



MEMORANDUM

TO: President Bass and Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

DATE: February 9, 2018

SUBJECT: **Village Board Budget Workshop**

As a reminder, we have scheduled the FY 2018/19 Budget Workshop for February 13 beginning at **6:00 p.m.** in the **Council Chambers**.

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

The objective of the workshop is for staff to summarize the budget preparation process and to obtain general policy direction from the Village Board on issues that will impact the expenditures and revenues to be included in the FY2018/19 budget. The purpose of the meeting is not to discuss specific budgets for specific departments. This discussion can occur at subsequent meetings of either the entire Village Board or Finance Committee.

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

- I) **Agenda** – [Attached](#) is the agenda for the Budget Workshop.
- II) **FY 2017/18 Departmental Goals Status and Proposed FY 2018/19 Departmental Goals** – As part of last year’s budget process, goals for each department were incorporated into the budget document. [Attached](#) is a document that provides a summary of the status of completion of each of the goals. In addition, this document contains the proposed departmental goals for pursuit during the next fiscal year. These goals articulate significant policy/program initiatives that staff is proposing, many of which will require funding to be included in the Fiscal Year 2018/19 budget.

Since time on Tuesday evening will be limited, I do not plan on devoting a substantial amount of time to discuss either the status of the current year’s goals,

or the goals proposed for next year. If any Village Board member has questions or concerns with regards to any of the goals, time can be set aside to address the issues.

- III) **Draft FY 2018/19 Budget** – The Mayor has requested that I include the actual draft budget for next year in with the Budget Workshop packet. [Attached](#) is the document, the first page depicts each department’s line item budget requests and the page that follows provides a short description of each item.
- IV) **Budget Workshop PowerPoint Presentation** – [Attached](#) is the presentation that will be discussed on Tuesday evening. There are several key decisions that will need to be made by the Village Board in order for staff to complete the budget preparation process. Each issue will be thoroughly discussed and appropriate department heads will be available for questions.
- V) **Proposed Revenue Enhancements** – Due to several budget requests, staff has identified the need for additional revenue to ensure **adequate** funding is available. Please find below the following information concerning enhanced revenue requests:
 - 1) Adjustment of pool and day camp costs – \$25,000 in new revenue - Every few years, staff considers the need to adjust fees for these popular programs. It has been four years since these fees have been adjusted so staff is recommending, and the Parks Board has approved, adjustments for each.
 - 2) Adjustment of vehicle sticker fee - \$85,000 new revenue – The current vehicle sticker fee is \$40 and has been that price for ten years. Staff is recommending adjusting the fee to \$50, which is in line with what neighboring communities charge. [Attached](#) is a memorandum from the Finance Director concerning this issue.
 - 3) Adjustment of ambulance fees - \$26,000 new revenue – Every few years staff reviews our ambulance fees to ensure they are within the market. As a reminder, residents never pay anything out-of-pocket for these expenses; we only collect what insurance provides. [Attached](#) is a memorandum from the Fire Chief concerning this issue.
 - 4) Proposed new administrative towing DUI fee - \$20,000 new revenue – If someone is charged with a DUI, there is a lot of administrative work performed by the Police Department related to processing the DUI violation. Many area communities assess a special administrative fee for this purpose. [Attached](#) is a memorandum from the Assistant Village Manager summarizing this issue.
- IV) **Significant Capital Expenditures Included in the Draft Budget** – Staff has identified several large capital needs. Despite the recent economic challenges the Village Board has consistently directed staff to ensure our most pressing capital needs be addressed to ensure future years do not become over-burdened with capital items. Staff has continued the Village’s replacement policy for capital

equipment and the draft budget includes these items. Please find on the following page a summary of significant capital items:

- 1) Staff is recommending the replacement of two Police Squad cars (\$75,000 total) and budgeting funds for the furnishing of the new Fire sub-station at the Carrington (\$25,000).
- 2) As has been discussed, due to a State mandate, staff has included \$195,200 in the draft budget for the Fire Department to transition to Starcom radios.
- 3) Proesel Park playground replacement - \$200,000 total cost – Typically the Village budgets \$100,000 to replace the equipment in neighborhood playgrounds. This year, Proesel is scheduled for replacement which is, by far, our biggest and most used playground. Staff has included the typical \$100,000 in the draft budget for this purpose, but is proposing an additional \$100,000 be included due to the size of the playground. [Attached](#) is a memorandum from the Parks Director concerning this issue.
- 4) Replacement of Public Works vehicles - \$170,100 – [Attached](#) is a memorandum from the Public Works Director summarizing the request to replace three vehicles.
- 5) Village Hall boiler replacement - \$76,000 – [Attached](#) is a memorandum from the Public Works Director concerning a recommendation to replace this critical HVAC component.
- 6) Public Works Yard Expansion – Phase II - \$1.6 million – In 2007 the Village Board authorized staff to move forward with Phase I of the Yard Expansion project. The remaining work, which is now known as Phase II, had to wait until the Village purchased the Union Pacific property. [Attached](#) is a memorandum from the Public Works Director summarizing this item.

VII) Proposed Expenditures Not Included in the Draft Budget – Staff has identified several items the Board may want to include in this year’s budget. The items that follow have not been included in staff’s estimated FY 2019 budget numbers. Please find below a summary of each item:

- 1) Community Center roof replacement - \$150,000 – [Attached](#) is a memorandum from the Public Works Director summarizing the need to consider replacing this roof.
- 2) Expanded Police Department Lobby Hours - \$34,000 - \$204,000 – The Mayor has requested staff provide options to expand the lobby hours, which are currently Monday – Friday 7 a.m. to 5 p.m. [Attached](#) is a memorandum from the Police Chief and Assistant Village Manager providing options and outlining policy issues involved.



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE BOARD BUDGET WORKSHOP
COUNCIL CHAMBERS
6:00 P.M., FEBRUARY 13, 2018**

AGENDA

- I) Call to Order
- II) Roll Call
- III) Regular Business
 - 1) Discussion Concerning the Village's Fiscal Year 2017/18 Year-End Projections
 - 2) Discussion Concerning the Village's Fiscal Year 2018/19 Financial Forecast
 - 3) Discussion Concerning Fiscal Year 2018/19 Discretionary Spending
- IV) Closed Session – Employment Matters – Sec 2 (c) (1)

Posted: February 9, 2018

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.

Proposed 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.

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.

Proposed 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.

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 2nd 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.

Proposed 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.

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.

Proposed 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.

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.

Proposed 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.

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.

Proposed 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.

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.

Proposed 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

General Fund

Lincolnwood | 2018-2019



**2018-2019 Operating Budget
Budget Analysis**

President and Village Board

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2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
42,092	42,538	42,000	42,200	101-100-511-5010	Salary - elected/appointed	42,000
13,902	14,466	15,000	15,100	101-100-511-5025	Wages - full time hourly	15,700
-	-	-	2,200	101-100-511-5061	Opt Out Insurance	2,400
3,428	3,461	3,534	3,714	101-100-511-5110	Employer FICA	3,577
802	810	827	827	101-100-511-5120	Employer Medicare	837
3,754	3,913	3,800	4,000	101-100-511-5130	Employer IMRF	3,741
-	-	46	46	101-100-511-5150	Insurance - group life & AD&D	50
1,102	1,181	1,296	1,320	101-100-511-5160	Insurance - group medical	1,400
110	114	451	400	101-100-511-5170	Insurance - group dental	124
420	433	433	433	101-100-511-5180	Insurance - workers compensation	471
65,610	66,916	67,387	70,240		Personnel Services	70,300
1,800	1,666	5,500	5,500	101-100-511-5270	Purchased program services	7,500
400	14,635	5,000	5,000	101-100-511-5320	Consulting	5,000
-	4,500	4,500	4,500	101-100-511-5399	Other professional services	4,500
2,200	20,802	15,000	15,000		Contractual Services	17,000
9,847	9,043	10,000	10,000	101-100-511-5540	Intergovernmental fees & dues	10,000
892	310	1,000	800	101-100-511-5560	Printing & copying services	1,000
11,495	10,605	12,000	12,000	101-100-511-5565	Village Newsletter	14,000
-	-	1,000	1,000	101-100-511-5599	Other contractual	1,000
60	-	30	302	101-100-511-5620	Books & publications	50
71	308	500	500	101-100-511-5700	Office supplies	500
2,894	4,615	2,500	4,000	101-100-511-5799	Other materials & supplies	2,500
25,259	24,880	27,030	28,602		Commodities	29,050
860	815	600	315	101-100-511-5810	Conference & meeting registrat	600
105	13	400	-	101-100-511-5820	Local mileage, parking & tolls	400
151	-	500	-	101-100-511-5830	Lodging	500
6,359	6,461	7,000	6,800	101-100-511-5840	Meals	7,000
1,279	10	200	100	101-100-511-5850	Purchased Transportation	200
8,754	7,299	8,700	7,215		Meetings and Travel	8,700
101,824	119,896	118,117	121,057		Totals	125,050

2018-2019 Operating Budget

Budget Analysis

President and Village Board

100

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
101-100-511-5270	Purchased Program Services	7,500	
		<hr/>	
		1,500	Lincolnwood Artists Association - Five Village Hall Art Gallery Showings
		6,000	Boards and Commissions Dinner
101-100-511-5320	Consulting	5,000	Various Consulting
101-100-511-5399	Other Professional Services	4,500	Metro Family Services
101-100-511-5540	Intergovernmental Fees and Dues	10,000	
		<hr/>	
		6,600	Northwest Municipal Conference
		1,600	Various Organizations
		1,100	Illinois Municipal League
		700	Lincolnwood Chamber of Commerce Business Expo
101-100-511-5560	Printing and Copying Services	1,000	
		<hr/>	
		800	Forms, Business Cards, Letterhead, etc.
		200	Professional Printing/Copying Expenses
101-100-511-5565	Village Newsletter	14,000	
		<hr/>	
		7,800	Printing Costs
		6,200	Postage
101-100-511-5599	Other Contractual	1,000	
		<hr/>	
		1,000	Cost Sharing, Financial Participation, etc. (i.e. Northwest Municipal Conference)
101-100-511-5620	Books and Publications	50	Books and Publications
101-100-511-5700	Office Supplies	500	Miscellaneous Office Supplies
101-100-511-5799	Other Materials and Supplies	2,500	Plaques, Commendations, Flowers, Photos, Decorations

101-100-511-5810	Conference and Meeting Registration	600	Village Board Conferences, Illinois Municipal League Training
101-100-511-5820	Local Mileage, Parking and Tolls	400	Business Meetings and Village Board Conferences
101-100-511-5830	Lodging	500	Village Board Conferences
101-100-511-5840	Meals	7,000	
		<u>1,500</u>	Business Meetings and Village Hospitality
		5,500	Committee of the Whole Dinners
101-100-511-5850	Purchased Transportation	200	Village Board Conferences

**2018-2019 Operating Budget
Budget Analysis**

							<u>Village Clerk</u>
							<u>110</u>
2016	2017	2018	2018	Account Number	Description	2019	
Actual	Actual	Adopted	Projected			Proposed	
8,031	8,000	8,000	8,000	101-110-511-5010	Salary - elected/appointed	8,000	
496	496	496	496	101-110-511-5110	Employer FICA	496	
116	116	116	116	101-110-511-5120	Employer Medicare	116	
240	240	240	240	101-110-511-5180	Insurance - workers compensation	240	
8,883	8,852	8,852	8,852		Personnel Services	8,852	
8,513	5,250	9,000	8,000	101-110-511-5550	Ordinance codification	9,000	
-	-	50	50	101-110-511-5570	Professional associations	50	
8,513	5,250	9,050	8,050		Commodities	9,050	
-	-	150	-	101-110-511-5810	Conference & Meeting Registration	150	
-	-	50	-	101-110-511-5820	Local mileage, parking & tolls	50	
-	-	100	-	101-110-511-5840	Meals	100	
-	-	300	-		Meetings and Travel	300	
17,395	14,102	18,202	16,902	Totals		18,202	

2018-2019 Operating Budget

Budget Analysis

Village Clerk

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Account Number	Account Name	Amount	Comments
101-110-511-5550	Ordinance Codification	9,000	
		8,000	Codifying Ordinances, Updating Binders, Updating Codes Online
		1,000	Online Hosting Fees
101-110-511-5570	Professional Associations	50	Municipal Clerks of Illinois
101-110-511-5810	Conference and Meeting Registration	150	Registration for Local Professional Meetings
101-110-511-5820	Local Mileage, Parking and Tolls	50	Mileage Reimbursement for Local Meetings
101-110-511-5840	Meals	100	Local Meetings and Luncheons

**2018-2019 Operating Budget
Budget Analysis**

Village Manager's Office

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2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
431,541	458,867	462,800	462,800	101-200-511-5020	Wages - full time salaried	481,200
55,610	57,862	60,000	61,000	101-200-511-5025	Wages - full time hourly	62,800
1,117	1,422	2,000	2,000	101-200-511-5030	Wages - part time hourly	2,200
12,211	12,574	13,000	13,000	101-200-511-5055	Deferred compensation	13,325
4,649	4,404	4,529	4,600	101-200-511-5060	Educational stipend	4,812
1,080	900	1,080	720	101-200-511-5062	Phone Stipend	1,080
25,740	27,005	29,276	29,276	101-200-511-5110	Employer FICA	29,657
7,200	7,675	7,864	7,864	101-200-511-5120	Employer Medicare	8,104
54,688	58,443	54,943	54,943	101-200-511-5130	Employer IMRF	59,078
1,812	1,752	1,393	1,700	101-200-511-5150	Insurance - group life & AD&D	1,434
35,289	37,773	51,394	52,600	101-200-511-5160	Insurance - group medical	55,640
3,847	3,964	5,450	4,400	101-200-511-5170	Insurance - group dental	4,712
12,774	13,073	13,351	13,351	101-200-511-5180	Insurance - workers compensation	13,741
647,557	685,714	707,080	708,254		Personnel Services	737,783
2,500	2,800	3,000	3,000	101-200-511-5320	Consulting	3,000
12,960	16,000	15,000	47,500	101-200-511-5399	Other professional services	15,000
15,460	18,800	18,000	50,500		Contractual Services	18,000
5,069	5,404	3,500	2,075	101-200-511-5510	Advertising	4,000
1,638	508	1,500	500	101-200-511-5560	Printing & copying services	1,500
4,095	3,593	4,115	2,649	101-200-511-5570	Professional associations	5,115
3,025	2,080	4,300	2,553	101-200-511-5590	Training	3,500
34,210	53,909	42,660	42,660	101-200-511-5599	Other contractual	25,795
780	939	300	959	101-200-511-5620	Books & publications	1,140
2,253	1,816	1,200	2,200	101-200-511-5700	Office supplies	2,000
7,533	8,390	5,251	5,592	101-200-511-5799	Other materials & supplies	4,900
58,603	76,639	62,826	59,188		Commodities	47,950
3,738	3,297	3,745	2,340	101-200-511-5810	Conference & meeting registration	3,360
9,123	9,307	9,500	9,500	101-200-511-5820	Local mileage, parking & tolls	9,500
1,823	2,320	4,430	1,650	101-200-511-5830	Lodging	3,305
2,370	3,038	2,445	1,249	101-200-511-5840	Meals	1,760
1,263	944	1,050	-	101-200-511-5850	Purchased transportation	550
18,318	18,905	21,170	14,739		Meeting and Travel	18,475
739,938	800,058	809,076	832,681		Totals	822,208

**2018-2019 Operating Budget
Budget Analysis**

Account Number	Account Name	Amount	Comments
101-200-511-5320	Consulting	3,000	Various Consulting Services
101-200-511-5399	Other Professional Services	15,000	Restaurant Inspections (Two per establishment per year)
101-200-511-5510	Advertising	4,000	Legal Notices, Bid Openings, Employment Advertisements
101-200-511-5560	Printing and Copying Services	1,500	Letterhead, Business Cards, and Copy Services
101-200-511-5570	Professional Associations	<u>5,115</u>	
		3,600	International City/County Management Association (ICMA) (4)
		1,000	Illinois City/County Management Association (ILCMA) (4) - includes 3 Illinois Association of Municipal Management Assistants (IAMMA) Memberships and 4 Metro Managers Memberships
		205	Illinois Public Employer Labor Relations Association (IPELRA) (1)
		110	Notary Association (2)
		200	International Council of Shopping Centers (ICSC, 2)
101-200-511-5590	Training	<u>3,500</u>	
		2,500	Employee Training Program
		1,000	Leadership Training
101-200-511-5599	Other Contractual	<u>25,795</u>	
		1,395	Village-wide Pre-employment Drug Screen and Physical Exams for Full-Time and IMRF Part-Time Positions (Assumes 15 PT/FT employees)
		3,000	Village-wide Background Checks
		3,000	Village-wide Psychological Assessments
		3,000	Commercial Drivers License Substance Testing- PW Employees
		2,750	Family Medical Leave Tracking
		325	Public Salary Annual Membership
		250	First Aid Cabinet Maintenance - Village Hall
		75	American Express Annual Membership
		12,000	Strategic Planning
101-200-511-5620	Books and Publications	<u>1,140</u>	
		200	International City/County Management Association Publications
		100	Crains Chicago Business
		840	Local Gov Publications
101-200-511-5700	Office Supplies	<u>2,000</u>	
		2,000	Various Expendable Supplies (Toner, Letterhead)
101-200-511-5799	Other Materials and Supplies	<u>4,900</u>	
		2,400	Employee Recognition Dinner and Gifts
		2,500	Employee Appreciation Event
101-200-511-5810	Conference and Meeting Registration	<u>3,360</u>	
		600	Illinois City/County Management Association (ILCMA) - Summer Conference (2)
		450	ILCMA - Winter Conference (2)
		75	Illinois Association of Municipal Management Assistants (IAMMA) - Annual Conference (1)
		120	Professional Luncheons
		700	International City/County Management Association (ICMA) - Annual Conference Baltimore, MD (1)

		375	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
		650	International Council of Shopping Centers (ICSC-2)
		390	IPELRA - Employment Law Seminar (2)
101-200-511-5820	Local Mileage, Parking and Tolls	9,500	
		9,000	Automobile Allowance - Village Manager, Assistant Village Manager
		500	Mileage Reimbursement - Other Administration Staff
101-200-511-5830	Lodging	3,305	
		800	Illinois City/County Management Association (ILCMA) - Summer Conference (2)
		780	ILCMA - Winter Conference (2)
		600	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
		1,125	International City/County Management Association (ICMA) - Annual Conference (1)
101-200-511-5840	Meals	1,760	
		1,300	Business Meetings, Luncheons
		200	International City/County Management Association (ICMA) - Annual Conference (1)
		60	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
		200	Northwest Municipal Conference (NWMC) - Meetings
101-200-511-5850	Purchased Transportation	550	
		500	ICMA - Annual Conference (1)
		50	International Council of Shopping Centers (ICSC)

**2018-2019 Operating Budget
Budget Analysis**

				<u>Finance</u>			
				<u>210</u>			
2016	2017	2018	2018	Account Number	Description	2019	
Actual	Actual	Adopted	Projected			Proposed	
188,833	204,354	210,266	210,636	101-210-511-5020	Wages - full time salaried	218,071	
149,150	144,456	159,175	151,028	101-210-511-5025	Wages - full time hourly	156,780	
18,422	17,001	4,000	3,070	101-210-511-5035	Wages - seasonal hourly	5,000	
-	-	-	-	101-210-511-5040	Wages - overtime 1.5X	450	
696	240	480	-	101-210-511-5056	HSA Savings Acct	-	
2,521	2,602	2,817	2,817	101-210-511-5060	Educational stipend	2,831	
360	660	720	720	101-210-511-5062	Phone Stipend	720	
21,169	21,509	22,308	21,800	101-210-511-5110	Employer FICA	22,984	
4,957	5,128	5,455	5,455	101-210-511-5120	Employer Medicare	5,541	
37,177	38,976	38,911	38,911	101-210-511-5130	Employer IMRF	39,742	
1,107	1,171	1,156	1,156	101-210-511-5150	Insurance - group life & AD&D	1,157	
60,561	59,582	70,237	72,367	101-210-511-5160	Insurance - group medical	76,745	
5,800	5,642	6,092	6,100	101-210-511-5170	Insurance - group dental	6,550	
10,484	10,452	10,979	10,979	101-210-511-5180	Insurance - workers compensation	10,985	
87,081	64,450	94,400	86,500	101-210-511-5195	Employee Benefit Expenses	79,232	
588,319	576,223	626,996	611,539		Personnel Services	626,788	
83,903	99,127	110,000	120,000	101-210-511-5260	Liability insurance	130,000	
26,800	32,900	28,500	28,500	101-210-511-5310	Audit	28,000	
188	2,900	2,500	2,800	101-210-511-5320	Consulting	2,800	
110,891	134,927	141,000	151,300		Contractual Services	160,800	
2,800	2,825	3,000	1,219	101-210-511-5399	Other professional services	4,050	
23,779	24,640	22,500	22,500	101-210-511-5440	R&M - office equipment	22,500	
1,050	1,024	850	850	101-210-511-5510	Advertising	850	
4,654	5,476	10,200	7,000	101-210-511-5560	Printing & copying services	7,000	
890	760	1,100	1,000	101-210-511-5570	Professional associations	1,000	
54,087	41,043	42,000	42,000	101-210-511-5580	Telephone	42,000	
467	775	1,000	1,000	101-210-511-5590	Training	1,000	
16,526	20,304	20,000	20,000	101-210-511-5700	Office supplies	20,000	
16,385	13,933	15,000	14,000	101-210-511-5720	Postage	14,000	
5,749	8,541	7,500	9,500	101-210-511-5725	Bank & Credit Card Fees	10,000	
3,391	3,589	3,700	4,054	101-210-511-5730	Program supplies	4,100	
129,779	122,910	126,850	123,123		Commodities	126,500	
-	-	350	-	101-210-511-5810	Conference & meeting registration	-	
529	806	300	350	101-210-511-5820	Local mileage, parking & tolls	300	
557	280	500	400	101-210-511-5840	Meals	500	
80	-	200	-	101-210-511-5850	Purchased transportation	-	
1,167	1,086	1,350	750			800	
830,155	835,146	896,196	886,712			914,888	

**2018-2019 Operating Budget
Budget Analysis**

**Finance
210**

Account Number	Account Name	Amount	Comments
101-210-511-5195	Employee Benefit Expenses	79,232	
		14,900	Retiree Health Savings Police
		8,160	Retiree Health Savings Public Works
		30,000	Self Funded Unemployment Benefits
		5,800	Flex Plan Expenses
		10,372	Retiree Insurance
		10,000	Loan Forgiveness - Village Manager
101-210-511-5260	Liability Insurance	130,000	Intergovernmental Risk Management Agency Liability Insurance (split with water fund)
101-210-511-5310	Audit	28,000	Contractual Audit FY2018
101-210-511-5320	Consulting	2,800	Bond Consultants
101-210-511-5399	Other Professional Services	4,050	
		1,050	Payment Card Industry Compliance Testing
		3,000	Police Pension Fund Actuary Report
101-210-511-5440	R&M - Office Equipment	22,500	Village Wide Copier and Printer Lease/ Maintenance
101-210-511-5510	Advertising	850	Annual Treasurer's Report and Appropriation Ordinance
101-210-511-5560	Printing and Copying Services	7,000	
		700	Printing of Village Budget
		6,300	Business Licenses, Envelopes, Misc. Forms
101-210-511-5570	Professional Associations	1,000	Governmental Finance Officer Association American Institute of Certified Public Accountants
101-210-511-5580	Telephone	42,000	
		33,000	Village Wide Call One Landlines and Circuits
		9,000	Village Wide Cellular Verizon
101-210-511-5590	Training	1,000	Governmental Finance Officer Association American Institute of Certified Public Accountants
101-210-511-5700	Office Supplies	20,000	
		6,000	Village Wide Copier Paper
		14,000	Village Wide General Office Supplies
101-210-511-5720	Postage	14,000	Village Wide Postage
101-210-511-5725	Bank and Credit Card Fees	10,000	Online and Over the Counter Fees
101-210-511-5730	Program Supplies	4,100	
		3,100	Vending Machine, Vehicle Licenses Stickers
		1,000	Governmental Finance Officer Association Budget and Financial Award Application Fees
101-210-511-5820	Local Mileage, Parking and Tolls	300	Local Transportation
101-210-511-5840	Meals	500	Governmental Finance Officer Association Conference and other training

**2018-2019 Operating Budget
Budget Analysis**

				<u>Legal</u>		
				<u>230</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
146,863	152,140	157,353	158,680	101-230-511-5350	Legal - retainer	163,000
37,464	32,184	30,000	35,000	101-230-511-5360	Legal - litigation	31,000
85,691	59,644	105,000	85,000	101-230-511-5370	Legal - review	103,150
66,667	45,759	55,000	55,000	101-230-511-5399	Other professional services	55,000
336,685	289,727	347,353	333,680		Totals	352,150

2018-2019 Operating Budget

Budget Analysis

Legal

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Account Number	Account Name	Amount	Comments
101-230-511-5350	Legal - Retainer	163,000	Holland & Knight Retainer for General Legal Services
101-230-511-5360	Legal - Litigation	31,000	Litigation, Defend Village
101-230-511-5370	Legal - Review	103,150	
		53,150	Non-Reimbursable Legal Projects
		50,000	Private Development Review (Reimbursable)
101-230-511-5399	Other Professional Services	55,000	
		20,000	Prosecution - Code Enforcement, Public Right of Way Regulation, Property Maintenance Issues, Lien Processing
		15,000	Administrative Hearing Officer
		20,000	Labor Negotiations, Personnel Matters

**2018-2019 Operating Budget
Budget Analysis**

Community Development

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2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
236,503	206,673	235,900	235,900	101-240-517-5020	Wages - full time salaried	244,300
101,385	104,769	107,240	108,000	101-240-517-5025	Wages - full time Hourly	110,000
27,968	26,228	41,600	23,000	101-240-517-5030	Wages- Part time hourly	39,700
118	-	-		101-240-517-5040	Wages - Overtime 1.5x	-
2,085	1,954	2,359	2,359	101-240-517-5060	Educational stipend	2,443
-	200	-	2,400	101-240-517-5061	Opt Out Insurance	2,400
540	300	360	360	101-240-517-5062	Cell Phone Stipend	360
22,072	20,470	22,931	22,931	101-240-517-5110	Employer FICA	23,813
5,201	4,833	5,613	5,613	101-240-517-5120	Employer Medicare	5,748
49,172	35,724	37,949	37,949	101-240-517-5130	Employer IMRF	39,385
933	820	1,002	1,292	101-240-517-5150	Insurance - group life & AD&D	1,029
36,098	40,614	46,310	40,600	101-240-517-5160	Insurance - group medical	43,040
3,684	3,774	3,925	3,925	101-240-517-5170	Insurance - group dental	3,476
7,724	7,887	8,157	8,157	101-240-517-5180	Insurance - workers compensation	8,247
493,484	454,246	513,346	492,486		Personnel Services	523,941
246,971	322,792	375,000	210,000	101-240-517-5399	Other professional services	215,000
246,971	322,792	375,000	210,000		Contractual Services	215,000
252	1,090	400	200	101-240-517-5480	R&M - vehicles	200
828	4,837	2,100	750	101-240-517-5510	Advertising	1,000
372	1,719	2,200	400	101-240-517-5560	Printing & copying services	1,000
3,633	558	1,735	1,700	101-240-517-5570	Professional associations	1,700
116	32	500	400	101-240-517-5590	Training	500
95	-	400	250	101-240-517-5620	Books & publications	1,250
-	-	300	300	101-240-517-5670	Fuel	300
1,886	2,297	2,000	1,200	101-240-517-5700	Office supplies	1,600
423	711	400	400	101-240-517-5799	Other materials & supplies	3,400
7,604	11,243	10,035	5,600		Commodities	10,950
-	1,322	2,200	3,000	101-240-517-5810	Conference & meeting registration	2,900
23	60	150	150	101-240-517-5820	Local mileage, parking & tolls	150
-	-	2,500	4,500	101-240-517-5830	Lodging	2,800
221	100	700	900	101-240-517-5840	Meals	600
-	-	900	1,300	101-240-517-5850	Purchased transportation	900
244	1,482	6,450	9,850		Meetings and Travel	7,350
202,364	170,622	140,000	150,000	101-240-517-5911	Sales Tax Sharing Agreements	150,000
202,364	170,622	140,000	150,000		Revenue Sharing	150,000
950,666	960,385	1,044,831	867,936		Totals	907,241

**2018-2019 Operating Budget
Budget Analysis**

Community Development

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101-240-517-5399	Other Professional Services	215,000	
		190,000	Building Permit Plan Review and Inspections (TPI)
		20,000	Elevator Inspections (Thompson)
		0	Plan Review Sprinklers (FSCI)
		5,000	Building Consultant Code Review
101-240-517-5480	R&M - Vehicles	200	Code Enforcement Officer Vehicle
101-240-517-5510	Advertising	1,000	Legal Notices for Public Hearings
101-240-517-5560	Printing and Copying Services	1000	Printed Building and Demolition Information Signs
101-240-517-5570	Professional Associations	1,700	
		1,200	American Planning Association/American Institute of Certified Planners (2)
		100	International Council of Shopping Centers (ICSC)
		150	International Code Council (ICC)
		50	Northwest Building Officials Code Administration
		100	
		100	Illinois Association of Code Enforcement (IACE) (2)
		100	American Association of Code Enforcement (2)
101-240-517-5590	Training	500	Employee Training, Seminars
101-240-517-5620	Books & Publications	1250	
		1000	IBC Code Books
		250	Miscellaneous Publications
101-240-517-5670	Fuel	300	Fuel for Department Vehicle
101-240-517-5700	Office Supplies	1,600	Miscellaneous Supplies, Permit Cards
101-240-517-5799	Other Materials & Supplies	3400	
		250	Miscellaneous Meeting Supplies
		150	Clothing
		3000	International Council of Shopping Centers Conference Booth
101-240-517-5810	Conference and Meeting Registration	2,900	
		2,500	American Planning Association (APA) National Conference (2)
		400	Illinois State & Other Local APA Conferences
101-240-517-5820	Local Mileage, Parking and Tolls	150	Reimbursement for Local Travel
101-240-517-5830	Lodging	2,800	
		2,600	American Planning Association (APA) National Conference (2)
		200	Illinois State APA
101-240-517-5840	Meals	1500	
		500	Per Diem for American Planning Association National Conference (2)
		100	Chamber Events and Other Miscellaneous Meals
101-240-517-5850	Purchased Transportation	900	
		800	Airfare American Planning Association (APA) National Conference
		100	Illinois State APA Train Transportation
101-240-517-5911	Revenue Sharing Agreements	150,000	
		105,000	Loeber Porsche
		45,000	Grossinger Hyundai

**2018-2019 Operating Budget
Budget Analysis**

				<u>Information Technology</u>		
				<u>250</u>		
2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
300	-	-		101-250-511-5030	Wages- Part time hourly	
19	-	-		101-250-511-5110	Employer FICA	
4	-	-		101-250-511-5120	Employer Medicare	
-	-	-		101-250-511-5180	Insurance - workers compensation	
323	-	-			Personnel Services	
88,668	117,187	75,000	115,000	101-250-511-5320	Consulting	83,680
16,315	83,583	65,600	55,000	101-250-511-5330	Data processing	62,630
135,438	112,064	175,320	175,320	101-250-511-5340	Maintenance Agreement Expense	152,450
240,422	312,834	315,920	345,320		Contractual Services	298,760
16,923	30,376	23,305	23,305	101-250-511-5580	Telecommunications	55,305
1,423	-	5,680	-	101-250-511-5590	Training	6,000
15,070	15,190	17,300	17,300	101-250-511-5599	Other contractual	14,000
805	425	1,000	1,000	101-250-511-5640	Computer supplies	1,000
34,220	45,991	47,285	41,605		Commodities	76,305
200,466	83,639	133,530	115,000	101-250-511-6530	Equipment - data processing	141,610
200,466	83,639	133,530	115,000		Equipment	141,610
475,431	442,464	496,735	501,925		Totals	516,675

