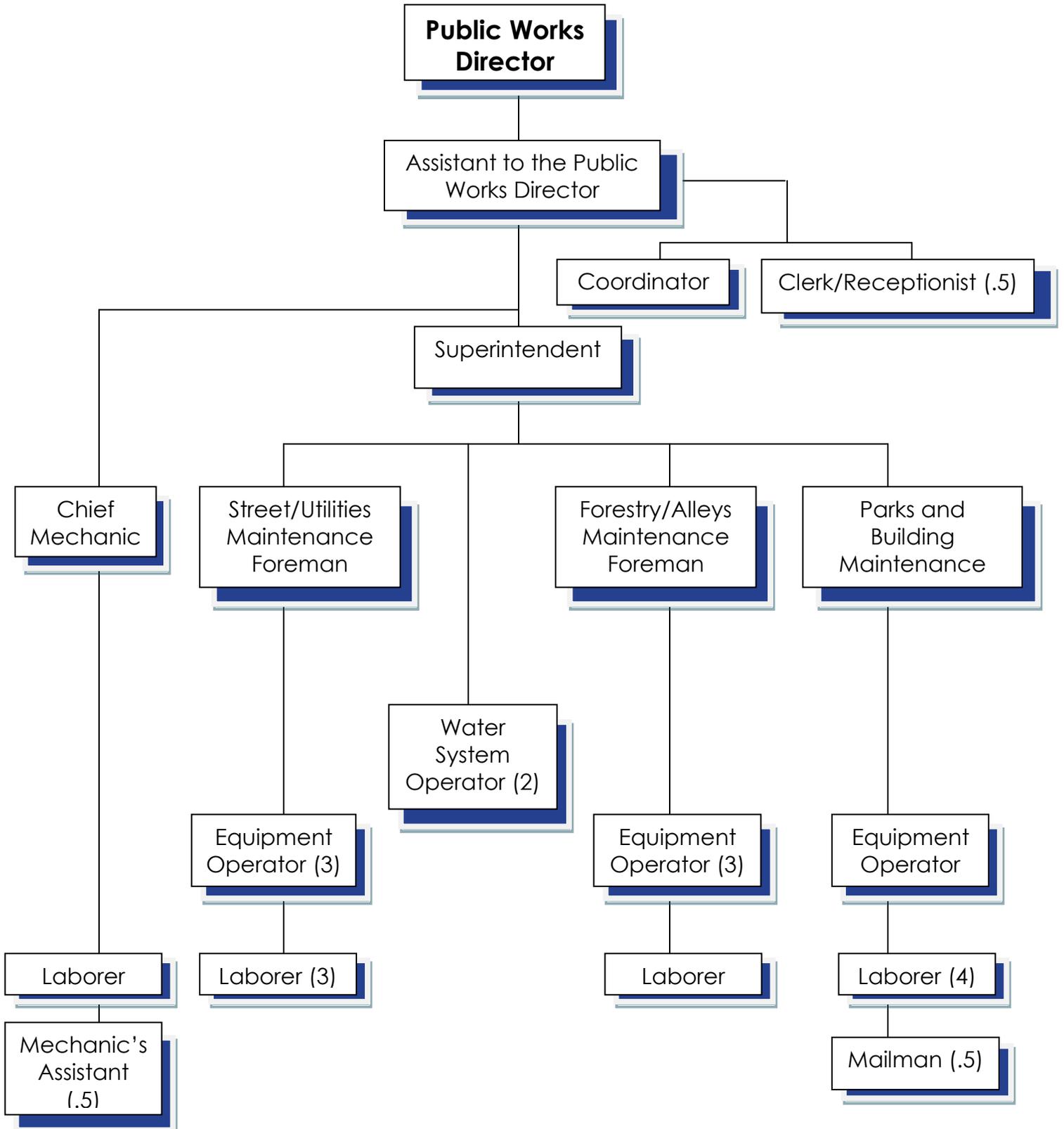
\$2,887,592 budgeted for Fire/EMS services

**Equipment Communications**

\$195,200 budgeted for starcom portable radios

# Organizational Chart

## Public Works



# Public Works Department

## Department Description

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

## GOALS: Public Works - Administration

### Prior Year's Goals Status

- 1) Staff will work to implement a water loss reduction program including meter testing, leak detection, and meter updates at Village facilities with the goal of reaching 10% non-revenue water by 2019 as required by the Illinois Department of Natural Resources. Work will also include expedient repairs of water leaks and improving the accounting of water used at hydrants by staff throughout the year. Reducing water lost from leaks will reduce the overall cost to the Village as water is purchased from the City of Chicago at a rate of \$3.81 per 1000 gallons.

*Over the past year, the Public Works Department has completed a comprehensive leak detection survey of water service lines throughout the community. Additionally, meters are being tested at 10 of the largest water users to determine if repairs or replacements need to be completed. Finally, staff worked to diligently meter municipal uses including sewer cleaning, street sweeping, and watering of landscaped beds to better account for the usage. The 2017 water audit demonstrated non-revenue water at a rate of 13% of water supplied by the City of Chicago. This is a reduction of 1.7% compared to 2016.*

- 2) Public Works staff will continue to work with the Finance Department and the Village Manager's Office to identify and evaluate an alternative potable water supplier. 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 condition.

*The Village's engineering firm, Christopher B. Burke Engineering, Ltd. (CBBEL), has been retained to complete a route study to determine the most feasible route for construction of a new transmission main. Additionally, Holland and Knight has been retained to work with staff to negotiate a water supply contract with the City of Evanston. It is anticipated that the Village will begin purchasing potable water from the City of Evanston in late 2019.*

- 3) The potable water system Pump House is a critical piece of the Village's water distribution infrastructure. The facility is used to pump water from Chicago and provide disinfection prior to potable water entering the distribution system. Much of the equipment in the building is greater than 20 years old and is nearing the point of requiring replacement. Staff will work to evaluate the building's equipment and include it in the five year facility improvement plan.

*A five-year plan was developed by the Public Works Department for improvements to the aging Pump House and incorporated into the Facility Improvement Plan. Projects include*

*replacement of the pump station roof, pumps, valve controllers, and the boiler. In total, the projects are expected to cost approximately \$580,000 over five years.*

- 4) Staff will work with Human Resources Division to implement leadership development opportunities for non-management employees to assist in developing the talents of employees and identifying future leaders.

*The Superintendent has been working with the Equipment Operators in each of the operating divisions to provide enhanced leadership opportunities, specifically when their Foreman is not present. Additionally, the Department has been holding bi-monthly safety meetings where individuals in a non-supervisory role have the opportunity to lead a brief class for their fellow employees. During the last year, the Department initiated a Water System Operator Training Program to provide hands on experience to individuals who may be interested in becoming a Water System Operator following retirements that are expected in the near future. The Department is working with the Human Resources Division to develop a similar program to provide experience for individuals who may be interested in becoming a Foreman.*

- 5) During the construction of the Valley Line Trail, some concerns were raised regarding the safety of the crossing at Devon Avenue. Staff will work with the Village Engineer to evaluate the crossing and perform pedestrian/cyclist counts to determine if additional safety measures are warranted.

*The Illinois Department of Transportation (IDOT) has informed the Village that they are performing a review of uncontrolled crossings on multi-lane highways. It is expected that review will provide recommendations to enhance the safety of these types of intersections. Upon release of those recommendations, staff will evaluate them to determine what could be done to improve the safety of the Devon Avenue crossing.*

## Adopted Goals

- 1) On August 15, 2017, the Village Board provided direction to negotiate a contract with the City of Evanston for the provision of potable water. Since then, the Village has begun the process of conducting a route study to determine the most feasible route of transporting water from the connection point in Evanston to the Village's pump station at the intersection of Crawford and Schreiber Avenues. Upon completion of the route study, the Public Works Department will work with the consulting engineers to develop final design plans and begin construction of the project. It is anticipated that the Village will begin purchasing potable water from the City of Evanston by December, 2019.
- 2) On November 28, 2017, the Village Board provided direction to move forward with the next steps to implement the goals outlined in the Stormwater Master Plan (SMP). The

purpose of the SMP is to identify projects that will bring the Village's sewer system to a 10-year level of protection. To date, a street storage pilot project was constructed in a portion of the southeast corner of the Village. Over the next year, the Village will complete the design and begin construction of the North Shore Avenue Outfall Sewer, pending award of a grant. Additionally, the Village will design the next stage of street storage, generally described as the area east of Lincoln Avenue (north of Pratt Avenue) and east of Crawford Avenue (south of Pratt Avenue).

- 3) The Illinois Environmental Protection Agency (IEPA) has required all public water suppliers to conduct a survey of their community to determine the material of water service lines. During 2017, the Public Works Department conducted a physical inspection of every water meter pit and was able to definitively determine the material of 25% of the water service lines. Over the next year, staff will work to schedule appointments to conduct inspections and complete the required survey.
- 4) On November 30, 2017 an Infrastructure Workshop was held to discuss a potential long-term capital improvement plan for streets, alleys, sidewalks, and water mains. A resident committee is being developed to evaluate the proposed program and provide a recommendation for improvements to the Village Board. The Public Works Department will work with the Village Engineer and this committee to develop a long-term plan to address the Village's upcoming infrastructure needs.
- 5) The Village has been a member of the GIS Consortium since 2005. The Public Works Department stores a variety of information in GIS, including locations and characteristics of water mains, sewer mains, street lights, parkway trees, signage, and pavement markings. Data quality and integrity is imperative to maintaining confidence among stakeholders and third-party vendors that are tasked with conducting routine and unexpected service to Village assets. High quality utility data aides in the Village's ability to conduct long-range planning and budgeting for capital improvement purposes. Part of this initiative will not only be to review the assets themselves to verify the data in the GIS system, but also review the practices by which these assets are reviewed and edited. Determining primary stakeholders, data update processes, as well as review frequency are all necessary to ensure continuity in the database in the future.
- 6) From time to time, the Public Works Department receives inquiries from the community regarding available volunteer opportunities. Similar to the current Adopt-a-Path Program, the Public Works Department will create a list of community service based projects that community groups can sign up for with the goal of providing opportunities for those looking to volunteer.

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**FY 2018-2019 BUDGET | PUBLIC WORKS ADMINISTRATION DIVISION**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Service Requests</b>				
Animal Control Requests	28	31	40	45
Refuse Service Requests	70	203	350	350
Other Service Requests	3,000	3,257	4,000	4,000
Total Service Requests	3,098	3,491	4,390	4,395
<b>Staff Trainings (Total Training Sessions)</b>	60	60	60	60

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## BUDGET ANALYSIS

### Public Works Administration

400

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
145,654	107,037	163,600	146,000	Wages - full time salaried	152,600
48,314	55,849	58,000	58,000	Wages - full time hourly	60,375
26,969	22,744	28,000	24,500	Wages - Part time hourly	27,500
-	-	550	-	Wages - overtime 1.5X	550
260	260	520	-	HSA	-
1,488	1,074	1,576	1,576	Educational stipend	1,526
1,260	-	-	-	Opt Out Ins	-
540	406	360	615	Phone Stipend	720
13,259	11,077	15,611	14,300	Employer FICA	15,038
3,101	2,591	3,651	3,350	Employer Medicare	3,517
24,864	20,558	26,286	26,000	Employer IMRF	25,492
822	656	656	656	Insurance - group life & AD&D	632
23,412	34,161	44,850	36,500	Insurance - group medical	44,610
3,334	3,315	3,964	3,964	Insurance - group dental	3,850
6,415	6,656	7,554	7,554	Insurance - workers compensation	7,277
<b>299,692</b>	<b>266,384</b>	<b>355,178</b>	<b>323,015</b>	<b>Personnel Services</b>	<b>343,687</b>
36,418	15,588	20,000	12,800	Other contract labor	16,000
6,081	2,948	9,000	3,000	Animal control	8,000
<b>42,498</b>	<b>18,536</b>	<b>29,000</b>	<b>15,800</b>	<b>Contractual Services</b>	<b>24,000</b>
144	772	720	720	R&M - communications equipment	720
770	703	800	790	R&M - office equipment	800
-	277	220	200	Advertising	220
2,250	2,250	2,250	2,250	Intergovernmental Fees and Due	2,250
-	51	75	50	Printing & copying services	75
533	1,012	800	700	Professional associations	800
1,329	2,408	1,500	1,500	Training	1,500
385	193	75	75	Books & publications	75
56	269	250	950	Fuel	975
1,445	1,403	3,250	3,250	Office supplies	3,500
7,083	7,527	6,350	6,350	Program supplies	5,750
52	173	200	-	Green Initiatives	200
<b>14,048</b>	<b>17,037</b>	<b>16,490</b>	<b>16,835</b>	<b>Commodities</b>	<b>16,865</b>
-	175	300	200	Conference and Meeting Registration	1,200
66	63	50	175	Local mileage, parking & tolls	150

**Public Works Administration**

**400**

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
-	-	-	-	- Lodging	600
160	-	150	115	Meals	100
-	-	-	-	- Purchased Transportation	500
<b>226</b>	<b>238</b>	<b>500</b>	<b>490</b>	<b>Meetings and Travel</b>	<b>2,550</b>
<b>356,465</b>	<b>302,194</b>	<b>401,168</b>	<b>356,140</b>	<b>Totals</b>	<b>387,102</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

# 410 — Public Works Vehicle Maintenance

## Activity Description

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

**FY 2018-2019 BUDGET | PUBLIC WORKS VEHICLE MAINTENANCE DIVISION**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Fleet Maintenance</b>				
P.M.*-Pieces of Equipment	800	800	800	800
P.M.*-Hours	2,050	2,050	2,050	2,050
	2,850	2,850	2,850	2,850
<b>Repairs</b>				
Small Engine Repairs	95	90	95	95
Body Repairs	15	3	5	5
Total Repairs	110	93	100	100
<b>Equipment Rebuilding</b>				
Street Sweeper	2	2	1	1
Tractors	2	2	2	2
Lawn Mowers	1	1	0	0
Total Equipment Rebuilds	5	5	3	3

\* Preventative Maintenance

## BUDGET ANALYSIS

### Public Works Vehicle Maintenance

**410**

2016	2017	2018	2018	Description	2019
Actual	Actual	Adopted	Projected		Adopted
141,997	145,703	147,040	151,000	Wages - full time hourly	154,785
17,290	15,701	21,500	21,500	Part Time Employee	24,700
1,868	523	3,650	2,000	Wages - overtime 1.5X	1,500
615	-	950	-	Wages - overtime 2X	950
1,076	539	1,250	500	Uniform allowance	1,250
9,625	9,699	10,812	10,820	Employer FICA	11,491
2,251	2,268	2,529	2,529	Employer Medicare	2,687
17,931	18,180	18,206	18,206	Employer IMRF	19,479
375	422	413	500	Insurance - group life & AD&D	433
19,717	15,563	17,330	22,192	Insurance - group medical	26,825
1,653	1,734	1,766	2,080	Insurance - group dental	2,476
5,692	5,190	5,232	5,232	Insurance - workers compensation	5,560
<b>220,089</b>	<b>215,522</b>	<b>230,678</b>	<b>236,559</b>	<b>Personnel Services</b>	<b>252,136</b>
323	-	-	-	R&M - communications equipment	-
731	9	34,250	28,000	R&M - public works equipment	1,500
191	724	500	1,660	R&M - vehicles	700
-	-	100	-	Professional Associations	100
94	720	500	300	Training	500
-	-	100	-	Books and Publications	100
1,269	2,229	1,000	650	Fuel	670
481	1,049	1,200	1,190	Lubricants and Fluids	1,200
15,079	20,717	10,800	9,400	Program supplies	42,800
<b>18,168</b>	<b>25,448</b>	<b>48,450</b>	<b>41,200</b>	<b>Commodities</b>	<b>47,570</b>
<b>238,257</b>	<b>240,970</b>	<b>279,128</b>	<b>277,759</b>	<b>Totals</b>	<b>299,706</b>

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

No increase in personnel

# 420 — Public Works Building Maintenance

## Activity Description

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

**FY 2018-2019 BUDGET | PUBLIC WORKS BUILDING MAINTENANCE DIVISION**  
Performance Measures

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Service Requests</b>	1850	1650	1700	1750

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## BUDGET ANALYSIS

### Public Works Building Maintenance

420

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
57,317	73,551	91,343	91,343	Wages - full time hourly	90,500
19,800	17,625	19,250	16,000	Part Time Employee	20,000
7,024	5,413	7,850	7,850	Wages - overtime 1.5X	7,850
69	2,041	1,588	1,588	Wages - overtime 2X	1,900
176	211	400	-	HSA	-
50	104	738	738	Uniform allowance	750
4,858	5,468	7,488	7,488	Employer FICA	7,502
1,136	1,279	1,751	1,751	Employer Medicare	1,755
11,968	10,646	12,608	12,608	Employer IMRF	12,717
-	-	254	254	Insurance - group life & AD&D	191
15,468	18,422	27,955	20,000	Insurance - group medical	25,683
1,488	1,812	2,499	2,499	Insurance - group dental	2,342
2,353	3,306	3,622	3,622	Insurance - workers compensation	3,547
<b>121,708</b>	<b>139,878</b>	<b>177,346</b>	<b>165,741</b>	<b>Personnel Services</b>	<b>174,737</b>
39,387	33,985	34,400	33,500	Janitorial Contract	34,400
165,851	176,449	197,770	198,000	R&M - buildings	221,110
220	-	500	500	R&M - vehicles	500
250	131	300	-	Equipment Rental	300
250	-	500	500	Training	500
1,829	1,498	1,500	1,480	Fuel	1,520
1,554	1,781	5,000	5,000	Landscaping supplies	5,000
26,147	29,065	21,000	24,500	Program supplies	22,500
821	490	1,200	1,200	Small Tools	1,100
25,644	34,567	23,000	23,000	Utilities - government building	20,000
<b>261,954</b>	<b>277,967</b>	<b>285,170</b>	<b>287,680</b>	<b>Commodities</b>	<b>306,930</b>
-	-	17,850	17,850	Equipment - Other	54,900
-	-	<b>17,850</b>	<b>17,850</b>	<b>Capital Outlay</b>	<b>54,900</b>
<b>383,662</b>	<b>417,845</b>	<b>480,366</b>	<b>471,271</b>	<b>Totals</b>	<b>536,567</b>