2018-2019 Operating Budget

Budget Analysis

Information Technology

250

Account Number	Account Name	Amount	Comments
101-250-511-5320	Consulting	83,680	
		65,000	16 Hours Per Week of Support Staff
		10,000	Strategic Planning Updates, Meetings, Special Projects, RFPs, Unexpected Incidents
		10,000	IT Support Specific to Community Development
		5,000	Investigate Supervisory Control and Data Acquisition (SCADA) connection to Evanston
		3,680	RecTrac Annual Pool Pass Setup
		5,000	Investigate DACRA Upgrade (Adjudication Software)
101-250-511-5330	Data Processing	62,630	
		16,130	Windows 10 Upgrade (Non-Police)
		3,500	Kids Club Laptop Pilot Program (Includes \$2,500 for consulting)
		17,000	Legislative Management Software
		8,000	Accela Land and License Configuration Efficiencies (Includes \$2,000 for consulting) (Building Tech Fund)
		20,000	Police File Scanning (Year 1 of 3 Year Project)
		6,000	Pilot Voice Recognition Software in Police Cars
101-250-511-5340	Maintenance Agreement Expense	152,450	
		21,377	New World Service Records Management System Maintenance (Police - Split with E911 Fund)
		15,000	Accela Land and License (Building Tech Fund)
		12,500	Springbrook Maintenance (Admin/Finance - Split with Water Fund, P&R, Building Tech Fund)
		29,000	Springbrook Cloud Services (Admin/Finance - Split with Water Fund, P&R, Building Tech Fund)
		1,000	Springbrook Support Maintenance Fee for RecTrac
		1,600	Constant Contact
		18,240	Parks and Rec RecTrac Systems Cloud Subscription
		10,000	Quinlan Video Security System Maintenance (Split with Water Fund)
		5,000	Amazon Web Services Cloud Storage
		6,747	Clear Company Employment Application Tracking Subscription (Administration)
		6,500	Grant Management Subscription (Public Works)
		5,000	ShoreTel Annual Maintenance (Administration - Split with Water Fund)
		4,995	Earthchannel Online Video Streaming Subscription (Administration)
		9,500	Zoll Data Ambulance Billing Maintenance (Fire)
		2,600	Webroot Lab Virus Protection (Administration)

		1,200	VMWare Support (Administration)
		4,000	Firehouse Subscription (Fire)
		4,000	PublicStuff Citizen Request Management Maintenance (Administration)
		3,750	E-gov Website Maintenance and Hosting (Administration)
		3,710	RescueNet ePCR Patient Reporting Software (Fire)
		3,000	Laserfiche Software Maintenance (Administration - Split with Water Fund)
		2,620	Storage Array Network Maintenance (Administration)
		1,400	Barracuda Email Archiver Maintenance (Administration)
		1,467	Online Vehicle Repair Manuals Subscription (Public Works - Split with IT Budget)
		1,298	Barracuda Spam Filter Maintenance (Administration)
		1,175	GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS Desktop Standard, ArcGIS Online Subscription (Administration - Split with General Fund, Water Fund, Building Tech Fund)
		1,00	Adjudication Software Contingency (Administration)
		0 998	Barracuda Web Content Management Filter (Administration)
		600	ASA Smartnet, Exterior Router Smartnet (Administration)
		598	Barracuda Link Balancer Maintenance (Administration)
		800	Police Department Mobile Data Computer Maintenance
101-250-511-5580	Telecommunications	55,305	
		9,385	Verizon General Fund - Wireless Cards for Mobile Worker Connectivity: 18
		7,920	Municipal Center Primary Internet Connection - RCN
		3,000	Secondary Internet Connection - Comcast
		3,000	Wireless Alarm System Internet Connection at Morton Grove - Windstream
		32,000	Annual RCN E9-1-1 Fiber Connection for Skokie
101-250-511-5590	Training	6,000	
		2,000	Annual Application Software Employee Training Program
		4,000	Windows 10 Training
101-250-511-5599	Other contractual	14,000	
		13,000	GIS Consortium Consulting - Onsite Specialist Eight Hours Per Week; Also Includes GIS Consortium Staff (Managers, Developers, Analysts, - Split with General Fund, Water Fund, Building Tech Fund)
		1,000	GIS Consortium Shared Initiatives (Cloud Subscription to MapOffice and Other Membership Benefits - Split with General Fund, Water Fund, Building Tech Fund)
101-250-511-5640	Computer supplies	1,000	Village Hall Server Room and Miscellaneous IT Supplies
101-250-511-6530	Equipment - Data Processing	141,610	
		34,860	PC Replacement Program
		36,750	Police Department Laptop Replacement -5 Toughbooks
		10,000	Community Development Department Scanner/Plotter Replacement
		60,000	SAN Replacement (Storage Area Network for Village Hall) (Includes \$15,000 for Consulting)
		10,000	Install Cameas at the Aquatic Center (Includes \$5,000 in Consulting)

**2018-2019 Operating Budget
Budget Analysis**

**Engineering
290**

2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
58,314	49,995	54,000	54,000	101-290-511-5920	Administration Engineer Costs	54,000
10,285	54,189	52,500	50,000	101-290-511-5922	Building Engineering Costs	52,500
18,562	15,467	62,250	15,000	101-290-511-5942	PW Building Engineer Costs	32,500
87,160	119,650	168,750	119,000		Contractual/Totals	139,000

2018-2019 Operating Budget

Budget Analysis

Engineering

290

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
101-290-511-5920	Administration Engineer Costs	54,000	Christopher Burke Retainer (\$108,000 total, 50% Split with Water Fund)
101-290-511-5922	Building Engineering Costs	52,500	
		50,000	Private Development Review
		2,500	Private Development Traffic Studies and Other Plan Review Expenses
101-290-511-5942	PW Building Engineer Costs	32,500	
		30,000	Christopher Burke Project Management Services
		2,500	Traffic Studies and Other Expenses - Traffic Commission

**2018-2019 Operating Budget
Budget Analysis**

				<u>Police</u>		
				<u>300</u>		
2016	2017	2018	2018			2019
Actual	Actual	Adopted	Projected	Account Number	Description	Proposed
260,938	273,060	276,480	284,200	101-300-512-5020	Wages - full time salaried	248,000
3,011,812	2,996,625	3,021,284	2,950,000	101-300-512-5025	Wages - full time hourly	3,222,729
64,963	97,055	90,500	92,000	101-300-512-5030	Wages - part time hourly	101,775
14,328	13,415	20,800	15,000	101-300-512-5035	Wages - seasonal hourly	20,800
447,415	367,291	342,000	370,000	101-300-512-5040	Wages - overtime 1.5X	349,900
3,519	3,169	-	2,301	101-300-512-5043	Holiday Mobil grant	2,000
3,116	4,517	-	4,897	101-300-512-5045	Wages - overtime 2X	-
1,520	1,885	1,000	1,000	101-300-512-5050	Wages - special detail	-
1,941	1,200	2,400	-	101-300-512-5056	HSA Savings	-
18,860	20,373	21,936	21,936	101-300-512-5060	Educational stipend	26,213
6,610	7,785	8,000	8,000	101-300-512-5061	Opt Out Ins.	9,360
720	720	720	720	101-300-512-5062	Phone Stipend	720
-	-	-	1,513	101-300-512-5063	Evidence Technician Stipend	1,600
23,273	16,911	5,685	5,685	101-300-512-5065	Tuition reimbursement	5,685
26,595	24,497	19,300	19,300	101-300-512-5070	Uniform allowance	21,900
36,694	34,702	26,000	26,000	101-300-512-5110	Employer FICA	26,816
52,684	53,017	54,815	54,815	101-300-512-5120	Employer Medicare	57,874
66,776	56,543	39,417	39,417	101-300-512-5130	Employer IMRF	43,443
1,663,647	1,981,909	2,016,400	2,080,000	101-300-512-5140	Employer police pension	2,245,000
7,341	7,043	5,333	5,333	101-300-512-5150	Insurance - group life & AD&D	5,510
426,983	432,868	473,170	460,000	101-300-512-5160	Insurance - group medical	508,016
42,540	41,591	44,725	40,600	101-300-512-5170	Insurance - group dental	45,964
116,752	118,238	111,450	111,450	101-300-512-5180	Insurance - workers compensation	119,740
6,299,027	6,554,417	6,581,415	6,594,167		Personnel Services	7,063,045
336	961	750	750	101-300-512-5210	Animal control	750
-	-	767,000	736,800	101-300-512-5398	9-1-1 Combined Communications Contract	773,631
20,769	4,792	15,648	58,848	101-300-512-5399	Other professional services	17,600
21,104	5,754	783,398	796,398		Contractual Services	791,981
3,157	1,010	1,970	1,970	101-300-512-5405	R&M - buildings	2,090
18,845	15,956	13,774	15,000	101-300-512-5410	R&M - communications equipment	30,459
1,243	-	-	-	101-300-512-5420	R&M - data processing equipment	-
420	-	-	-	101-300-512-5435	R&M - police equipment	-
200	-	-	-	101-300-512-5440	R&M - office equipment	-
25,218	31,043	25,650	25,650	101-300-512-5480	R&M - vehicles	25,700
30,174	31,960	45,835	50,083	101-300-512-5540	Intergovernmental fees & dues	32,005
250	774	2,325	2,325	101-300-512-5560	Printing & copying services	2,549
1,322	1,712	1,730	1,730	101-300-512-5570	Professional associations	1,785
2,311	2,266	2,526	2,526	101-300-512-5580	Telecommunications	2,526
39,640	19,999	25,850	25,850	101-300-512-5590	Training	33,625
60,644	60,219	55,710	63,710	101-300-512-5599	Other contractual	83,745
9,384	12,028	12,470	12,470	101-300-512-5610	Ammunition & range supplies	12,470
1,429	1,633	1,957	1,957	101-300-512-5620	Books & publications	2,253
1,546	2,608	2,225	2,225	101-300-512-5640	Computer supplies	2,225
35,217	39,125	45,000	45,000	101-300-512-5670	Fuel	45,000
3,072	3,140	2,000	2,000	101-300-512-5700	Office supplies	2,000
57,688	54,010	262,824	262,824	101-300-512-5730	Program supplies	66,567
291,761	277,484	501,846	515,320		Commodities	344,999
4,385	5,135	5,630	5,630	101-300-512-5810	Conference & meeting registration	5,955

7,056	1,602	4,500	4,500	101-300-512-5820	Local mileage, parking & tolls	3,350
1,314	1,809	1,550	1,963	101-300-512-5830	Lodging	1,550
6,825	5,365	5,050	5,050	101-300-512-5840	Meals	5,275
518	649	450	450	101-300-512-5850	Purchased Transportation	600
20,098	14,560	17,180	17,593		Meetings and Travel	16,730
153,917	40,387	37,000	37,000	101-300-561-6580	Equipment - vehicles	75,000
153,917	40,387	37,000	37,000		Capital Outlay	75,000
6,785,908	6,892,602	7,920,839	7,960,478		Totals	8,291,755

**2018-2019 Operating Budget
Budget Analysis**

**Police
300**

Account Number	Account Name	Amount
101-300-512-5065	Tuition Reimbursement	<u>5,685</u> Tuition Reimbursement Lauria - National Lewis (Tuition, Books and Fees) (3 classes)
101.300.512.5070	Uniform Allowance	<u>21,900</u> Uniform Allowance
101-300-512-5210	Animal Control	<u>750</u> Christiansen Animal Control - Domestic Animal Boarding, Handling, Euthanasia, and Special Assistance
101-300-512-5398	9-1-1 Combined Communications Contract	<u>773,631</u> 9-1-1 Combined Communications IGA - Skokie PD
101-300-512-5399	Other Professional Services	<u>17,600</u> 1,700 Court Smart Legal Training Program (Search & Seizure training for officers) 600 Emnet Satellite Warning & Emergency System 2,180 Fire & Police Comm Expenditures - Police Testing - I/O Solutions 960 Holding Facility Blanket Cleaning (12 months at \$80 per month) 2,238 LEADS Online (Nationwide Investigative Database Related to Resale/Cash for Gold/Pawnshops) 7,792 Lexipol - Law Enforcement Policies and Daily Training Bulletins 1,230 Online Investigative Inquiry Database Subscription (Trans Union 12 months at \$65 = \$780/Background Check Data-\$450) 900 TransUnion Risk and Alternative Data Solutions, Inc. / TLOxp - Investigative Database
101-300-512-5405	R&M - Buildings	<u>2,090</u> 800 Firearms Range Cleaning/HEPA Vacuum/Lead Removal 420 Holding Facility and Squad Infectious Disease Decontamination (4 @ \$105 ea.) 870 Holding Facility and Squad Decontamination - Semi-Annual Cleaning
101-300-512-5410	R&M - Communications Equipment	<u>30,459</u> 300 Annual Recertification - Radar Units (Municipal Electronics 10 @ \$30.00 ea) 200 Bradford Systems - Maintenance Agreement 500 Bucom - Warning Siren Maintenance 500 Facility Camera Repairs 6,840 L-3 In-Car Video Camera Service & Maintenance Agreement 1,500 LiveScan/Computer Aided Booking Systems (CABS) Hardware Maintenance Agreement 373 LiveScan/Computer Aided Booking Systems (CABS) Software Maintenance Agreement (provided by SDI) 300 NORCOM Chicago Communications Service Agreement 954 Porter Lee/Barcoded Evidence Analysis Statistical Tracking/Property Tracking Inventory Bar Coding 18,992 StarCom Annual Maintenance Costs
101-300-512-5480	R&M - Vehicles	<u>25,700</u> 5,000 Contracted Labor for Squad Car Repairs 200 Crash Sensory Battery Replacement - L-3 Squads 2,500 Oil, Transmission Fluid, Antifreeze, and Washer Fluid 15,000 Tires and Batteries 3,000 Vehicle Washes (\$2,500) and Detailing (\$500)
101-300-512-5540	Intergovernmental Fees & Dues	<u>32,005</u> 50 Illinois Law Enforcement Alarm System (I.L.E.A.S.) 250 Illinois Liquor Control Commission (BASSET Membership) 1,700 North Regional Communications Network (NORCOM) 4,100 North Regional Major Crimes Task Force 200 North Suburban Cooperative Purchasing Agreement 19,500 Northeastern Illinois Regional Crime Lab 400 Northern Illinois Police Alarm System 4,800 Northern Illinois Police Alarm System / Emergency Services Team 1,005 Northern Illinois Police Alarm System / Mobile Field Force
101-300-512-5560	Printing & Copying Services	<u>2,549</u> 774 Parking Tickets 500 Report Forms, Crime Prevention Brochures/Envelopes/Domestic Violence Forms 1,275 Warning Tickets
101-300-512-5570	Professional Associations	<u>1,785</u>

			<ul style="list-style-type: none"> 90 Association of Public Safety Communication Officials 315 Illinois Association of Chiefs of Police (2) 25 Illinois Association of Code Enforcement (CSO Weidner) 60 Illinois Association of Police Social Workers 105 Illinois Association of Property & Evidence Managers (3 @ \$35 each) 100 Illinois Crime Prevention Association 120 Illinois Law Enforcement Alarm System 25 Illinois Traffic Safety Leaders 300 International Association of Chiefs of Police 100 International Association of Property & Evidence (2 @ \$50 each) 200 Mid States Organized Crime Information Center 225 National Association of Police Social Workers 20 Niles Township Interagency Network Dues-Social Worker 50 North Suburban Chiefs of Police 50 Northwest Police Academy
101-300-512-5580	Telecommunications	<u>2,526</u>	<ul style="list-style-type: none"> 2,126 LiveScan/Computer Aided Booking Systems (CABS-Dedicated T-1 Line to Cook County, May Be Partially Subsidized by Cook County) 400 Northern Illinois Police Alarm System Language Line Usage
101-300-512-5590	Training	<u>33,625</u>	<ul style="list-style-type: none"> 3,800 Basic Recruit Training (1 Officer at approx. \$3,800) 900 Crime Prevention 500 Crimes Against the Elderly 800 Evidence Technician Advanced Training 2,900 Evidence Technician Basic Training 2,100 Executive Management Program - Deputy Chief 1,530 Field Training Officer (40-hour course-Sokolove) - 6 @ \$255 ea 500 Identity Theft 140 Illinois Code Enforcement Training (Quarterly Training for CSO) 2,000 Investigations 5,000 North East Multi Regional Training (Course Fees) 3,230 North East Multi-Regional Training (\$95 x 34 officers) 1,850 Northern Illinois Public Safety Training Driver Training 675 Northwest Police Academy (3 members at \$25 per person x 9 months) 500 Police Social Worker 7,200 School of Police Staff & Command (Northwestern University, Evanston, 2 Srgts)
101-300-512-5599	Other contractual	<u>83,745</u>	<ul style="list-style-type: none"> 285 Critical Reach (Investigations Information Sharing) 1,625 Death Investigations (Transportation to Medical Examiner's Office - 5 @ \$325. per transport) 1,000 License Plate Renewal 20,035 New World Service and Maintenance Agreement (Split with IT Budget) 52,800 Red Light Camera System Lease (12 months at \$4,400) (The Village is not billed when system is inactive, but charged for fines processed by collections) 8,000 Connect CTY Auto Phone Call System
101-300-512-5610	Ammunition & range supplies	<u>12,470</u>	<ul style="list-style-type: none"> 600 .223 Rifle Ammunition (LPD Training \$300 per 1,000 rounds) 600 .223 Rifle Ammunition (N.I.P.A.S. Training \$300 per 1,000 rounds) 520 9mm cal Northern Illinois Police Alarm System Duty Weapon (N.I.P.A.S. Training \$260 per 1,000 rounds) 10,750 Duty Ammunition
101-300-512-5620	Books & publications	<u>2,253</u>	<ul style="list-style-type: none"> 525 Illinois Compiled Statutes (Actual 525.) 374 Illinois Criminal Law & Motor Vehicle Book (2 copies @ \$187 ea) 98 Law Enforcement Legal Review (Electronic Version) 1,224 Law Enforcement Periodicals (Search & Seizure/Arrest Law/Police Disciplinary - 3 at \$408 each) 32 Pioneer Press
101-300-512-5640	Computer supplies	<u>2,225</u>	<ul style="list-style-type: none"> 725 Copier Supplies 1,500 Toner Cartridges-Printers/Livescan
101-300-512-5670	Fuel	<u>45,000</u>	Fuel 23,000 gallons (estimate)
101-300-512-5700	Office supplies	<u>2,000</u>	Miscellaneous supplies not covered thru Village Central Purchasing (Business Card Stock, CD/DVD's, FTO Binders/Drives, Court Folders, Detective Case Folders, etc.)

101-300-512-5730	Program supplies	<u>66,567</u> <ul style="list-style-type: none"> 500 Badges & Plaques 700 Bicycle Unit Supplies / Uniforms for Personnel 6,850 Body Armor (10 @ 685.00 each) 2,000 Coffee 600 Crime Prevention 2,500 Evidence Technician Supplies 607 Firearms Range - Replacement of Rubber Pads for Assault Rifle Block 1,140 Flags 200 Honor Guard Uniforms and Equipment 300 In-Car Video Camera (Supplies) 2,750 Live Cartridges for TASER Training 600 New World Solvability Module 300 Northern Illinois Police Alarm System (NIPAS) Uniform Items (Mobile Field Force and Emergency Services Team) 1,600 Prisoner Meals 720 Replacement Batteries for In-Squad Printers 1,300 Sanitizer/Decontaminant for Cells and Common Areas 30,000 STARCOM21 Mobile Radio System (6 @ \$ 5,000) 10,250 Taser Program Replacement (Six Tasers and Holsters - Six Year Replacement Program) 1,800 Tobacco Compliance Inspections (Tobacco Compliance - 100% reimbursable) 750 Training Materials 100 Fire and Police Commission Meeting Expenditures 1,000 Human Relations Commission Diversity Events
101-300-512-5810	Conference & Meeting Registration	<u>5,955</u> <ul style="list-style-type: none"> 200 Association of Public-Safety Communications Conference 630 Cook County Regional Organized Crime Conference (7 officers @ \$90) 355 Illinois Association of Property and Evidence Management 1,365 Illinois Homicide Investigator's Training Conference (7 @ \$195) 180 Illinois Law Enforcement Alarm System (2 @ 90 ea) 1,300 Illinois Tactical Officers Association (4 @ \$325) 425 International Association of Chiefs of Police Conference. October 6-9. Orlando, Florida 1,500 New World Conference
101-300-512-5820	Local Mileage, Parking & Tolls	<u>3,350</u> Travel Expenses Associated with Training
101-300-512-5830	Lodging	<u>1,550</u> Conferences Outside of the Chicago Metropolitan Area
101-300-512-5840	Meals	<u>5,275</u> <ul style="list-style-type: none"> 1,050 Basic Recruit Training (1 at \$1,050) 225 Executive Management Program - Deputy Chief 2,500 In-Service Training 1,500 School of Police Staff & Command
101-300-512-5850	Purchased Transportation	<u>600</u> Travel Expense Associated with Conferences
101-300-561-6580	Equipment - Vehicles	<u>75,000</u> 2 marked squads

**2018-2019 Operating Budget
Budget Analysis**

				<u>Fire</u>		
				<u>350</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
60,748	62,183	64,171	62,500	101-350-512-5025	Wages - full time hourly	66,700
3,667	3,761	3,979	3,875	101-350-512-5110	Employer FICA	4,135
858	879	930	906	101-350-512-5120	Employer Medicare	967
6,449	7,125	6,699	6,699	101-350-512-5130	Employer IMRF	7,010
199	204	204	204	101-350-512-5150	Insurance - group life & AD&D	212
5,508	5,906	6,480	6,620	101-350-512-5160	Insurance - group medical	7,000
551	571	571	571	101-350-512-5170	Insurance - group dental	620
1,864	1,869	1,925	1,925	101-350-512-5180	Insurance - Workers Comp	2,001
79,844	82,498	84,959	83,300		Personnel Services	88,645
2,725,011	2,773,069	2,826,391	2,823,391	101-350-512-5220	Fire protection	2,887,592
-	-	-	2,035	101-350-512-5330	Data processing	-
2,725,011	2,773,069	2,826,391	2,825,426		Contractual Services	2,887,592
1,415	719	1,500	1,000	101-350-512-5410	R&M - communications equipment	23,100
9,685	9,321	11,100	11,100	101-350-512-5411	R&M- Wireless Alarm Equipment	11,100
11,059	20,149	19,144	19,000	101-350-512-5430	R&M - Fire & EMS equipment	18,244
53,993	25,272	18,000	33,350	101-350-512-5480	R&M - vehicles	18,000
7,872	1,645	1,000	4,675	101-350-512-5499	R&M - other	1,000
10,013	10,110	11,662	11,662	101-350-512-5540	Intergovernmental fees & dues	11,662
986	150	1,800	1,000	101-350-512-5560	Printing & copying services	1,800
1,584	2,660	2,635	3,500	101-350-512-5570	Professional associations	2,635
148,815	152,011	-	-	101-350-512-5599	Other contractual	-
3,244	1,471	1,750	1,800	101-350-512-5620	Books & publications	1,750
12,785	18,820	18,500	17,000	101-350-512-5660	EMS supplies	12,000
13,087	20,787	11,000	13,733	101-350-512-5665	Firefighting supplies	12,000
14,465	18,257	12,000	15,000	101-350-512-5670	Fuel	15,000
297	699	500	500	101-350-512-5675	Lubricants & fluids	500
3,527	4,301	2,000	2,000	101-350-512-5700	Office supplies	2,000
11,996	13,841	14,200	13,200	101-350-512-5730	Program supplies	14,700
12,940	6,883	9,000	8,000	101-350-512-5740	Repair parts	9,000
1,696	464	1,000	500	101-350-512-5745	Small tools	1,000
3,510	2,184	4,400	4,000	101-350-512-5770	Training supplies	7,650
7,783	9,946	8,000	8,000	101-350-512-5799	Other materials & supplies	8,000
330,751	319,691	149,191	169,020		Commodities	171,141
-	-	575	575	101-350-512-5810	Conference & Meeting Registration	585
-	-	-	112	101-350-512-5820	Local mileage, parking & tolls	76
-	1,770	435	496	101-350-512-5830	Lodging	435
-	41	174	303	101-350-512-5840	Meals	150
-	1,811	1,184	1,486		Meetings and Travel	1,246
2,945	-	3,500	3,200	101-350-512-6510	Equipment - communications	195,200
51,735	29,450	49,800	49,800	101-350-512-6570	Equipment - public safety	39,650
19,940	-	-	-	101-350-512-6571	Equipment Wireless Radio System	-
74,620	29,450	53,300	53,300		Equipment	234,850
257,905	281,817	225,000	243,620	101-350-561-6570	Equipment - public safety	43,900
257,905	281,817	225,000	243,620		Capital Outlay	43,900
3,468,130	3,488,337	3,340,025	3,376,152		Totals	3,427,374

**2018-2019 Operating Budget
Budget Analysis**

		<u>Fire</u>
		<u>350</u>
101-350-512-5220	Fire Protection	<u>2,887,592</u>
		2,884,592 Paramedic Services of IL Contract (Third Year of Renewed Contract)
		3,000 Call Back
101-350-512-5330	Data Processing	
101-350-512-5410	R&M - Communications Equipment	<u>1,500</u>
		Portable and Mobile Repair
101-350-512-5411	R&M- Wireless Alarm Equipment	<u>23,100</u>
		11,100 (111 per Year per Wireless Alarm Radio) Monthly Maintenance Cost
		12,000 Starcom Monthly Maintenance
101-350-512-5430	R&M - Fire & EMS equipment	<u>18,244</u>
		2,300 Fire Extinguishers (All Village Facilities & Vehicles)
		710 Hydrotesting of Self Contained Breathing Apparatus (SCBA) & Cascade Cylinders
		1,690 Procheck Air Mask & Regulator Flow Testing
		650 Extrication Equipment Repair
		1,840 Cardiac Monitors (4) Preventative Maintenance Contract
		1,400 AutoPulse (1) Extended Warranty
		5,814 Cardiac Monitors (4) Extended Warranty and Stryker Stretcher (1) Preventive Maintenance Contract
		990 Breathing Air Compressor Maintenance
		580 Quarterly Breathing Air Sample Teating
		100 AED Maintenance
		Yearly Fit Testing: SCBA & Chemical, Biological, Radiological & Nuclear (CBRN) Gear
		2,170
101-350-512-5480	R&M - Vehicles	<u>18,000</u>
		Out-of-House Repair & Maintenance of Vehicles
101-350-512-5499	R&M - Other	<u>1,000</u>
		Washer, Dryer, Refrigerator, Stove
101-350-512-5540	Intergovernmental Fees & Dues	<u>11,662</u>
		5,000 Mutual Aid Box Alarm System (MABAS) Division 3 Dues
		250 State MABAS Dues
		6,412 Northern Illinois Public Safety Training Academy Dues (\$229 X28)
101-350-512-5560	Printing & Copying Services	<u>1,800</u>
		Blood Pressure Cards, CO & PT Equipment Forms, Vitals Pads, Business Cards
101-350-512-5570	Professional Associations	<u>2,635</u>
		259 International Association of Fire Chiefs
		1,581 National Fire Protection Association
		95 Illinois Fire Inspectors Associations
		50 Metro Fire Chiefs Association
		40 Illinois Fire Chiefs Secretaries Association
		75 Fire Investigators Strike Force
		240 CPR Instructors
		195 National Association of EMS Executives
		100 Northern Illinois Fire Inspectors Association
101-350-512-5599	Other Contractual	-
101-350-512-5620	Books & Publications	<u>1,750</u>
		National Fire Codes, International Fire Service Training Association (IFSTA) Training Manuals
101-350-512-5660	EMS Supplies	<u>12,000</u>
		3,500 Oxygen, Tank Rentals & Supplies
		5,000 Personal Protection Equipment, Gloves
		2,500 EKG & ALS Supplies
		1,000 Pediatric EKG & ALS Supplies
101-350-512-5665	Firefighting Supplies	<u>12,000</u>
		Fire Fighter Turnout Clothing, Hoods, Gloves, EMS Jackets
101-350-512-5670	Fuel	<u>15,000</u>
		Fuel for Vehicles & Emergency Generators (4)

101-350-512-5675	Lubricants & Fluids	<u>500</u>	Oils, Antifreeze, Washer Fluids
101-350-512-5700	Office Supplies	<u>2,000</u>	Copier, Stationary & Computer Supplies
101-350-512-5730	Program Supplies	<u>14,700</u>	2,000 Hazardous Materials Supplies 4,000 Foam Replacement 1,200 Sump Pump & Generators 1,000 Disaster Preparedness Supplies 5,000 Fire Hose Replacement 1,500 CPR, AED & Choking Classes
101-350-512-5740	Repair Parts	<u>9,000</u>	In-House Repair Parts
101-350-512-5745	Small Tools	<u>1,000</u>	Tools Needed to Make In-House Repairs/Replacements
101-350-512-5770	Training Supplies	<u>7,650</u>	300 Fire & Arson Investigation 1,300 Blood Borne Pathogen Supplies 600 Trench Collapse Rescue 1,200 Vehicle/Machinery Rescue Operations 600 High Rise Rescue 400 Confined Space Rescue Prop 3,250 Target Solutions Training Software
101-350-512-5799	Other Materials & Supplies	<u>8,000</u>	Station Cleaning Supplies, Truck Soap, Floor Soap, Fire Gear Soap, Mops, Brushes, Stove Cleaner, Light Bulbs
101-350-512-5810	Conference & Meeting Registration	<u>585</u>	ABC Conference (Fire Coordinator to Maintain Certified Ambulance Coder (CAC) Continuing Education & Credentialing)
101-350-512-5820	Local Mileage, Parking & Tolls	<u>76</u>	Parking
101-350-512-5830	Lodging	<u>435</u>	3 Nights Lodging
101-350-512-5840	Meals	<u>150</u>	Three Days Per Diem
101-350-512-6510	Equipment - Communications	<u>195,200</u>	New STARCOM Portable & Mobile Radios
101-350-512-6570	Equipment - Public Safety	<u>43,900</u>	8,200 Forcible Entry Training Prop 3,450 Replacement Exhaust Fan 25,000 Furniture for Carrington Substation 3,000 Replacement of Firefighter Headsets 4,250 Dryer

**2018-2019 Operating Budget
Budget Analysis**

							<u>Public Works Administration</u>
							<u>400</u>
2016	2017	2018	2018	Account Number	Description	2019	
Actual	Actual	Adopted	Projected			Proposed	
145,654	107,037	163,600	146,000	101-400-511-5020	Wages - full time salaried	152,600	
48,314	55,849	58,000	58,000	101-400-511-5025	Wages - full time hourly	60,375	
26,969	22,744	28,000	24,500	101-400-511-5030	Wages - Part time hourly	27,500	
-	-	550	-	101-400-511-5040	Wages - overtime 1.5X	550	
260	260	520	-	101-400-511-5056	HSA	-	
1,488	1,074	1,576	1,576	101-400-511-5060	Educational stipend	1,526	
1,260	-	-	-	101-400-511-5061	Opt Out Ins	-	
540	406	360	615	101-400-511-5062	Phone Stipend	720	
13,259	11,077	15,611	14,300	101-400-511-5110	Employer FICA	15,038	
3,101	2,591	3,651	3,350	101-400-511-5120	Employer Medicare	3,517	
24,864	20,558	26,286	26,000	101-400-511-5130	Employer IMRF	25,492	
822	656	656	656	101-400-511-5150	Insurance - group life & AD&D	632	
23,412	34,161	44,850	36,500	101-400-511-5160	Insurance - group medical	44,610	
3,334	3,315	3,964	3,964	101-400-511-5170	Insurance - group dental	3,850	
6,415	6,656	7,554	7,554	101-400-511-5180	Insurance - workers compensation	7,277	
299,692	266,384	355,178	323,015		Personnel Services	343,687	
36,418	15,588	20,000	12,800	101-400-511-5039	Other contract labor	16,000	
6,081	2,948	9,000	3,000	101-400-511-5210	Animal control	8,000	
42,498	18,536	29,000	15,800		Contractual Services	24,000	
144	772	720	720	101-400-511-5410	R&M - communications equipment	720	
770	703	800	790	101-400-511-5440	R&M - office equipment	800	
-	277	220	200	101-400-511-5510	Advertising	220	
2,250	2,250	2,250	2,250	101-400-511-5540	Intergovernmental Fees and Due	2,250	
-	51	75	50	101-400-511-5560	Printing & copying services	75	
533	1,012	800	700	101-400-511-5570	Professional associations	800	
1,329	2,408	1,500	1,500	101-400-511-5590	Training	1,500	
385	193	75	75	101-400-511-5620	Books & publications	75	
56	269	250	950	101-400-511-5670	Fuel	975	
1,445	1,403	3,250	3,250	101-400-511-5700	Office supplies	3,500	
7,083	7,527	6,350	6,350	101-400-511-5730	Program supplies	5,750	
52	173	200	-	101-400-511-5741	Green Initiatives	200	
14,048	17,037	16,490	16,835		Commodities	16,865	
-	175	300	200	101-400-511-5810	Conference and Meeting Registration	1,200	
66	63	50	175	101-400-511-5820	Local mileage, parking & tolls	150	
-	-	-	-	101-400-511-5830	Lodging	600	
160	-	150	115	101-400-511-5840	Meals	100	
-	-	-	-	101-400-511-5850	Purchased Transportation	500	
226	238	500	490		Meetings and Travel	2,550	
356,465	302,194	401,168	356,140	-	Totals	387,102	

2018-2019 Operating Budget**Budget Analysis****Public Works Administration****400**

Account Number	Account Name	Amount	Comments
101-400-511-5039	Other Contract Labor	16,000	Contract for Arborist (8 hours per week)
101-400-511-5210	Animal Control	8,000	
		7,000	Animal Control Contract - Skunks, Opossums, and Raccoons (Split 50% with Resident reimbursement up to \$200)
		1,000	Rodent Control
101-400-511-5410	R&M - Communications Equipment	720	Public Works Cell Phones
101-400-511-5440	R&M - Office Equipment	800	Time Clock Maintenance Agreement
101-400-511-5510	Advertising	220	Advertising of Bid Specifications
101-400-511-5540	Intergovernmental Fees and Dues	2,250	Annual Dues for Northeastern Illinois Public Safety Training Academy (NIPSTA)
101-400-511-5560	Printing and Copying Services	75	Outside Printing and Copying Services
101-400-511-5570	Professional Associations	800	American Public Works Association (APWA), American Water Works Association (AWWA), Illinois City/County Management Association (ILCMA), Illinois Association for Municipal Management Assistants (IAMMA)
101-400-511-5590	Training	1,500	
		1,500	Seminars, DVDs, Training Materials
101-400-511-5620	Books and Publications	75	Various Books and Trade Magazines
101-400-511-5670	Fuel	975	Fuel for Administration Vehicle
101-400-511-5700	Office Supplies	3,500	
		3,250	Paper, Pencils, Pens, File Folders and Notebooks Coffee
		250	Standing Desk
101-400-511-5730	Program Supplies	5,750	
		2,750	Weather Forecasting Contract Software
		2,000	Breakfast/Lunch for Employees During Snow Removal Overtime
		1,000	T-shirts for Public Works Employees
101-400-511-5741	Green Initiatives	200	Annual Green Events for Residents (Shredding, Recycling, Etc.)
101-400-511-5810	Conference and Meeting Registration	1,200	American Public Works Association Conferences
101-400-511-5820	Local Mileage, Parking, and Tolls	150	Tolls for Trainings and Conferences

101-400-511-5830 Lodging

101-400-511-5840 Meals

101-400-511-5850 Purchased Transportation

600 Hotel - American Public Works Association Conference

100 Meals for Trainings and Conferences

500 Airline Ticket - American Public Works Association Conference

**2018-2019 Operating Budget
Budget Analysis**

Public Works Vehicle Maintenance

410

2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
141,997	145,703	147,040	151,000	101-410-511-5025	Wages - full time hourly	154,785
17,290	15,701	21,500	21,500	101-410-511-5030	Part Time Employee	24,700
1,868	523	3,650	2,000	101-410-511-5040	Wages - overtime 1.5X	1,500
615	-	950	-	101-410-511-5045	Wages - overtime 2X	950
1,076	539	1,250	500	101-410-511-5070	Uniform allowance	1,250
9,625	9,699	10,812	10,820	101-410-511-5110	Employer FICA	11,491
2,251	2,268	2,529	2,529	101-410-511-5120	Employer Medicare	2,687
17,931	18,180	18,206	18,206	101-410-511-5130	Employer IMRF	19,479
375	422	413	500	101-410-511-5150	Insurance - group life & AD&D	433
19,717	15,563	17,330	22,192	101-410-511-5160	Insurance - group medical	26,825
1,653	1,734	1,766	2,080	101-410-511-5170	Insurance - group dental	2,476
5,692	5,190	5,232	5,232	101-410-511-5180	Insurance - workers compensation	5,560
220,089	215,522	230,678	236,559		Personnel Services	252,136
323	-	-	-	101-410-511-5410	R&M - communications equipment	-
731	9	34,250	28,000	101-410-511-5460	R&M - public works equipment	1,500
191	724	500	1,660	101-410-511-5480	R&M - vehicles	700
-	-	100	-	101-410-511-5570	Professional Associations	100
94	720	500	300	101-410-511-5590	Training	500
-	-	100	-	101-410-511-5620	Books and Publications	100
1,269	2,229	1,000	650	101-410-511-5670	Fuel	670
481	1,049	1,200	1,190	101-410-511-5675	Lubricants and Fluids	1,200
15,079	20,717	10,800	9,400	101-410-511-5730	Program supplies	42,800
18,168	25,448	48,450	41,200		Commodities	47,570
238,257	240,970	279,128	277,759		Totals	299,706

2018-2019 Operating Budget

Budget Analysis

Public Works Vehicle Maintenance

410

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
101-410-511-5460	R&M - Public Works Equipment	<u>1,500</u>	
		500	Annual Inspection of Garage Lift
		500	Annual Inspection of Garage Hoist
		500	Unexpected Garage Repairs
101-410-511-5480	R&M - Vehicles	<u>700</u>	
		200	Oil Filter Recycling
		500	Parts
101-410-511-5570	Professional Associations	<u>100</u>	Automotive Service Association of Illinois Membership
101-410-511-5590	Training	<u>500</u>	Annual Mechanic Training
101-410-511-5620	Books and Publications	<u>100</u>	Specification and Repair Books for Heavy Duty Trucks
101-410-511-5670	Fuel	<u>670</u>	Fuel for Vehicle Maintenance Service Trucks
101-410-511-5675	Lubricants and Fluids	<u>1,200</u>	Fleet Antifreeze and Fluids
101-410-511-5730	Program Supplies	<u>42,800</u>	
		1,000	Shop Supplies
		4,500	Nuts, Bolts, Washers, Wire, Electrical Ends
		1,500	Welding Supplies
		800	Preventative Maintenance Supplies
		2,000	Wrenches, Screwdrivers, Torque Multipliers, Hand Tools
		1,000	Annual Scanner Upgrade - Light Trucks
		32,000	Mobile Column Lifts for Vehicles (4)

**2018-2019 Operating Budget
Budget Analysis**

Public Works Building Maintenance

420

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
57,317	73,551	91,343	91,343	101-420-511-5025	Wages - full time hourly	90,500
19,800	17,625	19,250	16,000	101-420-511-5030	Part Time Employee	20,000
7,024	5,413	7,850	7,850	101-420-511-5040	Wages - overtime 1.5X	7,850
69	2,041	1,588	1,588	101-420-511-5045	Wages - overtime 2X	1,900
176	211	400	-	101-420-511-5056	HSA	-
50	104	738	738	101-420-511-5070	Uniform allowance	750
4,858	5,468	7,488	7,488	101-420-511-5110	Employer FICA	7,502
1,136	1,279	1,751	1,751	101-420-511-5120	Employer Medicare	1,755
11,968	10,646	12,608	12,608	101-420-511-5130	Employer IMRF	12,717
-	-	254	254	101-420-511-5150	Insurance - group life & AD&D	191
15,468	18,422	27,955	20,000	101-420-511-5160	Insurance - group medical	25,683
1,488	1,812	2,499	2,499	101-420-511-5170	Insurance - group dental	2,342
2,353	3,306	3,622	3,622	101-420-511-5180	Insurance - workers compensation	3,547
121,708	139,878	177,346	165,741		Personnel Services	174,737
39,387	33,985	34,400	33,500	101-420-511-5240	Janitorial Contract	34,400
165,851	176,449	197,770	198,000	101-420-511-5405	R&M - buildings	221,110
220	-	500	500	101-420-511-5480	R&M - vehicles	500
250	131	300	-	101-420-511-5530	Equipment Rental	300
250	-	500	500	101-420-511-5590	Training	500
1,829	1,498	1,500	1,480	101-420-511-5670	Fuel	1,520
1,554	1,781	5,000	5,000	101-420-511-5680	Landscaping supplies	5,000
26,147	29,065	21,000	24,500	101-420-511-5730	Program supplies	22,500
821	490	1,200	1,200	101-420-511-5745	Small Tools	1,100
25,644	34,567	23,000	23,000	101-420-511-5780	Utilities - government building	20,000
261,954	277,967	285,170	287,680		Commodities	306,930
-	-	17,850	17,850	101-420-511-6599	Equipment - Other	54,900
-	-	17,850	17,850		Capital Outlay	54,900
383,662	417,845	480,366	471,271		Totals	536,567

2018-2019 Operating Budget

Budget Analysis

Public Works Building Maintenance

420

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
101-420-511-5240	Janitorial	34,400	Janitorial Contract
101-420-511-5405	R&M - Buildings	221,110	
		11,300	HVAC Maintenance Contract
		45,000	HVAC Parts Contract
		2,200	Pneumatic Control Repairs for HVAC System
		5,500	Overhead Door Maintenance
		18,000	Unexpected Building Repairs
		3,500	Annual Fire Sprinkler Testing - Village Hall Complex
		3,000	Annual Backflow Prevention Testing (All Buildings)
		1,800	Annual Elevator Maintenance Contract for Police Department Building
		350	Annual Pressure Test for Elevator in Police Department Building
		3,500	Annual Pest Control Contract (All Buildings)
		2,100	Generator Maintenance
		12,200	Flooring Replacement (Police Dept)
		16,230	Police Secure Parking Lot Doors
		76,000	Village Hall Boiler Replacement
		5,400	Restroom Refurbishment (Police Department)
		1,200	Community Development Shelves
		13,830	Municipal Campus Beds Maintenance Contractor (split with aquatic and streets)
101-420-511-5480	R&M - Vehicles	500	Alignments, Tractor and Mower Parts, Tire Replacement
101-420-511-5530	Equipment Rental	300	Equipment Rental Contingency
101-420-511-5590	Training	500	Seminars, Intergovernmental Risk Management Agency (IRMA) and Northeastern Illinois Public Safety Training Academy (NIPSTA)
101-420-511-5670	Fuel	1,520	Fuel for Division Trucks

101-420-511-5680	Landscaping Supplies	5,000	Sod, Shrubs, Fertilizer, Annuals
101-420-511-5730	Program Supplies	22,500	
		14,000	Janitorial Supplies
		2,000	Light Bulbs
		2,000	Paint
		2,500	Sidewalk Salt
		2,000	Building Maintenance Supplies
101-420-511-5745	Small Tools	1,100	
		600	Hand Tools
		500	Drills and Saws
101-420-511-5780	Utilities - Government Building	20,000	Utilities - Natural Gas for Government Buildings
101-420-511-6599	Equipment - Other	54,900	
		18,300	Replacement Truck #12 (Split with Parks Maintenance)
		36,600	Replacement Truck #28

2018-2019 Operating Budget
Budget Analysis

Public Works Street Maintenance

440

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
497,562	486,027	497,690	497,690	101-440-513-5025	Wages - full time hourly	524,958
33,775	33,291	26,000	26,000	101-440-513-5035	Wages - seasonal hourly	26,000
27,624	21,107	31,250	31,250	101-440-513-5040	Wages - overtime 1.5X	31,250
12,837	16,368	10,000	10,000	101-440-513-5045	Wages - overtime 2X	10,000
3,217	2,522	5,000	-	101-440-513-5056	HSA Savings Acct	-
2,650	3,600	4,800	3,600	101-440-513-5061	Opt Out Ins	4,800
6,117	4,235	3,588	3,588	101-440-513-5070	Uniform allowance	3,588
-	-	275	-	101-440-513-5075	Longevity stipend	-
33,929	32,949	34,997	34,997	101-440-513-5110	Employer FICA	36,687
7,936	7,705	8,185	8,185	101-440-513-5120	Employer Medicare	8,580
56,141	58,403	56,793	56,793	101-440-513-5130	Employer IMRF	60,514
1,148	1,130	871	871	101-440-513-5150	Insurance - group life & AD&D	913
81,314	70,847	82,797	84,000	101-440-513-5160	Insurance - group medical	96,780
7,463	7,022	7,545	7,545	101-440-513-5170	Insurance - group dental	8,613
17,030	16,613	16,934	16,934	101-440-513-5180	Insurance - workers compensation	17,752
788,744	761,819	786,725	781,453		Personnel Services	830,435
104,068	55,811	65,150	65,150	101-440-513-5250	Landscaping services	60,400
15,501	30,261	30,000	30,000	101-440-513-5290	Street lights & traffic signal	30,000
119,569	86,072	95,150	95,150		Contractual services	90,400
1,000,930	985,348	1,107,250	1,070,000	101-440-514-5230	Garbage & recycling	1,102,000
1,000,930	985,348	1,107,250	1,070,000		Refuse Services	1,102,000
858	-	-	-	101-440-513-5410	R&M - communications equipment	-
5,855	1,222	1,500	1,500	101-440-513-5460	R&M - Public Works Equipment	1,500
72,967	58,743	40,000	70,000	101-440-513-5480	R&M - vehicles	45,000
2,429	2,117	3,150	3,150	101-440-513-5590	Training	3,150
29,825	14,085	7,000	7,650	101-440-513-5599	Other Contractual	8,000
21,219	19,633	23,000	23,600	101-440-513-5670	Fuel	24,200
1,807	1,291	2,500	1,600	101-440-513-5675	Lubricants & fluids	2,500
18,672	12,352	13,000	17,000	101-440-513-5680	Landscaping supplies	10,500
19,696	22,315	27,800	24,750	101-440-513-5730	Program supplies	20,400
15,499	15,211	18,400	18,000	101-440-513-5745	Small tools	18,400
17,193	14,969	16,000	13,000	101-440-513-5760	Street materials - aggregate	16,000
61,860	39,633	68,500	65,000	101-440-513-5766	Street materials - salt & sand	62,000
7,366	9,977	8,000	8,000	101-440-513-5768	Street materials - signs & bar	8,000
3,585	-	3,650	2,000	101-440-513-5769	Street Materials - Other	3,700
149,118	146,041	128,000	128,000	101-440-513-5785	Utilities - public way	128,000
427,946	357,588	360,500	383,250		Commodities	351,350
88,414	79,744	85,000	85,000	101-440-514-6300	Street system construction/improvement	75,000
-	-	90,700	90,700	101-440-514-6599	Equipment - Other	96,900
88,414	79,744	175,700	175,700		Capital Outlay	171,900
2,425,603	2,270,571	2,525,325	2,505,553		Totals	2,546,085

2018-2019 Operating Budget

Budget Analysis

Public Works Street Maintenance

440

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
101-440-513-5250	Landscaping services	60,400	
		40,000	Replacement of Removed Parkway Trees
		5,000	50/50 Tree Replacement Program
		15,400	Median Maintenance
101-440-513-5290	Street Lights	30,000	Repairs to Street Lights
101-440-514-5230	Garbage and Recycling	1,102,000	Contractual Refuse Pick-Up
		883,000	Groot
		219,000	Solid Waste Agency of Northern Cook County
101-440-513-5460	R&M - Public Works Equipment	1,500	
		500	Aerial Bucket
		1,000	Annual Aerial Bucket Inspection of Two Trucks
101-440-513-5480	R&M - Vehicles	45,000	Repairs to Division Trucks
101-440-513-5590	Training	3,150	
		1,500	Northeastern Illinois Public Safety Training Academy, Intergovernmental Risk Management Agency and Illinois Society of Arboriculture (ISA) Trainings
		1,250	ISA Conference (4 employees)
		400	Arborist Certification Course
101-440-513-5599	Other Contractual	8,000	Bulk Disposal of Construction Refuse Material and Woodchips from Tree Removals and Pruning
101-440-513-5670	Fuel	24,200	Fuel for Division Trucks and Equipment
101-440-513-5675	Lubricants and Fluids	2,500	Oil and Grease for Vehicles and Equipment
101-440-513-5680	Landscaping Supplies	10,500	
		9,000	Annuals, Perennial Replacements and Sod for Medians

		1,500	Sprinkler Installation for Proesel Park Sign Planting Bed
101-440-513-5730	Program Supplies	20,400	
		1,500	Personal Protective Equipment and Rain Gear
		10,000	Paint for Curbs, Streets, Parking Lots
		8,900	Paint Machine Replacement
101-440-513-5745	Small Tools	18,400	
		2,000	Hand Tools
		1,000	Black Top Tools
		2,000	Blades for Concrete Cutters
		500	Compressor Hoses
		1,000	Striper Gun Attachments
		1,000	Leaf Blowers
		1,000	Hedge Trimmers
		1,000	Weed Eaters
		2,000	Ropes for Tree Pruning
		1,200	Pole Saw Replacement
		4,200	Chainsaw Replacements
		1,500	Post Driver
101-440-513-5760	Street Materials - Aggregate	16,000	Alley Grading, Fill for Patching, Limestone
101-440-513-5766	Street Materials - Salt and Sand	62,000	
		50,000	Salt for Roads
		12,000	Anti-Ice and Pre-Wet Liquids
101-440-513-5768	Street Materials - Signs and Bar	8,000	
		4,500	Street Signs and Sign Refacing Materials
		3,500	Barricades and Cones
101-440-513-5769	Street Materials - Other	3,700	
		1,000	Portland Cement
		1,000	Precast
		1,000	Manhole Covers
		700	Detectable Warnings
101-440-513-5785	Utilities - Public Way	128,000	Utilities - Public Way (Electrical for Streetlights)
101-440-514-6300	Street System Construction/ Improvements	75,000	Annual Sidewalk Replacement Program

101-440-514-6599 Equipment - Other

96,900

96,900 Replacement of Tractor #3

Other Funds



**2018-2019 Operating Budget
Budget Analysis**

				<u>Motor Fuel Fund</u>		
				<u>212</u>		
2016	2017	2018	2018			2019
Actual	Actual	Adopted	Projected	Account Number	Description	Proposed
46,120	42,662	167,500	89,050	212-000-511-5320	Consulting	47,920
11,945	26,738	24,000	23,800	212-000-513-5290	Street Lights & traffic signal	24,000
-	11,000	-	-	212-000-513-5291	Tree grant local match	-
6,176	772,188	300,000	319,000	212-000-561-6300	Street system construction/improvements	909,450
-	3,000			212-000-573-7380	Loan principal payment	
64,241	855,588	491,500	431,850		Totals	981,370

2018-2019 Operating Budget

Budget Analysis

Motor Fuel Fund

212

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
212-000-511-5320	Consulting	<u>47,920</u>	
		47,920	Engineering Streetlight Oversight (Devon) - Split with NEID TIF and Devon/Lincoln TIF
212-000-513-5290	Street Lights and Traffic Signal	<u>24,000</u>	Maintenance of Traffic Signals
212-000-561-6300	Street System Construction/Improvements	<u>909,450</u>	
		876,450	Street Light Installation (Devon - Longmeadow to Lincoln, Retrofit on McCormick and Cicero) - Split with NEID and Devon/Lincoln TIF
		33,000	Bike Lane Lining and Signing (Illinois Transportation Enhancement Program (ITEP) Grant - 20% Match)

**2018-2019 Operating Budget
Budget Analysis**

					<u>Transportation Improvement Fund</u>		
					<u>213</u>		
2016	2017	2018	October, 2017	2018			2019
Actual	Actual	Adopted	Actual	Projected	Account Number	Description	Proposed
30,503	16,191	-	2,600	2,600	213-000-561-5340	Engineering	266,500
46,634	28,741	35,000	17,342	23,000	213-000-561-5490	R&M Road Repairs	35,000
1,127,697	505,717	-	-	-	213-000-561-6310	Street lights' improvements	-
1,204,834	550,650	35,000	19,942	25,600		Totals	301,500

2017-2018 Operating Budget

Budget Analysis

Transportation Improvement Fund

213

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
213-000-561-5340	Engineering	<u>266,500</u>	
		16,500	Phase II Engineering - Lining and Signing of Bike Lanes (ITEP Grant 80%, 20% Local Match)
		250,000	Phase I Engineering - Touhy/Cicero Intersection Improvements (Invest in Cook Grant, 100% reimbursed by Cook County and IDOT)
213-000-561-5490	R&M Road Repairs	35,000	Cold and Hot Patch for Street Repairs

**2018-2019 Operating Budget
Budget Analysis**

				<u>NEID/ TIF</u>			
				<u>217</u>			
2016	2017	2018	2018	Account Number	Description	2019	
Actual	Actual	Adopted	Projected			Proposed	
22,510	4,384	15,000	15,000	217-000-561-5290	Maintenance of TIF Improvement	15,000	
1,260	1,290	1,500	1,500	217-000-517-5310	Audit	1,500	
47,596	1,652	1,000	1,000	217-000-517-5399	Other professional services	1,900	
71,366	7,326	17,500	17,500		Contractual Services	18,400	
-	-		50,000	217-000-517-5520	Community Development Grants	50,000	
-	-	-	50,000		Revenue Sharing	50,000	
375	375	375	188	217-000-529-7100	Fiscal Charges	-	
292,500	300,000	307,500	307,500	217-000-573-7380	Principal - 2002A G.O. bonds	-	
18,000	12,150	6,150	6,150	217-000-574-7580	Interest - 2002A G.O. bonds	-	
310,875	312,525	314,025	313,838	-	Debt Service	-	
20,509	167,773	137,500	47,500	217-000-561-5340	Engineering	183,600	
4,638,345	730,500	1,637,500	800,000	217-000-561-6100	Land acquisition & improvement	1,589,900	
4,658,854	898,272	1,775,000	847,500	-	Capital Outlay	1,773,500	
5,041,095	1,218,124	2,106,525	1,228,838	-	Totals	1,841,900	

2018-2019 Operating Budget

Budget Analysis

NEID TIF

217

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
217-000-517-5310	Audit	<u>1,500</u>	Audit Fee
217-000-517-5399	Other Professional Services	<u>1,900</u>	
		900	H&K Legal Fees
		1,000	Kane, McKenna Development Benefit Calculation
217-000-517-5520	Community Development Grants	<u>50,000</u>	PEP and GIFT grants (2@\$25,000)
217-000-561-5290	Maintenance of TIF Improvement	<u>15,000</u>	Maintenance of Street Lights on Northeast Parkway, Pratt Avenue (East of Hamlin), Hamlin, Ridgeway and Morse and Landscape Materials for Central Park Parking Lot and Public Works Parking Lot
217-000-561-5340	Engineering	<u>183,600</u>	
		90,000	Public Works Yard Expansion Oversight
		72,000	NEID Street Resurfacing Design
		16,500	Design Engineering - Standpipe Painting (Split with Water/Sewer Fund)
		5,100	McCormick Street Light Retrofit - Oversight
217-000-561-6100	Land Acquisition & Improvement	<u>1,589,900</u>	
		1,530,000	Public Works Yard Expansion Construction
		59,900	McCormick Street Light Retrofit

**2018-2019 Operating Budget
Budget Analysis**

				<u>Lincoln/Touhy TIF</u>		
				<u>219</u>		
2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
-	-		-	219-000-511-5320	Consulting	5,000
-	-		-	219-000-517-6100	Land Acquisition & Improvement	-
-	-	-	-	-	Totals	5,000

2018-2019 Operating Budget

Budget Analysis

Lincoln/Touhy TIF

219

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
219-000-511-5320	Consulting	<u>5,000</u>	Various Legal and Consulting Fees
219-000-517-5399	Land Acquisition & Improvement	<u>0</u>	

**2018-2019 Operating Budget
Budget Analysis**

				<u>Devon Lincoln TIF</u>		
				<u>220</u>		
2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
95	-	-	-	220-000-511-5320	Legal Expense	2,000
60,105	53,974	304,000	38,460	220-000-511-5340	Engineering	351,920
294,068	53,951	176,000	199,000	220-000-561-6310	Land Acq and Improvement	260,000
354,267	107,925	480,000	237,460		Totals	613,920

2018-2019 Operating Budget

Budget Analysis

Devon/Lincoln TIF

220

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
220-000-511-5320	Legal Expense	2,000	Consulting
220-000-511-5340	Engineering	351,920	
		304,000	Devon Streetscape Phase II (30% Local Match Reimbursed)
		47,920	Devon Street Lights Oversight (Lincoln to Proesel, split with MFT and NEID)
220-000-561-6310	Land Acq and Improvment	260,000	
		30,000	Parkway Tree Planting and Sidewalk Installation
		230,000	Devon Street Lights (Lincoln to Proesel, Split with MFT and NEID)

**2018-2019 Operating Budget
Budget Analysis**

				<u>Debt Service</u>		
				<u>330</u>		
2016	2017	2018	2018			2019
Actual	Actual	Adopted	Projected	Account Number	Description	Proposed
625	600	600	313	330-000-571-7100	Fiscal charges	-
12,500	12,500	12,500	12,500	330-000-573-7373	Principal-Illinois Finance	12,500
390,134	-	-	-	330-000-573-7374	Principal-Fire Truck Loan	-
33,333	-	-	-	330-000-573-7375	Lease payment Park lighting	-
97,500	100,000	102,500	102,500	330-000-573-7376	Principal - 2011A GO Ref Bonds	-
355,000	360,000	370,000	370,000	330-000-573-7377	Principal - 2011B GO Ref bonds	-
197,881	194,881	194,881	194,881	330-000-573-7378	Principal- Cook County Loan	197,881
17,717	-	-	-	330-000-574-7374	Interest-Fire Truck Loan	-
1,122	-	-	-	330-000-574-7561	Interest Field lighting loan	-
6,000	4,050	2,050	2,050	330-000-574-7576	Interest - 2011A GO Ref bonds	-
21,700	14,600	7,400	7,400	330-000-574-7577	Interest - 2011B GO Ref bonds	-
1,133,512	686,631	689,931	689,644		Totals	210,381

**2018-2019 Operating Budget
Budget Analysis**

Property Enhancement Program Fund

452

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
50,000	25,000	50,000	-	452-000-561-6350	PEP Fund	50,000
50,000	25,000	50,000	-		Totals	50,000

2018-2019 Operating Budget

Budget Analysis

452-000-561-6350 PEP Fund **50,000** 2 grants at \$25,000

**2018-2019 Operating Budget
Budget Analysis**

				<u>Com Ed ROW</u>		
				<u>454</u>		
2016	2017	2018	2018			2019
Actual	Actual	Adopted	Projected	Account Number	Description	Proposed
37,057	321,372	288,000	240,500	454-000-561-5340	Engineering	111,000
-	180,250	523,000	385,000	454-000-561-5399	Land Acquisition & Improvement	430,500
37,057	501,622	811,000	625,500		Totals	541,500

2018-2019 Operating Budget

Budget Analysis

Com Ed ROW

454

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
454-000-561-5340	Engineering	111,000	Touhy Overpass Construction Oversight (80% Reimbursed - Congestion Mitigation Air Quality - CMAQ)
454-000-561-5399	Land Acquisition & Improvement	430,500	Touhy Overpass Construction (20% Local Match - Congestion Mitigation Air Quality)

**2018-2019 Operating Budget
Budget Analysis**

Private Sewer Line Assistance Fund

460

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
6,000	21,750	25,000	14,000	460-000-561-6350	Assistance Fund	25,000
6,000	21,750	25,000	14,000		Totals	

2018-2019 Operating Budget

Budget Analysis

Private Sewer Line Assistance Fund

460

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
460-000-561-6350	Assistance Fund	25,000	\$2,000 Maximum per Household

**2018-2019 Operating Budget
Budget Analysis**

						<u>Water and Sewer Fund</u>		
						<u>660</u>		
2016	2017	2018	2018	Account Number	Description	2019		
Actual	Actual	Adopted	Projected			Proposed		
519,519	532,806	541,605	546,000	660-620-519-5025	Wages - full time hourly	569,278		
21,981	20,392	26,000	12,000	660-620-519-5035	Wages - seasonal hourly	26,000		
11,747	21,189	22,200	22,200	660-620-519-5040	Wages - overtime 1.5X	23,000		
9,146	10,363	14,600	11,000	660-620-519-5045	Wages - overtime 2X	13,938		
1,276	719	1,100	-	660-620-519-5056	HSA Savings Acct	-		
362	407	386	387	660-620-519-5060	Educational Stipend	375		
250	1,200	1,380	1,380	660-620-519-5061	Opt Out Ins.	1,200		
180	181	180	180	660-620-519-5062	Phone Stipend	180		
4,957	5,084	3,200	3,200	660-620-519-5070	Uniform allowance	3,350		
-	-	1,380	1,380	660-620-519-5075	Longevity stipend	1,380		
33,098	34,872	37,657	37,657	660-620-519-5110	Employer FICA	39,390		
7,740	8,155	8,807	8,807	660-620-519-5120	Employer Medicare	9,212		
75,073	62,947	60,904	60,904	660-620-519-5130	Employer IMRF	64,125		
1,101	1,133	1,293	1,293	660-620-519-5150	Insurance - group life & AD&D	1,334		
95,807	97,682	113,009	113,009	660-620-519-5160	Insurance - group medical	120,301		
8,889	9,361	9,786	9,786	660-620-519-5170	Insurance - group dental	10,439		
17,886	17,822	18,221	18,221	660-620-519-5180	Insurance - workers compensation	19,060		
809,011	824,313	861,708	847,404		Personnel Services	902,562		
37,695	38,871	50,000	42,000	660-610-519-5260	Liability Insurance	42,000		
107,214	52,317	25,000	36,000	660-610-519-5330	Data processing	50,000		
39,572	41,214	36,583	36,000	660-610-519-5340	Maintenance Agreement Expense	36,183		
195	462	-	-	660-610-519-5560	Printing & copying services	-		
200	-	200	200	660-610-519-5570	Professional associations	200		
19,859	11,692	8,286	9,200	660-610-519-5580	Data	8,286		
470	600	500	500	660-610-519-5590	Training	650		
83	-	100	100	660-610-519-5620	Books & publications	100		
2,004	641	1,000	1,000	660-610-519-5700	Office supplies	1,000		
20,481	22,089	21,000	21,000	660-610-519-5720	Postage	21,000		
227,772	167,886	142,669	146,000		Commodities	159,419		
116,865	156,052	770,000	159,500	660-620-519-5320	Consulting	1,501,500		
79,599	62,738	63,130	63,130	660-620-519-5399	Other professional services	120,000		
196,465	218,790	833,130	222,630		Contractual Services	1,621,500		
4,959	5,264	6,000	4,000	660-620-519-5405	R&M - buildings	32,500		
572	18	-	-	660-620-519-5410	R&M - communications equipment	-		
30,065	22,305	30,000	25,000	660-620-519-5480	R&M - vehicles	30,000		
4,663	81,106	87,600	110,800	660-620-519-5490	R&M - water system equipment	126,100		
394	2,188	1,200	1,200	660-620-519-5590	Training	1,200		
44,972	58,855	49,650	47,500	660-620-519-5599	Other contractual	49,150		
1,350	1,733	3,000	2,500	660-620-519-5635	Chemicals - water system	3,000		
11,762	13,908	14,000	17,500	660-620-519-5670	Fuel	17,940		
1,852	1,243	2,500	1,300	660-620-519-5675	Lubricants & fluids	2,500		
229	295	1,000	750	660-620-519-5680	Landscaping supplies	1,000		
13,621	21,506	11,500	11,800	660-620-519-5730	Program supplies	10,000		
16,305	13,256	20,000	12,000	660-620-519-5745	Small tools	20,000		
13,393	190	18,000	11,000	660-620-519-5760	Street materials - Aggregate	16,000		
2,071	2,443	3,000	3,000	660-620-519-5769	Street materials - Other	5,000		
2,238	2,688	2,500	2,500	660-620-519-5780	Utilities - government building	2,500		
2,277	18,859	26,000	26,000	660-620-519-5785	Utilities - public way	20,000		
2,033,562	2,042,831	2,290,000	2,150,000	660-620-519-5790	Water purchases	2,200,000		
2,381	4,812	10,500	16,000	660-620-519-5793	Water system supplies	10,500		
33,010	59,387	57,860	57,775	660-620-519-5796	Water system repair parts	89,000		
2,219,676	2,352,886	2,634,310	2,500,625		Commodities	2,636,390		
575,647	582,528	589,582	589,582	660-000-573-7380	Loan Principal Payments	656,814		
106,628	99,747	92,693	92,693	660-000-574-7580	Loan Interest Payments	285,461		