#### Budget Highlights

##### Personnel Services

No increase in personnel

##### Capital Outlay

\$54,900 budgeted for replacement of two trucks

# 440 — Public Works Streets Maintenance

## Activity Description

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

**FY 2018-2019 BUDGET | PUBLIC WORKS STREETS, TREES & ALLEYS DIVISION**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Street Maintenance</b>				
Signs Replaced	225	35	45	45
Pavement Markings (Lineal Feet)	30,000	30,000	25,000	30,000
Asphalt Patching (tons)	700	450	300	500
Sidewalks Repaired (Square Feet)	19,000	11,300	15,800	16,000
<b>Alleys</b>				
Miles Maintained	11	11	11	11
<b>New Construction Inspections</b>				
Sidewalks	20	15	20	25
Street Openings	37	19	37	38
Street Patching	37	19	37	38
Total Inspections	94	53	94	101
<b>Forestry Maintenance</b>				
Trees Trimmed	1,400	1,200	1,250	1,300
<b>Plantings</b>				
Trees	125	157	140	140
<b>Removals</b>				
Trees	310	325	275	300
Stumps	310	325	275	300
Total Removals	620	650	550	600

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## BUDGET ANALYSIS

### Public Works Street Maintenance

440

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
497,562	486,027	497,690	497,690	Wages - full time hourly	524,958
33,775	33,291	26,000	26,000	Wages - seasonal hourly	26,000
27,624	21,107	31,250	31,250	Wages - overtime 1.5X	31,250
12,837	16,368	10,000	10,000	Wages - overtime 2X	10,000
3,217	2,522	5,000	-	HSA Savings Acct	-
2,650	3,600	4,800	3,600	Opt Out Ins	4,800
6,117	4,235	3,588	3,588	Uniform allowance	3,588
-	-	275	-	Longevity stipend	-
33,929	32,949	34,997	34,997	Employer FICA	36,687
7,936	7,705	8,185	8,185	Employer Medicare	8,580
56,141	58,403	56,793	56,793	Employer IMRF	60,514
1,148	1,130	871	871	Insurance - group life & AD&D	913
81,314	70,847	82,797	84,000	Insurance - group medical	96,780
7,463	7,022	7,545	7,545	Insurance - group dental	8,613
17,030	16,613	16,934	16,934	Insurance - workers compensation	17,752
<b>788,744</b>	<b>761,819</b>	<b>786,725</b>	<b>781,453</b>	<b>Personnel Services</b>	<b>830,435</b>
104,068	55,811	65,150	65,150	Landscaping services	60,400
15,501	30,261	30,000	30,000	Street lights & traffic signal	30,000
<b>119,569</b>	<b>86,072</b>	<b>95,150</b>	<b>95,150</b>	<b>Contractual services</b>	<b>90,400</b>
1,000,930	985,348	1,107,250	1,070,000	Garbage & recycling	1,102,000
<b>1,000,930</b>	<b>985,348</b>	<b>1,107,250</b>	<b>1,070,000</b>	<b>Refuse Services</b>	<b>1,102,000</b>
858	-	-	-	R&M - communications equipment	-
5,855	1,222	1,500	1,500	R&M - Public Works Equipment	1,500
72,967	58,743	40,000	70,000	R&M - vehicles	45,000
2,429	2,117	3,150	3,150	Training	3,150
29,825	14,085	7,000	7,650	Other Contractual	8,000
21,219	19,633	23,000	23,600	Fuel	24,200
1,807	1,291	2,500	1,600	Lubricants & fluids	2,500
18,672	12,352	13,000	17,000	Landscaping supplies	10,500
19,696	22,315	27,800	24,750	Program supplies	20,400
15,499	15,211	18,400	18,000	Small tools	18,400
17,193	14,969	16,000	13,000	Street materials - aggregate	16,000
61,860	39,633	68,500	65,000	Street materials - salt & sand	62,000
7,366	9,977	8,000	8,000	Street materials - signs & bar	8,000

**Public Works Street Maintenance**

**440**

<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Adopted</b>	<b>2018 Projected</b>	<b>Description</b>	<b>2019 Adopted</b>
3,585	-	3,650	2,000	Street Materials - Other	3,700
149,118	146,041	128,000	128,000	Utilities - public way	128,000
<b>427,946</b>	<b>357,588</b>	<b>360,500</b>	<b>383,250</b>	<b>Commodities</b>	<b>351,350</b>
88,414	79,744	85,000	85,000	Street system construction/improvement	50,000
-	-	90,700	90,700	Equipment - Other	96,900
<b>88,414</b>	<b>79,744</b>	<b>175,700</b>	<b>175,700</b>	<b>Capital Outlay</b>	<b>146,900</b>
<b>2,425,603</b>	<b>2,270,571</b>	<b>2,525,325</b>	<b>2,505,553</b>	<b>Totals</b>	<b>2,521,085</b>

**Budget Highlights**

**Personnel Services**

No increase in personnel

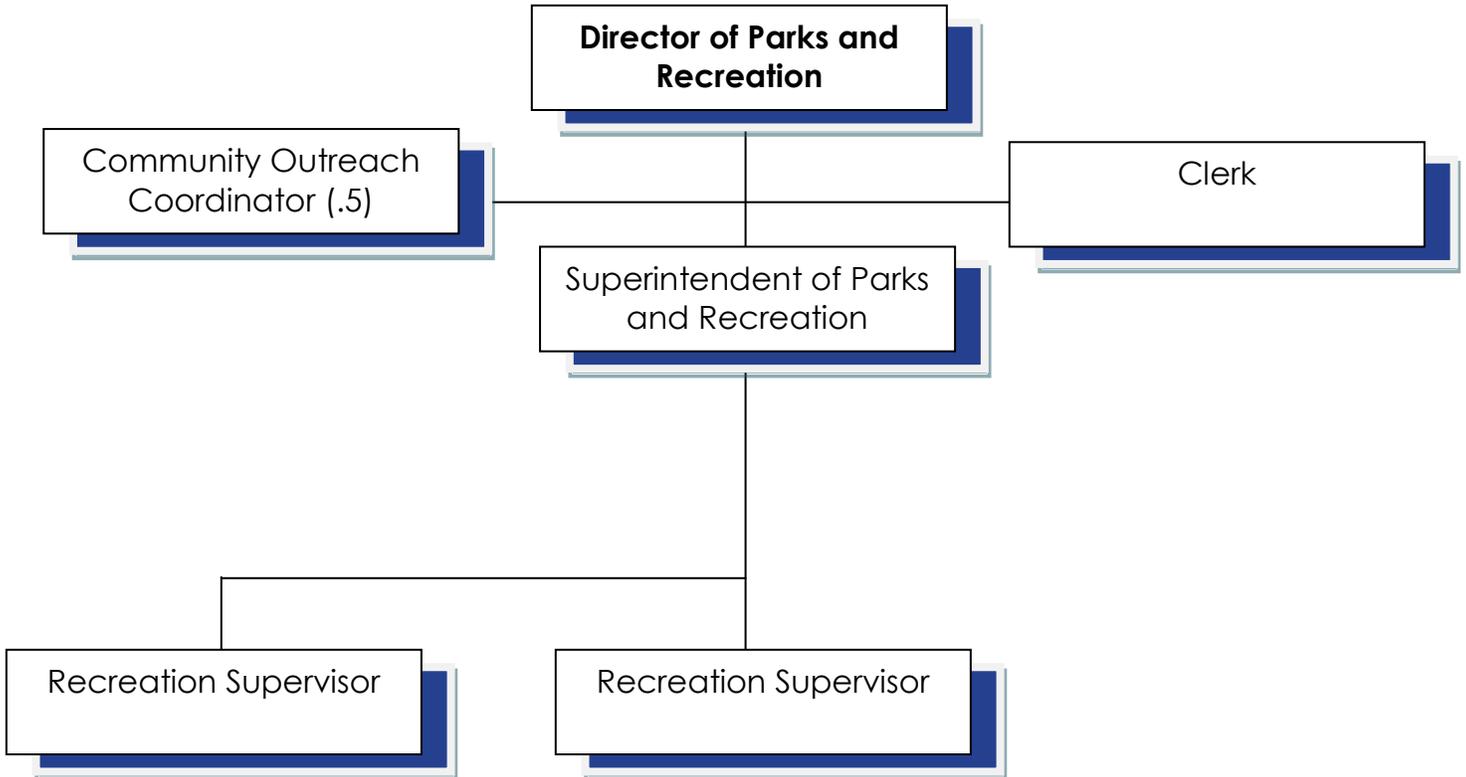
**Capital Outlay**

\$50,000 budgeted for sidewalk replacement

\$96,900 budgeted for tractor replacement

# Organizational Chart

Parks and Recreation



# Parks and Recreation Department

## Department Description

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

## GOALS: Parks and Recreation Department

### Prior Year's Goals Status

- 1) Enhance the overall quality of the customer experience through the development and implementation of a customized and formal customer service training program for all full-time, part-time and seasonal Parks and Recreation Department employees.

*The request was made with the 2017/2018 budget process to work with an outside company to develop a formalized customer service program. Staff is in the process of developing a “mini program” (customer expectations/guidelines) that will be presented to all Parks and Recreation Department employees for the 2018 season.*

- 2) Maintain and develop parks to meet the needs of residents and program users. Develop a plan to pursue development of the land on the east side of the channel.

*This land was leased to the Chicago Park District nine years ago as part of the Thillens Stadium lease; Lincolnwood was not notified of this lease. The Chicago Park District has been contacted to find out if they would consider relinquishing some of the land to Lincolnwood but they have been unwilling. Staff has been working with the Village Attorney who has been able to make contact with a representative from the Chicago Park District and obtain a copy of the lease. It was also explained to the Village Attorney that the Chicago Park District has plans to develop a park on that land and as soon as the plans are finalized a copy will be sent to the Village. At that point, the Village can make the request to have the lease amended to gain access to that land for future development. Staff is also in the process of having a site plan developed that can be presented to the Chicago Park District in an effort to help gain access to the land.*

- 3) Enhance the quality of life through beneficial, successful programs and events to meet the needs of the community. Optimize program and facility usage to increase revenues through implementing a plan to maximize downtime space at the Community Center and offer new programs and events during open times. Develop and implement a Village-wide Health and Wellness Initiative for employees and the community.

*With each seasonal brochure cycle staff works to identify downtimes at the Community Center and offer new programs and/or events. New programs and events that have been added during the 2017/2018 fiscal year include: Winter Break Camp, Zumbini, Breakfast with Santa, Gingerbread House Decorating and Spring Break Camp.*

*GO Lincolnwood, is the new Village-wide health and wellness initiative. The program officially kicked off on June 4 with an inspiring rally and community walk around Proesel Park. Weekly walks are planned and led by the Parks and Recreation Department and the*

*program is promoted through social media and a variety of Village communication methods. We are also planning to start a walking club in the spring that will be led by a community volunteer. The goal of the walking club is to meet weekly for scheduled walks to encourage more participation in the GO Lincolnwood initiative.*

- 4) Strengthen community and public relations and publicity. Revise the department vision statement so it becomes more clear, concise and memorable. Revise and update the department logo. Install signs at all parks to increase branding and promotion of the Parks and Recreation Department and programs and events offered through the department.

*The Parks and Recreation Department logo has been updated and is being used on all department marketing/promotional materials.*

*Staff is continuing to work on a new vision statement.*

*The first sign frame will be placed in Proesel Park in early spring to promote our day camp program and pool passes.*

- 5) Continue to offer and promote an effective Pool Membership/Pass program through offering membership incentives, monthly newsletter and through conducting an annual review of the membership program and benefits to identify areas that may be improved.

*With the 2017 season an early bird discount was offered for the purchase of resident pool passes in which residents could save 10% if the pass was purchased by May 8. In addition we held a Resident Pool Pass Kick Off event which took place on Tuesday, March 28 from 9am-7pm. Residents who renewed or purchased an aquatic center pass during the kick-off received a free guest pass and aquatic center water bottle. A total of 21 passes were sold during the event. A monthly newsletter is sent to all pass holders to keep them informed of aquatic center activities.*

*For the 2018 season, staff is planning to send a direct mail postcard to promote the resident season pass. During the 2017 season the non-resident pass sold out at 2,100. This is the second consecutive year the non-resident pass sold out. In addition the cap on the non-resident pass was increased to 2,100 for the 2017 season because it sold out at 2,000 during the 2016 season and customers had to be turned away. A total of 1,621 resident passes were sold during the 2017 season which is an increase of 18 passes compared to the 2016 season. Overall passholder sales increased by 82 passes compared to the 2016 season. During the 2017 season there were a total of 3,703 pass holders compared to 3,621 pass holders during the 2016 season.*

## Adopted Goals

- 1) Begin the process of renewing the Department Distinguished Accreditation status which will expire at the end of 2019. The department achieved this status in 2014. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for residents and to recognize those agencies that provide this quality.
- 2) Develop and enhance best practices to provide a quality customer experience through implementing a minimum of two new initiatives that will improve customer convenience and efficiency, and implement the new department customer service training program developed for all seasonal staff with the 2018 summer season.
- 3) Enhance the quality of life through beneficial, successful programs and events to meet the needs of the community through developing a plan to address the declining participation numbers in the fitness program and a plan to expand program offerings for middle aged school children.
- 4) Strengthen community and public relations and publicity through continuing to install signs at all parks to help increase branding and promotion of the Parks and Recreation Department and programs and events offered through the department.
- 5) Review the lifeguard certification and training programs to ensure that the Village is adhering to the best practices for life safety at Aquatic Centers. Following this review the Parks and Recreation Department will develop and implement a new training program going forward for all lifeguard personnel.
- 6) Evaluate the concession stand operation at the aquatic center and implement a strategy to improve cost recovery and efficiencies.
- 7) Maintain and develop parks to meet the needs of residents and program users. Continue developing a plan to pursue development of the land on the east side of the channel. The Parks and Recreation Department has limited programmable and rental space within the community. Obtaining this land will give the department additional opportunities to generate revenue through offering program and rental opportunities.

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**FY 2018-2019 BUDGET | PARKS AND RECREATION DEPARTMENT**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Toddler/Youth Programs</b>				
Number of Programs	52	58	69	70
<b>Adult/Family Programs</b>				
Number of Programs	39	41	38	40
<b>Special Events</b>				
Number of Programs	10	12	18	18
<b>Athletics</b>				
Number of Participants	250	230	265	265
<b>Park Patrol</b>				
Number of public contacts	1,500	1,500	1,500	1,500
<b>Turkey Trot</b>				
Number of Participants	2,000	2,100	2,100	2,100
<b>Club Kid</b>				
Number of Participants	39	40	41	41
<b>Camp</b>				
Total Number of Programs	15	15	18	18
Total Number of Participants	1,264	1,123	1,352	1,360
<b>Softball</b>				
Total Number of Teams	11	10	10	10
<b>Pool Memberships</b>				
Daily Admissions	30,758	44,015	37,940	40,000
Memberships	3,372	3,643	3,734	3,740
<b>Swim Lessons</b>				
Number of Classes	10	10	10	10
Number of Participants	336	369	354	370
<b>Swim Team</b>				
Number of Participants	157	151	168	170
<b>Teen Programs</b>				
Number of Programs	6	0	1	5
<b>Senior</b>				
Club Memberships	65	46	43	50
Programs/Classes (Ex.)	80	81	60	80
Trips/Events	72	52	55	55
Subsidized Taxi Membership	13	9	10	11
<b>Community Center Rentals</b>				
Number of Rentals	135	120	130	130
<b>Total Number of Programs</b>				
Number of Programs	284	269	269	296

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## BUDGET ANALYSIS

### Parks and Recreation Administration

500

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
161,407	170,051	168,310	155,500	Wages - full time salaried	173,204
21,670	22,395	23,280	23,280	Wages - full time hourly	19,850
43,891	41,655	49,300	48,000	Wages - part time hourly	28,600
765	330	-	-	HSA Savings Acct.	-
1,859	1,652	1,683	1,484	Educational stipend	1,732
600	2,500	2,400	2,400	Opt Out Ins	2,400
927	942	1,300	780	Phone Stipend	780
4,727	1,181	-	-	Tuition Reimbursement	-
14,662	14,760	15,435	14,350	Employer FICA	13,850
3,495	3,451	3,538	3,355	Employer Medicare	3,239
33,415	30,377	25,260	24,260	Employer IMRF	23,458
1,029	875	712	1,400	Insurance - group life & AD&D	641
12,933	13,909	9,720	11,415	Insurance - group medical	13,050
1,557	1,438	846	1,010	Insurance - group dental	1,102
7,415	7,123	7,322	7,322	Insurance - workers compensation	6,702
<b>310,351</b>	<b>312,639</b>	<b>309,106</b>	<b>294,556</b>	<b>Personnel Services</b>	<b>288,608</b>
6,638	5,605	7,000	7,000	R&M - office equipment	7,000
387	90	3,000	3,000	Advertising	2,000
9,528	18,440	10,200	11,500	Printing & copying services	11,500
1,444	2,244	2,850	2,850	Professional associations	2,850
286	319	500	500	Training	1,100
6,761	6,952	7,100	7,100	Other contractual	7,100
4,765	5,462	6,000	5,500	Office supplies	5,000
4,286	886	6,000	3,200	Postage	5,000
9,332	15,534	8,000	9,000	Credit card charges	9,000
-	267	500	500	Program supplies	1,000
<b>43,428</b>	<b>55,799</b>	<b>51,150</b>	<b>50,150</b>	<b>Commodities</b>	<b>51,550</b>
5,749	2,516	7,200	6,500	Conference & meeting registration	7,200
563	63	1,000	2,300	Local mileage, parking & tolls	1,000
156	-	1,200	1,294	Lodging	800
948	667	1,650	1,500	Meals	1,000
<b>7,416</b>	<b>3,246</b>	<b>11,050</b>	<b>11,594</b>	<b>Meetings and Travel</b>	<b>10,000</b>
<b>361,196</b>	<b>371,684</b>	<b>371,306</b>	<b>356,300</b>	<b>Totals</b>	<b>350,158</b>