682,275	682,275	682,275	682,275		Debt Service	942,275
375,940	-	-	-	660-620-562-6400	Sewer system construction/improvement	2,950,000
-	-	-	-	660-620-562-6401	Water Transmission Improvements	3,000,000
-	-	200,820	200,700	660-620-562-6580	Equipment - Vehicles	-
375,940	-	200,820	200,700		Capital Outlay	5,950,000
4,511,138	4,246,150	5,354,912	4,599,634		Totals	12,212,146

2018-2019 Operating Budget

Budget Analysis

Water and Sewer Fund

660

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
660-610-519-5260	Liability Insurance	42,000	Intergovernmental Risk Management Association Liability Insurance
660-610-519-5330	Data Processing	50,000	Credit Card Processing Fees for Water Billing
660-610-519-5340	Maintenance Agreement Expense	36,183	
		10,000	Springbrook Maintenance (Split with IT Budget)
		6,500	Aclara Maintenance Agreement - Automated Water Meter System
		2,000	ShoreTel Maintenance - (Split with IT Budget)
		10,000	Quinlan Video Security System Maintenance (Split with IT Budget)
		3,000	Portion of Copier Lease for Public Works and Finance
		2,350	GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS Desktop Standard, ArcGIS Online Subscription (Administration - Split with General Fund, Water Fund, Building Tech Fund)
		1,600	Laserfiche Software License (Split with IT Budget)
		733	Online Vehicle Repair Manual (Split with IT Budget)
660-610-519-5560	Printing and Copying Services	0	Utility Billing Costs and Consumer Report
660-610-519-5570	Professional Associations	200	American Water Works Association
660-610-519-5580	Data	8,286	
		3,429	PW Main Facility Circuit - Call One
		1,540	Five Wireless Verizon Cards for Automated Water Meter System
		1,200	Pumphouse Comcast Internet Connection
		912	iPad and Laptop Verizon Connection for Water Division
		840	Public Works Comcast Internet Connection (Backup to Fiber Connection)
		250	Pump House Supervisory Control and Data Acquisition (SCADA)/911 Backup Phone Line - Call One
		115	Water Division Cell Phones
660-610-519-5590	Training	650	Safety Training at Northern Illinois Public Safety Training Association (NIPSTA) and Intergovernmental Risk Management Association (IRMA) for Water Operators
660-610-519-5620	Books and Publications	100	Various Books and Trade Magazines
660-610-519-5700	Office Supplies	1,000	General Office Supplies
660-610-519-5720	Postage	21,000	Utility Billing Costs
660-620-519-5320	Consulting	1,501,500	
		400,000	Design Engineering - Alternative Water Supply
		160,000	Design Engineering - North Shore Outfall Sewer
		300,000	Design of Street Storage - Stage II Project
		300,000	Phase III Engineering - Water Transmission Main
		300,000	Phase III Engineering - North Shore Outfall Sewer
		16,500	Design Engineering - Standpipe Painting (Split with NEID Fund)
		6,000	Illinois Environmental Protection Agency Sewer Fees

		6,000	Illinois Environmental Protection Agency Water Testing Fees
		5,000	IT Support & IT Management (Split with General Fund)
		3,000	PC Replacements and consulting time (Split with General Fund)
		5,000	Investigate SCADA connection to Evanston consulting time
660-620-519-5399	Other Professional Services	<u>120,000</u>	
		6,000	RPZ Program Management Contract
		54,000	Christopher Burke Retainer (\$108,000 total, 50% split with General Fund)
		60,000	GO bond issuance coss
660-620-519-5405	R&M - Buildings	<u>32,500</u>	
		7,500	Unexpected Pumphouse Repairs
		25,000	Pump House Roof Replacement
660-620-519-5480	R&M - Vehicles	30,000	Service for Department Trucks
660-620-519-5490	R&M - Water System Equipment	<u>126,100</u>	
		106,000	Replacement of Pump #3
		2,000	Pumping Station Pumps, Chlorinators and Analyzers
		4,000	SCADA System Repairs
		2,100	Annual Generator Test
		2,000	Annual Electrical Control Panel Maintenance
		10,000	Inspect Underground Reservoirs
660-620-519-5590	Training	1,200	Safety Training at Northern Illinois Public Safety Training Association (NIPSTA) and Intergovernmental Risk Management Association (IRMA) for the Utilities Division
660-620-519-5599	Other Contractual	<u>49,150</u>	
		23,000	GIS Consortium Consulting - Onsite Specialist eight hours per week; also includes GIS Consortium staff (Managers, developers, analysts, and cloud subscription to Map Office, and other membership benefits) - Split with General Fund, Water Fund, Building Tech Fund
		15,000	Construction material refuse
		3,500	Joint Utility Locating Information for Excavators (JULIE) notification fees
		3,000	Sewer Televising- Miscellaneous
		1,000	GIS Consortium Shared Initiatives (Cloud Subscription to MapOffice and Other Membership Benefits - Split with General Fund, Water Fund, Building Tech Fund)
		550	Annual Inspection of Hoists
		3,100	Meter Testing
660-620-519-5635	Chemicals - Water System	3,000	Chlorine
660-620-519-5670	Fuel	17,940	Diesel and unleaded for vehicles
660-620-519-5675	Lubricants and Fluids	2,500	Oil and Grease for Trucks and Equipment
660-620-519-5680	Landscaping Supplies	1,000	Parkway Restoration
660-620-519-5730	Program Supplies	<u>10,000</u>	
		5,000	Personal Protective Equipment
		2,000	Joint Utility Locating Information for Excavators (JULIE) Paint
		1,000	Batteries
		500	Plumbing Supplies
		1,500	Hydrant Materials
660-620-519-5745	Small Tools	<u>20,000</u>	
		5,000	Sewer Pipe Cleaning Nozzles
		2,000	Sewer Pipe Cleaning Nozzles for Small Jet Rodder
		3,000	Vactor and Sweeper Hoses
		2,000	Jackhammer Chisels

		2,000	Shovels, Picks, Sledge Hammers
		1,500	Root Cutter Blades
		1,500	Root Cutter Motors
		3,000	Gauges for Fire Hydrant Flushing
660-620-519-5760	Street Materials - Aggregate	16,000	Trench Filling
660-620-519-5769	Street Materials - Other	5,000	Concrete
660-620-519-5780	Utilities - Government Building	2,500	Gas and Electric
660-620-519-5785	Utilities - Public Way	20,000	Electricity for Pumps and Standpipe
660-620-519-5790	Water Purchases	2,200,000	City of Chicago Water purchases
660-620-519-5793	Water System Supplies	10,500	
		3,000	Precast Vaults
		1,500	Sewer Pipes
		6,000	Alley French Drains
660-620-519-5796	Water System Repair Parts	89,000	
		32,000	Meters, Meter Transmission Units, Meter Covers
		30,000	Data Collection Unit (DCU) Upgrades
		2,000	Valves
		3,000	Piping
		15,000	Sleeves
		7,000	Connections
660-000-573-7380	Loan Principal Payments	656,814	
		294,695	Illinois Environmental Protection Agency (IEPA) principal payments
		362,119	Crawford Avenue Water Mains, Fire Hydrants and Flow Meter (final year of five years of payments)
660-000-574-7580	Loan Interest Payments	285,461	
		85,461	Illinois Environmental Protection Agency (IEPA) Interest Payment
		200,000	GOBond Interest
660-620-562-6400	Sewer System Construction/Improvements	2,950,000	
		2,950,000	North Shore Outfall Sewer Construction (50% grant funded)
660-620-562-6401	Water Transmission Improvements	3,000,000	
		3,000,000	Water Transmission Main Construction

**2018-2019 Operating Budget
Budget Analysis**

				<u>Police Pension Fund</u>		
				<u>801</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
62,520	44,485	76,000	50,000	801-810-519-5320	Consulting	76,000
	4,645	23,000	10,000	801-810-519-5300	Other Compensation	15,000
-	20,694	13,000	3,000	801-810-519-5399	Other Professional Services	10,000
-	-	150	100	801-810-519-5560	Printing & copying services	150
1,295	500	1,250	1,250	801-810-519-5570	Professional associations	1,250
1,625	1,700	3,500	2,200	801-810-519-5590	Training	3,500
253	5,380	5,500	5,400	801-810-519-5599	Other contractual	5,500
889	-	550	200	801-810-519-5700	Office supplies	550
-	28	100	100	801-810-519-5720	Postage	100
-	776	100	910	801-810-519-5730	Bank Fees	100
66,583	78,208	123,150	73,160		Commodities	112,150
1,952,388	2,063,319	2,164,199	2,274,179	801-820-519-5080	Pension - regular	2,253,119
210,304	213,314	213,312	298,365	801-820-519-5085	Pension - spouse/dependent	385,050
50,318	91,067	110,000	110,000	801-820-519-5090	Pension - disability	110,000
-	-	115,133		801-820-519-5095	Pension - Health	
2,213,009	2,367,700	2,602,644	2,682,544		Pension Payments	2,748,169
2,279,592	2,445,908	2,725,794	2,755,704	-	Totals	2,860,319

2018-19 Operating Budget

Budget Analysis

Police Pension Fund

801

Account Number	Account Name	Amount	Comments
801-810-519-5320	Consulting	76,000	Investment Consulting Fees
801-810-519-5300	Other Compensation	15,000	L&A Bookkeeping/Administrative Fees; Department of Insurance (DOI) Fees
		12,000	Timothy W Sharpe (TWS) Actuary Fee
		3,000	
801-810-519-5399	Other Professional Services	10,000	Legal Fees
801-810-519-5560	Printing & copying services	150	
801-810-519-5570	Professional associations	1,250	Illinois Public Pension Fund Association (IPPPA), Illinois Public Pension Advisory Committee (IPPAC)
801-810-519-5590	Training	3,500	New Trustee Training (2) Continuing Education (3)
801-810-519-5599	Other contractual	5,500	Fiduciary Insurance
801-810-519-5700	Office supplies	550	Computer Printer Scanner Supplies and Equipment
801-810-519-5720	Postage	100	Pension Mailings
801-810-519-5730	Bank Fees	100	Miscellaneous Fees

Parks & Recreation

Lincolnwood | 2018-2019



**2018-2019 Operating Budget
Budget Analysis**

				<u>PW Park Maintenance</u>		
				<u>430</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
232,001	244,996	227,483	227,483	205-430-515-5025	Wages - full time hourly	229,300
30,289	11,485	24,000	32,636	205-430-515-5035	Wages - seasonal hourly	36,000
9,306	17,120	5,489	9,600	205-430-515-5040	Wages - overtime 1.5X	8,713
7,542	7,718	5,075	9,000	205-430-515-5045	Wages - overtime 2X	6,050
524	708	708	-	205-430-515-5056	HSA	-
2,160	2,160	2,160	2,160	205-430-515-5061	Opt Out Ins	2,160
3,197	4,081	2,200	2,200	205-430-515-5070	Uniform allowance	2,100
16,415	15,722	16,404	17,938	205-430-515-5110	Employer FICA	17,519
3,839	3,677	3,836	4,195	205-430-515-5120	Employer Medicare	4,097
27,480	27,487	27,623	27,623	205-430-515-5130	Employer IMRF	25,914
693	712	437	437	205-430-515-5150	Insurance - group life & AD&D	444
59,700	62,446	60,435	60,435	205-430-515-5160	Insurance - group medical	56,693
7,615	8,266	6,450	6,450	205-430-515-5170	Insurance - group dental	5,975
8,390	8,039	8,268	8,268	205-430-515-5180	Insurance - workers compensation	8,477
409,151	414,618	390,568	408,425		Personnel Services	403,442
22,680	32,562	22,680	22,680	205-430-515-5250	Contract Maintenance	22,680
853	-	2,700	1,000	205-430-515-5405	R&M - buildings	2,600
601	23	-	-	205-430-515-5410	R&M - communications equipment	
867	8,298	12,500	9,500	205-430-515-5470	R&M - Recreation equipment	9,500
13,226	16,441	15,000	20,000	205-430-515-5480	R&M - vehicles	15,000
9	-	1,000	-	205-430-515-5499	R&M - Other equipment	500
447	420	450	-	205-430-515-5530	Equipment rental	450
816	1,021	1,000	1,000	205-430-515-5590	Training	1,000
11,559	11,547	12,000	13,350	205-430-515-5670	Fuel	13,690
1,852	1,288	1,000	1,200	205-430-515-5675	Lubricants & fluids	1,300
13,575	7,217	7,500	7,500	205-430-515-5680	Landscaping supplies	7,500
23,487	43,477	74,400	70,000	205-430-515-5730	Program supplies	50,000
10,675	4,842	5,490	5,000	205-430-515-5745	Small tools	5,200
4,452	3,318	3,300	3,300	205-430-515-5780	Utilities - government building	4,000
105,099	130,452	159,020	154,530		Commodities	133,420
185,074	128,616	112,500	105,000	205-430-515-6350	Park Construction & Improvement	107,500
-	12,400	26,100	26,100	205-430-561-6599	Equipment - other	18,300
185,074	141,016	138,600	131,100		Capital Outlay	125,800
699,323	686,085	688,188	694,055		Totals	662,662

**2018-2019 Operating Budget
Budget Analysis**

**PW Park Maintenance
430**

Account Number	Account Name	Amount	Comments
205-430-515-5250	Contract Maintenance	22,680	
		22,680	Centennial Park Maintenance Contract
205-430-515-5405	R&M - Buildings	2,600	
		500	Annual Backflow Inspection
		500	Annual Fire Alarm Test
		300	Unexpected Repairs
		500	Drinking Fountain Repairs Various Parks
		800	Centennial and Proesel Park Portable Toilet Maintenance
205-430-515-5470	R&M - Recreation Equipment	9,500	
		4,500	Baseball Field Maintenance
		5,000	Playground Equipment Repairs
205-430-515-5480	R&M - Vehicles	15,000	Repairs to Trucks and Tractors, Replacement Parts
205-430-515-5499	R&M - Other Equipment	500	Repairs and Parts for Small Equipment (Tires and Blades)
205-430-515-5530	Equipment Rental	450	Special Equipment Rental
205-430-515-5590	Training	1,000	Safety Training with Northern Illinois Public Safety Training Association (NIPSTA) and Intergovernmental Risk Management Association (IRMA), Pesticide and Herbicide Licensing and Pool Chemicals
205-430-515-5670	Fuel	13,690	Fuel for Department Trucks
205-430-515-5675	Lubricants and Fluids	1,300	Lubricants for Trucks and Tractors
205-430-515-5680	Landscaping Supplies	7,500	Top Soil, Peat Moss, Annuals, Sod and Bushes
205-430-515-5730	Program Supplies	50,000	
		10,000	Lumber, Hardware, Paint Supplies
		8,000	Playwood (engineered wood fiber)
		7,000	Baseball Mix/supplies
		2,000	Janitorial Supplies
		4,000	Sand for Volleyball Area/playgrounds

		2,000	Basketball/Tennis Court Paint
		5,000	Trash Can Replacement (small parks)
		3,000	Tennis Court Wind Screen Replacement (Flowers/Central Parks)
		1,000	Small Park Signage
		3,000	U.P Path Butterfly Garden
		5,000	Thor Guard Replacement Proesel/split with pool
205-430-515-5745	Small Tools	5,200	
		1,200	Edgers
		2,000	Weed Trimmers (4)
		2,000	Motors for Mowers, Leaf Blowers and Snow Blowers
205-430-515-5780	Utilities - Government Building	4,000	Electric
205-430-515-6350	Park Construction and Improvement	107,500	
		5,000	Sidewalk Replacement (Various Parks)
		100,000	Playground (Proesel)
		2,500	Proesel Park Bleacher Replacement (2nd of 3 year program)
205-430-561-6599	Equipment - Other	18,300	
		18,300	Replacement of Pickup Truck #12 split with PW Building Maint.

**2018-2019 Operating Budget
Budget Analysis**

Parks and Recreation Administration

500

2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
161,407	170,051	168,310	155,500	205-500-515-5020	Wages - full time salaried	170,120
21,670	22,395	23,280	23,280	205-500-515-5025	Wages - full time hourly	19,850
43,891	41,655	49,300	48,000	205-500-515-5030	Wages - part time hourly	54,200
765	330	-	-	205-500-515-5056	HSA Savings Acct.	-
1,859	1,652	1,683	1,484	205-500-515-5060	Educational stipend	1,701
600	2,500	2,400	2,400	205-500-515-5061	Opt Out Ins	2,400
927	942	1,300	780	205-500-515-5062	Phone Stipend	780
4,727	1,181	-	-	205-500-515-5065	Tuition Reimbursement	-
14,662	14,760	15,435	14,350	205-500-515-5110	Employer FICA	15,244
3,495	3,451	3,538	3,355	205-500-515-5120	Employer Medicare	3,565
33,415	30,377	25,260	24,260	205-500-515-5130	Employer IMRF	25,823
1,029	875	712	1,400	205-500-515-5150	Insurance - group life & AD&D	709
12,933	13,909	9,720	11,415	205-500-515-5160	Insurance - group medical	15,366
1,557	1,438	846	1,010	205-500-515-5170	Insurance - group dental	1,328
7,415	7,123	7,322	7,322	205-500-515-5180	Insurance - workers compensation	7,376
310,351	312,639	309,106	294,556		Personnel Services	318,462
6,638	5,605	7,000	7,000	205-500-515-5440	R&M - office equipment	7,000
387	90	3,000	3,000	205-500-515-5510	Advertising	2,000
9,528	18,440	10,200	11,500	205-500-515-5560	Printing & copying services	11,500
1,444	2,244	2,850	2,850	205-500-515-5570	Professional associations	2,850
286	319	500	500	205-500-515-5590	Training	1,100
6,761	6,952	7,100	7,100	205-500-515-5599	Other contractual	7,100
4,765	5,462	6,000	5,500	205-500-515-5700	Office supplies	5,000
4,286	886	6,000	3,200	205-500-515-5720	Postage	5,000
9,332	15,534	8,000	9,000	205-500-515-5725	Credit card charges	9,000
-	267	500	500	205-500-515-5730	Program supplies	1,000
43,428	55,799	51,150	50,150		Commodities	51,550
5,749	2,516	7,200	6,500	205-500-515-5810	Conference & meeting registration	7,200
563	63	1,000	2,300	205-500-515-5820	Local mileage, parking & tolls	1,000
156	-	1,200	1,294	205-500-515-5830	Lodging	800
948	667	1,650	1,500	205-500-515-5840	Meals	1,000
7,416	3,246	11,050	11,594		Meetings and Travel	10,000
361,196	371,684	371,306	356,300		Totals	380,012

2018-2019 Operating Budget
Budget Analysis

PR Administration
500

Account Number	Account Name	Amount	Comments
205-500-515-5440	R&M - office equipment	<u>7,000</u>	Copier Lease
205-500-515-5510	Advertising	<u>2,000</u>	
		1,000	Promotional Parks and Recreation Items
		1,000	Signage for New Parks Signs
205-500-515-5560	Printing & copying services	<u>11,500</u>	
		11,500	Printing of Seasonal Brochures (4)
205-500-515-5570	Professional associations	<u>2,850</u>	
		2,050	Illinois Parks and Recreation Association
		800	National Recreation and Park Association
205-500-515-5590	Training	<u>1,100</u>	
		500	Dept. Team Building - Northbrook Park District
		600	Certified Playground Safety Inspector (CPSI) Certification Renewal
205-500-515-5599	Other contractual	<u>7,100</u>	
		6,500	Graphic Design-Brochures (4 issues)
		500	Licensing Fee
		100	Stock Photos
205-500-515-5700	Office supplies	<u>5,000</u>	
		5,000	Clipboards, Pens, Sticky Notes, Paper Pads, Tape, Laminating Supplies, Paperclips, Etc.
205-500-515-5720	Postage	<u>5,000</u>	
		5,000	Mailing of Correspondence and Seasonal Brochures
205-500-515-5725	Credit card charges	<u>9,000</u>	
		9,000	Credit Card Charges for Programs
205-500-515-5730	Program supplies	<u>1,000</u>	
		500	Staff Uniforms
		500	Distinguished Agency Accreditation
205-500-515-5810	Conference & meeting registration	<u>7,200</u>	

		4,200	Illinois Parks and Recreation Association Conference (Staff and Park Board)
		1,800	National Recreation and Park Association (NRPA) Revenue Development and Management School
		800	Illinois Parks and Recreation Association Professional Development School
		400	NRPA Congress
205-500-515-5820	Local mileage, parking & tolls	1,000	
		1,000	Mileage, parking and tolls for meeting travel
205-500-515-5830	Lodging	800	
		800	National Recreation and Parks Congress
205-500-515-5840	Meals	1,000	
		800	Illinois Parks and Recreation Conference (Staff and Park Board)
		200	National Recreation and Parks Congress

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Youth/Tot</u>		
				<u>502</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
4,284	3,871	5,500	4,000	205-502-515-5035	Wages - seasonal hourly	5,250
266	241	310	248	205-502-515-5110	Employer FICA	326
62	56	73	58	205-502-515-5120	Employer Medicare	76
218	150	150	150	205-502-515-5180	Insurance - workers compensaton	158
4,830	4,317	6,033	4,456		Personnel Services	5,810
6,055	7,147	6,800	6,800	205-502-515-5270	Purchased program services	6,370
154	235	1,400	1,000	205-502-515-5730	Program supplies	1,250
6,208	7,382	8,200	7,800		Commodities	7,620
11,038	11,699	14,233	12,256		Totals	13,430

2018-2019 Operating Budget
Budget Analysis

PR Youth/Tot
502

Account Number	Account Name	Amount	Comments
205-502-515-5270	Purchased Program Services	<u>6,370</u>	
		2,870	Contractual Athletics
		2,800	Karate
		700	New Tot Program
205-502-515-5730	Program Supplies	<u>1,250</u>	
		500	In-House Birthday Party Supplies
		300	Sports Equipment
		250	Kids Marathon - (medals, t-shirts)
		200	Coupes and Comedy

2018-2019 Operating Budget

Budget Analysis

				<u>PR Adult Fitness</u>		
				<u>503</u>		
2016	2017	2018	2018			2019
Actual	Actual	Adopted	Projected	Account Number	Description	Proposed
-	-	4,400	-	205-503-515-5035	Wages-Seasonal Hourly	-
-	-	273	-	205-503-515-5110	Employer FICA	-
-	-	64	-	205-503-515-5120	Employer Medicare	-
-	-	132	-	205-503-515-5180	Insurance-Workers Compensation	-
-	-	4,869	-		Personnel Services	-
9,804	32,215	35,200	33,000	205-503-515-5270	Purchased program services	37,469
109	150	150	-	205-503-515-5510	Advertising	50
282		350	100	205-503-515-5730	Program supplies	675
	1,853		-	205-503-515-5645	Concessions and Food	-
10,195	34,219	35,700	33,100		Commodities	38,194
10,195	34,219	40,569	33,100		Total	38,194

2018-2019 Operating Budget
Budget Analysis

PR Fitness/Adult Programs
503

Account Number	Account Name	Amount	Comments
205-503-515-5270	Purchased program services	<u>37,469</u>	
		25,116	Juzz Dance
		2,763	Yoga Instruction
		3,990	Zumba Instruction
		2,800	New Fitness Program Instruction
		2,800	New Adult Program Instruction
205-503-515-5510	Advertising	<u>50</u>	Flyers, Postcards & Banners
205-503-515-5730	Program supplies	<u>675</u>	
		675	Over 21 Event Supplies

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Special Events</u>		
				<u>504</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
78	25	1,000	-	205-504-515-5035	Wages - seasonal hourly	730
5	2	62	-	205-504-515-5110	Employer FICA	45
1	1	14	-	205-504-515-5120	Employer Medicare	11
36	30	30	-	205-504-515-5180	Insurance - workers compensation	22
119	57	1,106	-		Personnel Services	808
40,625	21,970	24,400	24,400	205-504-515-5270	Purchased program services	22,000
3,895	266	4,500	4,500	205-504-515-5510	Advertising	2,825
1,586	195	1,500	1,500	205-504-515-5560	Printing & copying services	1,500
2,745	3,203	4,700	4,300	205-504-515-5645	Concessions & food	5,422
3,300	4,592	4,300	4,300	205-504-515-5730	Program supplies	7,939
661	2,120	600	600	205-504-515-5799	Other materials & supplies	600
52,812	32,346	40,000	39,600		Commodities	40,286
52,932	32,404	41,106	39,600		Totals	41,094

**2018-2019 Operating Budget
Budget Analysis**

**PR Special Events
504**

Account Number	Account Name	Amount	Comments
205-504-515-5270	Purchased Program Services	22,000	
		8,000	Concert in the Park Bands (7 Concerts)
		1,700	Daddy Daughter Dance DJ/Photo Booth
		1,800	Pumpkins in Proesel DJ/Bounce House
		1,500	Family Fun Fest Entertainment
		7,000	Children's Entertainment and Face Paint at Concerts (7)
		500	Breakfast with Santa
		1,000	Touch-A-Truck Bounce House/Train
		500	Movie in the Park License
205-504-515-5510	Advertising	2,825	
		2,000	Banners/Signage/Print Advertising
		325	Social Media
		500	Magnets
205-504-515-5560	Printing and Copying services	1,500	
		1,500	Promotional Postcards with Mailing Fee
205-504-515-5645	Concessions and Food	5,422	
		3,116	Daddy Daughter Dance (Dinner)
		100	Summer Concert Series Water
		100	Family Fun Fest Food/Refreshments
		300	Lincolnwood Lights Refreshments
		200	Candy Cane Hunt
		1,090	Breakfast with Santa
		66	Gingerbread House Workshop Meal
		250	Mom/Son Bingo Refreshments
		100	Movie in the Park Popcorn
		100	Egg Hunt Refreshments
205-504-515-5730	Program Supplies	7,939	
		600	Daddy Daughter Dance Supplies/Trinket
		300	Family Fun Fest Give Away
		600	Breakfast with Santa Supplies
		250	Touch-a-Truck Hard Hats/Stickers
		400	Pumpkins in Proesel Supplies/Prizes
		2,000	Summer Concert Series Promo Items

300	Mom-Son Bingo Supplies/Prizes
273	Gingerbread House Workshop
1,500	Lights for Holiday Tree Lighting
400	Plywood Candy Canes and Supplies for Community Project
616	Monthly Theme Event Supplies
700	Egg Hunt Supplies and Candy

205-504-515-5799 Other Materials and Supplies

600

Miscellaneous Assistance (Public Works)

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Athletic</u>			
				<u>505</u>			
2016	2017	2018	2018	Account Number	Description	2019	
Actual	Actual	Adopted	Projected			Proposed	
1,046	928	1,500	900	205-505-515-5035	Wages - seasonal hourly	600	
65	58	93	56	205-505-515-5110	Employer FICA	37	
15	13	22	13	205-505-515-5120	Employer Medicare	9	
56	45	45	45	205-505-515-5180	Insurance - workers compensation	18	
1,182	1,044	1,660	1,014		Personnel Services	664	
8,361	11,257	9,200	2,235	205-505-515-5270	Purchased program services	3,740	
-		100	357	205-505-515-5730	Program supplies	350	
8,361	11,257	9,300	2,592		Commodities	4,090	
9,543	12,301	10,960	3,606		Total	4,754	

2018-2019 Operating Budget
Budget Analysis

PR Athletic
505

Account Number	Account Name	Amount	Comments
205-505-515-5270	Purchased Program Services	<u>3,740</u>	
		100	Central Suburban League (CSL)
		2,940	Soccer Contractual Services
		700	New Program
205-505-515-5730	Program Supplies	<u>350</u>	
		350	Soccer Uniforms

**2018-2019 Operating Budget
Budget Analysis**

				<u>Community Outreach</u>		
				<u>507</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
-	-	-	-	205-507-515-5270	Purchased program services	-
407	118	1,000	1,000	205-507-515-5730	Program supplies	1,550
407	118	1,000	1,000		Commodities/Total	1,550

**2018-2019 Operating Budget
Budget Analysis**

**Community Outreach
507**

Account Number	Account Name	Amount	Comments
205-507-515-5730	Program Supplies	1,550	
		200	Playground Outreach
		1,350	Memorial Day Parade

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Park Patrol</u>		
				<u>508</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
50,595	43,319	55,000	50,933	205-508-515-5035	Wages - seasonal hourly	51,000
3,165	2,710	3,410	3,158	205-508-515-5110	Employer FICA	3,162
740	634	797	739	205-508-515-5120	Employer Medicare	740
1,620	1,650	1,650	1,650	205-508-515-5180	Insurance - workers compensation	1,530
56,121	48,313	60,857	56,480		Personnel Services	56,432
458	130	200	200	205-508-515-5580	Telephone	200
2,978	656	750	750	205-508-515-5730	Program supplies	750
3,436	786	950	950		Commodities	950
59,557	49,098	61,807	57,430		Totals	57,382

2018-2019 Operating Budget
Budget Analysis

Park Patrol
508

Account Number	Account Name	Amount	Comments
205-508-515-5580	Telephone	<u>200</u>	
		200	Cell Phones
205-505-515-5730	Program Supplies	<u>750</u>	
		250	Bike Tune-Up
		400	Staff Uniforms
		100	Keys, Bug Spray, Sunblock

**2018-2019 Operating Budget
Budget Analysis**

PR Turkey Trot

509

2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
10,031	7,455	6,890	4,500	205-509-515-5020	Wages Full Time Salaried	6,430
3,603	6,699	7,680	7,680	205-509-515-5030	Wages - part time hourly	8,070
1,618	-	-	-	205-509-515-5035	Wages - seasonal hourly	-
103	52	-	-	205-509-515-5056	HSA Savings	-
102	104	69	60	205-509-515-5060	Education Stipend	64
942	859	903	756	205-509-515-5110	Employer FICA	899
220	201	211	177	205-509-515-5120	Employer Medicare	210
1,465	1,512	1,521	1,521	205-509-515-5130	Employer IMRF	1,524
-	-	43	43	205-509-515-5150	Insurance - group life/ad&d	43
1,132	1,579	1,192	1,363	205-509-515-5160	Insurance - group medical	1,400
133	169	112	130	205-509-515-5170	Insurance - group dental	124
367	426	426	426	205-509-515-5180	Insurance - workers compensation	435
19,715	19,055	19,047	16,656		Personnel Services	19,199
10,977	10,132	9,850	9,675	205-509-515-5270	Purchased program services	9,550
1,686	314	1,000	450	205-509-515-5510	Advertising	1,000
5,543	5,631	6,100	5,719	205-509-515-5530	Equipment rental	6,400
-	-	700	856	205-509-515-5560	Printing & copying services	900
1,543	200	5,250	4,427	205-509-515-5615	Awards	5,250
550	1,860	1,450	1,185	205-509-515-5645	Concessions & food	1,680
914	14	900	900	205-509-515-5720	Postage	1,125
23,610	32,517	23,050	23,050	205-509-515-5730	Program supplies	23,050
44,823	50,667	48,300	46,262		Commodities	48,955
64,538	69,722	67,347	62,918		Totals	68,154

**2018-2019 Operating Budget
Budget Analysis**

**Turkey Trot
509**

Account Number	Account Name	Amount	Comments
205-509-515-5270	Purchased Program Services	9,550	
		350	Chicago Area Runners Association (CARA) Certification
		700	Honorarium for Band
		8,500	Finish Line Management
205-509-515-5510	Advertising	1,000	
		800	Active
		200	Social Media
205-509-515-5530	Equipment Rental	6,400	
		1,400	Portable Restrooms
		5,000	Tables, Tents, Chairs, Heaters
205-509-515-5560	Printing and Copying Services	900	
		900	Printing of Save-the-Date Postcards
205-509-515-5615	Awards	5,250	
		5,000	Finisher, Dash, and Category Medals
		250	Plaques for Overall Winners
205-509-515-5645	Concessions and Food	1,680	
		50	Volunteer Refreshments
		630	Water/Cups
		400	Bananas
		600	Post-Race Pizza
205-509-515-5720	Postage	1,125	
		250	Mailing of Awards
		875	Mailing of Postcards
205-509-515-5730	Program Supplies	23,050	
		14,000	Race Shirts
		1,500	Volunteer Shirts
		1,000	Drumstick Dash Shirts
		200	Supplies for Sponsor Tent (Table Cloths, Tape, Sign Holders, Banners)

350	Office Supplies for Participant Packets (Pins, Envelopes, Labels)
700	Race Bibs
300	Drumstick Dash Goody Bags
500	Start and Finish Line Banner
1,000	Charitable Donation
1,500	Street Paint
1,500	Barricade Rental
500	Miscellaneous Public Works

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Club Kid</u>		
				<u>520</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
2,500	4,839	5,400	5,800	205-520-515-5030	Wages Part Time Hourly	6,400
27,905	25,888	40,500	32,000	205-520-515-5035	Wages - seasonal hourly	36,800
1,711	1,904	2,846	2,344	205-520-515-5110	Employer FICA	2,678
400	446	666	548	205-520-515-5120	Employer Medicare	626
-	500	603	685	205-520-515-5130	Employer-IMRF	672
1,065	1,176	1,377	1,134	205-520-515-5180	Insurance - workers compensation	1,296
33,581	34,753	51,392	42,511		Personnel Services	48,472
150	195	5,450	5,450	205-520-515-5270	Purchased program services	5,800
280	297	750	750	205-520-515-5580	Telephone	750
2,825	1,981	3,500	3,500	205-520-515-5645	Concessions & food	4,125
316	99	900	900	205-520-515-5730	Program supplies	850
362	488	500	500	205-520-515-5799	Other materials & supplies	500
3,932	3,060	11,100	11,100		Commodities	12,025
37,513	37,812	62,492	53,611		Totals	60,497

**2018-2019 Operating Budget
Budget Analysis**

**Club Kid
520**

Account Number	Account Name	Amount	Comments
205-520-515-5270	Purchased Program Services	5,800	
		1,500	Club Kid Field Trips
		300	Club Kid Entertainers
		2,040	Winter Break Trips
		1,000	Winter Break Bus
		960	Spring Break Trips
205-520-515-5580	Telephone	750	
		750	Cell Phones
205-520-515-5645	Concessions and Food	4,125	
		4,125	Daily Snack and Drink
205-520-515-5730	Program Supplies	850	
		500	Arts and Crafts Supplies
		200	Athletic Equipment
		150	Winter/Spring Break Supplies
205-520-515-5799	Other Materials and Supplies	500	
		500	Staff Uniforms

**2018-2019 Operating Budget
Budget Analysis**

PR Day Camp Program

530

2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
64,926	63,614	62,750	46,000	205-530-515-5020	Wages- full time salaried	61,250
-	-	3,880	3,826	205-530-515-5025	Wages Full Time Hourly	7,940
5,500	2,555	3,500	3,700	205-530-515-5030	Wages - Part Time Hourly	4,100
160,241	151,741	172,000	183,000	205-530-515-5035	Wages - seasonal hourly	172,000
862	378	-		205-530-515-5056	HSA Savings account	-
650	365	630	340	205-530-515-5060	Educational Stipend	607
80	72	50	72	205-530-515-5062	Phone Stipend	216
13,757	13,397	15,051	14,700	205-530-515-5110	Employer FICA	15,296
3,218	3,134	3,520	3,430	205-530-515-5120	Employer Medicare	3,566
7,614	7,805	7,387	7,200	205-530-515-5130	Employer IMRF	7,744
-	-	208	208	205-530-515-5150	Insurance - group life & AD&D	219
5,432	11,203	7,024	10,030	205-530-515-5160	Insurance Group medical	15,358
718	1,162	634	690	205-530-515-5170	Insurance Group Dental	1,319
6,713	7,841	7,271	7,271	205-530-515-5180	Insurance - workers compensation	7,368
269,709	263,267	283,905	280,467		Personnel Services	296,983
24,186	29,212	24,000	26,415	205-530-515-5270	Purchased program services	27,000
1,328	1,035	1,300	120	205-530-515-5580	Telephone	1,300
766	814	1,000	901	205-530-515-5590	Training	1,000
1,862	1,899	2,000	2,000	205-530-515-5599	Other contractual	2,000
5,456	6,268	5,600	4,331	205-530-515-5645	Concessions & food	5,600
-	-	150	-	205-530-515-5720	Postage	150
19,691	30,605	24,000	25,631	205-530-515-5721	Transportation	25,000
-	-	1,500	1,500	205-530-515-5725	Credit Card Charges	1,500
10,813	17,598	12,800	11,354	205-530-515-5730	Program supplies	14,620
-	73	-	44	205-530-515-5820	Local Mileage, parking and tolls	50
-	-	-	24	205-530-561-5840	Meals	-
64,103	87,504	72,350	72,319		Commodities	78,220
333,812	350,771	356,255	352,786		Total	375,203

2018-2019 Operating Budget
Budget Analysis

PR Day Camp
530

Account Number	Account Name	Amount	Comments
205-530-515-5270	Purchased Program Services	27,000	
		25,500	Field Trip Admissions and Entertainers
		1,500	Post- Camp Trips
205-530-515-5580	Telephone	1,300	
		1,300	Cell Phones for Supervisors and Coordinators
205-530-515-5590	Training	1,000	
		1,000	Food and Supplies for Staff Training and In-Services (12+ Sessions)
205-530-515-5599	Other Contractual	2,000	
		2,000	American Camp Association (ACA) Annual Accreditation Fee
205-530-515-5645	Concessions and Food	5,600	
		5,000	Daily Snack, Pizza, Ice Cream, Plates, Cups, Snow Cone Syrup, Etc.
		600	Family Picnic
205-530-515-5720	Postage	150	
		150	Mailing for Notifications and Updates
205-530-515-5721	Transportation	25,000	
		25,000	Field Trip and Daily Bus Service
205-530-515-5725	Credit Card Charges	1,500	
		1,500	Bank Charges for Credit Card Registration
205-530-515-5730	Program Supplies	14,620	
		3,000	Camper T-Shirts
		2,000	Camper Tye-Dye Shirts
		2,000	Staff Uniforms, Fanny Packs, Lanyards
		600	Camp and Swimming Wristbands
		800	Safety Supplies (Gloves, Ice Packs, CPR Shields, Spill Kits, Etc.)
		2,000	Arts and Crafts Supplies
		2,000	Athletic and Recreational Game Equipment

500	Miscellaneous Supplies (Storage, Shelving, Carts, Etc.)
100	Office Supplies (Clip Boards, Binders, Dividers, Folders, Storage)
600	Replacement Signage (Printed Banners, Balloons, Yard Signs)
900	TimeForce
120	Google Account

**2018-2019 Operating Budget
Budget Analysis**

				<u>Adult Athletics</u>		
				<u>540</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
3,276	1,989	7,000	3,744	205-540-515-5270	Purchased program services	4,000
1,861	2,958	2,475	1,125	205-540-515-5615	Awards	1,163
-	616	850	31	205-540-515-5730	Program supplies	375
5,137	5,563	10,325	4,900		Commodities/Totals	5,538

2018-2019 Operating Budget

Budget Analysis

PR Adult Athletics Program

540

205-540-515-5270	Purchased Program Services	<u>4,000</u>	
		4,000	Summer Umpire Fees (Sunday)
205-540-515-5615	Awards	<u>1,163</u>	
		1,163	Summer Awards (Sunday)
205-540-515-5730	Program supplies	<u>375</u>	
		325	Softballs
		50	Trophies

**2018-2019 Operating Budget
Budget Analysis**

PR Racquet Sports

550

2016 Actual	2017 Actual	2018 Adopted	2018 Projected	Account Number	Description	2019 Proposed
-	-	480	-	205-550-515-5035	Wages - seasonal hourly	-
-	-	30	-	205-550-515-5110	Employer FICA	-
-	-	7	-	205-550-515-5120	Employer Medicare	-
-	-	14	-	205-550-515-5180	Insurance - Workers Compensation	-
-	-	531	-		Personnel Services	-
7,016	9,919	7,350	5,900	205-550-515-5270	Purchased program services	7,245
	-	50	72	205-550-515-5730	Program Supplies	-
7,016	9,919	7,400	5,972		Commodities/Totals	7,245
7,016	9,919	7,931	5,972		Totals	7,245

2018-2019 Operating Budget
Budget Analysis

PR Racquet Sports
550

Account Number	Account Name	Amount	Comments
205-550-515-5270	Purchased Program Services	<u>7,245</u>	
		6,895	Contractual Tennis Services
		350	Contractual Pickleball

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Aquatic Center</u>		
				<u>560</u>		Supt.
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
39,232	62,224	65,100	65,100	205-560-515-5020	Wages- full time salaried	67,000
8,346	11,711	14,760	14,760	205-560-515-5030	Wage - Part time hourly	16,140
207,561	192,494	225,900	197,500	205-560-515-5035	Wages - seasonal hourly	227,600
403	621	651	651	205-560-515-5060	Educational Stipend	670
207	72	36	72	205-560-515-5062	Phone Stipend	100
15,504	16,382	18,957	17,196	205-560-515-5110	Employer FICA	19,307
3,626	3,832	4,433	4,022	205-560-515-5120	Employer Medicare	4,515
4,611	7,764	8,405	8,405	205-560-515-5130	Employer IMRF	8,808
-	-	209	209	205-560-515-5150	Insurance - group life & AD&D	209
4,273	5,370	7,776	13,348	205-560-515-5160	Insurance - Group medical	16,525
380	590	679	870	205-560-515-5170	Insurance - group dental	1,330
8,439	8,691	9,455	9,455	205-560-515-5180	Insurance - workers compensation	9,342
292,581	309,751	356,361	331,588		Personnel Services	371,546
15,037	15,259	14,900	14,900	205-560-515-5270	Purchased program services	15,230
21,396	34,905	37,450	37,450	205-560-515-5405	R&M - buildings	38,000
2,763	-	-		205-560-515-5450	R&M - pool equipment	-
19,867	-	-		205-560-515-5499	R&M - other	-
20	330	500	500	205-560-515-5560	Printing & copying services	500
474	347	500	500	205-560-515-5580	Telephone	500
151	1,216	2,000	2,217	205-560-515-5590	Training	2,300
31,223	32,184	34,650	43,166	205-560-515-5630	Chemicals - swimming pool	41,000
8,827	7,216	11,000	11,000	205-560-515-5640	Computer supplies	8,000
29	53	375	375	205-560-515-5645	Concessions & food	375
-	370	1,000	1,000	205-560-515-5690	Merchandise for resale	1,000
67	312	500	500	205-560-515-5700	Office supplies	500
8,328	6,801	8,500	8,500	205-560-515-5725	Credit Card Charges	8,500
10,232	10,266	11,500	11,500	205-560-515-5730	Program supplies	11,500
6,255	-	-		205-560-515-5740	Repair parts	-
315	104	750	750	205-560-515-5770	Training supplies	750
12,816	13,586	12,000	12,000	205-560-515-5780	Utilities - government building	12,000
137,800	122,948	135,625	144,358		Commodities	140,155
369	495	500	500	205-560-515-5810	Conference & meeting registration	600
-	765	600	600	205-560-515-5830	Lodging	650
-	-	250	260	205-560-515-5840	Meals	150
579	196	700	700	205-560-515-5850	Purchased transportation	660

948	1,456	2,050	2,060		Meetings and Conference	2,060
28,438	30,020	32,000	32,000	205-560-515-6599	Equipment - Pool	32,000
28,438	30,020	32,000	32,000		Equipment	32,000
459,766	464,175	526,036	510,006		Totals	545,761

2018-2019 Operating Budget
Budget Analysis

PR Aquatic Center
560

Account Number	Account Name	Amount	Comments
205-560-515-5270	Purchased Program Services	15,230	
		12,230	Contracted Flower Bed Maintenance
		500	Pool Opening Assistance
		1,000	Cooperative Lifeguard Classes
		500	Fitness Instruction
		1,000	Pool Theme Nights - Entertainment
205-560-515-5405	R&M - Buildings	40,550	
		4,000	Thor-Guard Replacement
		1,250	HVAC Repairs
		2,500	Pool Heater Start-Up (Contractual)
		3,300	Pool Heater Repairs
		2,000	Bathhouse Repairs and Replacements
		3,000	Fencing Repairs and Replacements
		4,000	Plumbing Repairs and Replacements
		7,000	Filter Room System Repair and Replacements
		7,000	Pool Grates, Gutter, Equipment Repair and Replacements
		1,000	Safety Signage and Equipment (Filter Room and Deck)
		1,000	Paint - Facility, Floor, and/or Pool
		500	Pool Plantings
		750	Pool Cleaning Supplies (Poles, Strainers, etc.)
		750	Pool Vacuum (4) Service and Parts
		2,500	Miscellaneous Repairs (Contingency)
205-560-515-5560	Printing and Copying Services	500	
		250	Newspaper Ad
		250	Facility Signage
205-560-515-5580	Telephone	500	Verizon Cell Phones
205-560-515-5590	Training	2,000	Lifeguard Training

205-560-515-5630	Chemicals - Swimming Pool	41,000	
		30,000	Chlorine
		6,000	PH Minus
		2,000	Filter Medium
		2,000	Anti-Freeze
		500	Reagents
		500	Miscellaneous (Unknown Chemicals), Example: Water Clarifier, Algaecide
205-560-515-5640	Computer Supplies	8,000	
		5,000	Online Non-Resident Pool Pass Registration
		1,600	Pool Computer Set-Up for Opening
		1,400	TimeForce
205-560-515-5645	Concessions and Food	500	Staff Orientation
205-560-515-5690	Merchandise for Resale	1,000	
		200	Rash Guards, Swim Diapers, Suits
		300	Goggles
		500	Sunscreen, Glasses, Water Bottles, Misc. Items
205-560-515-5700	Office Supplies	500	
		100	Clipboards, Pens, Pencils
		150	Paper, Toner
		100	Laminating supplies
		150	Binders, Folders
205-560-515-5725	Credit Card Charges	8,500	Registration Charges
205-560-515-5730	Program Supplies	11,500	
		6,000	Lifeguard, Concession, Desk, Maintenance Uniforms
		2,250	First Aid Supplies
		2,250	Pool Cleaning Supplies
		500	Event Supplies
		500	Junior Lifeguard Program Supplies
205-560-515-5770	Training Supplies	750	Lifeguard Cards
205-560-515-5780	Utilities - Government Building	12,000	Utilities - Government Building
205-560-515-5810	Conference and Meeting Reg.	600	World Waterpark Association Conference

205-560-515-5830	Lodging	650	World Waterpark Association Conference Hotel Stay (Three Nights)
205-560-515-5840	Meals	150	Meals at World Waterpark Association Conference
205-560-515-5850	Purchased Transportation	660	Travel to World Waterpark Association Conference
205-560-515-6599	Equipment - Pool	32,000	Pool Capital Improvement

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Swim Lessons</u>		
				<u>561</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
9,743	12,432	16,000	7,400	205-561-515-5035	Wages - seasonal hourly	12,000
604	771	992	459	205-561-515-5110	Employer FICA	744
141	180	232	108	205-561-515-5120	Employer Medicare	174
600	507	480	480	205-561-515-5180	Insurance - Workers Compensation	360
11,088	13,890	17,704	8,447		Personnel Services	13,278
94	102	200	200	205-561-515-5730	Program supplies	200
-	-	200	200	205-561-515-5770	Training supplies	200
94	102	400	400		Commodities	400
11,182	13,992	18,104	8,847		Totals	13,678

2018-2019 Operating Budget
Budget Analysis

PR Swim Lessons
561

Account Number	Account Name	Amount	Comments
205-561-515-5730	Program Supplies	200	Clipboards, Laminating Sheets, Stopwatches
205-561-515-5770	Training Supplies	200	Water Safety Instructor Certification

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Swim Team</u>		
				<u>562</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
14,079	18,257	18,000	18,000	205-562-515-5035	Wages - seasonal hourly	18,000
873	1,132	1,116	1,116	205-562-515-5110	Employer FICA	1,116
204	265	261	261	205-562-515-5120	Employer Medicare	261
465	420	540	540	205-562-515-5180	Insurance - Workers comp.	540
15,621	20,073	19,917	19,917		Personnel Services	19,917
3,208	1,012	1,400	1,144	205-562-515-5270	Purchased program services	1,400
611	157	300	32	205-562-515-5645	Concessions & food	300
6,224	5,062	6,000	6,000	205-562-515-5730	Program supplies	6,000
10,043	6,231	7,700	7,176		Commodities	7,700
25,664	26,304	27,617	27,093		Totals	27,617

2018-2019 Operating Budget
Budget Analysis

PR Swim Team
562

Account Number	Account Name	Amount	Comments
205-562-515-5270	Purchased Program Services	<u>1,400</u>	
		1,400	Bus Transportation
205-562-515-5645	Concessions and Food	300	Three Home Meets Coaches Room
205-562-515-5730	Program Supplies	<u>6,000</u>	
		4,250	Uniforms and Swim Caps
		1,000	Ribbons
		750	Membership Dues

**2018-2019 Operating Budget
Budget Analysis**

PR Aquatic Center Concessions

563

2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
26,909	33,046	34,000	32,000	205-563-515-5035	Wages - seasonal hourly	33,000
1,668	2,049	2,108	1,984	205-563-515-5110	Employer FICA	2,046
390	479	493	46	205-563-515-5120	Employer Medicare	479
600	810	1,020	1,020	205-563-515-5180	Insurance - Workmens Comp	990
29,567	36,384	37,621	35,050		Personnel Services	36,515
3,397	1,302	1,500	1,931	205-563-515-5405	Repairs and Maint. Building	2,000
30,861	30,612	31,000	28,893	205-563-515-5645	Concessions & food	31,000
445	696	750	671	205-563-515-5649	Supplies	750
34,703	32,610	33,250	31,495		Commodities	33,750
64,270	68,994	70,871	66,545		Totals	70,265

2018-2019 Operating Budget
Budget Analysis

PR Concessions
563

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Comments</u>
205-563-515-5405	R & M Buildings	2,000	Refrigerator, Freezer Repairs
205-563-515-5649	Supplies	750	Cooking and Cleaning Supplies; Food Prep Equipment
205-563-515-5645	Concession Products	<u>31,000</u>	
		28,000	Food and Ingredients for Concession Stand Food
		3,000	Beverages

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Senior Program</u>			
				<u>570</u>			
2016	2017	2018	2018	Account Number	Description	2019	
Actual	Actual	Adopted	Projected			Proposed	
6,523	7,752	6,500	7,000	205-570-515-5030	Wages- Part time	7,500	
383	494	403	434	205-570-515-5110	Employer FICA	465	
90	115	94	105	205-570-515-5120	Employer Medicare	109	
195	165	195	195	205-570-515-5180	Insurance - workers compensation	225	
7,191	8,526	7,192	7,734		Personnel Services	8,299	
12,803	7,042	14,000	7,500	205-570-515-5270	Purchased program services	9,855	
1,218	737	2,000	750	205-570-515-5280	Subsidized taxi program	2,000	
2,111	3,199	2,400	3,000	205-570-515-5645	Concessions & food	2,000	
797	46	1,600	100	205-570-515-5730	Program supplies	2,014	
16,930	11,024	20,000	11,350		Commodities	15,869	
24,120	19,550	27,192	19,084		Totals	24,168	

2018-2019 Operating Budget
Budget Analysis

PR Seniors Program
570

Account Number	Account Name	Amount	Comments
205-570-515-5270	Purchased Program Services	<u>9,855</u>	
		7,855	Tickets - Admissions to Theater, Museums, Sporting Events,
		2,000	Transportation (Charter Bus)
205-570-515-5280	Subsidized Taxi Program	<u>2,000</u>	
		2,000	Niles Township Subsidized Program (Payment to Cab Companies)
205-570-515-5645	Concessions and Food	<u>2,000</u>	
		2,000	Lunch Bunch, In-House Food/Refreshments
205-570-515-5730	Program Supplies	<u>2,014</u>	
		2,014	Decorations, Movies, Table Coverings, Plates, Napkins, Raffle Prizes, Coffee

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Community Center</u>		
				<u>571</u>		
2016	2017	2018	2018			2019
Actual	Actual	Adopted	Projected	Account Number	Description	Proposed
14,362	11,556	14,000	13,000	205-571-515-5030	Wages - part time hourly	15,000
888	750	868	806	205-571-515-5110	Employer FICA	930
208	175	203	189	205-571-515-5120	Employer Medicare	218
420	420	420	420	205-571-515-5180	Insurance - workers compensation	450
15,877	12,902	15,491	14,415		Personnel Services	16,598
5,833	5,000	5,900	5,000	205-571-515-5240	Janitorial	5,000
-	750	-	-	205-571-515-5270	Purchased program services	-
-	-	150	-	205-571-515-5510	Advertising	150
28,246	20,717	10,350	10,350	205-571-515-5535	Facility rental	13,900
2,343	2,327	2,650	2,650	205-571-515-5730	Program supplies	3,630
36,422	28,793	19,050	18,000		Commodities	22,680
					Capital Outlay	
52,299	41,695	34,541	32,415		Totals	39,278

**2018-2019 Operating Budget
Budget Analysis**

**PR Community Center
571**

205-571-515-5240	Janitorial	<u>5,000</u>	Cleaning of Facility, Bathroom, Kitchen, Floors, Etc.
205-571-515-5510	Advertising	<u>150</u>	Advertising for Village Events and of the Facility
205-571-515-5535	Facility Rental	<u>13,900</u>	
		1,000	Entrance Railing & Door Paint
		400	Chair Cleaning (3/year)
		1,000	Small Room Shade Replacement
		9,000	Large Room Chandelier Replacement (6 lights)
		2,500	Chandelier Installation
205-571-515-5730	Program Supplies	<u>3,630</u>	
		1,000	Replacement Tables
		550	Paper Goods
		200	Cleaning Supplies
		150	Staff Uniforms
		1,300	Maintenance for Copier
		200	First Aid Supplies
		180	Helium Tank Rentals
		50	Pest Control

**2018-2019 Operating Budget
Budget Analysis**

				<u>PR Special Recreation Program</u>		
				<u>580</u>		
2016	2017	2018	2018	Account Number	Description	2019
Actual	Actual	Adopted	Projected			Proposed
118,051	130,814	125,000	125,000	205-580-515-5270	Purchased program services	130,000
118,051	130,814	125,000	125,000		Commodities/Total	130,000

**2018-2019 Operating Budget
Budget Analysis**

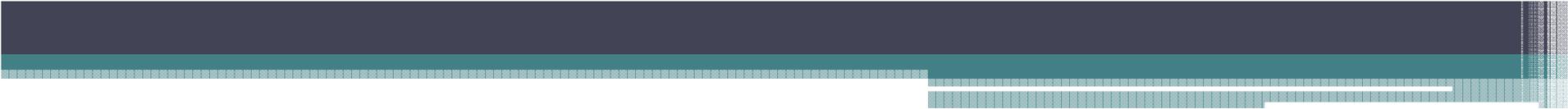
PR Special Recreation Program

580

Account Number	Account Name	Amount	Comments
205-580-515-5270	Purchased program services	130,000	Maine Niles Association of Special Recreation Program Costs

Fiscal Year 2018/19 Budget Workshop

February 13 , 2018



Budget Workshop Agenda

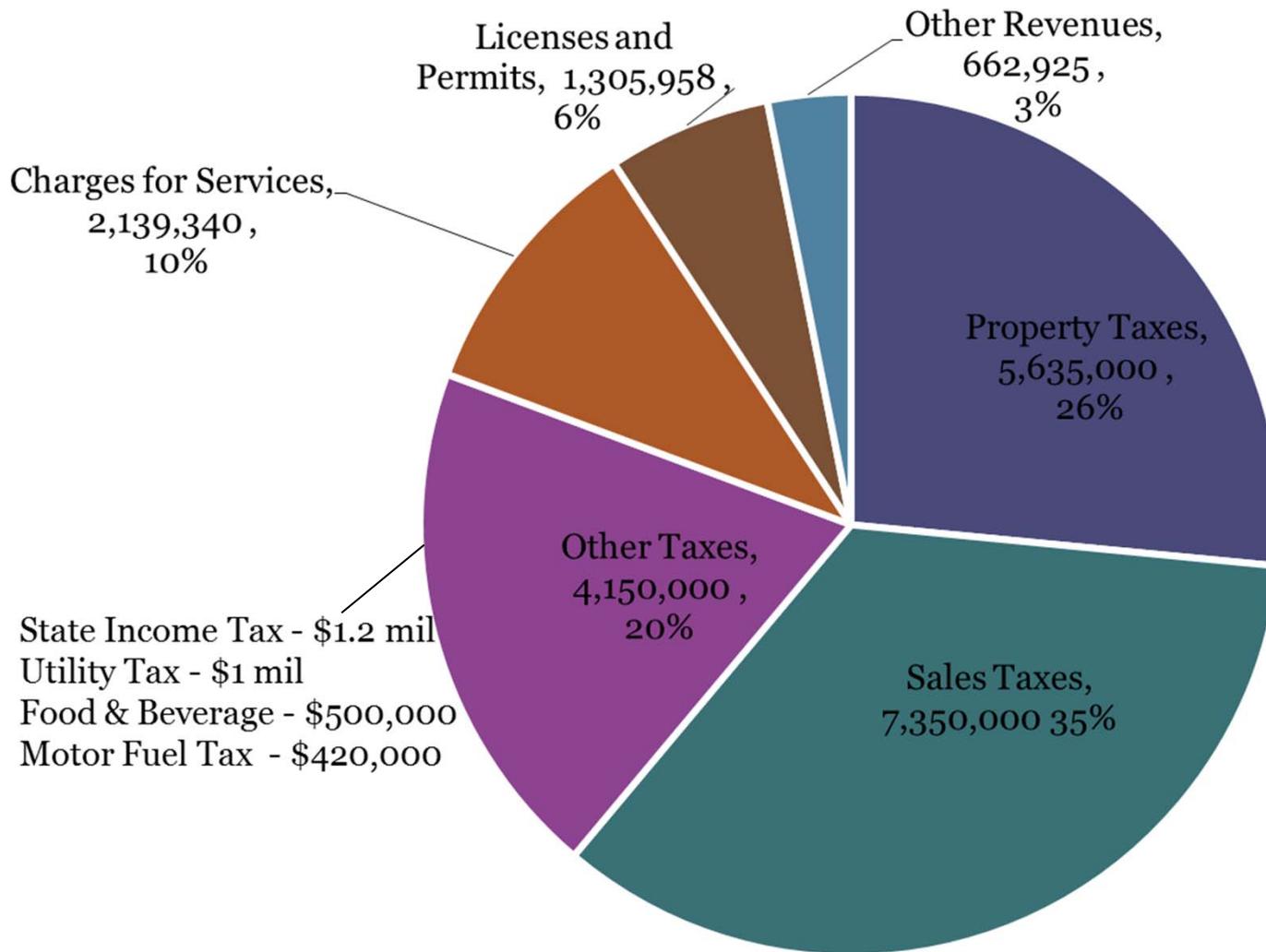
- Summarize budget process/Village operating structure
- Summarize FY 2017/18 fiscal performance
- Anticipate FY 2018/19 fiscal performance
- Discuss key policy issues
- Identify longer-term financial issues
- Review Capital Improvement, Equipment Replacement and I/T Initiative Programs
- Review other funds
- Closed Session