#### Budget Highlights

##### Personnel Services

Eliminated part-time recreation position

# 430 — Public Works Park Maintenance

## Activity Description

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

**FY 2018-2019 BUDGET | PUBLIC WORKS PARK MAINTENANCE DIVISION**  
**Performance Measures**

	Actual 2015/2016	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Parks</b>				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Sqaure Feet)	4,700	2,000	2,000	2,000
Playground Equipment Repaired	125	90	75	100
Playground Equipment Replaced	25	25	20	25
<b>Plantings</b>				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

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## BUDGET ANALYSIS

<b>PW Park Maintenance</b>					
<b><u>430</u></b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
232,001	244,996	227,483	227,483	Wages - full time hourly	229,300
30,289	11,485	24,000	32,636	Wages - seasonal hourly	36,000
9,306	17,120	5,489	9,600	Wages - overtime 1.5X	8,713
7,542	7,718	5,075	9,000	Wages - overtime 2X	6,050
524	708	708	-	HSA	-
2,160	2,160	2,160	2,160	Opt Out Ins	2,160
3,197	4,081	2,200	2,200	Uniform allowance	2,100
16,415	15,722	16,404	17,938	Employer FICA	17,519
3,839	3,677	3,836	4,195	Employer Medicare	4,097
27,480	27,487	27,623	27,623	Employer IMRF	25,914
693	712	437	437	Insurance - group life & AD&D	444
59,700	62,446	60,435	60,435	Insurance - group medical	56,693
7,615	8,266	6,450	6,450	Insurance - group dental	5,975
8,390	8,039	8,268	8,268	Insurance - workers compensation	8,477
<b>409,151</b>	<b>414,618</b>	<b>390,568</b>	<b>408,425</b>	<b>Personnel Services</b>	<b>403,442</b>
22,680	32,562	22,680	22,680	Contract Maintenance	22,680
853	-	2,700	1,000	R&M - buildings	2,600
601	23	-	-	R&M - communications equipment	-
867	8,298	12,500	9,500	R&M - Recreation equipment	9,500
13,226	16,441	15,000	20,000	R&M - vehicles	15,000
9	-	1,000	-	R&M - Other equipment	500
447	420	450	-	Equipment rental	450
816	1,021	1,000	1,000	Training	1,000
11,559	11,547	12,000	13,350	Fuel	13,690
1,852	1,288	1,000	1,200	Lubricants & fluids	1,300
13,575	7,217	7,500	7,500	Landscaping supplies	7,500
23,487	43,477	74,400	70,000	Program supplies	50,000
10,675	4,842	5,490	5,000	Small tools	5,200
4,452	3,318	3,300	3,300	Utilities - government building	4,000
<b>105,099</b>	<b>130,452</b>	<b>159,020</b>	<b>154,530</b>	<b>Commodities</b>	<b>133,420</b>
185,074	128,616	112,500	105,000	Park Construction & Improvement	222,500
-	12,400	26,100	26,100	Equipment - other	18,300
<b>185,074</b>	<b>141,016</b>	<b>138,600</b>	<b>131,100</b>	<b>Capital Outlay</b>	<b>240,800</b>
<b>699,323</b>	<b>686,085</b>	<b>688,188</b>	<b>694,055</b>	<b>Totals</b>	<b>777,662</b>

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

No increase in personnel

**Capital Outlay**

\$215,000 budgeted for park equipment replacement

\$18,300 budgeted for truck replacement

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# 502—Youth/Tot

## Activity Description

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

**BUDGET ANALYSIS**

					<u>PR Youth/Tot</u>		
					<u>502</u>		
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>		<b>2019</b>	
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>			<b>Adopted</b>	
4,284	3,871	5,500	4,000	Wages - seasonal hourly		5,250	
266	241	310	248	Employer FICA		326	
62	56	73	58	Employer Medicare		76	
218	150	150	150	Insurance - workers compensaton		158	
<b>4,830</b>	<b>4,317</b>	<b>6,033</b>	<b>4,456</b>	<b>Personnel Services</b>		<b>5,810</b>	
6,055	7,147	6,800	6,800	Purchased program services		6,370	
154	235	1,400	1,000	Program supplies		1,250	
<b>6,208</b>	<b>7,382</b>	<b>8,200</b>	<b>7,800</b>	<b>Commodities</b>		<b>7,620</b>	
<b>11,038</b>	<b>11,699</b>	<b>14,233</b>	<b>12,256</b>	<b>Totals</b>		<b>13,430</b>	

# 503—Adult/Fitness Programs

## Activity Description

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

## BUDGET ANALYSIS

					<u>PR Adult Fitness</u>					
					<u>503</u>					
2016	2017	2018	2018			2019				
Actual	Actual	Adopted	Projected	Description		Adopted				
-	-	4,400	-	Wages-Seasonal Hourly		-				
-	-	273	-	Employer FICA		-				
-	-	64	-	Employer Medicare		-				
-	-	132	-	Insurance-Workers Compensation		-				
-	-	<b>4,869</b>	-	<b>Personnel Services</b>		-				
9,804	32,215	35,200	33,000	Purchased program services		37,469				
109	150	150	-	Advertising		50				
282		350	100	Program supplies		675				
	1,853		-	Concessions and Food		-				
<b>10,195</b>	<b>34,219</b>	<b>35,700</b>	<b>33,100</b>	<b>Commodities</b>		<b>38,194</b>				
<b>10,195</b>	<b>34,219</b>	<b>40,569</b>	<b>33,100</b>	<b>Total</b>		<b>38,194</b>				

# 504—Special Events

## Activity Description

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

## BUDGET ANALYSIS

### PR Special Events

504

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
78	25	1,000	-	Wages - seasonal hourly	730
5	2	62	-	Employer FICA	45
1	1	14	-	Employer Medicare	11
36	30	30	-	Insurance - workers compensation	22
<b>119</b>	<b>57</b>	<b>1,106</b>	-	<b>Personnel Services</b>	<b>808</b>
40,625	21,970	24,400	24,400	Purchased program services	22,000
3,895	266	4,500	4,500	Advertising	2,825
1,586	195	1,500	1,500	Printing & copying services	1,500
2,745	3,203	4,700	4,300	Concessions & food	5,422
3,300	4,592	4,300	4,300	Program supplies	7,939
661	2,120	600	600	Other materials & supplies	600
<b>52,812</b>	<b>32,346</b>	<b>40,000</b>	<b>39,600</b>	<b>Commodities</b>	<b>40,286</b>
<b>52,932</b>	<b>32,404</b>	<b>41,106</b>	<b>39,600</b>	<b>Totals</b>	<b>41,094</b>

# 505—Athletic

## Activity Description

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

## BUDGET ANALYSIS

					<u>PR Athletic</u>		
					<u>505</u>		
2016	2017	2018	2018				2019
Actual	Actual	Adopted	Projected	Description			Adopted
1,046	928	1,500	900	Wages - seasonal hourly			600
65	58	93	56	Employer FICA			37
15	13	22	13	Employer Medicare			9
56	45	45	45	Insurance - workers compensation			18
<b>1,182</b>	<b>1,044</b>	<b>1,660</b>	<b>1,014</b>	<b>Personnel Services</b>			<b>664</b>
8,361	11,257	9,200	2,235	Purchased program services			3,740
-		100	357	Program supplies			350
<b>8,361</b>	<b>11,257</b>	<b>9,300</b>	<b>2,592</b>	<b>Commodities</b>			<b>4,090</b>
<b>9,543</b>	<b>12,301</b>	<b>10,960</b>	<b>3,606</b>	<b>Total</b>			<b>4,754</b>

# 507—Outreach

## Activity Description

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

**BUDGET ANALYSIS**

<b>Community Outreach</b>					
<b><u>507</u></b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
-	-	-	-	Purchased program services	-
407	118	1,000	1,000	Program supplies	1,550
<b>407</b>	<b>118</b>	<b>1,000</b>	<b>1,000</b>	<b>Commodities/Total</b>	<b>1,550</b>

# 508—Park Patrol

## Activity Description

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

## BUDGET ANALYSIS

<b>PR Park Patrol</b>					
<b><u>508</u></b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
50,595	43,319	55,000	50,933	Wages - seasonal hourly	51,000
3,165	2,710	3,410	3,158	Employer FICA	3,162
740	634	797	739	Employer Medicare	740
1,620	1,650	1,650	1,650	Insurance - workers compensation	1,530
<b>56,121</b>	<b>48,313</b>	<b>60,857</b>	<b>56,480</b>	<b>Personnel Services</b>	<b>56,432</b>
458	130	200	200	Telephone	200
2,978	656	750	750	Program supplies	750
<b>3,436</b>	<b>786</b>	<b>950</b>	<b>950</b>	<b>Commodities</b>	<b>950</b>
<b>59,557</b>	<b>49,098</b>	<b>61,807</b>	<b>57,430</b>	<b>Totals</b>	<b>57,382</b>

# 509—Turkey Trot

## Activity Description

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

## BUDGET ANALYSIS

### PR Turkey Trot

509

2016	2017	2018	2018	Description	2019
Actual	Actual	Adopted	Projected		Adopted
10,031	7,455	6,890	4,500	Wages Full Time Salaried	7,273
3,603	6,699	7,680	7,680	Wages - part time hourly	8,070
1,618	-	-	-	Wages - seasonal hourly	-
103	52	-	-	HSA Savings	-
102	104	69	60	Education Stipend	72
942	859	903	756	Employer FICA	951
220	201	211	177	Employer Medicare	222
1,465	1,512	1,521	1,521	Employer IMRF	1,613
-	-	43	43	Insurance - group life/ad&d	43
1,132	1,579	1,192	1,363	Insurance - group medical	2,213
133	169	112	130	Insurance - group dental	183
367	426	426	426	Insurance - workers compensation	460
<b>19,715</b>	<b>19,055</b>	<b>19,047</b>	<b>16,656</b>	<b>Personnel Services</b>	<b>21,100</b>
10,977	10,132	9,850	9,675	Purchased program services	9,550
1,686	314	1,000	450	Advertising	1,000
5,543	5,631	6,100	5,719	Equipment rental	6,400
-	-	700	856	Printing & copying services	900
1,543	200	5,250	4,427	Awards	5,250
550	1,860	1,450	1,185	Concessions & food	1,680
914	14	900	900	Postage	1,125
23,610	32,517	23,050	23,050	Program supplies	23,050
<b>44,823</b>	<b>50,667</b>	<b>48,300</b>	<b>46,262</b>	<b>Commodities</b>	<b>48,955</b>
<b>64,538</b>	<b>69,722</b>	<b>67,347</b>	<b>62,918</b>	<b>Totals</b>	<b>70,055</b>

# 520—Club Kid

## Activity Description

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

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

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

## BUDGET ANALYSIS

### PR Club Kid

520

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
2,500	4,839	5,400	5,800	Wages Part Time Hourly	6,400
27,905	25,888	40,500	32,000	Wages - seasonal hourly	36,800
1,711	1,904	2,846	2,344	Employer FICA	2,678
400	446	666	548	Employer Medicare	626
-	500	603	685	Employer-IMRF	672
1,065	1,176	1,377	1,134	Insurance - workers compensation	1,296
<b>33,581</b>	<b>34,753</b>	<b>51,392</b>	<b>42,511</b>	<b>Personnel Services</b>	<b>48,472</b>
150	195	5,450	5,450	Purchased program services	5,800
280	297	750	750	Telephone	750
2,825	1,981	3,500	3,500	Concessions & food	4,125
316	99	900	900	Program supplies	850
362	488	500	500	Other materials & supplies	500
<b>3,932</b>	<b>3,060</b>	<b>11,100</b>	<b>11,100</b>	<b>Commodities</b>	<b>12,025</b>
<b>37,513</b>	<b>37,812</b>	<b>62,492</b>	<b>53,611</b>	<b>Totals</b>	<b>60,497</b>

# 530—Summer Day Camp

## Activity Description

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

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

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

**BUDGET ANALYSIS**

**PR Day Camp Program**

**530**

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
64,926	63,614	62,750	46,000	Wages- full time salaried	65,106
-	-	3,880	3,826	Wages Full Time Hourly	7,940
5,500	2,555	3,500	3,700	Wages - Part Time Hourly	4,100
160,241	151,741	172,000	183,000	Wages - seasonal hourly	172,000
862	378	-	-	HSA Savings account	-
650	365	630	340	Educational Stipend	645
80	72	50	72	Phone Stipend	216
13,757	13,397	15,051	14,700	Employer FICA	15,487
3,218	3,134	3,520	3,430	Employer Medicare	3,622
7,614	7,805	7,387	7,200	Employer IMRF	8,151
-	-	208	208	Insurance - group life & AD&D	232
5,432	11,203	7,024	10,030	Insurance Group medical	12,463
718	1,162	634	690	Insurance Group Dental	1,037
6,713	7,841	7,271	7,271	Insurance - workers compensation	7,485
<b>269,709</b>	<b>263,267</b>	<b>283,905</b>	<b>280,467</b>	<b>Personnel Services</b>	<b>298,484</b>
24,186	29,212	24,000	26,415	Purchased program services	27,000
1,328	1,035	1,300	120	Telephone	1,300
766	814	1,000	901	Training	1,000
1,862	1,899	2,000	2,000	Other contractual	2,000
5,456	6,268	5,600	4,331	Concessions & food	5,600
-	-	150	-	Postage	150
19,691	30,605	24,000	25,631	Transportation	25,000
-	-	1,500	1,500	Credit Card Charges	1,500
10,813	17,598	12,800	11,354	Program supplies	14,620
-	73	-	44	Local Mileage, parking and tolls	50
<b>64,103</b>	<b>87,504</b>	<b>72,350</b>	<b>72,319</b>	<b>Commodities</b>	<b>78,220</b>
<b>333,812</b>	<b>350,771</b>	<b>356,255</b>	<b>352,786</b>	<b>Total</b>	<b>376,704</b>

# 540—Adult Athletics

## Activity Description

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

## BUDGET ANALYSIS

<b>Adult Athletics</b>					
<u>540</u>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
3,276	1,989	7,000	3,744	Purchased program services	4,000
1,861	2,958	2,475	1,125	Awards	1,163
-	616	850	31	Program supplies	375
<b>5,137</b>	<b>5,563</b>	<b>10,325</b>	<b>4,900</b>	<b>Commodities/Totals</b>	<b>5,538</b>

# 550—Racquet Sports

## Activity Description

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

**BUDGET ANALYSIS**

**PR Racquet Sports**

550

<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Adopted</b>	<b>2018 Projected</b>	<b>Description</b>	<b>2019 Proposed</b>
-	-	480	-	Wages - seasonal hourly	-
-	-	30	-	Employer FICA	-
-	-	7	-	Employer Medicare	-
-	-	14	-	Insurance - Workers Compensation	-
-	-	<b>531</b>	-	<b>Personnel Services</b>	-
7,016	9,919	7,350	5,900	Purchased program services	7,245
	-	50	72	Program Supplies	-
<b>7,016</b>	<b>9,919</b>	<b>7,400</b>	<b>5,972</b>	<b>Commodities/Totals</b>	<b>7,245</b>
<b>7,016</b>	<b>9,919</b>	<b>7,931</b>	<b>5,972</b>	<b>Totals</b>	<b>7,245</b>

# 560—Aquatic Center

## Activity Description

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

## BUDGET ANALYSIS

### PR Aquatic Center

560

2016	2017	2018	2018	Description	2019
Actual	Actual	Adopted	Projected		Adopted
39,232	62,224	65,100	65,100	Wages- full time salaried	50,065
8,346	11,711	14,760	14,760	Wage - Part time hourly	16,140
207,561	192,494	225,900	197,500	Wages - seasonal hourly	227,600
403	621	651	651	Educational Stipend	501
207	72	36	72	Phone Stipend	100
15,504	16,382	18,957	17,196	Employer FICA	18,247
3,626	3,832	4,433	4,022	Employer Medicare	4,267
4,611	7,764	8,405	8,405	Employer IMRF	7,011
-	-	209	209	Insurance - group life & AD&D	174
4,273	5,370	7,776	13,348	Insurance - Group medical	22,135
380	590	679	870	Insurance - group dental	1,330
8,439	8,691	9,455	9,455	Insurance - workers compensation	8,829
<b>292,581</b>	<b>309,751</b>	<b>356,361</b>	<b>331,588</b>	<b>Personnel Services</b>	<b>356,399</b>
15,037	15,259	14,900	14,900	Purchased program services	15,230
21,396	34,905	37,450	37,450	R&M - buildings	38,000
2,763	-	-	-	R&M - pool equipment	-
19,867	-	-	-	R&M - other	-
20	330	500	500	Printing & copying services	500
474	347	500	500	Telephone	500
151	1,216	2,000	2,217	Training	2,300
31,223	32,184	34,650	43,166	Chemicals - swimming pool	41,000
8,827	7,216	11,000	11,000	Computer supplies	8,000
29	53	375	375	Concessions & food	375
-	370	1,000	1,000	Merchandise for resale	1,000
67	312	500	500	Office supplies	500
8,328	6,801	8,500	8,500	Credit Card Charges	8,500
10,232	10,266	11,500	11,500	Program supplies	11,500
6,255	-	-	-	Repair parts	-
315	104	750	750	Training supplies	750
12,816	13,586	12,000	12,000	Utilities - government building	12,000
<b>137,800</b>	<b>122,948</b>	<b>135,625</b>	<b>144,358</b>	<b>Commodities</b>	<b>140,155</b>
369	495	500	500	Conference & meeting registration	600
-	765	600	600	Lodging	650
-	-	250	260	Meals	150
579	196	700	700	Purchased transportation	660

**PR Aquatic Center**

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**560**

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
<b>948</b>	<b>1,456</b>	<b>2,050</b>	<b>2,060</b>	<b>Meetings and Conference</b>	<b>2,060</b>
28,438	30,020	32,000	32,000	Equipment - Pool	32,000
<b>28,438</b>	<b>30,020</b>	<b>32,000</b>	<b>32,000</b>	<b>Equipment</b>	<b>32,000</b>
<b>459,766</b>	<b>464,175</b>	<b>526,036</b>	<b>510,006</b>	<b>Totals</b>	<b>530,614</b>