Village's Fund Structure - \$41.4 mil

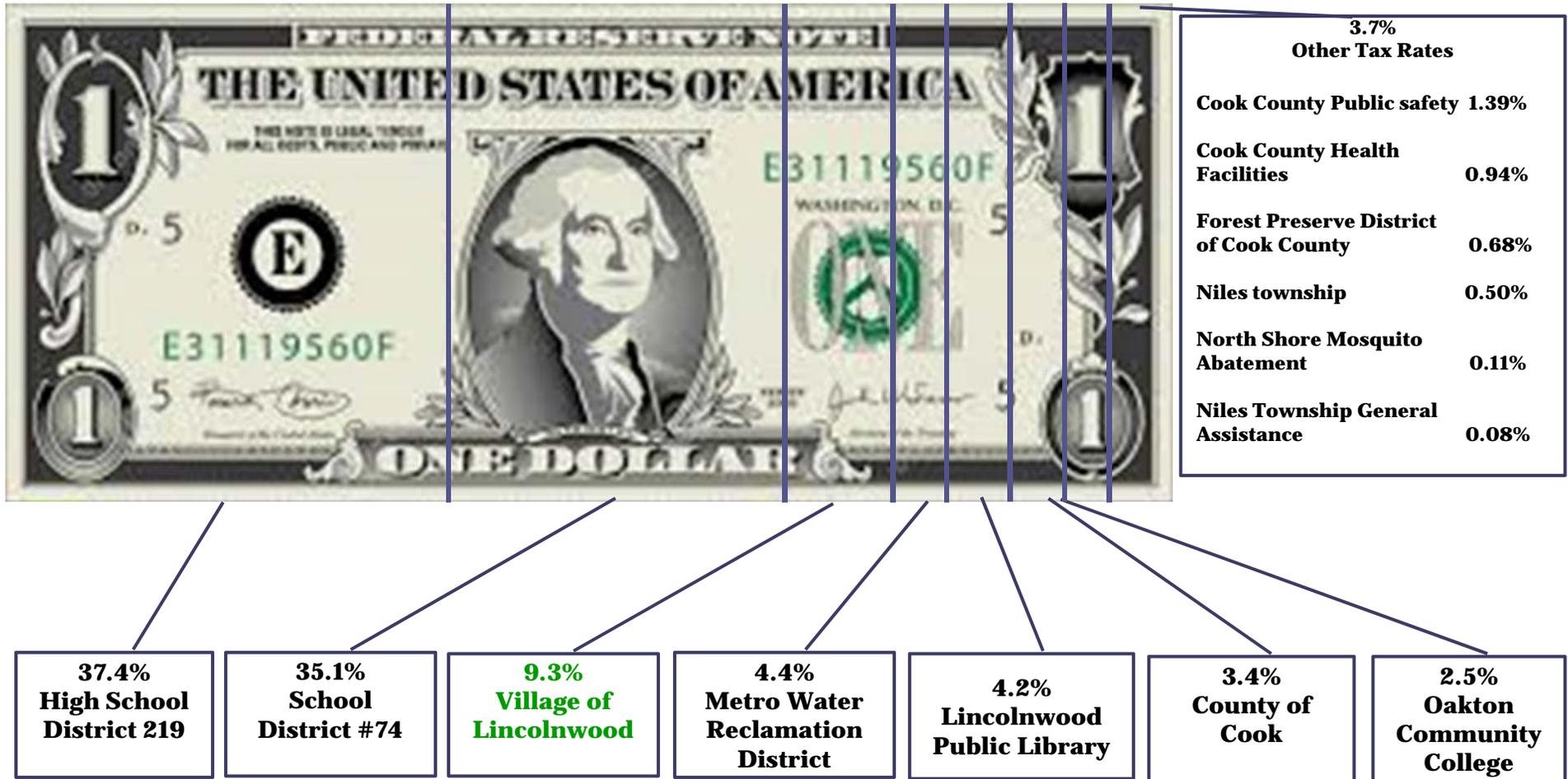
- **General Fund - \$21.8 mil**
 - Funds general operations
- **Water & Sewer - \$12.2 mil**
 - Potable water delivery and sewer maintenance
- **3 TIF Districts - \$2.5 mil**
 - Improvements within the respective TIF district
- **Motor Fuel Tax - \$1 mil**
 - Transportation improvements
- **Transp. Imp. Fund - \$300k**
 - Transportation improvements
- **Debt Service - \$200k**
 - Cook Co loan
- **Prop. Enhance. Prog. - \$50k**
 - Business façade grants
- **ComEd ROW - \$540k**
 - Overpass construction (20% local match)
- **Private sewer fund - \$25k**
 - Grant for resident replacmt.
- **Police Pension - \$2.8mil**
 - Prof. fees related to the Police Pension Board

Total General Fund Revenues

\$21,243,223



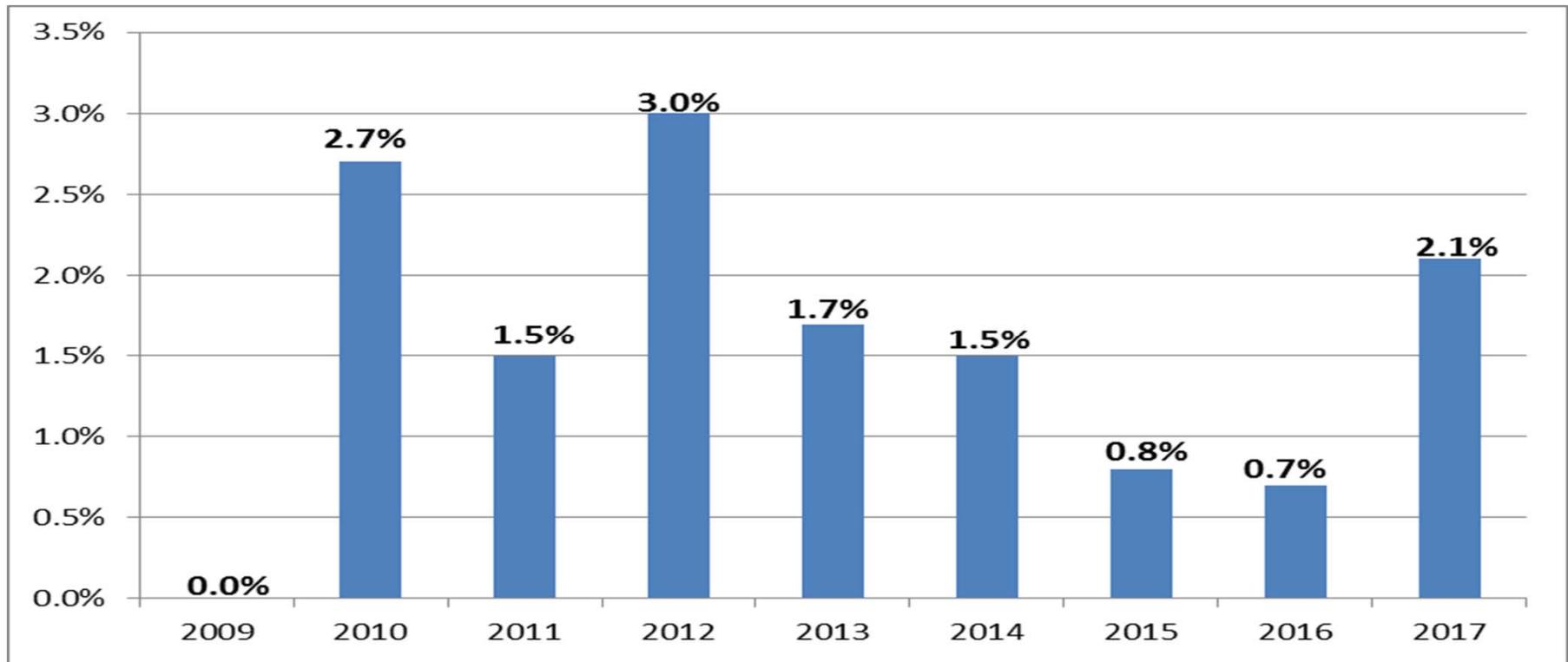
Lincolnwood Property Owners' Tax Bill - 2016



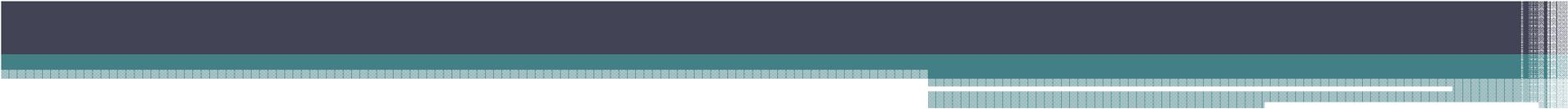
Niles Township Tax Rate Comparison

Rank	Municipality	Municipal Tax Rate	Park District Tax Rate	Total	Tax Year Rate
1	Golf	\$2.038	\$0.000	\$2.038	2016
2	Morton Grove	\$1.504	\$0.431	\$1.935	2015
3	Glenview	\$0.584	\$0.684	\$1.268	2015
4	Skokie	\$0.651	\$0.440	\$1.091	2016
5	Niles	\$0.509	\$0.495	\$1.004	2016
6	Lincolnwood	\$0.857	\$0.000	\$0.857	2016

Village Property Tax Annual Percentage Change



- **Village Financial Policy - 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 State consumer price index increase applicable as of the prior December**



Review of Budget Preparation Process

- **October/November**-Village Manager (VM) developed budgetary assumptions for FY2019 and met with Department Heads to discuss
- **December** – Finance and VM discussed preliminary revenue estimates. Department budgets submitted to VM along with departmental goals for FY2019
- **January** - VM and budget team met with each Department to discuss proposed budgets. Proposed budgets were revised following VM's approval
- **February** – Staff presents draft FY2019 budget and policy issues to Village Board (VB). Draft budget is revised to incorporate VB direction
- **March** – Staff meets to review revised draft budget with Village Board Finance Committee. Proposed budget is placed for public viewing and a public meeting is held for the public and VB discussion
- **April** – FY2019 budget is presented for formal consideration to the VB
- **May** – New fiscal year begins. Budget is monitored and updates provided to VB

FY 2017/18 Year-End General Fund Projection



General Fund Projections - April 30, 2018

	Adopted Budget FY17/18	Projected Actual FY17/18	Increase/ (Decrease)
Revenues	\$20,688,569	\$20,388,755	\$(299,814)
Expenditures	21,408,991	21,093,770	(315,221)
Deficit Before Transfers	(720,422)	(705,015)	15,407

FY 2018 Year-End GF Revenue Issues

	Adopted Budget FY 17/18	Projected Actual FY17/18	Difference
<u>Revenue</u>	\$20,688,569	\$20,388,755	\$(299,814)*

<u>Revenue Item</u>	<u>Adopted/Projected Variance</u>
<input type="checkbox"/> Sales tax/Use tax	\$ (150,000)
<input type="checkbox"/> Property tax	(50,000)
<input type="checkbox"/> State income tax allocation from Illinois	(80,000)
<input type="checkbox"/> Building permit fees	(100,000)
<input type="checkbox"/> Miscellaneous fees	39,000
<input type="checkbox"/> Investment income	60,000

***Achieved 99% of Projected Revenue**

FY 2018 Year-End GF Expenditure Issues

	Adopted Budget FY 17/18	Projected Actual FY17/18	Difference
<u>Expenditures</u>	\$21,408,991	\$21,093,770	\$(315,221)*

<u>Expenditure Item</u>	<u>Adopted/Projected Variance</u>
<input type="checkbox"/> Reduction in personnel costs (Due to employee retirements/transitions)	\$ 126,000
<input type="checkbox"/> Reduction in camp and pool costs	42,500
<input type="checkbox"/> Reduction in contractual costs	224,000
<input type="checkbox"/> Increase in repairs - vehicles	45,000

***Achieved 1% savings in expenses**

General Fund Projections - April 30, 2018

	Adopted Budget FY17/18	Projected Actual FY17/18	Increase/ (Decrease)
Revenues	\$20,668,569	\$20,388,755	\$(299,814)
Expenditures	21,408,991	21,093,770	(315,221)
Surplus (Deficit)	(720,422)	(705,015)	15,407
Transfers-net	(804,750)	(796,600)	(8,150)
Net Change to Fund Balance	(1,525,172)	(1,501,615)	23,557

Deficit Explanation - FY2018

Budgeted Deficit \$1,521,172

Item	Rationale	Cost
Increase in Police Pension Contribution	Village Board Directive	\$200,000
Police Starcom Radio Replacements	Unfunded Mandate	230,000
Touhy Overpass (20% share)	Non-recurring Capital Expense	581,000
Lincoln Avenue Median Construction	Non-recurring Capital Expense	466,250

Projected FY 2018 General Fund Transfer Activity

Transfers into GF:	Budgeted	Actual
Water Fund	\$200,000	\$200,000
NEID TIF	<u>130,000</u>	<u>130,000</u>
	<u>\$330,000</u>	<u>\$330,000</u>
Transfers out of GF:		
Touhy Overpass	581,000	581,000
Private Sewer Line Assistance	25,000	18,000
Lincoln Ave. Median	466,250	515,100
PEP Grant Program	50,000	0
Debt Service - Fire Vehicle	<u>12,500</u>	<u>12,500</u>
	<u>\$1,134,750</u>	<u>\$1,126,600</u>
Net Transfer	\$(804,750)	\$(796,600)

FY 2018/19 General Fund Draft Budget

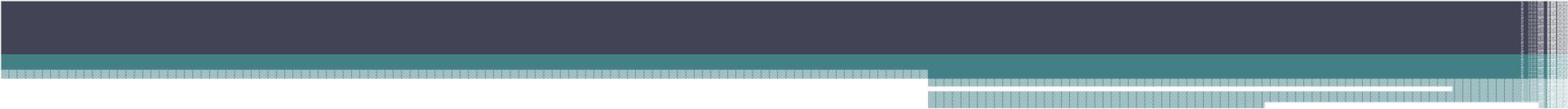
FY 2019 General Fund Draft Budget

Revenues	\$21,243,223
Expenditures	21,850,485
Deficit	(607,262)
Net Transfers	(45,500)
Net Change to Fund Balance	\$(652,762)

Proposed Deficit Breakdown

Proposed Deficit \$652,762

Expenses	Rationale	Cost
Additional Police Pension Funding	Village Board Directive	\$220,000
Starcom Radio Replacements	Unfunded State Mandate	\$193,000
Touhy Overpass (20% share)	Non-recurring Capital Expense	<u>\$288,000</u>
Total		\$701,000
Adjusted GF Surplus		\$48,238



General Fund Fund Balance Policy

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

Projected General Fund Fund Balance FY2019

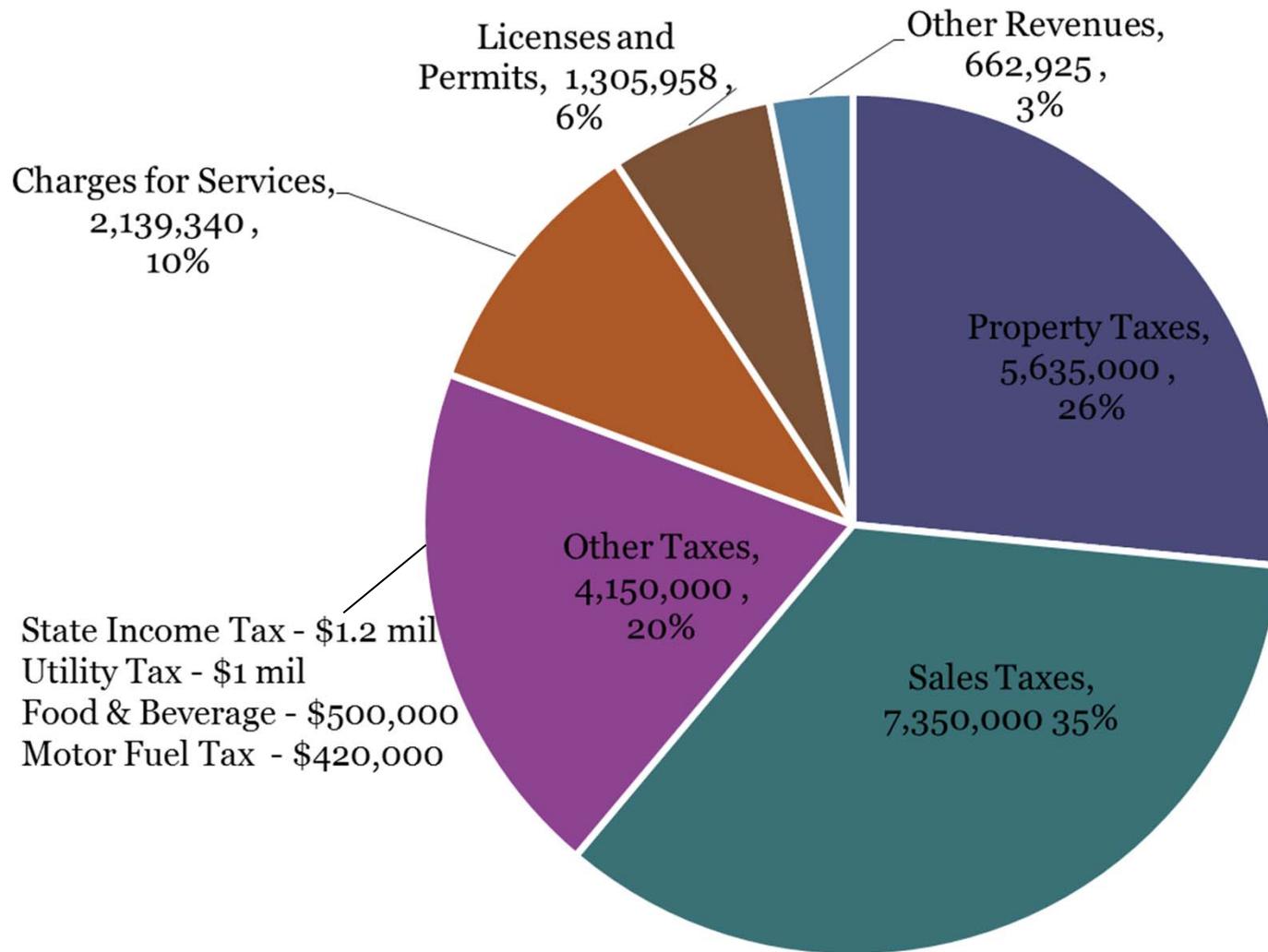
Projected Fund Balance (As of 4/30/19)	\$10,533,162
Required Max. Fund Balance per Village Financial Policy	\$7,435,128
“Excess” fund balance available for equipment purchases and capital projects	\$3,098,034

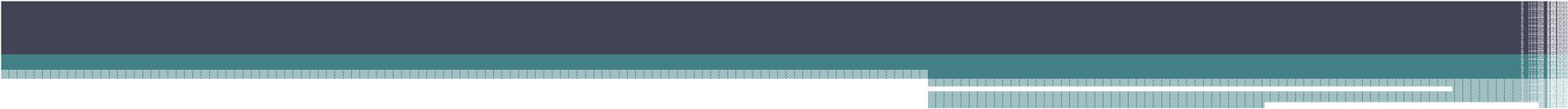
Proposed General Fund Revenues FY 2019

Projected Actual FY2018	Draft Budget FY2019	Difference
\$20,388,755	\$21,243,223	\$854,468

Total General Fund Revenues

\$21,243,223





FY2019 Proposed General Fund Revenue Highlights

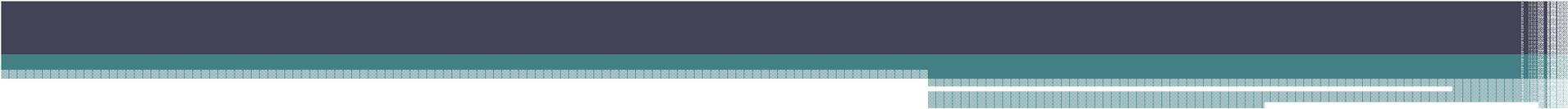
Revenue Adjustments Included in Draft Budget

- Proposed increase in pool pass fees \$ 15,000
- Proposed increase in camp fees 10,000
- Proposed increase in vehicle sticker fees 85,000
- Proposed increase in ambulance fees 26,000
- Proposed administrative towing DUI fee 20,000

Pool Pass & Summer Day Camp Fee Increases

- 3% fee increase for pool passes (residents and non-residents) and summer day camp fees
 - Last fee increase 4 years ago
- Park Board unanimously approved the revenue adjustments
- Projected Additional Revenue Generated:

Pool Passes	\$15,000
Day Camp	\$10,000



Ambulance Billing Rate Adjustments

- **Last Ambulance Billing Adjustment FY 2016**
- **FY 2017 Revenue \$400,000**
- **Projected Revenue with Rate Adjustments \$26,000**
- **Residents Do Not Pay Out-of-Pocket Expenses**
 - **Insurance reimbursement only**

Ambulance Billing Rate Adjustments

NON-RESIDENT AMBULANCE SERVICE RATES:

Charges	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$1,000.00	\$1,100.00
Advanced Life Support I ambulance transport fee	\$1,150.00	\$1,300.00
Advanced Life Support II ambulance transport fee	\$1,400.00	\$1,500.00
Mileage transport fee	\$20.00/Mile	\$25.00/Mile

RESIDENT AMBULANCE SERVICE RATES:

Charges	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$650.00	\$750.00
Advanced Life Support I ambulance transport fee	\$850.00	\$950.00
Advanced Life Support II ambulance transport fee	\$1,050.00	\$1,150.00
Mileage transport fee	\$17.00/Mile	\$20/Mile

Village Sticker Fee Adjustment

- Current fee is \$40 per vehicle and commercial vehicles are slightly higher
- Last fee adjustment – May 1, 2008
- Staff is recommending fee adjustment of \$10 to \$50 per vehicle
- Additional revenue will be used to help fund additional Police Pension contribution authorized by Village Board

Village Sticker Fee Adjustment

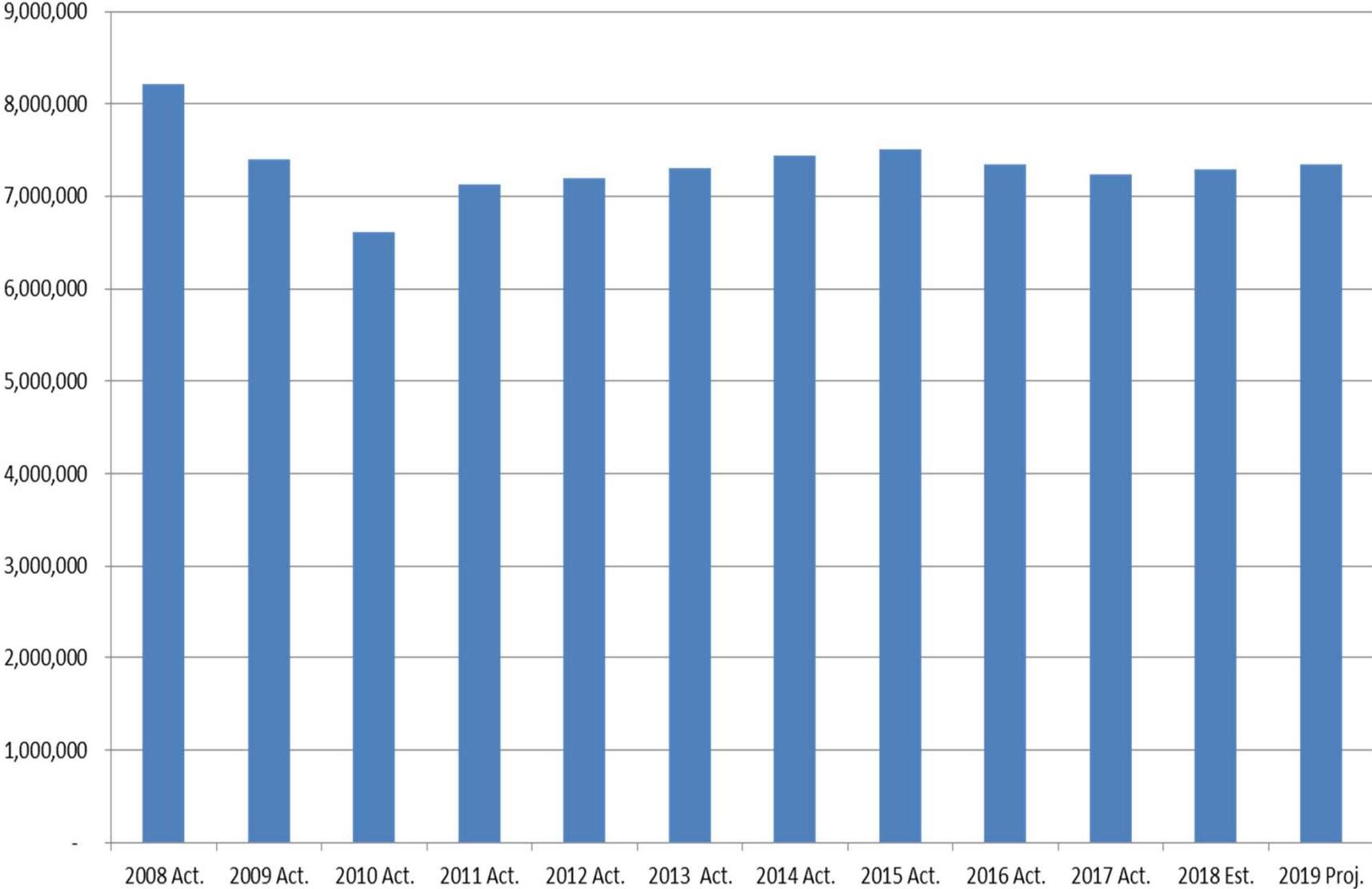
Community	Fee
Village of Kenilworth	\$80
Village of Wilmette	\$80
Village of Schaumburg	\$80
City of Evanston	\$75
Village of Morton Grove	\$55
Village of Glencoe	\$50
Village of Mount Prospect	\$45
Village of Niles	\$40
Village of Winnetka	\$40
Village of Lincolnwood	\$40
Village of Skokie	\$35
Village of Northbrook	\$30
Village of Norridge	\$10
Average Fee	\$52

FY 2019 General Fund Revenue Key Issues

	Projected Actual FY2018	Draft Budget FY2019	Difference
<u>Revenue</u>	\$20,388,755	\$21,243,223	\$854,468

<u>Revenue Item</u>	<u>FY2018/FY2019 Variance</u>
• Property tax	\$185,000
• Additional revenue available from sales tax due to GO Bond debt eliminated	545,700
• Park and Recreation revenue	73,000

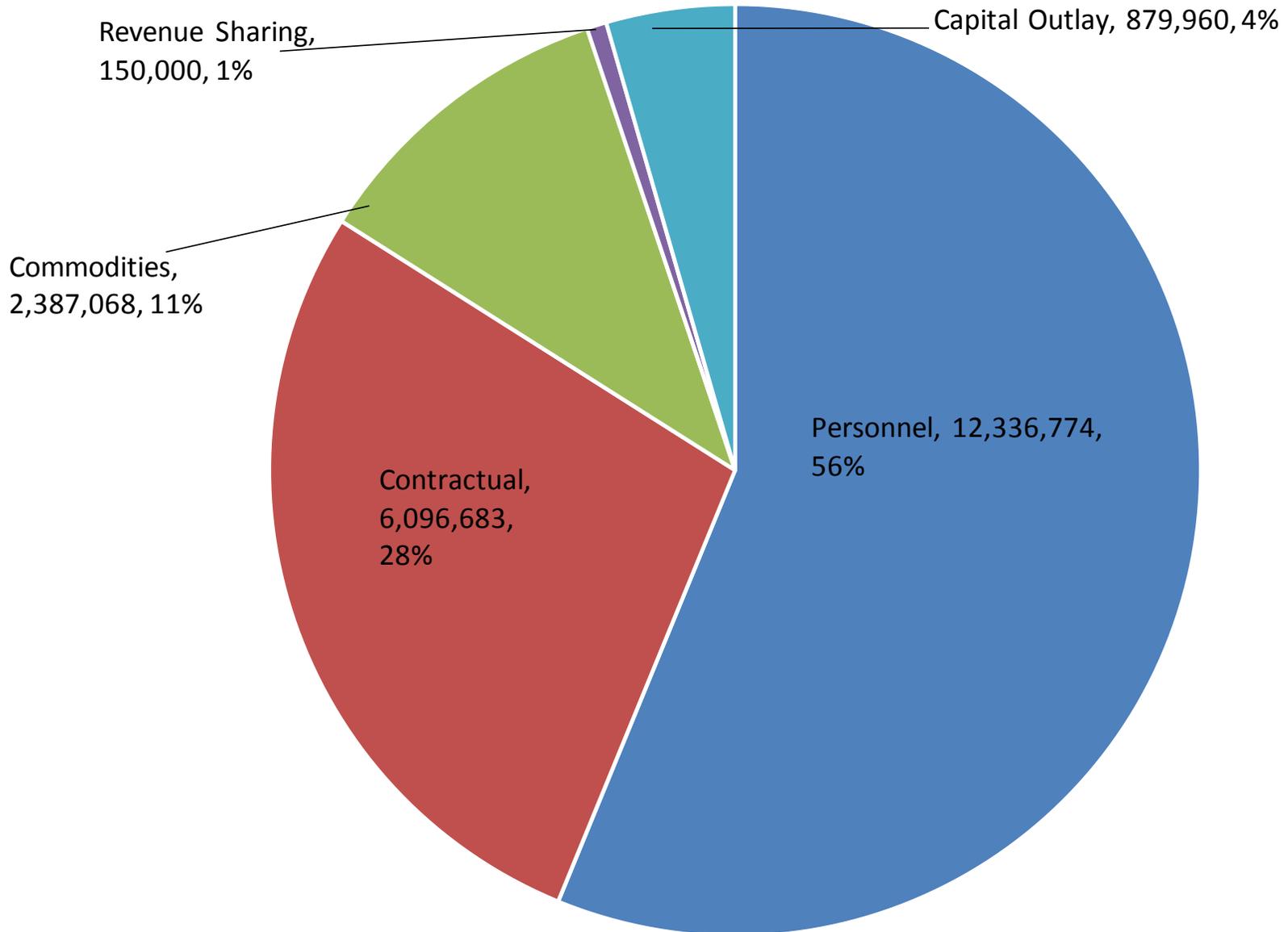
Sales Tax History



Proposed General Fund Expenditures FY2019

Projected Actual FY2018	Draft Budget FY2019	Difference
\$21,093,770	\$21,850,485	\$756,715

Total General Fund Expenses \$21,850,485



FY 2019 General Fund Expenditure Key Issues

	Projected Actual FY2018	Draft Budget FY2019	Difference
<u>Expenses</u>	\$21,093,770	\$21,850,485	\$756,715

<u>Expenditure Item</u>	<u>FY2018/FY2019 Variance</u>
<ul style="list-style-type: none"> • Increase in personnel costs <ul style="list-style-type: none"> • All budgeted positions for a full year (\$160,000) • Contractual union wage increases (\$145,000) • Non-union wage increases (\$123,000) 	\$ 428,000
<ul style="list-style-type: none"> • Increase in additional police pension contribution 	220,000
<ul style="list-style-type: none"> • Increase in contractual costs 	148,000

Proposed FY2019 General Fund Transfer Activity

Transfers into GF:	Amount
Water Fund	\$ 200,000
NEID TIF	130,000
	<u>\$330,000</u>
Transfers out of GF:	
Bike Overpass	288,000
PEP Grant Program	50,000
Private Sewer Replacement Assistance	25,000
Debt Service - Fire Vehicle	12,500
	<u>375,500</u>
Net Transfer	\$ (45,500)

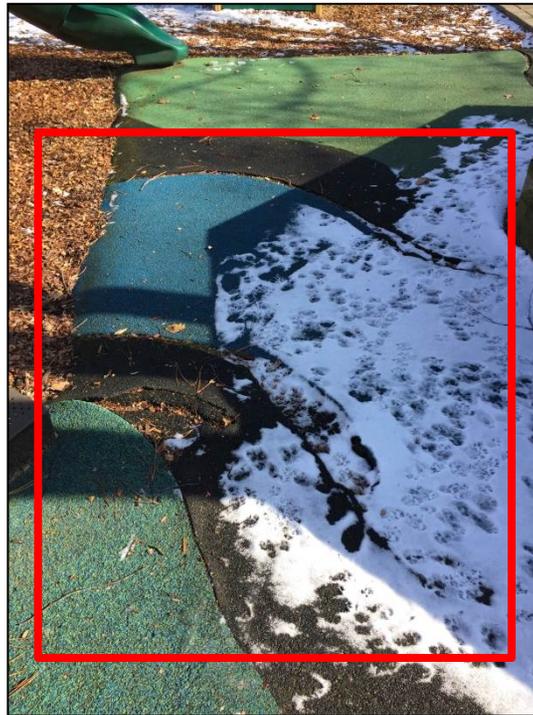
Significant Capital Expenditures Included in General Fund Draft Budget for FY2019

• 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	100,000
▫ \$20,000 Grant from Friends of the Parks	
• Replacements of truck #12 and #28	73,200
• Replacement of Tractor #3	<u>96,900</u>
Totals	\$ 565,300