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# 561—Swim Lessons Program

## Activity Description

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

**BUDGET ANALYSIS**

**PR Swim Lessons**

561

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
9,743	12,432	16,000	7,400	Wages - seasonal hourly	12,000
604	771	992	459	Employer FICA	744
141	180	232	108	Employer Medicare	174
600	507	480	480	Insurance - Workers Compensation	360
<b>11,088</b>	<b>13,890</b>	<b>17,704</b>	<b>8,447</b>	<b>Personnel Services</b>	<b>13,278</b>
94	102	200	200	Program supplies	200
-	-	200	200	Training supplies	200
<b>94</b>	<b>102</b>	<b>400</b>	<b>400</b>	<b>Commodities</b>	<b>400</b>
<b>11,182</b>	<b>13,992</b>	<b>18,104</b>	<b>8,847</b>	<b>Totals</b>	<b>13,678</b>

# 562—Swim Team Program

## Activity Description

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

## BUDGET ANALYSIS

### PR Swim Team

562

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
14,079	18,257	18,000	18,000	Wages - seasonal hourly	18,000
873	1,132	1,116	1,116	Employer FICA	1,116
204	265	261	261	Employer Medicare	261
465	420	540	540	Insurance - Workers comp.	540
<b>15,621</b>	<b>20,073</b>	<b>19,917</b>	<b>19,917</b>	<b>Personnel Services</b>	<b>19,917</b>
3,208	1,012	1,400	1,144	Purchased program services	1,400
611	157	300	32	Concessions & food	300
6,224	5,062	6,000	6,000	Program supplies	6,000
<b>10,043</b>	<b>6,231</b>	<b>7,700</b>	<b>7,176</b>	<b>Commodities</b>	<b>7,700</b>
<b>25,664</b>	<b>26,304</b>	<b>27,617</b>	<b>27,093</b>	<b>Totals</b>	<b>27,617</b>

# 563—Concessions

## Activity Description

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

**BUDGET ANALYSIS**

**PR Aquatic Center Concessions**

**563**

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
26,909	33,046	34,000	32,000	Wages - seasonal hourly	33,000
1,668	2,049	2,108	1,984	Employer FICA	2,046
390	479	493	46	Employer Medicare	479
600	810	1,020	1,020	Insurance - Workmens Comp	990
<b>29,567</b>	<b>36,384</b>	<b>37,621</b>	<b>35,050</b>	<b>Personnel Services</b>	<b>36,515</b>
3,397	1,302	1,500	1,931	Repairs and Maint. Building	2,000
30,861	30,612	31,000	28,893	Concessions & food	31,000
445	696	750	671	Supplies	750
<b>34,703</b>	<b>32,610</b>	<b>33,250</b>	<b>31,495</b>	<b>Commodities</b>	<b>33,750</b>
<b>64,270</b>	<b>68,994</b>	<b>70,871</b>	<b>66,545</b>	<b>Totals</b>	<b>70,265</b>

# 570—Seniors

## Activity Description

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

## BUDGET ANALYSIS

### PR Senior Program

570

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
6,523	7,752	6,500	7,000	Wages- Part time	7,500
383	494	403	434	Employer FICA	465
90	115	94	105	Employer Medicare	109
195	165	195	195	Insurance - workers compensation	225
<b>7,191</b>	<b>8,526</b>	<b>7,192</b>	<b>7,734</b>	<b>Personnel Services</b>	<b>8,299</b>
12,803	7,042	14,000	7,500	Purchased program services	9,855
1,218	737	2,000	750	Subsidized taxi program	2,000
2,111	3,199	2,400	3,000	Concessions & food	2,000
797	46	1,600	100	Program supplies	2,014
<b>16,930</b>	<b>11,024</b>	<b>20,000</b>	<b>11,350</b>	<b>Commodities</b>	<b>15,869</b>
<b>24,120</b>	<b>19,550</b>	<b>27,192</b>	<b>19,084</b>	<b>Totals</b>	<b>24,168</b>

# 571—Community Center

## Activity Description

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

## BUDGET ANALYSIS

### PR Community Center

571

2016	2017	2018	2018	Description	2019
Actual	Actual	Adopted	Projected		Adopted
14,362	11,556	14,000	13,000	Wages - part time hourly	15,000
888	750	868	806	Employer FICA	930
208	175	203	189	Employer Medicare	218
420	420	420	420	Insurance - workers compensation	450
<b>15,877</b>	<b>12,902</b>	<b>15,491</b>	<b>14,415</b>	<b>Personnel Services</b>	<b>16,598</b>
5,833	5,000	5,900	5,000	Janitorial	5,000
-	750	-	-	Purchased program services	-
-	-	150	-	Advertising	150
28,246	20,717	10,350	10,350	Facility rental	13,900
2,343	2,327	2,650	2,650	Program supplies	3,630
<b>36,422</b>	<b>28,793</b>	<b>19,050</b>	<b>18,000</b>	<b>Commodities</b>	<b>22,680</b>
-	-	-	-	Parks Construction/Improvements	150,000
-	-	-	-	<b>Capital Outlay</b>	<b>150,000</b>
<b>52,299</b>	<b>41,695</b>	<b>34,541</b>	<b>32,415</b>	<b>Totals</b>	<b>189,278</b>

#### Budget Highlights

##### Capital Outlay

\$150,000 budgeted for roof replacement

# 580—Special Recreation

## Activity Description

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

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

## BUDGET ANALYSIS

### PR Special Recreation Program

580

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
118,051	130,814	125,000	125,000	Purchased program services	130,000
<b>118,051</b>	<b>130,814</b>	<b>125,000</b>	<b>125,000</b>	<b>Commodities/Total</b>	<b>130,000</b>

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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.

## BUDGET ANALYSIS

<b>Motor Fuel Fund</b>					
<b><u>212</u></b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
46,120	42,662	167,500	89,050	Consulting	47,920
11,945	26,738	24,000	23,800	Street Lights & traffic signal	24,000
-	11,000	-	-	Tree grant local match	-
6,176	772,188	300,000	319,000	Street system construction/improvements	909,450
-	3,000	-	-	Loan principal payment	
<b>64,241</b>	<b>855,588</b>	<b>491,500</b>	<b>431,850</b>	<b>Totals</b>	<b>981,370</b>

### **Funding Sources**

Motor Fuel Tax	320,000
Investment income	30,000
Fund Reserves	631,370

### **Budget Highlights**

\$876,450 budgeted of streetlight replacement  
 \$33,000 budgeted for bike lane lining and signing

# Transportation Improvement Fund

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

**BUDGET ANALYSIS**

**Transportation Improvement Fund**

**213**

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
30,503	16,191	-	2,600	Engineering	266,500
46,634	28,741	35,000	23,000	R&M Road Repairs	35,000
1,127,697	505,717	-	-	Street Light Improvements	-
<b>1,204,834</b>	<b>550,650</b>	<b>35,000</b>	<b>25,600</b>	<b>Totals</b>	<b>301,500</b>

**Funding Sources**

Gas tax	280,000
Grant	250,000

**Budget Highlights**

\$250,000 Budgeted for engineering Touhy/Cicero intersection

# Northeast Industrial District (NEID) TIF Fund

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

## BUDGET ANALYSIS

				<u>NEID/ TIF</u>	
				<u>217</u>	
2016	2017	2018	2018	Description	2019
Actual	Actual	Adopted	Projected		Adopted
22,510	4,384	15,000	15,000	Maintenance of TIF Improvement	15,000
1,260	1,290	1,500	1,500	Audit	1,500
47,596	1,652	1,000	1,000	Other professional services	1,900
<b>71,366</b>	<b>7,326</b>	<b>17,500</b>	<b>17,500</b>	<b>Contractual Services</b>	<b>18,400</b>
-	-	-	50,000	Community Development Grants	50,000
-	-	-	<b>50,000</b>	<b>Revenue Sharing</b>	<b>50,000</b>
375	375	375	188	Fiscal Charges	-
292,500	300,000	307,500	307,500	Principal - 2002A G.O. bonds	-
18,000	12,150	6,150	6,150	Interest - 2002A G.O. bonds	-
<b>310,875</b>	<b>312,525</b>	<b>314,025</b>	<b>313,838</b>	<b>Debt Service</b>	-
20,509	167,773	137,500	47,500	Engineering	183,600
4,638,345	730,500	1,637,500	800,000	Land acquisition & improvement	1,589,900
<b>4,658,854</b>	<b>898,272</b>	<b>1,775,000</b>	<b>847,500</b>	<b>Capital Outlay</b>	<b>1,773,500</b>
<b>5,041,095</b>	<b>1,218,124</b>	<b>2,106,525</b>	<b>1,228,838</b>	<b>Totals</b>	<b>1,841,900</b>

### **Funding Sources**

Property Tax Increment	1,300,000
Investment income	2,000
Fund Reserves	539,900

### **Budget Highlights**

\$1,620,000 budgeted for Phase 3 of  
Public Works Yard  
\$50,000 budgeted for PEP grants

# Lincoln/Touhy TIF Fund

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

**BUDGET ANALYSIS**

				<u>Lincoln/Touhy TIF</u>	
				<u>219</u>	
2016	2017	2018	2018		2019
Actual	Actual	Adopted	Projected	Description	Adopted
-	-		-	Consulting	5,000
-	-		-	Land Acquisition & Improvement	-
-	-	-	-	<b>Totals</b>	<b>5,000</b>

# Devon/Lincoln TIF Fund

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

## BUDGET ANALYSIS

<u>Devon Lincoln TIF</u>					
<u>220</u>					
2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
95	-	-	-	Legal Expense	2,000
60,105	53,974	304,000	38,460	Engineering	351,920
294,068	53,951	176,000	199,000	Land Acq and Improvement	347,000
<b>354,267</b>	<b>107,925</b>	<b>480,000</b>	<b>237,460</b>	<b>Totals</b>	<b>700,920</b>

### Funding Sources

Property Tax Increment	245,000
Grant income	304,000

### Budget Highlights

\$304,000 budgeted for Devon streetscape Phase 2  
 \$277,920 budgeted for streetlight replacement  
 \$87,000 budgeted for alley resurfacing

# Debt Service Fund

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

## Debt Administration

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2016 values of \$658,065,848 (the most recent available information) this limitation would allow for \$56,758,179 in debt. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

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

## BUDGET ANALYSIS

				<u>Debt Service</u>	
				<u>330</u>	
2016	2017	2018	2018		2019
Actual	Actual	Adopted	Projected	Description	Adopted
625	600	600	313	Fiscal charges	-
12,500	12,500	12,500	12,500	Principal-Illinois Finance	12,500
390,134	-	-	-	Principal-Fire Truck Loan	-
33,333	-	-	-	Lease payment Park lighting	-
97,500	100,000	102,500	102,500	Principal - 2011A GO Ref Bonds	-
355,000	360,000	370,000	370,000	Principal - 2011B GO Ref bonds	-
197,881	194,881	194,881	194,881	Principal- Cook County Loan	197,881
17,717	-	-	-	Interest-Fire Truck Loan	-
1,122	-	-	-	Interest Field lighting loan	-
6,000	4,050	2,050	2,050	Interest - 2011A GO Ref bonds	-
21,700	14,600	7,400	7,400	Interest - 2011B GO Ref bonds	-
<b>1,133,512</b>	<b>686,631</b>	<b>689,931</b>	<b>689,644</b>	<b>Totals</b>	<b>210,381</b>

<b>Funding Sources</b>
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Fund Transfers	210,381
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<b>Budget Highlights</b>
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Amounts budgeted for payment of Village Debt Service

# Property Enhancement Program & Green Improvements for Tomorrow

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

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

**BUDGET ANALYSIS**

**Property Enhancement Program Fund**

452

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
50,000	25,000	50,000	-	PEP Fund	25,000
<b>50,000</b>	<b>25,000</b>	<b>50,000</b>	<b>-</b>	<b>Totals</b>	<b>25,000</b>

**Funding Sources**

Fund Transfers 25,000

**Budget Highlights**

Amount 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. Additionally, a pedestrian overpass is being constructed over Touhy Avenue.

## BUDGET ANALYSIS

<b>Com Ed ROW</b>					
<b><u>454</u></b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
37,057	321,372	288,000	240,500	Engineering	111,000
-	180,250	523,000	385,000	Land Acquisition & Improvement	430,500
<b>37,057</b>	<b>501,622</b>	<b>811,000</b>	<b>625,500</b>	<b>Totals</b>	<b>541,500</b>

### **Funding Sources**

Grants	230,000
Fund Transfers	288,000

### **Budget Highlights**

Amounts budgeted for engineering and construction of bike overpass

# Private Sewer Line Assistance Fund

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

**BUDGET ANALYSIS**

**Private Sewer Line Assistance Fund**

460

<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
6,000	21,750	25,000	14,000	Assistance Fund	25,000
<b>6,000</b>	<b>21,750</b>	<b>25,000</b>	<b>14,000</b>	<b>Totals</b>	

**Funding Sources**

Fund Transfers 25,000

**Budget Highlights**

Amounts budgeted for private sewer line replacement grants

# Water and Sewer Fund

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

## BUDGET ANALYSIS

### Water and Sewer Fund

660

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Description	2019 Adopted
519,519	532,806	541,605	546,000	Wages - full time hourly	569,278
21,981	20,392	26,000	12,000	Wages - seasonal hourly	26,000
11,747	21,189	22,200	22,200	Wages - overtime 1.5X	23,000
9,146	10,363	14,600	11,000	Wages - overtime 2X	13,938
1,276	719	1,100	-	HSA Savings Acct	-
362	407	386	387	Educational Stipend	375
250	1,200	1,380	1,380	Opt Out Ins.	1,200
180	181	180	180	Phone Stipend	180
4,957	5,084	3,200	3,200	Uniform allowance	3,350
-	-	1,380	1,380	Longevity stipend	1,380
33,098	34,872	37,657	37,657	Employer FICA	39,390
7,740	8,155	8,807	8,807	Employer Medicare	9,212
75,073	62,947	60,904	60,904	Employer IMRF	64,125
1,101	1,133	1,293	1,293	Insurance - group life & AD&D	1,334
95,807	97,682	113,009	113,009	Insurance - group medical	120,301
8,889	9,361	9,786	9,786	Insurance - group dental	10,439
17,886	17,822	18,221	18,221	Insurance - workers compensation	19,060
<b>809,011</b>	<b>824,313</b>	<b>861,708</b>	<b>847,404</b>	<b>Personnel Services</b>	<b>902,562</b>
37,695	38,871	50,000	42,000	Liability Insurance	42,000
107,214	52,317	25,000	36,000	Data processing	50,000
39,572	41,214	36,583	36,000	Maintenance Agreement Expense	36,183
195	462	-	-	Printing & copying services	-
200	-	200	200	Professional associations	200
19,859	11,692	8,286	9,200	Data	8,286
470	600	500	500	Training	650
83	-	100	100	Books & publications	100
2,004	641	1,000	1,000	Office supplies	1,000
20,481	22,089	21,000	21,000	Postage	21,000
<b>227,772</b>	<b>167,886</b>	<b>142,669</b>	<b>146,000</b>	<b>Commodities</b>	<b>159,419</b>
116,865	156,052	770,000	159,500	Consulting	1,501,500
79,599	62,738	63,130	63,130	Other professional services	120,000
<b>196,465</b>	<b>218,790</b>	<b>833,130</b>	<b>222,630</b>	<b>Contractual Services</b>	<b>1,621,500</b>
4,959	5,264	6,000	4,000	R&M - buildings	32,500
572	18	-	-	R&M - communications equipment	-
30,065	22,305	30,000	25,000	R&M - vehicles	30,000
4,663	81,106	87,600	110,800	R&M - water system equipment	126,100
394	2,188	1,200	1,200	Training	1,200
44,972	58,855	49,650	47,500	Other contractual	49,150
1,350	1,733	3,000	2,500	Chemicals - water system	3,000
11,762	13,908	14,000	17,500	Fuel	17,940
1,852	1,243	2,500	1,300	Lubricants & fluids	2,500
229	295	1,000	750	Landscaping supplies	1,000

**Water and Sewer Fund**

**660**

<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Adopted</b>	<b>2018 Projected</b>	<b>Description</b>	<b>2019 Adopted</b>
13,621	21,506	11,500	11,800	Program supplies	10,000
16,305	13,256	20,000	12,000	Small tools	20,000
13,393	190	18,000	11,000	Street materials - Aggregate	16,000
2,071	2,443	3,000	3,000	Street materials - Other	5,000
2,238	2,688	2,500	2,500	Utilities - government building	2,500
2,277	18,859	26,000	26,000	Utilities - public way	20,000
2,033,562	2,042,831	2,290,000	2,150,000	Water purchases	2,200,000
2,381	4,812	10,500	16,000	Water system supplies	10,500
33,010	59,387	57,860	57,775	Water system repair parts	89,000
<b>2,219,676</b>	<b>2,352,886</b>	<b>2,634,310</b>	<b>2,500,625</b>	<b>Commodities</b>	<b>2,636,390</b>
575,647	582,528	589,582	589,582	Loan Principal Payments	656,814
106,628	99,747	92,693	92,693	Loan Interest Payments	285,461
<b>682,275</b>	<b>682,275</b>	<b>682,275</b>	<b>682,275</b>	<b>Debt Service</b>	<b>942,275</b>
375,940	-	-	-	Sewer system construction/improvement	2,950,000
-	-	-	-	Water Transmission Improvements	3,000,000
-	-	200,820	200,700	Equipment - Vehicles	-
<b>375,940</b>	<b>-</b>	<b>200,820</b>	<b>200,700</b>	<b>Capital Outlay</b>	<b>5,950,000</b>
<b>4,511,138</b>	<b>4,246,150</b>	<b>5,354,912</b>	<b>4,599,634</b>	<b>Totals</b>	<b>12,212,146</b>

**Funding Sources**

Water and Sewer user fess/Fund reserves	4,900,000
Grants	1,475,000
Issuance of Bonds	12,000,000

**Budget Highlights**

**Personnel Services:** No increase in personnel

**Contractual:** \$460,000 budgeted for engineering/  
design for relief sewer

\$400,000 budgeted for design of potable  
water transmission water main

**Commodities:** \$2,200,000 budgeted for water purchases

**Debt Service:** \$942,275 budgeted for debt service  
bond/loan payments

**Capital Outlay:** \$3million budgeted for start of  
construction on new water transmission main  
\$2,950,000 budgeted for construction of relief sewer

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# Police Pension Fund

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

## BUDGET ANALYSIS

<b>Police Pension Fund</b>					
<b>801</b>					
<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>Description</b>	<b>2019</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
62,520	44,485	76,000	50,000	Consulting	76,000
	4,645	23,000	10,000	Other Compensation	15,000
-	20,694	13,000	3,000	Other Professional Services	10,000
-	-	150	100	Printing & copying services	150
1,295	500	1,250	1,250	Professional associations	1,250
1,625	1,700	3,500	2,200	Training	3,500
253	5,380	5,500	5,400	Other contractual	5,500
889	-	550	200	Office supplies	550
-	28	100	100	Postage	100
-	776	100	910	Bank Fees	100
<b>66,583</b>	<b>78,208</b>	<b>123,150</b>	<b>73,160</b>	<b>Commodities</b>	<b>112,150</b>
1,952,388	2,063,319	2,164,199	2,274,179	Pension - regular	2,336,119
210,304	213,314	213,312	298,365	Pension - spouse/dependent	385,050
50,318	91,067	110,000	110,000	Pension - disability	110,000
-	-	115,133	-	Pension - Health	
<b>2,213,009</b>	<b>2,367,700</b>	<b>2,602,644</b>	<b>2,682,544</b>	<b>Pension Payments</b>	<b>2,831,169</b>
<b>2,279,592</b>	<b>2,445,908</b>	<b>2,725,794</b>	<b>2,755,704</b>	<b>Totals</b>	<b>2,943,319</b>

### Funding Sources

Employer/Employee contributions	2,520,000
Investment income	1,000,000

### Budget Highlights

Budget accounts for pension benefits to retired police and beneficiaries

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# Appendix

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# About the Village

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## HISTORY

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

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

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

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

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

Lincolnwood was able to keep taxes attractively low by fostering the growth of light industry and by attracting such giants as Bell & Howell. The opening in 1951 of the Edens Expressway had the most profound impact on the growth in the Village's history. It offered easy and fast access to and from Chicago, causing the community's population to grow from 3,072 in 1950 to more than 12,590 in 2018.

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.

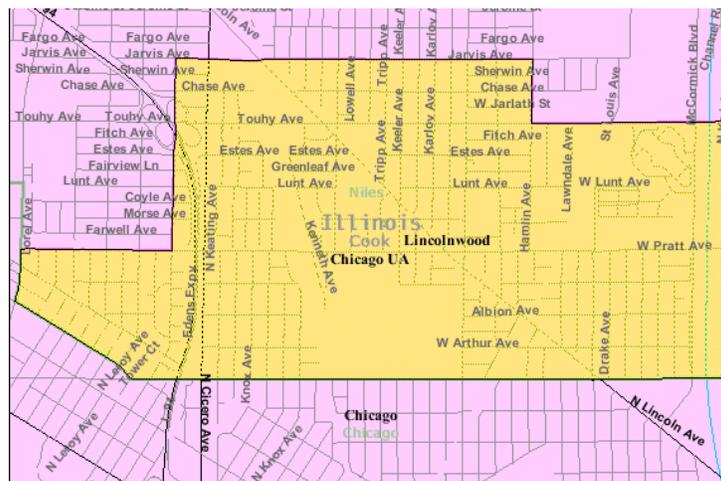
## Major Employers

Employer	Number of Employees
ATF	283
Carson Pirie Scott	145
Lincolnwood Place	135
Loeber Motors	131
Lowe's	125
Trim Tex	125
Kohl's	112
Grossinger Autoplex	109
Olive Garden	104

### Based on 2016 / 2017 CAFR

Lincolnwood is governed as a home rule community under Illinois law and operates under the Village Board form of government with a full-time Manager. Under home rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The President, with concurrence from the Board, appoints the Village Manager. The Village Manager is the chief administrative officer who oversees the day-to-day operations of the Village. The Village currently has 86 full-time employees and 7 part-time employees who work in the seven departments that combine to form the Village government. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

## STATISTICS AND DEMOGRAPHICS



## Land Area

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

## Climate

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

## Transportation

### Major Highways/Routes

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

### Airports

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

## Distance to Major Cities (miles)

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

**Bold** Denotes Regional Market Destinations

## Government

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

Latest Comprehensive Plan: 2016

Municipal Zoning in Effect: Yes

Planning Commission: Yes

Home Rule: Yes

Special Financing Techniques Available: Tax Increment Financing

Emergency E911: Yes

Police: 34 full-time sworn

Fire/Rescue: 29 full-time, 12 vehicles

Fire Insurance Class: 4

## Taxes

<u>2016 Property Tax Rates (Payable in 2017)</u>	
<b>Village of Lincolnwood</b>	<b>0.857</b>
Lincolnwood Public Library	0.384
School District #74	3.244
High School District #219	3.46
Oakton Community College District #535	0.231
Niles Township	0.046
Niles Township General Assistance	0.007
North Shore Mosquito Abatement District	0.01
County of Cook	0.316
Cook County Health Facilities	0.087
Forest Preserve District of Cook County	0.063
Cook County Consolidated Elections	
Cook County Public Safety	0.13
Suburban Cook County T.B. Sanitarium District	
Metro Water Reclamation District of Greater Chicago	0.406
<b>Total</b>	<b>9.241</b>

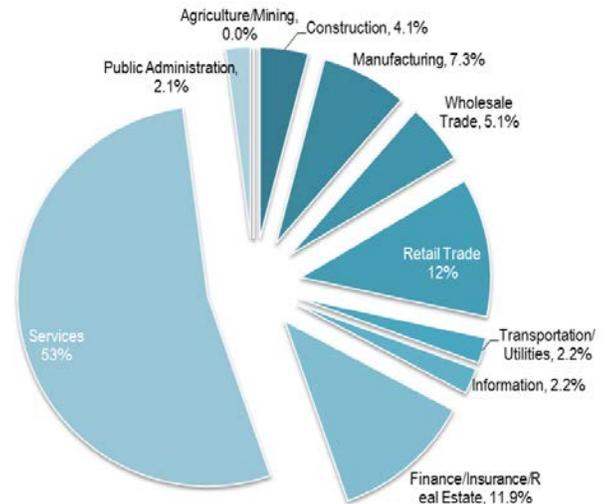
## Utilities

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

## Labor

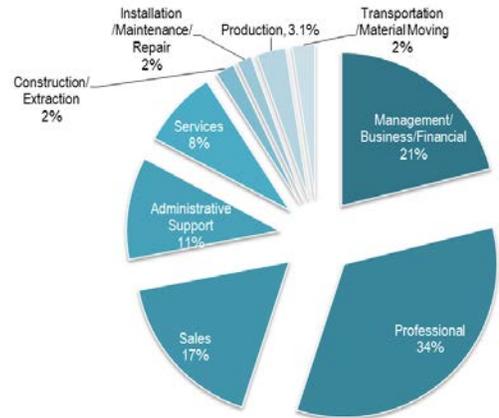
### 2010 Employed Population ages 16+ by Industry

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

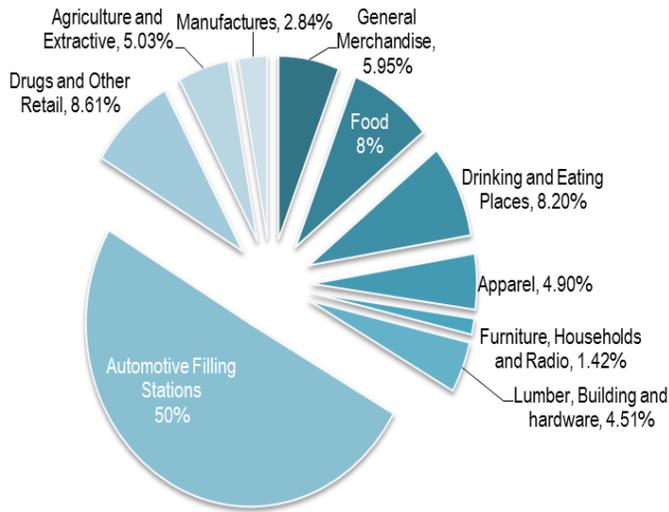


## 2010 Employed Population 16+ by Occupation

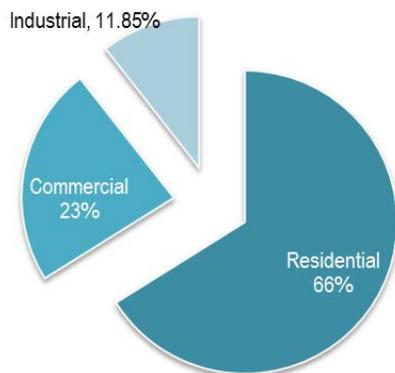
<b>White Collar</b>	<b>82.8%</b>
Management/Business/Financial	21.1%
Professional	33.9%
Sales	17.0%
Administrative Support	10.8%
Services	8.1%
<b>Blue Collar</b>	<b>9.1%</b>
Construction/Extraction	2.0%
Installation/Maintenance/Repair	1.6%
Production	3.1%
Transportation/Material Moving	2.4%



## Taxable Sales



## Assessed and Estimated Actual Value of Taxable Property



## Demographic Snapshot

### Population Summary

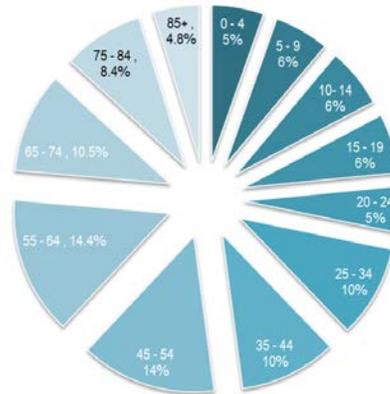
	<b>2000</b>	<b>2010</b>
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010		1.8%

### Population by Sex

	<b>2000</b>	<b>2010</b>
Males	47.1%	46.9%
Females	52.9%	53.1%

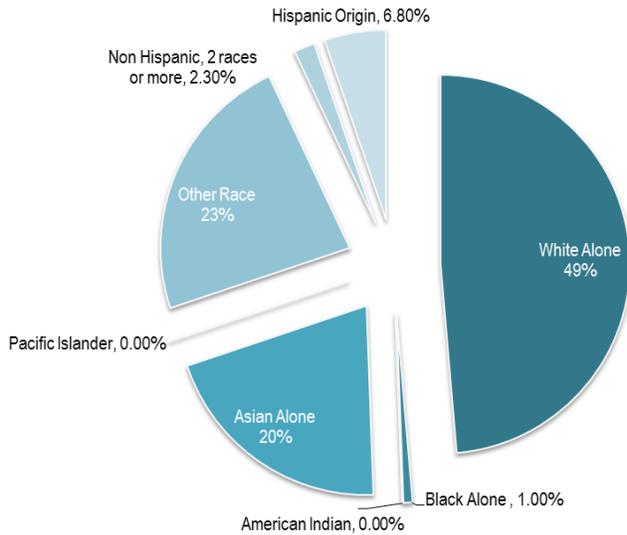
### Population by Age

	<b>2000</b>	<b>2010</b>
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%



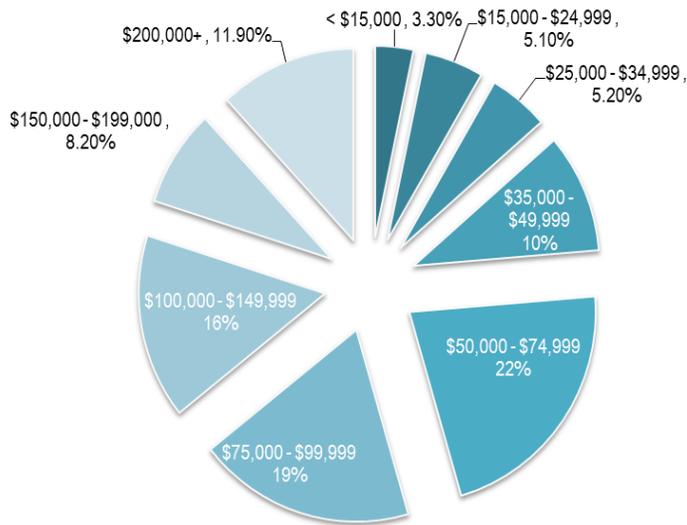
## Population by Race and Ethnicity

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



## Households by Income

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

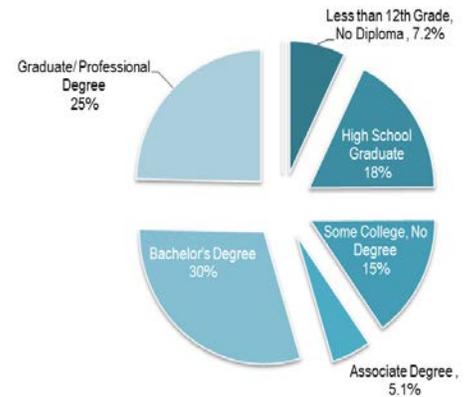


## 2015 Population 3+ by School Enrollment

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

## 2010 Pop. Age 25+ by Educational Attainment

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



## 2011-2015 Workers Age 16+ Means of Transportation to Work

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

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

<u>Total</u>	<u>5,304</u>
Less than 10 minutes	12.30%
10 to 14 minutes	11.50%
15 to 19 minutes	11.30%
20 to 24 minutes	9.90%
25 to 29 minutes	6.90%
30 to 34 minutes	21.40%
35 to 44 minutes	7.4%

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

### 2011-2015 Households by Vehicles Available

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

## LEGISLATIVE DISTRICTS

### Illinois Governor

Bruce Rauner

### United States Senators

Richard Durbin

Tammy Duckworth

### United States Representative

9th Congressional District

Jan Schakowsky

### Illinois Senator

8th Senate District

Ira Silverstein

### Illinois Representatives

15th Representative District

John D'Amico

16th Representative District

Louis Lang

### Cook County Board Commissioner

District 13

Larry Suffredin

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# Debt Administration

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## DEBT ADMINISTRATION

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2016 values of \$658,065,848 (the most recent available information) this limitation would allow for \$56,758,179 in debt. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1. The Village has no General Obligation outstanding bond issues as of May 1, 2018. The Village plans to issue \$12,000,000 of General Obligation bonds in FY2019 in the Village's Water and Sewer Fund for infrastructure improvements related to the new potable water supplier for the Village and stormwater management.

## GENERAL GOVERNMENT DEBT

**Fire Truck Loan** – The Village has an outstanding loan on the purchase of a fire truck. The loan is a twenty-year interest free loan totaling \$150,000 at May 1, 2018 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 \$200,682 at May 1, 2018.

## ENTERPRISE FUND DEBT

**IEPA Loan** – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals \$3,491,677 at May 1, 2018, 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 \$302,119 at May 1, 2018.

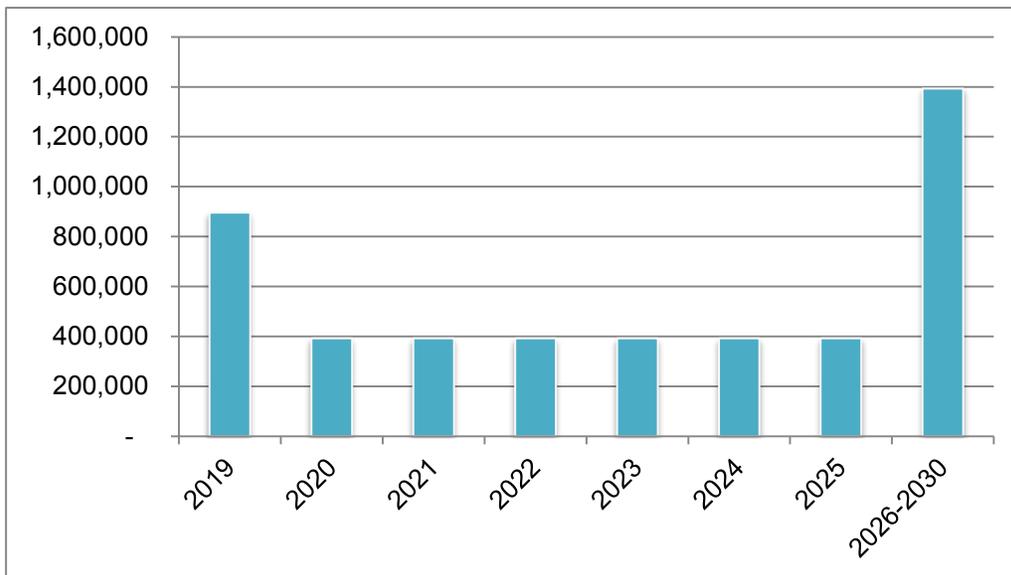
## SCHEDULE OF DEBT SERVICE PRINCIPAL & INTEREST PAYMENTS

### Enterprise Fund Debt

Fiscal Year	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
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	12,500		12,500		380,156	380,156	392,656
2028	12,500		12,500		380,156	380,156	392,656
2029	12,500		12,500		190,090	190,090	202,590
2030	12,500		12,500		-	-	12,500
<b>Total</b>	<b>150,000</b>	<b>200,682</b>	<b>350,682</b>	<b>302,119</b>	<b>3,991,651</b>	<b>4,293,770</b>	<b>4,644,452</b>

## SCHEDULE OF DEBT SERVICE PRINCIPAL PAYMENTS

Fiscal Year	Enterprise Fund Debt						
	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
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	12,500		12,500		359,474	359,474	371,974
2028	12,500		12,500		368,539	368,539	381,039
2029	12,500		12,500		187,731	187,731	200,231
2030	12,500		12,500		-	-	12,500
<b>Total</b>	<b>150,000</b>	<b>200,682</b>	<b>350,682</b>	<b>302,119</b>	<b>3,491,654</b>	<b>3,793,773</b>	<b>4,144,455</b>