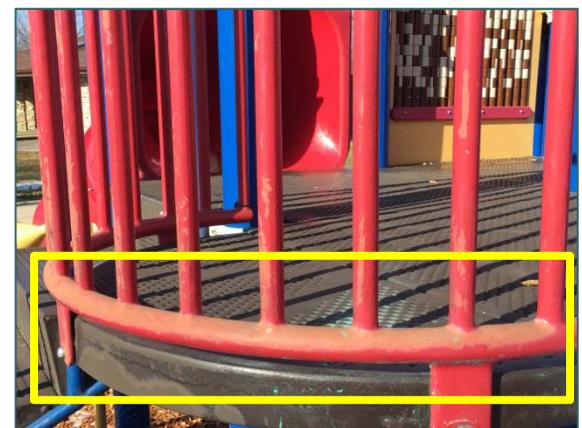
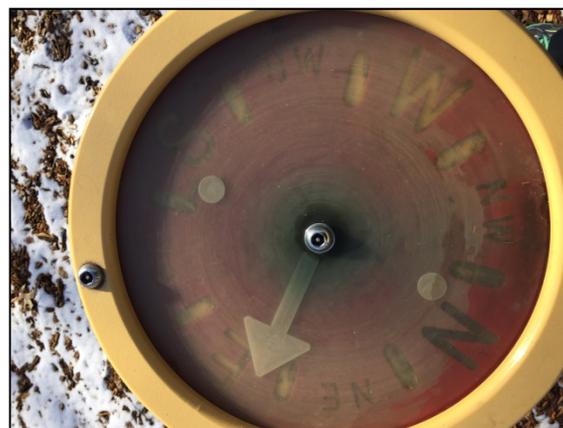
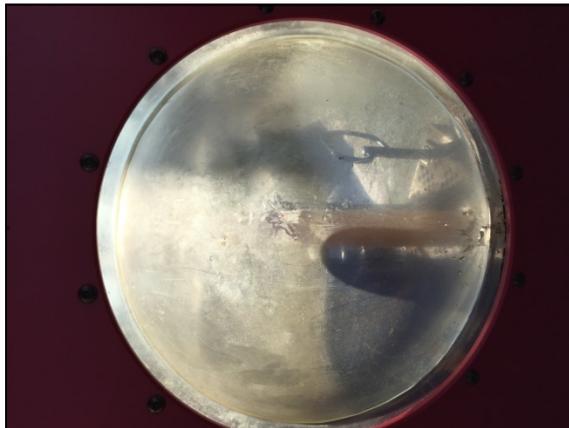
Henry A. Proesel Park Playground



Surfacing Hazards



Surface Damage and Discolored Equipment



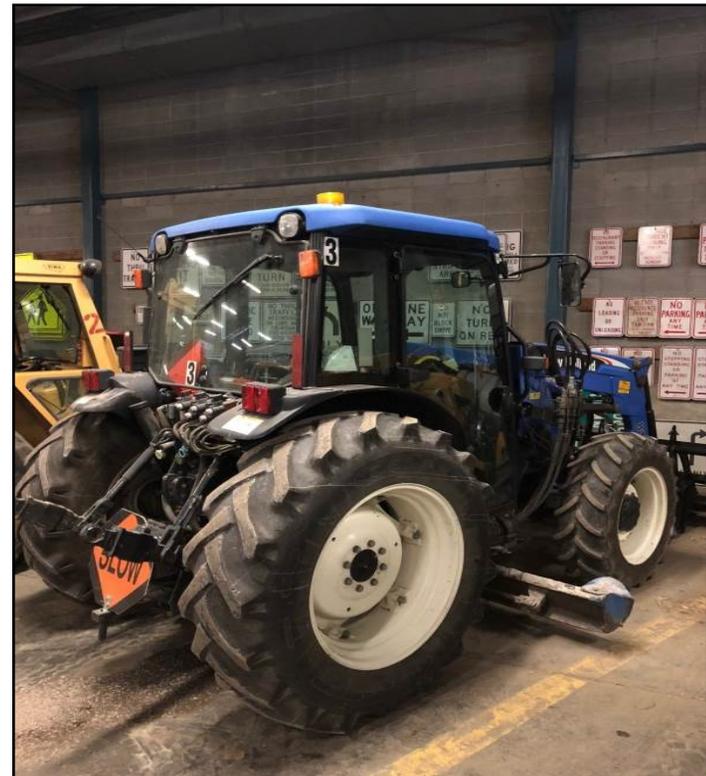
Temporary Fixes for Irreparable Damage



Public Works Vehicle Replacements

Tractor #3

- **2003 New Holland Tractor**
 - 4,184 hours of use
- **Functions**
 - Grading gravel alleys
 - Lifting large logs during tree removals
 - Hauling topsoil for stump removal sites
- **Issues**
 - In 2017, the clutch required replacement which led to a month long downtime
 - Electrical system concerns
- **Replacement Cost: \$96,600**



Public Works Vehicle Replacements

Truck #28

- 2002 Dodge Dakota
 - 36,697 miles
- Functions
 - Parts running and road repairs
 - Does not have the ability to plow
 - Does not have a lift gate
 - Only lighter equipment can be transported
- Issues
 - Rusting in the bed and driver side wheel well
 - Steering gear requires replacement
 - Does not meet the Department's current needs
 - Chief Mechanic recommends replacement
- Replacement Cost: \$36,600



Truck #28 Rust Concerns



Hole in truck bed – wheel well



Rusted vehicle frame - undercarriage

Public Works Vehicle Replacements

Utility Van #12

- **2006 Ford E-150**
 - 46,785 miles
- **Functions**
 - Transport Parks/Buildings staff and equipment to job sites and special events
- **Issues**
 - Fuel pump and wheel bearings require replacement
 - Does not meet the Department's current needs
 - Chief Mechanic recommends replacement
- **Replacement Cost: \$36,600**



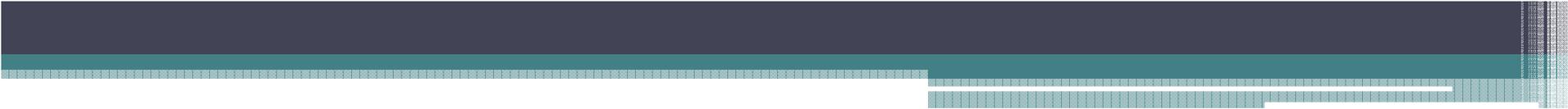
Discretionary Items Included in Budget

- Village Hall boiler replacement
 - \$76,000 for Village Hall
- Increase in additional funding to Police Pension Fund
 - Board authorized additional funding of \$220,000
 - To help fund increase:
 - Adjustment of the vehicle sticker fee by \$10
 - \$85,000 additional revenue
 - DUI administration towing fee \$500
 - \$20,000 additional revenue
 - Additional revenue enhancements of \$115,000 needed to pay for the remaining unfunded portion

Village Hall Boiler Replacement

- **Existing Unit is a Bryan Boiler with a Gordon Piatt Gas Burner**
 - Existing unit works with the air conditioning system to regulate the temperature of the Village Hall
 - Installed in 1990 (original to the building)
 - Units are obsolete, if a part were to fail it would need to be specially manufactured
- **The Village's maintenance contractor, Emcor, has recommended its replacement**
- **Replacement Cost: \$76,000**
 - Staff will be pursuing energy efficiency grants to defray a portion of the cost





Items Not Included in Budget for Discussion

- Proesel Park playground renovation (Additional amount needed for complete renovation) \$ 115,000
- Community Center roof replacement 150,000
- Extending hours for Police Lobby 34,000-204,000
 - Annual costs
- Additional Police Officer 100,000
 - Annual cost

Proesel Park Renovation

- Approximate cost **\$215,000**
- Proesel Park is the premier park within the Village
 - Largest and most visited/used playground within the Village
 - The playground equipment was last updated in 1999
 - 19 years old
 - Proesel is the next scheduled playground for replacement in the Playground Replacement Plan
 - There is one playground left to renovate after Proesel
- **Renovation would include:**
 - Replacement of all current playground equipment
 - Removal of the sand/water play area and replacing with a small water table feature

Water Table Feature Example



Community Center Roof Replacement

- Last repaired in 1995 when Community Center was remodeled
- CBBEL and roofing company recommend replacement of existing tar and gravel roof, replacement of roof drains and some tuck pointing
- Roof drains are non-functional; water is sitting on the roof

Expanded Police Lobby Hours

- **Full-time Records Clerk annual cost \$68,000**
 - **Part-time Records Clerk annual cost \$34,000**
- **Minimum of five full-time employees to staff one Records Clerk position 24/7**
 - **Currently have two full-time Records Clerks and one part-time Records Clerk**
- **The annual cost to expand the lobby hours 24/7 is an additional \$204,000**
- **The annual cost to expand the lobby hours to include 5:00 p.m. to 9:00 p.m. Monday-Friday is an additional \$34,000**

Other Funds



Special Revenue Funds

- **Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes**
- **The Village maintains six special revenue funds**
 - **Three are TIF funds**

NEID TIF Budget

Estimated Fund Balance 5-1-2018 **\$1,518,235**

(TIF to expire In FY2020)

- Street resurfacing design – Northeast Parkway \$ 72,000
- Final phase of Public Works Yard 1,620,000
- PEP grants 50,000

- McCormick streetlight retrofit 65,000

- Funded by TIF increment and fund balance reserves

NEID Street Resurfacing Design

- Design roadway resurfacing for inclusion in a future infrastructure improvement project
- Design would include the following roadways:
 - Hamlin Ave, Morse Ave, Ridgeway Ave, Lunt Ave, Lawndale Ave, Central Park Ave, and Northeast Pkwy
- Northeast Pkwy, Central Park Ave, and Lawndale Ave are now a Federal Aid Route, which makes them eligible for future grant funding
- Phase II Engineering Cost: \$72,000



Standpipe Painting

- **Water Tower**
 - Constructed in 1996
 - Located on Central Park Ave (behind Public Works)
- **In March 2017 - tank was inspected**
 - Found to exhibit interior and exterior coating failure
 - Corrosion was identified in various locations
- **To extend the life of the tank, it should be painted about every 20 years**
- **Total Cost: \$1.65 million**
 - FY 18/19: \$33,000 for design
 - FY 19/20: \$1.62 million for painting
 - Costs are split between the Water/Sewer and NEID TIF Funds



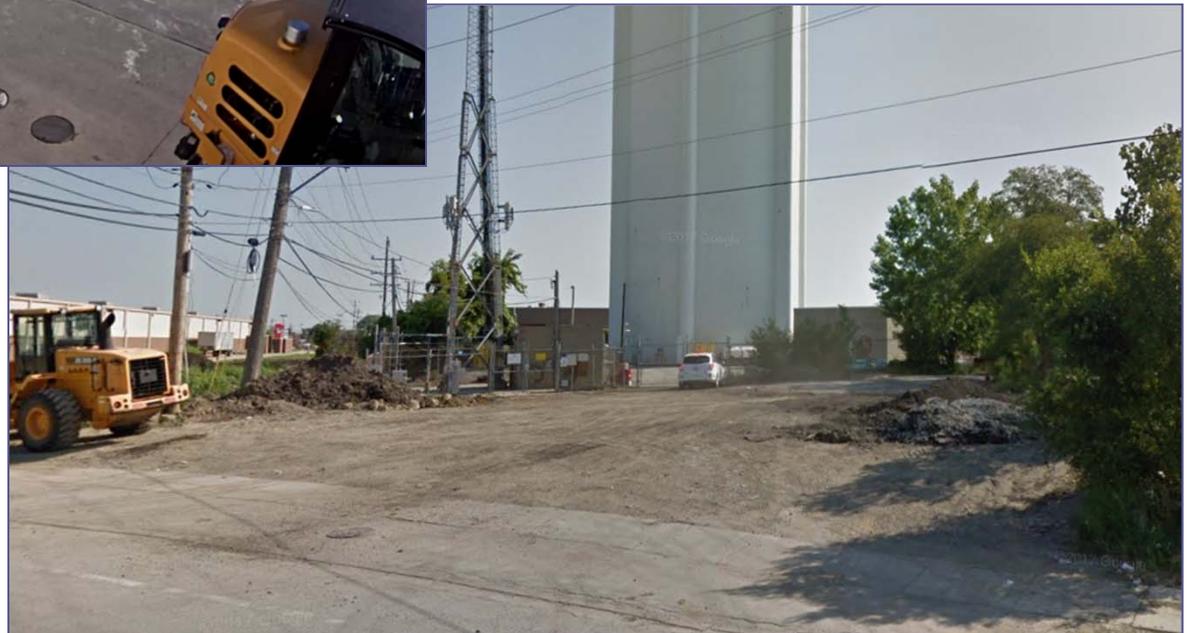
Public Works Yard Expansion

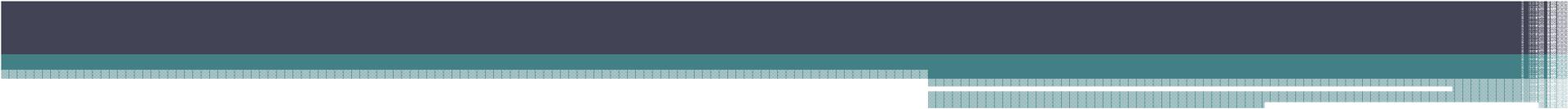
- In 2007, the existing Public Works yard was improved with the intention of expanding to the east after the UP ROW was purchased
- The existing yard does not meet the functional needs of the Public Works Department and there are several aspects that take away from the aesthetic appeal of the Village-owned property
- Purpose and Scope of Improvements
 - Existing yard has masonry wall on three sides
 - Proposed project would complete the masonry wall and remove the existing chain link fence
 - Standpipe yard is visible from Northeast Parkway
 - Proposed project encloses the standpipe yard and includes a concrete pad to replace the existing gravel, which does not drain well
 - Existing yard is undersized & insufficient storage
 - Proposed project expands the yard 60 feet to the east, allowing more room for large vehicles to maneuver
 - Proposed project includes covered bins for cold patch, stone, sand, and topsoil
 - Existing south gate is manually operated and underutilized
 - Proposed project includes an automated gate

Public Works Yard Existing Conditions



Public Works Yard - 10/15/2019 - 10/15/2019





Lincoln/Touhy TIF

Estimated Fund Balance 5-1-2018 \$(63,000)

(TIF to expire in 2034)

Miscellaneous consulting fees	\$5,000
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New Lincoln/Touhy TIF may be created in FY2019

Devon/Lincoln TIF

Estimated Fund Balance 5-1-2018 **\$ 103,531**
(TIF to expire in 2037)

- Devon Avenue streetscape engineering \$ 304,000
- Devon streetlights 277,920
- Alley repaving* 83,000
- Projects funded by TIF increment, grant and transfer from NEID TIF

***Not in budget**

Devon Ave Enhancement Project

- Project includes pedestrian safety enhancements, streetscape features, lighting, and roadway geometry changes
- Joint project with the City of Chicago
- Phase II Engineering Cost: \$304,000
 - Project is 70% grant funded (Surface Transportation Program)



Touhy/Cicero Improvements



- Improvements to the Touhy/Cicero intersection:
 - Right turn lane on northbound Cicero
 - Widening of Edens off ramp for eastbound Touhy
 - Signal optimization
 - ADA pedestrian improvements
- A Congestion Mitigation/Air Quality Grant (CMAQ) application will be submitted for Phase II Engineering and Construction
- Phase I Engineering Cost: \$250,000
 - Grants were awarded by IDOT and Cook County to fully fund Phase I Engineering

Bike Lane Lining and Signing

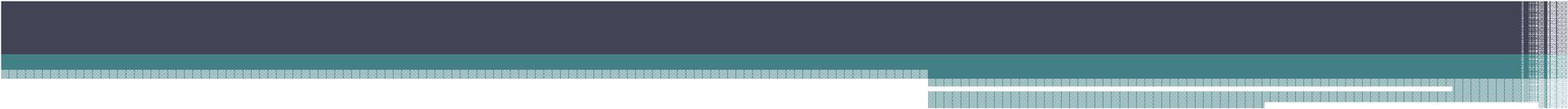
- **Project includes installation of shared bike lanes**
 - **Lincoln Avenue (Jarvis to Devon)**
 - **Pratt Avenue (UP Recreation Path to McCormick)**
- **Phase I engineering is complete and is being reviewed by IDOT**
- **Project is 80% grant funded (ITEP)**
- **Total Village Cost: \$36,300**
 - **Phase II Engineering: \$16,500 total (\$3,300 match)**
 - **Construction: \$165,000 (\$33,000 match)**

Motor Fuel Tax Fund (MFT)

Estimated Fund Balance 5-1-2018 **\$ 3,378,119**

- Maintenance of traffic signals \$ 24,000
- Streetlight replacement Devon Ave. 924,370
- (Longmeadow to Lincoln) and retrofit on McCormick and Cicero

Amounts funded by MFT revenue and fund balance reserves



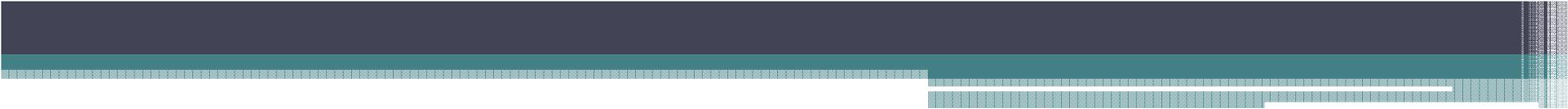
Debt Service Fund

- **The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest**

Debt Service Fund

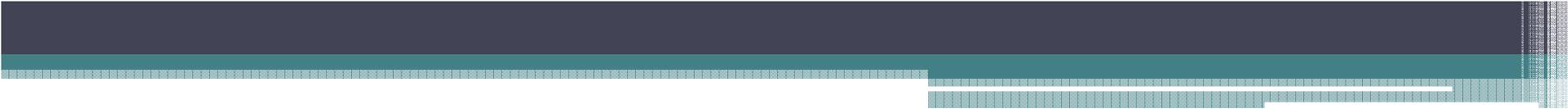
Estimated Fund Balance 5-1-2018 \$9,700

- Debt service for loan to Cook County **\$197,881**
- Fire Truck loan payment **12,500**
- There is no GO Bond debt for FY2019 in the General Fund
- Funded by fund transfers from Transportation Improvement Fund and MFT Fund



Capital Project Funds

- **Capital Project Funds account for all resources used for the acquisition of capital facilities**
- **The Village currently has three capital project funds**
 - **Touhy Overpass**
 - **PEP Fund**
 - **Private sewer line replacement and flood control fund**



Enterprise Fund

- Enterprise funds account for the operations that are financed similar to private business enterprises
- Cost of providing goods or services to the general public on a continual basis, financed primarily through user charges
- The Village has one enterprise fund

Water and Sewer Fund - FY2019 Budget

Estimated Fund Balance 5-1-2018	<u>\$1,887,993</u>
<ul style="list-style-type: none">• Crawford Avenue improvements<ul style="list-style-type: none">▫ Payment five of five• Debt service payments IEPA loan• Costs for GO bond issuance• Water pump replacement• Engineering for alternative potable water supply• Engineering for storm-water relief sewer• Construction of new water transmission line• Construction of outflow sewer• Purchase of water from Chicago	<ul style="list-style-type: none">362,119380,15660,000106,000700,000460,0003,000,0002,950,0002,200,000
<ul style="list-style-type: none">• Amounts funded by water revenue, new fee for water management (only if we receive grant and move forward with new outfall sewer) and issuance of GO bonds	

Pump House Improvement: Water Pump Replacement



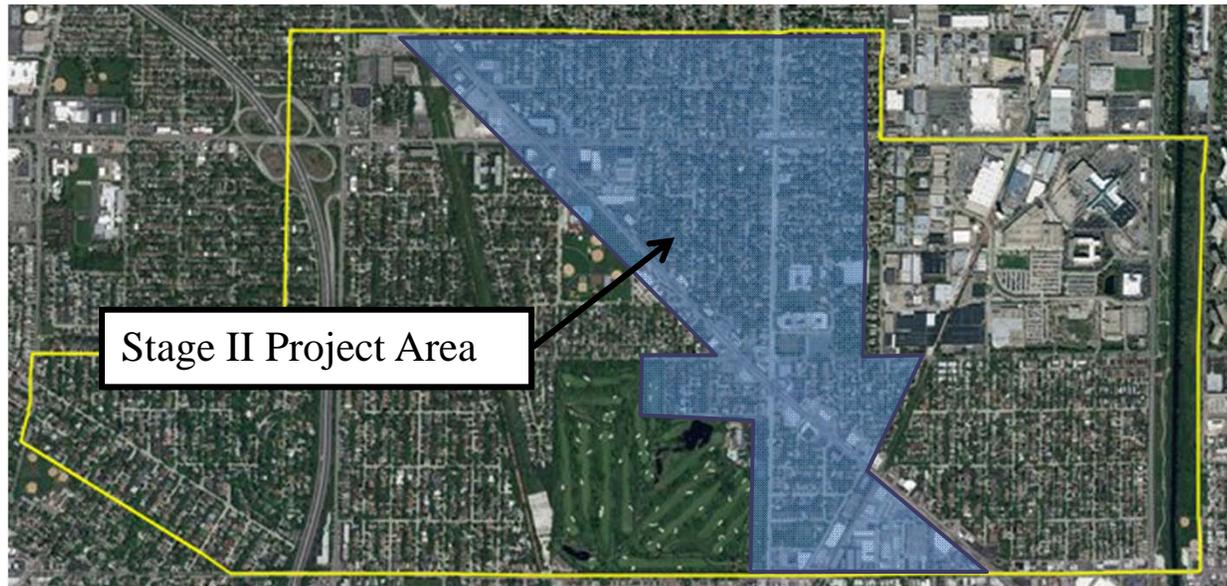
- **Replacement of Pump #3**
 - Pumps 1,000 gallons of water per minute
 - Pumps water into the distribution system throughout the year
 - If the pump was to fail, staff would not be able to effectively control pressure in the distribution system
 - Replacement pumps can take up to four months to manufacture
- **Recommended replacement due to age and usage**
 - Installed in 1989, rebuilt in place in 2000
 - 50,951 runtime hours since the rebuild (equates to 5.8 years)
 - Replacement is recommended at 50,000 hours
- **Estimated Replacement Cost: \$106,000**

Stormwater Improvements: North Shore Outfall Sewer

- **Nov. 28, 2017 Stormwater Workshop, the Village Board directed staff to complete the design of the North Shore Outfall Sewer and apply for a grant from MWRD for construction of the project**
- **Includes construction of an outfall sewer along North Shore Ave, with smaller sewers on Columbia, Spaulding, and Kimball Aves**
- **Grant applications due February 23, 2018**
 - **Construction will only proceed if grant funding is received**
 - **If a grant is awarded, staff will present revenue enhancement options to pay for the debt service associated with a bond**
- **Total Cost: \$3.41 million**
 - **Phase II Engineering: \$160,000**
 - **Construction: \$3.25 million**
 - **50% of the construction cost is anticipated to be grant funded**

Stormwater Improvements: Street Storage - Stage II

- During the Nov. 28, 2017 Stormwater Workshop, the Village Board provided direction to pursue the design of the next phase of the Street Storage Project (Stage II)
 - Phase II Engineering will be completed in FY 18/19, with construction expected to take place the following fiscal year
- Stage II of the street storage project will include the area generally:
 - East of Lincoln Ave (north of Pratt Ave),
 - East of Crawford Ave (south of Pratt Ave), and
 - The neighborhood between Pratt Ave and the Bryn Mawr Country Club
- Phase II Engineering Cost: \$300,000



Capital Improvement Program 2019-2022

Public Works

PROJECT NAME	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL COST
Sidewalk Replacement Program	75,000	80,000	85,000	90,000	95,000	425,000
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	1,265,000			57,000	770,700	2,092,700
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

Capital Improvement Program 2019-2022

Water Fund

PROJECT NAME	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL COST
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	3,300,000	3,965,500				7,265,500
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

Capital Improvement Program 2019-2022

Parks and Recreation

PROJECT NAME	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL COST
Proesel Park Renovation	100,000	100,000				200,000
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
Centennial Park Path Improvements		200,000				200,000
Centennial Park Renovation		400,000				400,000

Capital Improvement Program 2019-2022 Totals

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL COST
Total Capital Improvement Project Costs	13,694,400	20,097,100	14,568,100	6,519,250	7,711,700	62,590,550

Roof Replacements - Next 3 Years

- In 2017, the Village Engineer conducted an assessment of the Village Hall, Police/Fire, and Public Works roofs to evaluate their condition and recommend repairs
- The assessment concluded that over the next five years all three roofs should be replaced
 - Public Works is the highest priority due to severely deteriorated condition in some areas
- All three roofs were built in 1989-1990 and are original to the buildings
 - Replacement of these roofs has been included in the Capital Improvement Plan as a three year program

Facility	Estimated Cost*	Fiscal Year
Public Works	\$508,000	FY 19/20
Police/Fire	\$467,000	FY 20/21
Village Hall	\$219,000	FY 21/22

*Fund Balance can be utilized for this purpose

Capital Vehicles/Equipment Department Summary 2019-2022

Fire Department

Item	2018-2019	2019-2020	2020-2021	2021-2022	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 Radios	200,000					\$200,000
Reserve Engine Replacement				722,000		\$722,000

Capital Vehicles/Equipment Department Summary 2019-2022

Police Department

Item	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Total
Replacement of Police Vehicles	75,000	114,000	114,000			\$303,000

Capital Vehicles/Equipment Department Summary 2019-2022

Public Works

Item	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Total
Sewer Televising Equipment (Water)		115,000				\$115,000
Truck #28 (Vehicle Maintenance)	36,600					\$36,600
Tractor #3 (Parks)	96,900					\$96,900
Truck #25 (Streets)	36,600					\$36,600
Truck #12 (Parks)	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



Capital Vehicles/Equipment Department Summary 2019-2022 Totals

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL COST
Total Capital Vehicles/Equipment Costs	481,700	844,200	390,500	998,000	190,200	\$2,904,600

FY2019 Capital Improvements - Significant Programs

Project	Total Cost	Grant	General Fund Cost	Other Fund Cost
Streetscape – Devon Ave. Engineering/Construction	4,000,000	3,400,000		600,000
Alternative Water Supply Engineering/Construction	7,600,000			7,600,000
Engineering Stormwater Relief Sewer Construction	3,250,000	1,450,000		1,800,000
Public Works Yard - Phase 3	1,625,000			1,625,000
Touhy Overpass	4,290,000	3,432,000	858,000	
Street Light Replacement-Devon Ave.	1,265,000			1,265,000
Totals	\$22,030,000	\$8,282,000	\$858,000	\$12,890,000

Proposed Technology Initiatives 2019-2022

Summary by Categories	FYE 2018-19	FYE 2019-20	FYE 2020-21	FYE 2021-22	Totals
Hardware Replacement & Software Versioning	293,250	316,640	84,000	68,000	\$761,890
Internet Communication	20,096	11,500	40,000		\$71,596
Electronic Document Management	21,700	32,500	20,000		\$74,200
Public Safety	39,500	80,000	17,500		\$137,000
Security	25,000	64,350	11,420		\$100,770
Totals	\$399,546	\$504,990	\$172,920	\$68,000	\$1,145,456

Closed Session

Personnel Issues



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager
FROM: Bob Merkel, Finance Director
DATE: January 5, 2018
SUBJECT: Proposed Adjustment to Village's Vehicle License Fee

Background

The Village currently receives an estimated \$325,000 annually in revenue from the Vehicle License Sticker Fee. There are approximately 8,200 passenger vehicles registered in the Village and the current annual fee is \$40 per vehicle. Commercial vehicles are slightly higher. The last time the Village adjusted the license fee was May 1, 2008. The fee was adjusted from \$30 to \$40. The table below lists 12 neighboring communities surveyed due to their proximity to Village of Lincolnwood and their annual vehicle license fee.

2017 Village Vehicle License Survey	
Village of Kenilworth	\$80
Village of Wilmette	\$80
Village of Schaumburg	\$80
City of Evanston	\$75

Village of Morton Grove	\$55
Village of Glencoe	\$50
Village of Mount Prospect	\$45
Village of Niles	\$40
Village of Winnetka	\$40
Village of Lincolnwood	\$40
Village of Skokie	\$35
Village of Northbrook	\$30
Village of Norridge	\$10
Average Fee	\$52

The table above indicates the following:

- Seven of the twelve communities collect over the \$40 that the Village of Lincolnwood collects
- Two of the twelve communities collect an annual fee of \$40, the same as the Village of Lincolnwood
- Of the twelve communities collecting a fee, the average is \$52 or \$12 more than the Village of Lincolnwood annual fee

Recommendation

Staff is recommending the Village Board adjust the current license fee. If the Village adjusted the \$40 annual vehicle license fee for passenger vehicles by \$10, or 25%, the result would be an increase in revenue of approximately \$85,000, and rank the Village’s fee sixth of the twelve communities. These additional monies would be used to help fund the additional contribution to the Police Pension Fund the Village Board authorized this year. The current additional Police Pension Fund contribution of \$280,000 was adjusted to \$500,000, for an increase of \$220,000 for the next budget year.



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

To: Timothy Wiberg, Village Manager
Village Manager

January 4, 2018

From: Mike Hansen
Fire Chief

RE: Ambulance Fee Adjustment

In 2004, staff recommended to the Board that residents and non-residents should be billed for ambulance service as this fee is a standard practice of all neighboring communities. Our resident rate is lower than the non-resident rate because local tax dollars help support the fire service already; thus the resident discount is appropriate. Through the ambulance billing process no resident ever experiences any out of pocket expense as the Village only collects what private insurance, Medicare, Medicaid or any other insurance pays to the Village.

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

Previously, the Fire Department had requested adjusting the fee schedule in the FY 2004/2005, FY 2008/2009, FY 2010/2011, and FY2016/2017 budget discussions. The Village Board approved those fee adjustments.

For the FY 2018/2019 budget, the Fire Department is requesting an adjustment in the ambulance billing fees. This recommendation comes as the result of a market study which revealed that our current rates are below the current market rate. In addition, with recent increases in the cost of a newer ambulance because of crew and patient safety features and the proposed patient data conversion to the "cloud" storage, these fee adjustments will cover these additional expenses.

Listed below is a chart that shows the current and proposed fee adjustments:

Non-Resident Service Rates	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$1,000.00	\$1,100.00
Advanced Life Support I ambulance transport fee	\$1,150.00	\$1,300.00
Advanced Life Support II ambulance transport fee	\$1,400.00	\$1,500.00
Mileage transport fee	\$20.00/Mile	\$25.00/Mile

Resident Service Rates	Current Fee	Proposed Fee
Basic Life Support ambulance transport fee	\$650.00	\$750.00
Advanced Life Support I ambulance transport fee	\$850.00	\$950.00
Advanced Life Support II ambulance transport fee	\$1,050.00	\$1,150.00
Mileage transport fee	\$17.00/Mile	\$20/Mile

Staff reviews our rates annually by participating in the Naperville Fire Department Ambulance Fee Survey and specifically assessing our actual expenses of operating the ambulance service. As a reminder, the residents have no out-of-pocket expenses as staff bills the insurance company and writes-off any amounts that the insurance company does not pay. **Staff never sends a resident's outstanding ambulance bill balance to collections.**



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Ashley Engelmann, Assistant Village Manager; Chuck Meyer, Assistant to the Village Manager

DATE: January 15, 2018

SUBJECT: Administrative Towing Fee

Background: The Illinois Vehicle Code allows for municipalities to assess an administrative towing fee for vehicles towed in connection with the following offenses: driving under the influence (DUI), drug-related offenses, driving without a valid driver's license, theft and any other misdemeanor or felony under the Illinois Criminal Code. The Village does not currently assess an administrative towing fee for any of the above offenses.

Purpose of Discussion: Staff is seeking direction regarding the implementation of an administrative towing fee for DUI charges. Administrative towing fees are most commonly found in municipalities for this purpose. Imposing a fee for offenses other than DUIs is less common and its purpose may be more open to being challenged.