## SCHEDULE OF DEBT SERVICE INTEREST PAYMENTS

### Enterprise Fund Debt

<b>Fiscal Year</b>	<b>2009 5.65 Mil IEPA Loan</b>
2019	85,462
2020	78,048
2021	70,448
2022	62,658
2023	54,670
2024	46,482
2025	38,088
2026	29,483
2027	20,661
2028	11,617
2029	2,347
<b>Total</b>	<b>499,964</b>

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# Property Tax Information

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Village of Lincolnwood	0.586	0.576	0.585	0.661	0.753	0.836	0.954	0.963	0.988	0.857
Lincolnwood Public Library	0.285	0.280	0.286	0.289	0.330	0.368	0.421	0.426	0.442	0.384
School District No. 74	2.348	2.313	2.363	2.666	3.034	3.366	3.383	3.421	3.891	3.244
Community High School District No. 219	2.114	2.120	2.267	2.538	2.904	3.256	3.707	3.650	3.741	3.460
Oakton Community College District No. 535	0.141	0.140	0.140	0.160	0.196	0.219	0.256	0.258	0.271	0.231
Niles Township	0.027	0.027	0.029	0.032	0.037	0.042	0.049	0.050	0.052	0.046
Niles Township General Assistance	0.003	0.003	0.003	0.004	0.005	0.006	0.007	0.007	0.008	0.007
North Shore Mosquito Abatement District	0.008	0.008	0.008	0.000	0.010	0.010	0.007	0.011	0.012	0.010
County of Cook	0.186	0.224	0.203	0.009	0.223	0.287	0.275	0.296	0.289	0.316
Cook County Health Facilities	0.093	0.086	0.086	0.228	0.078	0.063	0.066	0.031	0.116	0.087
Forest Preserve District of Cook County	0.053	0.051	0.049	0.082	0.058	0.063	0.069	0.069	0.069	0.063
Cook County Consolidated Elections	0.012	0.000	0.021	0.051	0.025		0.031		0.034	
Cook County Public Safety	0.167	0.105	0.105	0.113	0.161	0.181	0.219	0.241	0.147	0.130
Suburban Cook County T.B. Sanitarium District										
Metro Water Reclamation District of Greater Chicago	0.263	0.252	0.261	0.274	0.320	0.370	0.417	0.430	0.426	0.406
<b>Total Rate per \$100 of EAV</b>	<b>6.286</b>	<b>6.185</b>	<b>6.406</b>	<b>7.107</b>	<b>8.134</b>	<b>9.067</b>	<b>9.861</b>	<b>9.853</b>	<b>10.486</b>	<b>9.241</b>

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

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2007	12	667,457	13,875,000		2,921,250	10,953,750	1.64%	870
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	741
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	607
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	531
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	453
2012	12	693,817	6,425,000		1,743,750	4,681,250	0.67%	372
2013	12	573,306	5,085,000		1,470,000	3,615,000	0.63%	287
2014	12	576,462	3,705,000		1,188,750	2,516,250	0.44%	200
2015	12	581,856	2,285,000		900,000	1,385,000	0.24%	110
2016	12	658,065	1,540,000		608,000	932,000	0.14%	74

**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	
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
2016	2015	581,856	1,818,300	0.32
2017	2016	658,066	2,056,456	0.32

**PROPERTY TAX LEVIES AND COLLECTIONS**  
**Last 10 Years**

<b>Fiscal Year</b>	<b>Total Tax Levy</b>	<b>Current Tax Collections</b>	<b>Percent of Current Taxes Collected</b>
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	5,463,828	98.4% *
2015	5,599,359	5,555,069	99.2% *
2016	5,639,518	5,576,546	98.9% *

\*Tax levy still in collection

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# Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**GENERAL REVENUE** – The revenues of a government other than those derived from the retained earnings in an Enterprise Fund. If a portion of the net income in an Enterprise Fund is contributed to another non-Enterprise Fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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# Capital Improvement Program

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## **2019-2023 CAPITAL IMPROVEMENT PROGRAM SUMMARY**

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

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2019 column appear as capital expenditures throughout the adopted Fiscal 2019 budget.

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**CAPITAL IMPROVEMENT PROGRAM  
FY 2019 – 2023**

## **TABLE OF CONTENTS**

<b>Introduction</b>	C-01
<b>Purpose of the Capital Improvement Program</b>	C-01
<b>Capital Improvement Program Definition</b>	C-02
<b>Capital Improvement Program Development</b>	C-03
<b>Summary Tables</b>	C-03
<b>Evaluation Criteria</b>	C-03
<b>Capital Improvement Program Project Detail</b>	C-05
<b>Table: FY 2019-2023 Capital Improvement Expenditures</b>	C-06
<b>Capital Improvement Detail</b>	
General Fund Program Summary by Department	C-07
Public Works	C-08
Sidewalk Replacement Program	C-09
Parkway Tree Planting Program	C-11
Touhy Overpass for Skokie Valley Bike Trail	C-13
Bike Lane Lining and Signing	C-15
Street Light Replacement Program	C-17
Village Hall Parking Lot and Service Road Improvements	C-19
Facility Improvements	C-21
Roof Replacements	C-23
Alley Improvement Project	C-25
Roadway Resurfacing	C-27
Touhy/Cicero Intersection Improvements	C-29

Parks and Recreation	C-31
Roof Replacement	C-32
Community Center Renovation	C-34
Proesel Park Renovation	C-36
Proesel Park Family Aquatic Center	C-38
Centennial Park Path Improvements	C-40
Centennial Park Renovation	C-42
Community Center Windows	C-44
Aquatic Center Deck Furniture	C-46
Aquatic Center Activity Pool	C-48
Proesel Park Tennis Court Resurface	C-50
Proesel Park Basketball Court Resurface	C-52
Flowers Park Tennis Court Resurface	C-54
Central Park Tennis Court Resurface	C-56
Flowers Park Basketball Court Resurface	C-58
Central Park Basketball Court Resurface	C-60
Flowers Park Playground	C-62
Public Works/NEID TIF Fund	C-64
PW Yard Expansion	C-65
NEID Street Resurfacing	C-67
Public Works/Devon Lincoln TIF Fund	C-69
Devon Streetscape	C-70
Parkway Tree Planting Program	C-72
Water Fund	C-74
Stormwater Improvement-Berms and Restrictors	C-75
Water Main Improvements	C-77
Water Transmission Main	C-79
Pump House Improvements	C-81
Standpipe Painting Project	C-83

**Table: FY 2019-2023 Capital Vehicles/Equipment Program**

Detail by Department	C-85
----------------------	------

## INTRODUCTION

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

## PURPOSE OF CAPITAL IMPROVEMENT PROGRAM

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

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

Program a wide range of issues must be addressed, including agreeing on policies which will shape the program, estimating and prioritizing the capital needs, identifying funding sources, and implementing and monitoring the project delivery.

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

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

### **CAPITAL IMPROVEMENT PROJECT DEFINITION**

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

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

## **CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT**

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2019-FY 2023 Capital Improvement Program Summary by Department.”

## **SUMMARY TABLES**

The tables entitled “FY2019-FY2023 Capital Improvement Program and Capital Vehicles/Equipment Summary by Department” lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding were determined by the Department Head submitting the project to be most critical in Fiscal Year 2019-2023. The total Capital Improvement Program proposed for Fiscal Year 2018-2019 is \$14,287,750 with projected grants, donations and other funding totaling \$2,258,000 leaving the Village of Lincolnwood with a total projected cost of \$12,029,750.

## **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:

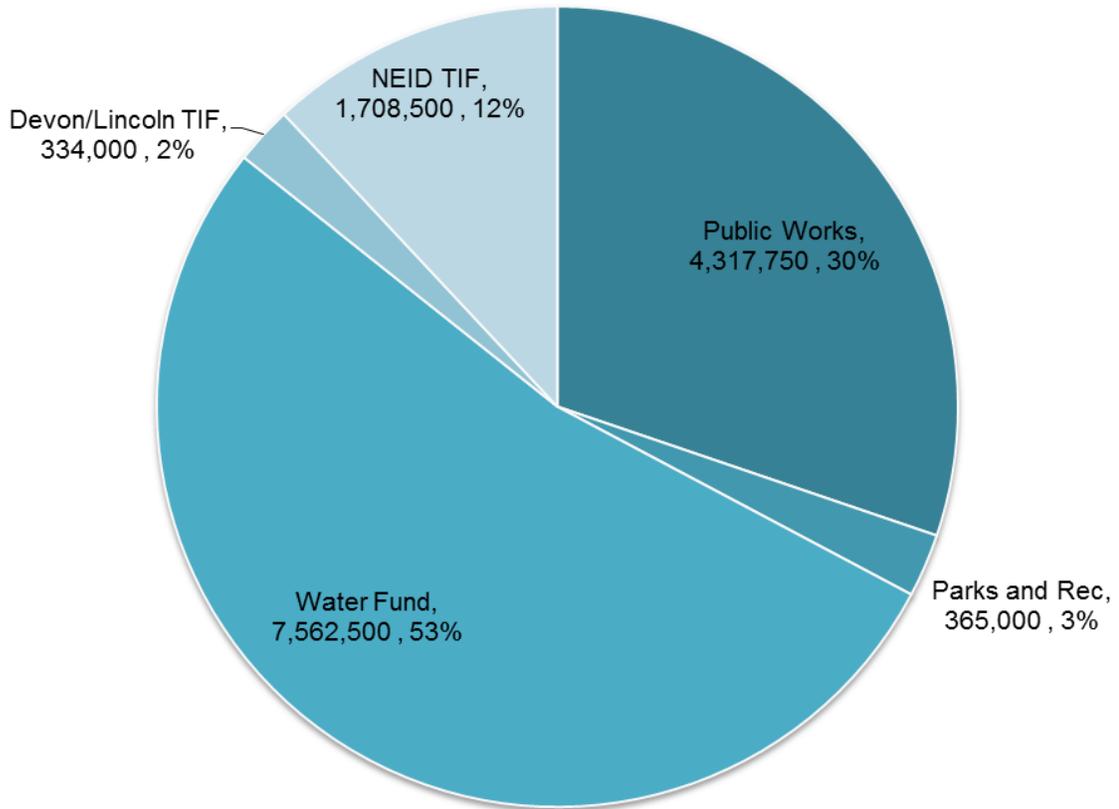
1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction 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 2019-FY 2023 Capital Improvement Program Summary by Department.” Projects, which are proposed for funding in FY 2018-2019, are followed in order by projects proposed for each of the remaining fiscal years.

#### FY 2018-2019 Capital Expenditures \$14,287,750



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## CIP - CAPITAL IMPROVEMENT PROJECT - EXPENDITURES

For The Periods as Shown

DEPARTMENT	PROJECT NAME	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL COST
<b>Public Works</b>							
	Sidewalk Replacement Program	50,000	80,000	85,000	90,000	95,000	400,000
	Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000	200,000
	Touhy Overpass for Skokie Valley Bike Trail	2,261,000	-	-	-	-	2,261,000
	Bike Lane Lining and Signing	181,500	-	-	-	-	181,500
	Street Light Replacement Program	1,231,350	-	-	57,000	770,700	2,059,050
	Village Hall Parking Lot and Service Road Improvements	-	210,000	-	-	-	210,000
	Facility Improvements	303,900	185,350	180,100	90,250	69,000	828,600
	Roof Replacements	-	508,000	467,000	219,000	-	1,194,000
	Alley Improvements	-	53,000	581,000	-	-	634,000
	Roadway Resurfacing	-	150,000	3,470,000	3,470,000	3,470,000	10,560,000
	Touhy/Cicero Intersection Improvements	250,000	250,000	2,750,000	-	-	3,250,000
<b>Parks and Recreation</b>							
	Proesel Park Renovation	215,000	-	-	-	-	215,000
	Community Center Renovation/construction	-	-	2,700,000	2,700,000	-	5,400,000
	Proesel Park Family Aquatic Center	-	1,000,000	-	-	-	1,000,000
	Roof Replacement Community Center	150,000	-	-	-	-	150,000
	Flowers Park Playground Renovation	-	100,000	-	-	-	100,000
	Centennial Park Path Improvements	-	200,000	-	-	-	200,000
	Centennial Park Renovation	-	400,000	-	-	-	400,000
	Window Replacement Community Center	-	30,000	-	-	-	30,000
	Deck Furniture Replacement	-	20,000	-	-	-	20,000
	Aquatic Center Activity Pool	-	-	60,000	-	-	60,000
	Basketball Court Resurfacing	-	30,000	-	48,000	40,000	118,000
	Tennis Court Resurfacing	-	-	70,000	52,000	60,000	182,000
<b>Public Works/NEID TIF Fund</b>							
	NEID street resurfacing/ Street Design	72,000	900,000	-	-	-	972,000
	PW Yard Expansion	1,620,000	-	-	-	-	1,620,000
	Standpipe Painting (50% split with water fund)	16,500	758,125	-	-	-	774,625
<b>Public Works/Devon Lincoln TIF Fund</b>							
	Devon Avenue Streetscape	304,000	4,000,000	-	-	-	4,304,000
	Parkway Tree Planting Program	30,000	30,000	30,000	30,000	30,000	150,000
<b>Water Fund</b>							
	Stormwater Improvements	3,710,000	4,405,000	3,330,000	2,000,000	2,000,000	15,445,000
	Water Main Improvements	-	34,000	780,000	780,000	780,000	2,374,000
	Water Transmission Main	3,700,000	3,965,500	-	-	-	7,665,500
	Pump House Improvements	136,000	110,000	145,000	130,000	50,000	571,000
	Standpipe Painting (50% split with NEID TIF Fund)	16,500	758,125	-	-	-	774,625
<b>Total Capital Improvement Project Costs</b>		<b>14,287,750</b>	<b>18,217,100</b>	<b>14,688,100</b>	<b>9,706,250</b>	<b>7,404,700</b>	<b>64,303,900</b>
<b>Projected Grants, Donations and Other Funding</b>							
	Touhy overpass/Grant-/Donations	1,808,800	-	-	-	-	1,808,800
	Bike Lane Lining and Signing	145,200	-	-	-	-	145,200
	Community Center Grant Funding	-	-	2,500,000	-	-	2,500,000
	Roof Replacement Community Center	-	-	-	-	-	0
	Devon Avenue Streetscape	304,000	3,400,000	-	-	-	3,704,000
	Centennial Park Renovation	-	200,000	-	-	-	200,000
<b>Total Projected Grants, Donations and Other Funding</b>		<b>2,258,000</b>	<b>3,600,000</b>	<b>2,500,000</b>	<b>0</b>	<b>0</b>	<b>8,358,000</b>
<b>Net Costs Incurred by Village After Projected Funding</b>		<b>12,029,750</b>	<b>14,617,100</b>	<b>12,188,100</b>	<b>9,706,250</b>	<b>7,404,700</b>	<b>55,945,900</b>

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# Capital Improvement Detail

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## CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY

For The Periods as Shown

<u>PROJECT</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Total</u>
<b>Public Works</b>						
Total Projects	4,317,750	1,476,350	7,573,100	3,966,250	4,444,700	21,778,150
Funded by: Other Funds and Grants	(1,954,000)	-				(1,954,000)
Total Projects	<u>2,363,750</u>	<u>1,476,350</u>	<u>7,573,100</u>	<u>3,966,250</u>	<u>4,444,700</u>	<u>19,824,150</u>
<b>Parks &amp; Recreation</b>						
Total Projects	365,000	1,780,000	2,830,000	2,800,000	100,000	7,875,000
Funded by: Grants		(200,000)	(2,500,000)			(2,700,000)
Total Projects	<u>365,000</u>	<u>1,580,000</u>	<u>330,000</u>	<u>2,800,000</u>	<u>100,000</u>	<u>5,075,000</u>
<b>Water Fund</b>						
Total Projects	<u>7,562,500</u>	<u>9,272,625</u>	<u>4,255,000</u>	<u>2,910,000</u>	<u>2,830,000</u>	<u>26,830,125</u>
<b>Devon/Lincoln TIF</b>						
Total Projects	334,000	4,030,000	30,000	30,000	30,000	4,454,000
Funded by: Grants	(304,000)	(3,400,000)		-	-	(3,704,000)
Total Projects	<u>30,000</u>	<u>630,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>750,000</u>
<b>NEID TIF</b>						
Total Projects	<u>1,708,500</u>	<u>1,658,125</u>				<u>3,366,625</u>
<b>Total Capital Improvement Projects</b>						
Funded by: Grants, Reimbursements, Donations and Other Funds	<u>(2,258,000)</u>	<u>(3,600,000)</u>	<u>(2,500,000)</u>	<u>-</u>	<u>-</u>	<u>(8,358,000)</u>
<b>Projected Department Costs</b>	<u>12,029,750</u>	<u>14,617,100</u>	<u>12,188,100</u>	<u>9,706,250</u>	<u>7,404,700</u>	<u>55,945,900</u>

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

Department: Public Works

<u>Project</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Sidewalk Replacement Program	50,000	80,000	85,000	90,000	95,000
Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000
Touhy Overpass for Skokie Valley Bike Trail Funded by Grant	2,261,000 (1,808,800)	-	-	-	-
Bike Lane Lining and Signing Funded by Grant	181,500 (145,200)	-	-	-	-
Street Light Replacement Program Funded by: Transportation Improvement Funds and MFT Funds	1,231,350	-	-	57,000	770,700
Village Hall Parking Lot Funded by: Transportation Improvement Funds	-	210,000	-	-	-
Facility Improvements	303,900	185,350	180,100	90,250	69,000
Roof Replacements	-	508,000	467,000	219,000	
Alley Improvements Funded by: Transportation Improvement Funds and MFT Funds	-	53,000	581,000	-	-
Roadway Resurfacing Funded by: Transportation Improvement Funds and MFT Funds	-	150,000	3,470,000	3,470,000	3,470,000
Touhy/Cicero Intersection Improvements Grant Funded	250,000	250,000	2,750,000	-	-
<b>Totals</b>	<b>2,363,750</b>	<b>1,476,350</b>	<b>7,573,100</b>	<b>3,966,250</b>	<b>4,444,700</b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 Department: Public Works Department

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

Name of Contractor: Project will be bid.

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

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2018-2023</u>	<u>Sidewalks are replaced within budget availability each year.</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/8/2017

Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		50,000	80,000	85,000	90,000	95,000
Other Costs						
Total Project Cost	-	50,000	80,000	85,000	90,000	95,000
<b>Funding</b>						
Cost to Village		50,000	80,000	85,000	90,000	95,000
Grant/Donation						
Total Funding	-	50,000	80,000	85,000	90,000	95,000

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

Comparable Costs  Contractor/Vendor Estimate  Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 Department: Public Works Department

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

Name of Contractor: Suburban Tree Consortium

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

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

2018-2023 Trees are planted within budget availability each year. Actual number of trees planted is dependent upon program and number of trees removed.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/8/17

Department: Public Works Department

Project Name and Location Parkway Tree Planting Program

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
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
<b>Funding</b>						
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:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 Department: Public Works Department

Project Name and Location: Touhy Overpass for Valley Line Trail

Name of Contractor: Aeretha Construction

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Installation of a bike overpass on Touhy Avenue between Kilpatrick and Kilbourn Avenues. The overpass will connect the Valley Line Trail. This project was awarded funding through CMAQ.

### Project Benefits

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

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 17/18</u>	<u>Construction</u>
<u>FY 18/19</u>	<u>Construction</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/8/17

Department: Public Works Department

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

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair	1,787,162	2,150,000				
Other Costs	240,284	111,000				
<b>Total Project Cost</b>	<b>2,027,446</b>	<b>2,261,000</b>	<b>-</b>			
<b>Funding</b>						
Cost to Village	405,489	452,200	-			
Grant/Donation	1,621,957	1,808,800	-			
<b>Total Funding</b>	<b>2,027,446</b>	<b>2,261,000</b>	<b>-</b>			

**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 Valley Line Trail over Touhy Avenue.

Financing Other than Current Revenue Sources and Other Information:

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

The Village is responsible to pay for the construction engineering costs up front and then is reimbursed grant amount. The Village is billed by IDOT for the local match of the construction cost.

Impact on Operating Costs:

The overpass will require staff to remove snow during the winter months, maintain the landscaping during the summer, and will need to be periodically inspected.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/22/2017 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Thermoplastic striping for bike lanes on Pratt Avenue from UP Bike Path to McCormick Boulevard.  
Restriping Lincoln Avenue to allow for shared bicycle/vehicle lanes. 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 \_\_\_\_\_

2018-2019 \_\_\_\_\_ Design/Construction

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

12/22/2017

Department:

Public Works Department

Project Name and Location

Bike Lane Lining and Signing

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design		16,500				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		165,000				
Other Costs						
Total Project Cost	-	181,500				
<b>Funding</b>						
Cost to Village		36,300				
Grant/Donation	-	145,200				
Total Funding	-	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:

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

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/8/2017 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

Type of Project: Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

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

2018/2019 project will include new lights on Devon, west of Lincoln, and retrofitting of existing lights on Cicero and McCormick with LED fixtures.

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

#### Project Benefits

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

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2018/2019</u>	<u>Devon Avenue, retrofit McCormick and Cicero</u>
<u>2021/2022</u>	<u>Design - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)</u>
<u>2022/2023</u>	<u>Construction - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)</u>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: 12/8/17

Department: Public Works Department

Project Name and Location: Street Lighting

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design	25,000				57,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,166,350				765,000
Other Costs		65,000				5,700
Total Project Cost		1,231,350			57,000	770,700
<b>Funding</b>						
Cost to Village	25,000	1,231,350			57,000	770,700
Grant/Donation						
Total Funding	25,000	1,231,350			57,000	770,700

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

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

Financing Funds.

Construction - MFT (\$876,450), NEID TIF (\$59,900), Devon/Lincoln TIF (\$230,000)

Oversight - MFT (\$47,920), NEID TIF (\$5,100), Devon/Lincoln TIF (\$11,980)

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 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 19-20 \_\_\_\_\_ Resurfacing \_\_\_\_\_



# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/22/2017 Department: Public Works Department

Project Name and Location: Facility Improvements

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Various projects based on five year facility improvement plan

### Project Benefits

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

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 19/23</u>	<u>Construction</u>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: 12/22/2017

Department: Public Works Department

Project Name and Location Facility Improvements

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		303,900	185,350	180,100	90,250	69,000
Other Costs						
Total Project Cost		303,900	185,350	180,100	90,250	69,000
<b>Funding</b>						
Cost to Village		303,900	185,350	180,100	90,250	69,000
Grant/Donation						
Total Funding		303,900	185,350	180,100	90,250	69,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Costs are based on contractor and/or engineer estimates

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

Replacement of aging equipment reduces repair costs and down time

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/22/2017 Department: Public Works Department

Project Name and Location: Roof Replacements

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

The Village Hall, Police/Fire Building, and Public Works Facility were constructed in 1989/1990, and the Village purchased the Community Center in 1989. The roofs on each of these facilities have only received minor repairs, with the exception of a section of the Community Center where the roof was replaced during a renovation in the early 1990s. Each of these roofs have shown signs of deterioration. During 2016 an evaluation of the Community Center roof was conducted by the Village Engineer, the remaining roofs were evaluated in 2017 and recommended for replacement.

### Project Benefits

Periodic replacement of roofing systems extends the longevity of facilities by preventing water from leaking into the building and ensures structural stability of the building.

### Implementation Schedule

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

FY 19/20 \_\_\_\_\_ Public Works

FY 20/21 \_\_\_\_\_ Police/Fire

FY 21/22 \_\_\_\_\_ Village Hall

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/22/2017

Department: Public Works Department

Project Name and Location Roof Replacements

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design			14,000	13,000	6,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			470,000	432,000	203,000	
Other Costs			24,000	22,000	10,000	
<b>Total Project Cost</b>		-	508,000	467,000	219,000	-
<b>Funding</b>						
Cost to Village		-	508,000	467,000	219,000	-
Grant/Donation						
<b>Total Funding</b>		-	508,000	467,000	219,000	-

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Costs are based on contractor and/or engineer estimates

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

Replacement of aging roofs reduces the likelihood of future leaks that would require contractual repair

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/21/2017 Department: Public Works Department

Project Name and Location: Alley Improvement Project

Name of Contractor: Unknown

Type of Project: Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project

Converting designated alleys adjacent to commercial properties to concrete pavement

### Project Benefits

Gravel alleys adjacent to commercial properties require a great deal of maintenance due to truck traffic from deliveries and refuse removal causing potholes, rutting, and an uneven surface. A concrete alley is ideal because the pavement will withstand the truck traffic, while at the same time it is able to be constructed at a minimal grade to reduce the need for underground drainage improvements. A concrete alley has a life expectancy of 60 years.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2019/2020</u>	<u>Design</u>
<u>2020/2021</u>	<u>Construction</u>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: 12/21/2017

Department: Public Works Department

Project Name and Location Alley Improvement Project

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design			87,000	53,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				528,000		
Other Costs				53,000		
<b>Total Project Cost</b>		-	87,000	634,000	-	-
<b>Funding</b>						
Cost to Village		-	87,000	634,000	-	-
Grant/Donation						
<b>Total Funding</b>		-	87,000	634,000	-	-

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

Funding options will be reviewed by the Village Board

Devon/Lincoln TIF

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Impact on Operating Costs:

Paving alleys reduces maintenance needs in the short term by eliminating necessary tasks such as grading and filling gravel potholes. Paved alleys need to be resurfaced every 20 years.

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# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/21/2017 Department: Public Works Department

Project Name and Location: Roadway Resurfacing

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project

Resurfacing of asphalt roadways throughout the community to prolong their useful life.  
Roadways are selected for resurfacing by the Village Engineer based their condition.

### Project Benefits

Resurfacing of roadways is a maintenance process that prolongs the ousful life of the street.  
Best engineering practices recommend resurfacing of asphalt roadways every 15 to 20 years  
in northern climates. Degredation of the roadway's surface can allow for water infiltration  
which can eventually damage the base of the roadway, requiring complete reconstruction.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 19/20	Design
FY 20/21	Construction
FY 21/22	Construction
FY 22/23	Construction

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: 12/21/2017

Department: Public Works Department

Project Name and Location Roadway Resurfacing

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design			150,000	150,000	150,000	150,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				3,020,000	3,020,000	3,020,000
Other Costs				300,000	300,000	300,000
Total Project Cost		-	150,000	3,470,000	3,470,000	3,470,000
<b>Funding</b>						
Cost to Village		-	150,000	3,470,000	3,470,000	3,470,000
Grant/Donation						
Total Funding		-	150,000	3,470,000	3,470,000	3,470,000

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

Funding options will be reviewed by the Village Board

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Impact on Operating Costs:

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

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# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 Department: Public Works Department

Project Name and Location: Touhy/Cicero Intersection Improvements

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project

Reconfiguration of the Touhy/Cicero intersection to create a dedicated right turn lane for traffic wishing to turn eastbound on Touhy Avenue from northbound Cicero Avenue.  
The Touhy/Cicero intersection is controlled by the Illinois Department of Transportation (IDOT) and cost sharing will be explored with the State of Illinois to minimize local costs.

### Project Benefits

Improvements to the Touhy/Cicero intersection will reduce traffic congestion at this intersection caused by vehicles seeking to head eastbound on Touhy Avenue following exiting from the Edens Expressway.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 18/19	Phase I
FY 19/20	Phase II
FY 20/21	Construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/8/2017 Department: Public Works Department

Project Name and Location Touhy/Cicero Intersection Improvements

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design		250,000	250,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				2,500,000		
Other Costs				250,000		
Total Project Cost		250,000	250,000	2,750,000	-	-
<b>Funding</b>						
Cost to Village		250,000	250,000	2,750,000	-	-
Grant/Donation						
Total Funding		250,000	250,000	2,750,000	-	-

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project cost includes addition of a dedicated right turn lane and potential widening of the off ramp.

Financing Other than Current Revenue Sources and Other Information:

Motor Fuel Tax, Grant funds and cost sharing from the State will be sought to defray local costs

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

Impact on Operating Costs:

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

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

Department: Parks and Recreation

<b>Project</b>	<b><u>2018-2019</u></b>	<b><u>2019-2020</u></b>	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>
<b>ComEd Bike Path Development</b>					
Bike Path/Overpass Design and Construct.	-	-			
IDOT pays for project and bills Village 20%	-	-			
<b>Community Center</b>					
Community Center Expansion			2,700,000	2,700,000	
Possible Grant Funding - 50%			(2,500,000)		
Roof Replacement	150,000				
(Possible Donation-Friends of CC)					
Window Replacement		30,000			
<b>Playground Replacement Program</b>					
Proesel Park	215,000				
Flowers Park (last park to renovate)		100,000			
<b>Centennial Park (Formerly Channel Runne)</b>					
Project Phase III		400,000			
(Shelter w/ restrooms, lookout over channel, nature path)					
Possible Grant Funding - 50%		(200,000)			
Path Improvements		200,000			
<b>Aquatic Center</b>					
Locker Room Renovation			1,000,000		
Deck Furniture Replacement		20,000			
Activity Pool Feature			60,000		
<b>Tennis Court Resurfacing</b>			70,000	52,000	60,000
<b>Basketball Court Resurfacing</b>		30,000		48,000	40,000
<b>Totals</b>	<b><u>365,000</u></b>	<b><u>580,000</u></b>	<b><u>1,330,000</u></b>	<b><u>2,800,000</u></b>	<b><u>100,000</u></b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Community Center Roof Replacement \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

### Description of Project \_\_\_\_\_

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

### Project Benefits \_\_\_\_\_

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

### Implementation Schedule \_\_\_\_\_

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

2018 Bid project, start and complete replacement

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location Roof Replacement Community Center

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		150,000				
Other Costs						
Total Project Cost		150,000				
<b>Funding</b>						
Cost to Village		150,000				
Grant/Donation						
Total Funding		150,000				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

There is a possibility the Friends of the Community Center would fund a small portion of this project, up to \$40,000.

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation

Project Name and Location: Community Center Renovation or Replacement

Name of Contractor: \_\_\_\_\_

Type of Project: _____	Facility Construction	[ <b>X</b> ]
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
2021	Design, engineer and start construction
2022	Completed construction and furnish building

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_ Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
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	-
<b>Funding</b>						
Cost to Village				200,000	2,700,000	
Grant/Donation				2,500,000		
Total Funding		-	-	2,700,000	2,700,000	

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

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

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

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

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Proesel Park Renovation \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project \_\_\_\_\_

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

#### Project Benefits \_\_\_\_\_

The park will be updated with new equipment to meet national playground safety standards and to comply with ADA regulations.

#### Implementation Schedule \_\_\_\_\_

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

2018 RFP, bid process

2018 Park Installation

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_ Department: Parks and Recreation

Project Name and Location Proesel Park Renovation

Cost Elements	Cost to Date	Y/E 2019	Y/E2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		215,000				
Other Costs						
Total Project Cost		215,000				
<b>Funding</b>						
Cost to Village		215,000				
Grant/Donation						
Total Funding		215,000				

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

Discuss Basis of Project Costs:  
 This project is part of the effort to update and renovate park structures. Many of the parks were last updated in the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act. Drake Park was renovated in 2014, followed by O'Brien in 2015, GG Rowell in 2016, Central Park in 2017. The plan is to renovate Proesel in 2018 followed by Flowers (the last playground to be renovated) in 2019.

Financing Other than Current Revenue Sources and Other Information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 This is a drop-in facility, so no revenue is generated.  
 \_\_\_\_\_  
 \_\_\_\_\_

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Proesel Park Aquatic Center Renovations \_\_\_\_\_

Name of Contractor: TBD \_\_\_\_\_

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

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

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

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

#### Project Benefits

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

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

#### Implementation Schedule

Dates	Explanation
2018	Conduct front entrance/family changing room study/locker room update study
2018-2019	Search for grant funding for family changing room project
2020	Begin Renovations
2021	Complete renovations

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_ Department: Parks and Recreation

Project Name and Location Prosel Park Family Aquatic Center Renovations

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				1,000,000		
Other Costs						
Total Project Cost		-	-	1,000,000	-	-
<b>Funding</b>						
Cost to Village		-	-	1,000,000	-	-
Grant/Donation						
Total Funding		-	-	1,000,000	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Included in the Master Plan that was developed for the Aquatic Center in 2015 was a goal to add family restrooms/changing areas. In addition the locker rooms are in need of renovation because the plumbing is in poor condition and the locker rooms were not renovated in 2004 when the aquatic center was last renovated. Finally the front entrance area needs to be reconfigured to provide better customer service.

Financing Other than Current Revenue Sources and Other Information:

Staff will pursue grant funding

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Centennial Park Path Improvements \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction **X**

Site Acquisition [ ] Facility Repair **X**

Vehicle/Equipment Purchase Planning/Design

### Description of Project

There are sections of the Centennial Park path that are being maintained on a short-term basis. The long-term solution would be to permanently repair the cracks and rework the path system to provide more connectivity and remove parts of cement in certain areas.

### Project Benefits

This project will ensure a well-maintained and safe path

### Implementation Schedule

Dates	Explanation
2019	Bid process
2020	Begin construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Centennial Park Path Improvements \_\_\_\_\_

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			200,000			
Other Costs						
Total Project Cost						
<b>Funding</b>						
Cost to Village			200,000			
Grant/Donation						
Total Funding			200,000			

**Basis of Project Costs:** \_\_\_\_\_

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

There are sections of the Centennial Park path that are cracked and being maintained on a short-term basis. Th

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

As of the right now this is a passive use park, so no revenue is not generated.

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# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Centennial Park Development \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [ ] Facility Repair [ X ]

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

### Description of Project

The phases are outlined in the Channel Runne Master Plan. Phase II, complete in 2012 included the development of an outdoor amphitheatre with a handicapped accessible path and a fishing platform that that doubles as a stage. A disc golf course is also included on the site, as well as a parking lot. Phase III includes a shelter/restroom facility, nature path and lookout over the channel.

### Project Benefits

The shelter will serve as a rental site for picnics and other activities and the nature path will allow for increased passive recreation opportunities at the park.

### Implementation Schedule

Dates	Explanation
2020	Design, engineer and start construction

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation

Project Name and Location

Centennial Park Development (Phase III)

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			400,000			
Other Costs						
Total Project Cost			-	-	-	-
<b>Funding</b>						
Cost to Village			200,000	-	-	-
Grant/Donation			200,000			
Total Funding			400,000	-	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The phases are outlined in the Channel Runne Master Plan. Phase II included the development of an outdoor amphitheatre with handicapped accessbile path, fishing platform that doubles as a stage. A disc golf course is also included on the site, as well as a parking

Financing Other than Current Revenue Sources and Other Information:

Illinois Department of Natural Resources OSLAD Grant for Phase II

Staff will continue to pursue grant funding for Phase III

Impact on Operating Costs:

Staff is currently programming the site with fitness classes and special events.

Programs are supported through fees and the shelter will be a fee-based rental facility.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Community Center Window Replacement \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

### Description of Project \_\_\_\_\_

This project is part of the effort to maintain the Community Center. This building is used on a regular basis, year round for rentals and Parks and Recreation Department programs and events. The windows are starting to show signs of age and are in poor condition from an aesthetic standpoint. The windows need to be replaced to improve the overall appearance of this program and rental space.

### Project Benefits \_\_\_\_\_

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

### Implementation Schedule \_\_\_\_\_

Dates _____	Explanation _____
2019	Start and complete replacement

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation

Project Name and Location Window Replacement Community Center

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			30,000			
Other Costs						
Total Project Cost			30,000			
<b>Funding</b>						
Cost to Village			30,000			
Grant/Donation						
Total Funding		-	30,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

**Discuss Basis of Project Costs:**

The windows at the Community Center are old and need to be replaced so the building can continue to provide an attractive indoor rental space

**Financing Other than Current Revenue Sources and Other Information:**

**Impact on Operating Costs:**

This building is primarily used for rentals and Parks and Recreation programs and events. Some of the revenue generated can help to offset the window replacement expense.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Aquatic Center Deck Furniture Replacement \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project \_\_\_\_\_

The deck chairs at the aquatic center need to be replaced because they are discolored and dirty. They are also old and outdated looking.

### Project Benefits \_\_\_\_\_

The Proesel Park Family Aquatic Center is a premeir destination in Lincolnwood. To continue to provide a quality and updated facility to the community it's important to continue to maintain all aspects of the operation.

### Implementation Schedule \_\_\_\_\_

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

2019	Start and complete replacement
------	--------------------------------

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_ Department Parks and Recreation \_\_\_\_\_

Project Name and Location Deck Furniture Replacement Aquatic Center \_\_\_\_\_

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			20,000			
Other Costs						
Total Project Cost			20,000			
<b>Funding</b>						
Cost to Village			20,000			
Grant/Donation						
Total Funding		-	20,000			

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

Discuss Basis of Project Costs:  
 The deck chairs at the aquatic center are aging and becoming discolored and dirty. The chairs need to be replaced to continue ensure a professional, safe, and clean image at the aquatic center.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Revenue is generated through daily fees, season passes and swim lessons.  
 \_\_\_\_\_  
 \_\_\_\_\_

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Aquatic Center Activity Pool Water Play Feature \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project \_\_\_\_\_

Update the activity pool with the purchase of a new water play feature that would be placed/installed in pool.

### Project Benefits \_\_\_\_\_

The Proesel Park Family Aquatic Center is a premeir destination in Lincolnwood. To continue to provide a quality and updated facility to the community it's important to continue implement facility updates/new additions to keep things fresh in an effort to increase retention.

### Implementation Schedule \_\_\_\_\_

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

2020 Purchase and install new water play feature.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Activity Pool Feature Aquatic Center

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment				60,000		
Construction/ Repair						
Other Costs						
Total Project Cost				60,000		
<b>Funding</b>						
Cost to Village				60,000		
Grant/Donation						
Total Funding		-		60,000		

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

Discuss Basis of Project Costs:  
 It's important to continue to add new features within the aquatic center to keep the aquatic center fresh and current and to add value to the season pass in an effort to increase pass holder retention.

Financing Other than Current Revenue Sources and Other Information:  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Revenue is generated through daily fee's, season passes and swim lessons.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: \_\_\_\_\_ Proesel Park Tennis Court Resurface \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

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

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation

Project Name and Location Tennis Court Resurface Proesel Park

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				70,000		
Other Costs						
Total Project Cost				70,000		
<b>Funding</b>						
Cost to Village				70,000		
Grant/Donation						
Total Funding				70,000		

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Proesel Park tennis courts are cracked and are showing signs of needing to be resurfaced. Tennis courts should be resurfaced every 8-10 years depending the amount of wear and of wear and tear. The Proesel Park tennis courts are used mainly for open recreation play on a daily basis and resurfacing would result in an improved and safer playing surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

A small amount of revenue is generated through the Parks and Recreation Department tennis program, but most of the time tennis courts are used for open recreational play.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: \_\_\_\_\_ Proesel Park Basketball Court Resurface \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

Dates	Explanation
2021	Start and complete resurface

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location                      Basketball Court Resurface                      Proesel Park

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			30,000			
Other Costs						
Total Project Cost			30,000			
<b>Funding</b>						
Cost to Village			30,000			
Grant/Donation						
Total Funding			30,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: \_\_\_\_\_ Flowers Park Tennis Court Resurface \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

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

2022	Start and complete resurface
------	------------------------------

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location      Tennis Court Resurface      Flowers Park

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					52,000	
Other Costs						
Total Project Cost					52,000	
<b>Funding</b>						
Cost to Village					52,000	
Grant/Donation						
Total Funding					52,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Flowers Park tennis courts are cracked and are showing signs of needing to be resurfaced. Tennis courts should be resurfaced every 8-10 years depending the amount of wear and tear. The Flowers Park tennis courts are used mainly for open recreation play on a daily basis and resurfacing would result in an improved and safer playing surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

A small amount of revenue is generated through the Parks and Recreation Department tennis program, but most of the time tennis courts are used for open recreational play.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: \_\_\_\_\_ Central Park Tennis Court Resurface \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

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

2023	Start and complete resurface
------	------------------------------

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location                      Tennis Court Resurface                      Central Park

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Repair						60,000
Other Costs						
Total Project Cost						60,000
<b>Funding</b>						
Cost to Village						60,000
Grant/Donation						
Total Funding						60,000

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

Discuss Basis of Project Costs:  
 The Central Park tennis courts are cracked and are showing signs of needing to be resurfaced. Tennis courts should be resurfaced every 8-10 years depending the amount of wear and tear. The Central Park tennis courts are used mainly for open recreation play on a daily basis and resurfacing would result in an improved and safer playing surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:  
 A small amount of revenue is generated through the Parks and Recreation Department tennis program, but most of the time tennis courts are used for open recreational play.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: \_\_\_\_\_ Flowers Park Basketball Court Resurface \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [ ] Facility Repair [ X ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project \_\_\_\_\_

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

Project Benefits \_\_\_\_\_

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

Implementation Schedule \_\_\_\_\_

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

2022 Start and complete resurface

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_ Department Parks and Recreation \_\_\_\_\_

Project Name and Location Basketball Court Resurface Flowers Park

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					48,000	
Other Costs						
Total Project Cost					48,000	
<b>Funding</b>						
Cost to Village					48,000	
Grant/Donation						
Total Funding					48,000	

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

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:  
 Basketball courts are used for open recreational play and don't generate any revenue.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: \_\_\_\_\_ Central Park Basketball Court Resurface \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

Dates	Explanation
2023	Start and complete resurface

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: \_\_\_\_\_

Department: Parks and Recreation \_\_\_\_\_

Project Name and Location Basketball Court Resurface Central Park

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						40,000
Other Costs						
Total Project Cost						40,000
<b>Funding</b>						
Cost to Village						40,000
Grant/Donation						
Total Funding						40,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: \_\_\_\_\_ Department: Parks and Recreation \_\_\_\_\_

Project Name and Location: Flowers Park Playground Renovation \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project \_\_\_\_\_

This project is part of the effort to update and renovate park structures. Many of the parks were last updated during the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act. Drake Park was renovated in 2014, followed by O'Brien in 2015, GG Rowell in 2016 and Central Park in 2017. Proesel Park will be renovated in 2018 followed by Flowers (the last park to be renovated) in 2019.

Project Benefits \_\_\_\_\_

The park will be updated with new equipment to meet national playground safety standards and to comply with ADA regulations.

Implementation Schedule \_\_\_\_\_

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

2019 RFP, bid process

2019 Park Installation

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: \_\_\_\_\_

Department: Parks and Recreation

Project Name and Location

Flowers Park Playground Renovation

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			100,000			
Other Costs						
Total Project Cost			100,000			
<b>Funding</b>						
Cost to Village			100,000			
Grant/Donation						
Total Funding		-	100,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

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

Department: Public Works / NEID

<u>Project</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
PW Yard Expansion	1,620,000	-	-	-	-
NEID Street Resurfacing Design	72,000	900,000	-	-	-
Standpipe Painting (Split with Water/Sewer Fund)	16,500	758,125	-	-	-
<b>Totals</b>	<b>1,708,500</b>	<b>1,658,125</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/21/2017 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, gates, security fencing, paving and appurtenances

### Project Benefits

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

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2018/2019</u>	<u>Construction</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/21/2017

Department: Public Works Department

Project Name and Location PW Yard Expansion

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair	100,000	1,530,000				
Other Costs	10,000	90,000				
Total Project Cost	110,000	1,620,000				
<b>Funding</b>						
Cost to Village	110,000	1,620,000				
Grant/Donation						
Total Funding	110,000	1,620,000				

**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:

NEID TIF

Impact on Operating Costs:

Long term the paved areas will need to be patched and concrete squares replaced. The material that has been chosen has a very long useful life (40+ years)

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 Department: Public Works Department

Project Name and Location: NEID Roadway Resurfacing

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

Design of roadway resurfacing to be used as part of a larger future project and to seek grant funds for the construction of Northeast Parkway, Central Park Avenue, and Lawndale Avenue.

### Project Benefits

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

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 18/19</u>	<u>Phase II Engineering</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/8/2017

Department: Public Works Department

Project Name and Location NEID Street Resurfacing/ Street Design

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design		72,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			810,000			
Other Costs			90,000			
<b>Total Project Cost</b>		72,000	900,000			
<b>Funding</b>						
Cost to Village		72,000	900,000			
Grant/Donation						
<b>Total Funding</b>		72,000	900,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

TIF Funds will be used for the roadway resurfacing design. Grant funding will be sought for construction of Northeast Parkway, Central Park Avenue, and Lawndale Avenue. MFT and Transportation Improvement Funds will be used to finance construction of the remaining roads. Construction will be included in a larger roadway resurfacing program.

Impact on Operating Costs:

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

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

Department: Public Works / Devon - Lincoln

<u>Project</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Devon Avenue Enhancement	304,000	4,000,000	-	-	-
Funded by: Grant/Donation	(304,000)	(3,400,000)			
Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	30,000
<b>Totals</b>	<b>30,000</b>	<b>630,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 Department: Public Works Department

Project Name and Location: Devon Avenue Streetscape

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project

The project will consist of landscaped medians, possible lane reductions, enlarged parkways, ornamental lighting and decorative refuse containers.

### Project Benefits

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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FY 18/19	Phase II Engineering
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FY 19/20	Construction
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# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: 12/8/2017

Department: Public Works Department

Project Name and Location Devon Avenue Streetscape

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design		304,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,600,000			
Other Costs			400,000			
<b>Total Project Cost</b>		<b>304,000</b>	<b>4,000,000</b>			
<b>Funding</b>						
Cost to Village			600,000			
Grant/Donation		304,000	3,400,000			
<b>Total Funding</b>		<b>304,000</b>	<b>4,000,000</b>			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Financing Other than Current Revenue Sources and Other Information:

As the lead agency, the Village will be responsible for much of the upfront costs. Construction will be reimbursed at an 70% rate from STP funding and the local match will be split between the Village and the City of Chicago.

The Village paid up front for Phase I engineering, Chicago has agreed to reimburse the Village in later phases of the project (i.e. Phase II and construction).

Impact on Operating Costs:

Landscaping maintenance contract will need to be expanded to include the new landscape medians

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/8/2017 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 \_\_\_\_\_

2018-2023 Trees are planted within budget availability every year.

Sidewalks are installed within budget availability every year.



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

Department: Water Fund

<b><u>Project</u></b>	<b><u>2018-2019</u></b>	<b><u>2019-2020</u></b>	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>
Stormwater Improvements	3,710,000	4,405,000	3,330,000	2,000,000	2,000,000
Water Main Repairs and Upgrades - Various Locations		34,000	780,000	780,000	780,000
Water Transmission Main Construction	3,700,000	3,965,500	-	-	-
Pump House Improvements	136,000	110,000	145,000	130,000	50,000
Standpipe Painting (Split with NEID TIF)	16,500	758,125			
<b>Totals</b>	<b>7,562,500</b>	<b>9,272,625</b>	<b>4,255,000</b>	<b>2,910,000</b>	<b>2,830,000</b>

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/21/2017 Department: Public Works Department

Project Name and Location: Stormwater Improvements

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

Stormwater improvements in various locations. These improvements are a result of the Village's stormwater modeling program which resulted in recommendations to increase the Village's stormwater level of protection to a 10 year event. Numerous projects are recommended as part of this plan. The projects will occur over time and will be part of future capital projects such as street resurfacing.

#### Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by increasing the Village's stormwater protection during a 10 year rain event.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 18/19	Design and Construction of Relief Sewer (\$3.41M), Design of Street Storage Stage II (\$300K)
FY 19/20	Construction of Street Storage Stage II (\$4.175M), Design of Stage III (\$230K)
FY 20/21	Construction of Stage III (\$3.33M)

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/21/2017

Department: Public Works Department

Project Name and Location Stormwater Improvements

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design		460,000	230,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		2,950,000	3,795,000	3,030,000	2,000,000	2,000,000
Other Costs		300,000	380,000	300,000		
<b>Total Project Cost</b>		<b>3,710,000</b>	<b>4,405,000</b>	<b>3,330,000</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Funding</b>						
Cost to Village		3,710,000	4,405,000	3,330,000	2,000,000	2,000,000
Grant/Donation						
<b>Total Funding</b>		<b>3,710,000</b>	<b>4,405,000</b>	<b>3,330,000</b>	<b>2,000,000</b>	<b>2,000,000</b>

**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 stormwater improvement projects to meet the Village's desired goal of a 10-year level of protection. Projects include construction of an outfall sewer along North Shore Avenue and street storage throughout the community.

Financing Other than Current Revenue Sources and Other Information:

A grant will be sought for MWRD participation in the North Shore Outfall sewer construction. This project will be placed on hold if the grant is not received.

Impact on Operating Costs:

New separated sewers will need to be periodically cleaned and inspected using in-house staff. Submerged restrictors require less maintenance during rain events due to the fact that they are less likely to clog; thereby reducing the possibility of overtime during rain events.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/21/2017 Department: Public Works Department

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

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

Water main improvements in various locations. These improvements are a result of the Village's water distribution system analysis which was completed last year. The analysis will result in capital improvement recommendations for repairs and upgrades to the system. The projects will occur over time and will be part of future capital projects such as street resurfacing.

#### Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by ensuring that aging water mains are upgraded.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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FY 2019/2020	Design
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FY 2020/2021	Construction
--------------	--------------

FY 2021/2022	Construction
--------------	--------------

FY 2022/2023	Construction
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/21/2017

Department: Public Works Department

Project Name and Location Water Main Improvements- Various Locations

<b>Cost Elements</b>	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design			34,000	34,000	34,000	34,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				678,000	678,000	678,000
Other Costs				68,000	68,000	68,000
<b>Total Project Cost</b>			34,000	780,000	780,000	780,000
<b>Funding</b>						
Cost to Village		-	34,000	780,000	780,000	780,000
Grant/Donation						
<b>Total Funding</b>		-	34,000	780,000	780,000	780,000

**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:

Water and Sewer Fund

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/21/2017 Department: Public Works Department

Project Name and Location: Water Transmission Main Construction

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

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

FY 2018-2019 Construction

FY 2019-2020 Construction



## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/21/2017 Department: Public Works Department

Project Name and Location: Pump House Improvements

Name of Contractor: Unknown

Type of Project: Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

#### Description of Project

Projects include replacement of pumps, roof repairs, cleaning of underground reservoirs, and valve controllers.

#### Project Benefits

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

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2018/2019</u>	<u>Replacement of Pump #3, Inspect Reservoirs</u>
<u>FY 2019/2020</u>	<u>Replacement of Standpipe Pump</u>
<u>FY 2020/2021</u>	<u>Replacement of Pump #2 and Intake Chamber Valve Controllers</u>
<u>FY 2021/2022</u>	<u>Replacement of Pump #5</u>
<u>FY 2022/2023</u>	<u>Replacement of Boiler</u>

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Cost Summary

Date: 12/21/2017

Department: Public Works Department

Project Name and Location Pump House Improvements

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		136,000	110,000	145,000	130,000	50,000
Other Costs						
Total Project Cost		136,000	110,000	145,000	130,000	50,000
<b>Funding</b>						
Cost to Village		136,000	110,000	145,000	130,000	50,000
Grant/Donation						
Total Funding		136,000	110,000	145,000	130,000	50,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Funding for the project would come from the Water and Sewer Fund.

Impact on Operating Costs:

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

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/21/2017 Department: Public Works Department

Project Name and Location: Standpipe Painting

Name of Contractor: Unknown

Type of Project: Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ x ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

### Description of Project

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

### Project Benefits

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

### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 18/19</u>	<u>Design</u>
<u>FY 19/20</u>	<u>Construction</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Cost Summary**

Date: 12/21/2017

Department: Public Works Department

Project Name and Location Standpipe Painting

Cost Elements	Cost to Date	Y/E 2019	Y/E 2020	Y/E 2021	Y/E 2022	Y/E 2023
Planning/ Design		33,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			1,475,000			
Other Costs			41,250			
<b>Total Project Cost</b>		<b>33,000</b>	<b>1,516,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Funding</b>						
Cost to Village		33,000	1,516,250	-	-	-
Grant/Donation						
<b>Total Funding</b>		<b>33,000</b>	<b>1,516,250</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineering estimate based on recent bids

Financing Other than Current Revenue Sources and Other Information:

Water/Sewer Fund (\$774,625 total), NEID TIF Fund (\$774,625 total)

Impact on Operating Costs:

None - repainting ensures the long term viability of the standpipe

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## CIP - CAPITAL IMPROVEMENT PROJECT - DEPARTMENT SUMMARY

For The Periods as Shown

### Department

#### Fire Department

	F/Y 2018-2019	F/Y 2019-2020	F/Y 2020-2021	F/Y 2021-2022	F/Y 2022-2023	Total
Air Pack compressor, Fill Station 4 bottles		65,000				65,000
Replacement Ambulance		230,000				230,000
Ford F250 Pickup 4X4			38,000			38,000
StarCom21 Radio Cost/Programming & Install/Monthly Charges	200,000					200,000
Reserve Engine Replacement				722,000		722,000

#### Police Department

Replacement of Police Vehicles	75,000	114,000	114,000			303,000
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#### Public Works Department

Sewer Televising Equipment (Water)		115,000				115,000
Truck #28 (Vehicle Maintenance)	36,600					36,600
Tractor #3 (Parks)	96,900					96,900
Truck #12 (Parks)	36,600					36,600
Truck #25 (Streets)		36,600				36,600
Truck #18 (Water and Sewer Fund)		160,100				160,100
Truck #14 (Streets)		160,100				160,100
Truck #1 (Streets)			200,000			200,000
Truck #29 (Parks)			38,500			38,500
Truck #3 (Water and Sewer Fund)				168,200		168,200
Truck #10 (Water and Sewer Fund)				39,400		39,400
Tractor #1 (Parks)				29,000		29,000
Truck #8 (Parks)				39,400		39,400
Tractor #2 (Parks)					89,200	89,200
Tractor #8 (Parks)					29,700	29,700
Truck #4 (Water and Sewer Fund)					71,300	71,300
<b>Totals</b>	<b>445,100</b>	<b>880,800</b>	<b>390,500</b>	<b>998,000</b>	<b>190,200</b>	<b>2,904,600</b>