Procedure for Towing and Impounding a Vehicle: When a vehicle is towed and impounded by the Village, there are several steps that must be followed which require significant staff time for the responding Officer(s) who completes the process. A summary of those steps is as follows below:

- If the driver is arrested for DUI, a minimum 12 hour hold will be placed on the vehicle which is indicated on a Tow Report. This 12 hour hold is required by State Statute.
- The Officer completes a handwritten Tow Report with one copy for the tow company, one copy for the vehicle driver/owner, and one copy retained at the Police Department. Components of the Tow Report include:

- A log of all items found within the vehicle. This requires that an Officer search the vehicle and document all of the contents within the vehicle. This log is completed to the benefit of the tow company, the vehicle driver/owner, and the Village to ensure that all items are accounted for before custody of the vehicle is temporarily turned over to the towing company. The length in completing this search and logging of the vehicle's contents can vary based on the size of the vehicle and contents contained therein.
- Any items that are found to be of significant value will be removed. Removed items will either be returned to the arrestee or inventoried at the Police Department. If inventoried, the items will be logged and maintained for safe keeping within the Police Department.
- Informing the vehicle driver/owner where the car will be towed to along with providing information on what will be needed for the driver/owner to retrieve the vehicle. The Village may also serve as an ombudsman to answer questions for the driver/owner as it relates to the impounding of a vehicle.
- DUI arrests often require more than one Officer to be present to ensure all steps related to the DUI and impounding are properly completed.

Administrative Towing Fee Ordinances: Administrative towing fee Ordinances must specify which offenses will be assessed an administrative towing fee. Fees must be uniform for similarly situated vehicles and are assessed against the owner of the vehicle. The fee is separate from the cost of towing and storing the vehicle which the owner must also pay. The administrative fee may not be charged if the owner provides proof that the vehicle was stolen at the time of impoundment. The Village must provide the owner with the opportunity for a hearing to contest the impoundment and the imposition of the fee. This could be done through the Village's Administrative Hearing process.

Neighboring Communities: Provided on the following page is a survey of neighboring communities that assess an administrative towing fee. Eleven out of the 18 communities surveyed have an administrative towing fee for DUI charges. Fees range from \$150-\$500, with the most common being \$500.

Community	Administrative Towing Fee	Amount
Buffalo Grove	Yes	\$500
Deerfield	No	N/A
Des Plaines	Yes	\$500
Glencoe	No	N/A
Highland Park	Yes	\$500
Lake Bluff	No	N/A
Lake Forest	Yes	\$500
Libertyville	Yes	\$250
Lincolnwood	No	N/A
Morton Grove	Yes	\$500
Mount Prospect	Yes	\$150
Northfield	No	N/A
Park Ridge	Yes	\$500
Riverwoods	Yes	\$500
Skokie	Yes	\$500
Wilmette	No	N/A
Winnetka	No	N/A

Annual Fee Data: The most common use of an administrative towing fee is for impoundments associated with DUIs. Provided below is a table that lists the total number of DUI arrests in Lincolnwood for the last five years.

Year	2013	2014	2015	2016	2017
Total DUI Arrests	3	27	50	38	37

While funds collected from an administrative towing fee may be used to offset personnel costs associated with processing DUI arrestees fees could also be utilized for Police Pension Fund contributions. In 2017, if the Village had an administrative towing fee of \$500 in place, \$18,500 would have been collected in fees.

Staff Recommendation: Staff is recommending the implementation of a \$500 administrative towing fee for DUI charges due to the associated work performed by staff as required by State Law when enforcing laws related to driving while under the influence.



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Laura McCarty, Director of Parks and Recreation

DATE: January 12, 2018

SUBJECT: Proesel Park Playground Renovation

Background

During the 2005-2006 fiscal year, a Playground Replacement Program was established as part of the Village capital improvement plan. The goal of the program is to gradually replace the aging, outdated playgrounds in the Village parks. To date, Columbia, Kildare, Rossi, Goebelt, Kenneth, Springfield, Drake, O'Brien, G.G. Rowell and Central Park playgrounds have been replaced. The two remaining playgrounds that need to be replaced are Proesel and Flowers. The playground equipment at Proesel is scheduled to be replaced during the 2018/2019 fiscal year followed by Flowers during the 2019/2020 fiscal year.

Justification

Proesel Park is considered the crown jewel and premier park within the Parks and Recreation system. The park receives the most visitation throughout the year and the playground is the largest and most used playground within the Village. The playground equipment was last updated in 1999 which means the current playground equipment has been enjoyed by many children for 19 years. When the Playground Replacement Program is complete the plan is to begin to resurface the tennis and basketball courts that exist within many of the parks.

Renovation Project Recommendations

In addition to replacing all of the current playground equipment at Proesel Park, staff is also recommending the following changes to be included with the renovation project: the removal of the sand/water play area because it presents a dirty and unsanitary image within the playground and lowering the timber that surrounds the planting areas because children use the timber as a climbing feature and the current height is unsafe. The sand/water play area could be replaced with a small water table type feature (sample pictures are included in an attachment) and by

lowering the timber, the safety issue would be resolved and the timber could also be used for additional seating.

The estimated cost to complete the Proesel Park playground renovation project with the additional staff recommendations listed above is \$215,000. Staff met with a consultant from Green Up, a company that specializes in the development and construction of playgrounds to confirm this cost. The project budget for the ten playgrounds that have been renovated at the smaller neighborhood parks has been \$100,000, but again this is due to the fact that these playgrounds have a smaller footprint and contain less equipment than the Proesel Park playground.

Budget Request

The Parks and Recreation Department requests that \$215,000 be allocated in the Fiscal Year 2018/2019 budget to renovate the Proesel Park playground. If the entire amount can't be allocated in the 2018/2019 fiscal year, one of the following options would be recommended: split the total cost over two fiscal years which would mean the playground renovation would begin at the end of the 2018/2019 fiscal year and be complete during the 2019-2020 fiscal year (however this would result in Flowers Park which is the final playground to be replaced per the playground equipment replacement plan being delayed) or renovate Flowers Park during the 2018/2019 fiscal year which will cost \$100,000.

Documents Attached

1. Pictures of the Current Playground in Proesel Park
2. Water Feature Sample

Proesel Park Playground Equipment Pictures



Sand Water Play Area



Cracked, discolored surfacing



Timber surrounding plant area



Old and outdated colored equipment



Water Table Feature Sample





MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Andrew Letson, Public Works Director

DATE: December 29, 2017

SUBJECT: Vehicle Replacements

Background

The Public Works Department utilizes a fleet of vehicles and equipment to provide services to the Village. The American Public Works Association (APWA) recommends the replacement of large equipment/vehicles every 12-15 years as a best management practice. The Public Works capital equipment replacement plan calls for the replacement of Tractor #3, Trucks #25 and #28, and Utility Van #12 in Fiscal Year 2018/2019.

Vehicle Replacements

\$96,900 – Tractor #3

Tractor #3 is used heavily by the Forestry/Alleys Division in their daily operations. The Tractor is used for hauling spoils, placing woodchips and dirt, cleaning worksites, grading alleys, and transporting materials.

Tractor #3 is a 2003 New Holland TN70DA Tractor and has accumulated 4,184 hours of use. Tractor #3 has experienced a number of mechanical failures in 2017. One instance required replacement of the clutch due to a lack of power during certain operations. Replacement of the clutch required the tractor to be split in half by the service vendor, causing the vehicle to be down for approximately one month, during which time the Division was unable to grade gravel alleys. Additionally, the Vehicle Maintenance Division has identified a problem with the electrical system, causing lights and other electrical features to work intermittently.



Tractor #3

Due to the age of the vehicle and ongoing mechanical issues, it is recommended that \$96,900 be budgeted for the replacement of Tractor #3.

\$36,600 – Pickup Truck #28

Truck #28 is a 2002 Dodge Dakota pickup truck that has accumulated 35,697 miles. The truck is used by the Vehicle Maintenance Division to pick up parts as well as perform field maintenance. It is a two-wheel drive vehicle that cannot be driven in slick conditions, so it is not available for snow plowing. Existing problems with the vehicle include rust on the bed, which has formed a hole over the driver side wheel well. This vehicle currently needs to have the rack and pinion steering gear replaced, including leaking steering column seals. The anticipated cost for replacement of the steering gear is estimated to be \$800. Furthermore, the Chief Mechanic has identified that the make and model of this truck is susceptible to transmission problems and recommends replacement of the vehicle prior to experiencing such issues.

The current equipment on Truck #28 does not meet the needs of the Vehicle Maintenance Division. Currently the vehicle is only able to be used to transport passengers and light parts and equipment. The replacement for truck #28 would be a Ford F-250 equipped with a lift gate to transport heavy parts and equipment and a winch to tow broken down vehicles, making the vehicle a multi-dimensional tool.



Truck #28

Due to the age, poor condition, and limited use of the vehicle, it is recommended that \$36,600 be budgeted for the replacement of Truck #28.

\$36,600 – Utility Van #12

Utility Van #12 is a 2006 Ford E-150 utility van that has accumulated 46,785 miles. Utility Van #12 is used by the Parks/Building Division to transport staff and equipment to job sites, and is often used when setting up for events due to the large, covered cargo area. Existing concerns included the fuel pump not functioning correctly and problems with the front wheel bearings.

Much like Truck #28, Utility Van #12 has limited use. The replacement for Utility Van #12 would be a Ford F-250 that can be equipped with a snow plow to assist in winter plowing operations and other functional equipment to make it a multi-faceted tool.



Utility Van #12

Due to the age, poor condition, and limited use of the vehicle, it is recommended that \$36,600 be budgeted for the replacement of Utility Van #12

Budget Request

In summary, staff is requesting the following funds to be allocated within the General and Water and Sewer Funds for vehicle replacement:

- \$96,900 for replacement of Tractor #3 (Public Works Street Maintenance)
- \$36,600 for the replacement of Truck #28 (Public Works Building Maintenance)
- \$36,600 for the replacement of Truck #12 (50/50 Split Between the PW Parks Maintenance and Public Works Building Maintenance Cost Centers)

Total \$170,100



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Andrew Letson, Public Works Director

DATE: January 12, 2018

SUBJECT: Village Hall Boiler Replacement

Background

The Village Hall was constructed in 1990 and opened in 1991. Since then various improvements have been made to the facility to ensure that it remains a functional and modern amenity for the community. Improvements have included replacement of the flooring throughout Village Hall as part of three projects in 2008, 2011, and 2013; additionally, the building's interior lighting was replaced in 2012 to improve energy efficiency; and finally, the roof top HVAC unit, which controls the air conditioning in the building, was replaced in 2013.

In 2016, staff developed a five-year facility improvement plan to address upcoming maintenance needs throughout all of the Village-owned buildings including flooring, HVAC equipment, overhead doors, and restroom upgrades. Included in the plan, is a phased replacement schedule of aging HVAC equipment. The next unit identified for replacement is the Village Hall boiler.

The boiler unit at the Village Hall has exceeded its useful life and is need of replacement. The Village's HVAC maintenance contractor, Emcor, has stated that the unit is obsolete and any repairs would require parts to be specially manufactured. The unit is 28 years old and is original to the building.

The heating and cooling system at Village Hall is a blended system, meaning both the air conditioner and boiler work year-round to regulate the temperature of the building. If the boiler were to fail, the temperature in the building would not be able to be controlled. Due to the reasons listed herein, staff recommends replacement of the Village Hall boiler unit in FY2018/2019.

Budget Request

The Public Works Department requests that \$76,000 be allocated in the Fiscal Year 2018/2019 budget for replacement of the Village Hall Boiler.



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Andrew Letson, Public Works Director

DATE: February 6, 2018

SUBJECT: Public Works Yard Expansion

Background

In 2003, the Village constructed Northeast Parkway, which was a new road connecting McCormick Boulevard with the Northeast Industrial District (NEID). The new road crossed the Union Pacific Railroad directly behind the Public Works Facility, which is located at 7001 N. Lawndale Avenue. When the road was constructed, the Public Works material storage yard, located directly behind the Public Works Facility, was open and unsightly. The yard is used to store bulk materials such as dirt, stone, sand, and playground quality woodchips used in daily operations as well as logs, waste woodchips (from tree removals), and spoils from underground repairs prior to removal by a third party contractor. There was a desire at the time to improve the aesthetic of the area as it was made readily visible by the public following construction of the new road.

In 2007, the Village built out the material storage yard to its current condition, which includes underground stormwater detention, a new concrete yard, and an eight-foot tall masonry wall surrounding three sides of the yard. The rear of the yard abutted the Union Pacific right-of-way and was constructed with a black chain link fence. At the time, the Village Board approved the concept of expanding the yard further to the east to maximize the useable space if the Village was able to acquire the Union Pacific right-of-way. Since the plan was to expand the yard into the former UP property, the chain-link fence was a temporary solution. Due to the anticipated time that it would take to acquire the property, the project was planned to be constructed in two phases, with the first being completed in 2007.

In early 2014, the Village began negotiating with the Union Pacific to purchase the right-of-way for the purpose of constructing a multi-use recreation path on the property. In preparation of constructing the previously envisioned improvements, the Village Board authorized the execution of an agreement with FGM Architects (FGM) for services to design an expansion of the existing yard and improvements to the area surrounding the standpipe, located across the street from the rear of the Public Works Facility. The Village ultimately purchased the property in April 2016 and has since constructed a recreation path and public parking lot on the land. Design of the yard expansion improvements is complete and the project is scheduled for construction in the summer of 2018.

Purpose and Scope of Improvements

The proposed improvements are intended to improve the functional capacity of the Public Works Department and enhance the aesthetics of the Village-owned properties.

When the 2007 project was constructed, a temporary chain link fence was installed along the east side of the property rather than the permanent masonry wall that was installed on the other three sides of the yard. At the time, the Village Board anticipated that the Union Pacific right-of-way would be purchased, the yard expanded, and the masonry wall completed shortly thereafter. The existing chain link fence is insufficient as evidenced by the fact that it was damaged by some large logs that were deposited in the yard following tree removal operations. It was also never meant to act as permanent fence. It is often subjected to large equipment and debris causing stress on the material.

The area in front of the standpipe is a gravel yard that is used to temporarily store spoils from underground repairs and debris that is removed from sewers before it is hauled away by a third party contractor. The piles of debris are unsightly and the area does not drain well. The proposed improvements include the installation of a masonry wall fronting Central Park Avenue and a decorative, security fence around the entire standpipe property.

Since the initial improvements in 2007, the surrounding area was rezoned as MB (Manufacturing/Business) from M (Manufacturing) and a portion of the surrounding area has been designated as a retail overlay district indicating the Village's desire for non-manufacturing uses. Additionally, the construction of the recreation path has brought different users into the area. For these reasons, there is a need to improve the overall aesthetic of the Village-owned properties.

The existing yard is undersized for the Department's current needs. In addition to the bulk materials previously described, the yard is also used to store Police vehicles that have been brought in for repair, spare parts for emergency repairs including segments of pipe, street light poles, bases and arms, as well as equipment for traffic control such as signage, yellow horses (barricades) and arrow boards. The tight condition of the yard often places larger vehicles such as dump trucks, fire trucks, and the sewer cleaning vehicle in conflict with each other, especially near the fuel station, at times leading to

accidents. For example, in 2017 a Public Works employee struck the sewer cleaning vehicle with the front end loader, causing approximately \$1,800 in damage to one of the water tanks. To resolve this issue, the yard is proposed to be expanded 60 feet to the east, providing more space for larger storage bins and more room for vehicles to maneuver.

In 2012, the Public Works Department built a shed for storage of topsoil to reduce loss caused by contact with moisture. Currently, sand and stone are stored outdoors and during the winter months can freeze, making it difficult to use the material in cases of emergency repairs such as water main breaks. Additionally, cold patch asphalt, which is used during the winter months to temporarily repair potholes and roadway excavations, is stored inside the Public Works garage to prevent it from freezing. Storing this material indoors takes away a parking space that could otherwise be used to reduce the number of vehicles parked in the center aisle of the garage overnight. Parking a lot of vehicles in the center aisle requires those vehicles to be relocated if an emergency, such as a water main break, occurs after hours, reducing the Department's ability to respond to emergencies quickly. The proposed improvements would include covered storage bins for sand, stone, cold patch asphalt, and topsoil to mitigate the issues described above.

The 2007 improvements included a motorized, sliding gate on the north side of the yard. The swing gate on the south side is manually operated and needs to remain locked throughout the day to ensure security of the facility to reduce the frequency of fly dumping in the Village's dumpsters. From time to time, contractors working on a Village project will request to store materials or equipment in the Public Works yard since it is secure. When this occurs, staff needs to be present to allow the contractor to retrieve their vehicles. Since contractors often begin work before the Public Works Department opens, this often requires a staff member to be present on overtime. The proposed improvements would include a motorized gate with a keypad, allowing staff to provide a temporary access code to contractors performing work for the Village. A motorized gate would also be installed at the standpipe.

Budget Request

Construction was anticipated to take place in the current fiscal year, but was placed on hold until the completion of the tri-annual assessment to ensure that the NEID TIF would have sufficient revenue. The project is now expected to begin in early April 2018 and be complete by the end of July 2018. A total of \$110,000 is anticipated to be spent in the current fiscal year, with the remaining \$1,620,000 being appropriated to the FY 2018/19 NEID TIF budget. This amount is inclusive of construction and construction oversight costs and has been recommended for approval by the Economic Development Commission. To date, about \$45,000 has been spent to design the project.

Attachments

1. Photos of Existing Conditions
2. Proposed Site Plan

Public Works Facility

Existing Conditions



Fuel Station



Spare Street Lighting Part Storage



Gravel and Sand Storage



Woodchip and Equipment Storage



Traffic Control Equipment Storage



Refuse Container and Scrap Storage



Street Light Pole & Log Storage



Traffic Control & Street Maint. Equip.



Public Works Fuel Point 88-31-42-037 RW (2/6/2017)

Typical Morning Yard Usage



East Fence – Facing Southwest



East Fence – Facing Northwest



South Gate



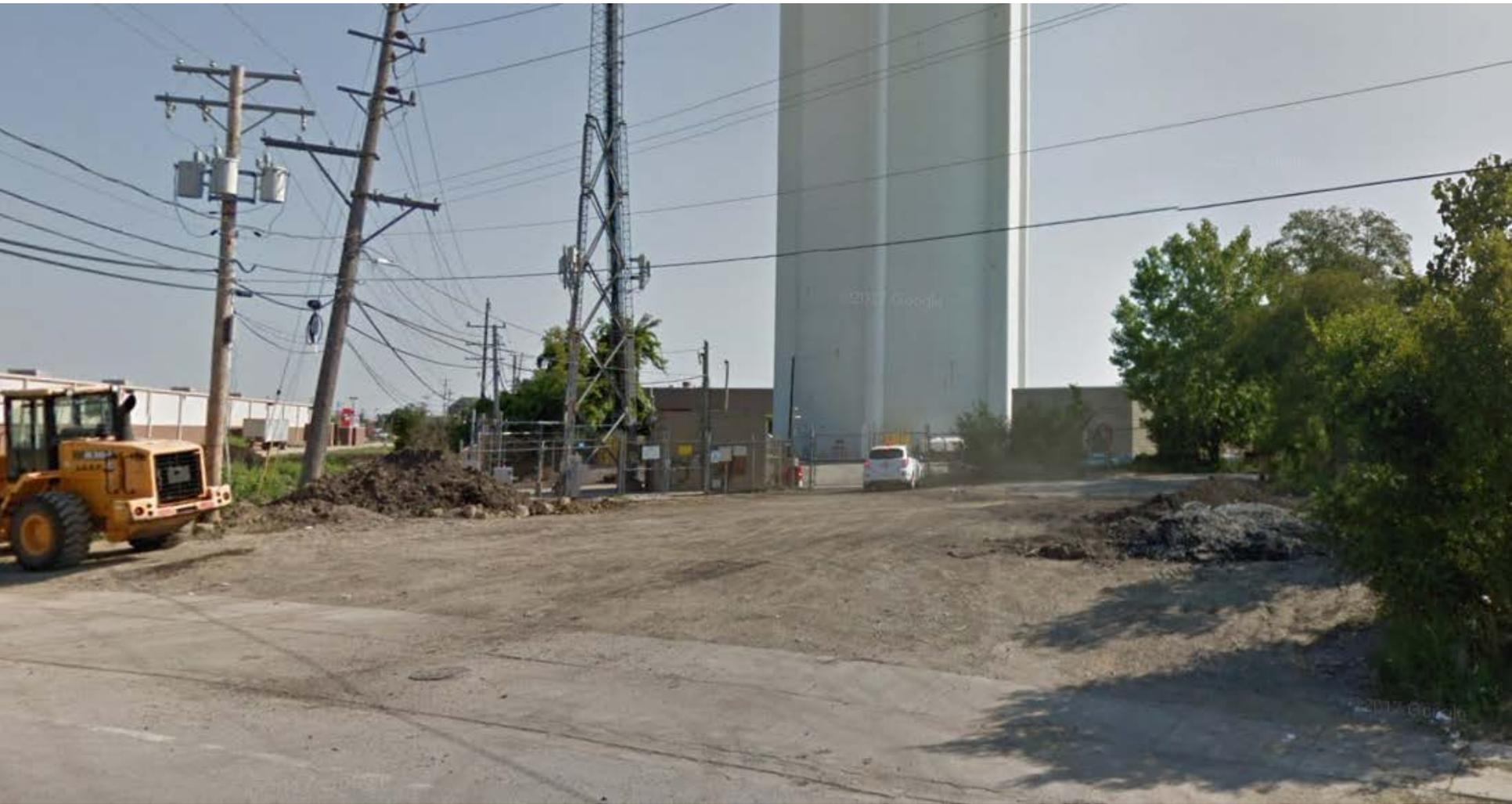
Overnight Vehicle Storage



Cold Patch Asphalt Storage

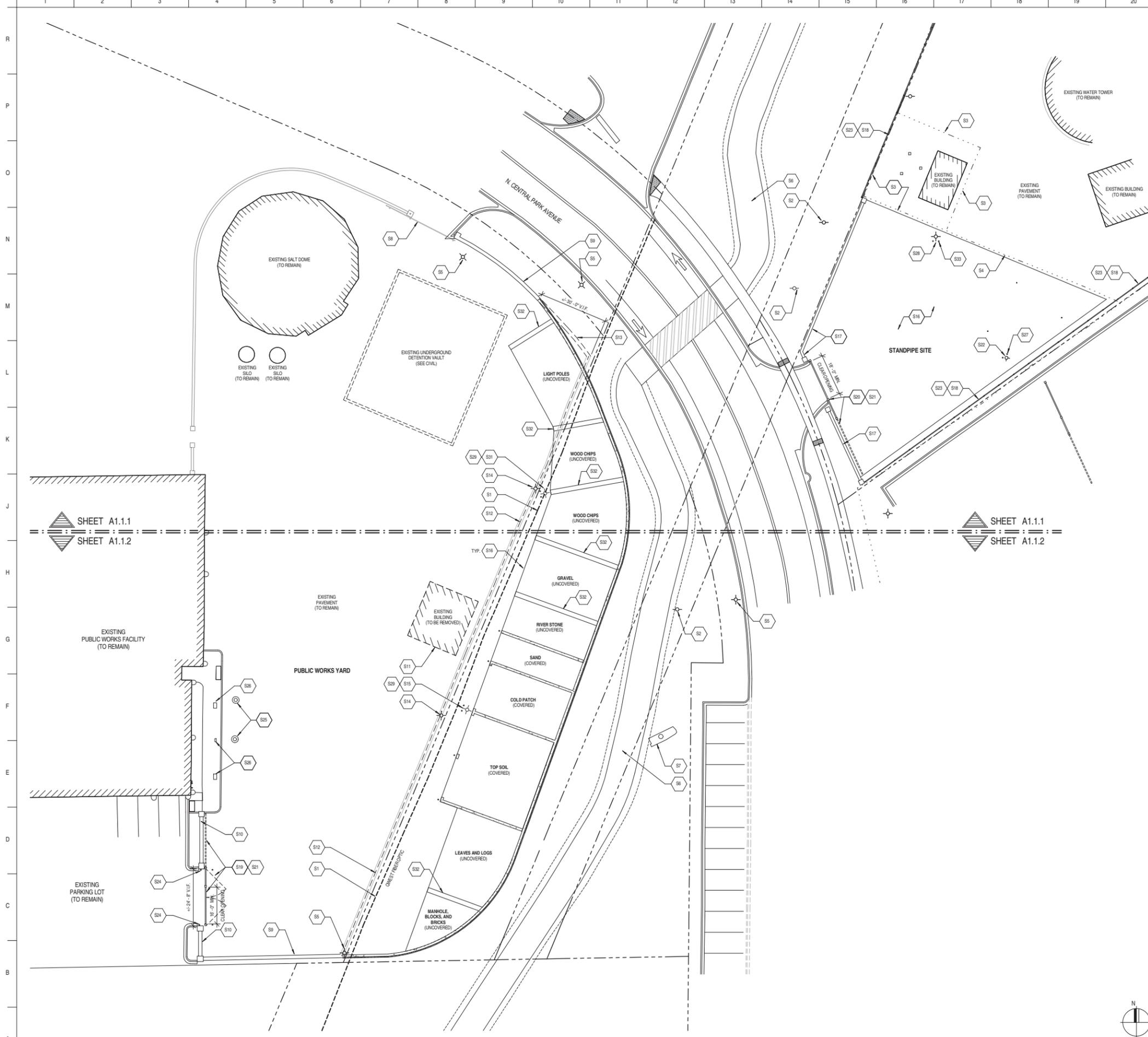


Vehicle Maintenance Material Storage



Standpipe – Facing North

1/9/2018 12:00:50 AM
 C:\New\Temp\2016\14-18\ba_Lincolnwood PW Yarc_Central_2016_amaabella.ofarado.vrt
 Copyright 2017 FGM ARCHITECTS, INC.



KEYNOTES - REFERENCE	
KEY NUMBER	DESCRIPTION
S1	EXISTING UNDERGROUND QWEST FIBER OPTIC LINE TO REMAIN. PROTECT FROM DAMAGE DURING CONSTRUCTION ACTIVITIES.
S2	EXISTING CONED SITE POLES AND INFRASTRUCTURE TO REMAIN. PROTECT FROM DAMAGE DURING CONSTRUCTION ACTIVITIES.
S3	EXISTING 4\"/>

KEYNOTES - SHEET	
KEY NUMBER	DESCRIPTION
S1	EXISTING UNDERGROUND QWEST FIBER OPTIC LINE TO REMAIN. PROTECT FROM DAMAGE DURING CONSTRUCTION ACTIVITIES.
S2	EXISTING CONED SITE POLES AND INFRASTRUCTURE TO REMAIN. PROTECT FROM DAMAGE DURING CONSTRUCTION ACTIVITIES.
S3	EXISTING 4\"/>

KEYNOTES - SHEET	
KEY NUMBER	DESCRIPTION
S4	EXISTING FENCE AND GATE SEPARATING STANDPIPE/WATER TOWER SITE FROM LIMITS OF NEW WORK TO REMAIN. CONTRACTOR TO EVALUATE IF TEMPORARY REMOVAL AND REINSTALLATION OF FENCE IS NECESSARY TO ACCOMMODATE CONSTRUCTION ACTIVITIES.
S5	EXISTING LIGHT POLE TO REMAIN.
S6	EXISTING BIKE PATH TO REMAIN.
S7	EXISTING SITE SCULPTURE TO REMAIN.
S8	EXISTING MOTORIZED SLIDING SITE ENTRY GATE TO REMAIN. GATE TO BE REFERENCED AS A MINIMUM BASIS FOR THE COMPONENTS AND STANDARDS THAT SHALL BE PROVIDED FOR NEW CANTILEVER SLIDE GATES.
S9	EXISTING CONCRETE AND MASONRY PERIMETER YARD WALL TO REMAIN. PROTECT FROM DAMAGE DURING CONSTRUCTION ACTIVITIES.
S10	EXISTING CONCRETE AND MASONRY COMBINATION PERIMETER YARD WALL AND ORNAMENTAL FENCE TO REMAIN.
S11	REMOVE EXISTING STORAGE STRUCTURE IN ITS ENTIRETY TO ACCOMMODATE NEW WORK.
S12	DASHED LINES DENOTE EXISTING PERIMETER YARD CHAIN LINK FENCE TO BE REMOVED TO ACCOMMODATE NEW WORK. CONFIRM WITH OWNER IF FENCE COMPONENTS ARE TO BE SALVAGED PRIOR TO REMOVAL.
S13	(DASHED LINES DENOTE PORTION OF EXISTING CONCRETE AND MASONRY PERIMETER YARD WALL TO BE REMOVED IN ITS ENTIRETY WITHIN LIMITS INDICATED TO ACCOMMODATE NEW WORK.
S14	EXISTING LIGHT POLE TO BE REMOVED AND RELOCATED TO ACCOMMODATE NEW WORK. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
S15	RELOCATED EXISTING LIGHT POLE. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. NOTE: PLACEMENT OF LIGHT POLE FOUNDATIONS SHALL BE INDEPENDENT FROM AND NOT CONFLICT WITH BIN WALL STRUCTURAL FOUNDATIONS AND FOOTINGS, OR EXISTING UNDERGROUND INFRASTRUCTURE TYP. PROVIDE ADEQUATE CLEARANCES AS REQUIRED.
S16	NEW CONCRETE PAVEMENT. REFER TO CIVIL DRAWINGS FOR ADDITIONAL INFORMATION.
S17	PROVIDE NEW CONCRETE AND MASONRY SCREEN WALL AT ENTRY TO SITE AS SHOWN. REFER TO ENLARGED PLANS AND EXTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION.
S18	EXISTING CHAIN LINK FENCE SURROUNDING PERIMETER OF STANDPIPE/WATER TOWER SITE TO BE REMOVED AND REPLACED WITH NEW PREFINISHED ORNAMENTAL STEEL FENCE. ESTIMATED EXTENT OF NEW LINEAR FENCE TO BE PROVIDED IS 860 LINEAR FEET. VERIFY EXACT EXTENTS IN FIELD. REFER TO EXTERIOR ELEVATIONS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.
S19	EXISTING MANUALLY OPERATED SWING GATE TO BE REMOVED AND REPLACED WITH NEW PREFINISHED MOTORIZED SLIDING GATE. EXISTING CONDITIONS AND DIMENSIONAL GATE WIDTH TO BE VERIFIED IN FIELD. TYP. REFER TO ELECTRICAL DRAWINGS FOR CONNECTIONS TO ELECTRICAL INFRASTRUCTURE.
S20	PROVIDE NEW PREFINISHED MOTORIZED ALUMINUM CANTILEVER SLIDING GATE. IN OPENING CONFIGURATION AS SHOWN. REFER TO ELECTRICAL DRAWINGS FOR CONNECTIONS TO ELECTRICAL INFRASTRUCTURE.
S21	SLIDING GATE BASIS OF DESIGN: TRANSPORT II ALUMINUM CANTILEVER GATE. BY AMERISTAR FENCE. NOTE: GATE DESIGN INTENDED TO MATCH AESTHETICS AND STYLE OF ORNAMENTAL FENCE. TYP.
S22	EXISTING SITE HYDRANT TO REMAIN. PROTECT FROM DAMAGE DURING CONSTRUCTION ACTIVITIES.
S23	PREFINISHED ORNAMENTAL FENCE BASIS OF DESIGN: MONTAGE INDUSTRIAL STEEL FENCE. 2-RAL MAJESTIC DESIGN. BY AMERISTAR FENCE.
S24	EXISTING CONCRETE BOLLARD TO REMAIN.
S25	EXISTING UNDERGROUND GAS TANKS TO REMAIN.
S26	EXISTING GAS PIPES AND CONTROLS TO REMAIN.
S27	PROVIDE NEW CONCRETE BOLLARDS, AS SHOWN. REFER TO CIVIL DRAWINGS FOR DETAILS AND ADDITIONAL INFORMATION.
S28	NEW SITE LIGHT POLE. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
S29	RELOCATED EXISTING LIGHT POLE TO BE FLANKED BY NEW CONCRETE BOLLARDS, EACH SIDE. REFER TO CIVIL DRAWINGS FOR DETAILS AND ADDITIONAL INFORMATION.
S30	RELOCATED EXISTING LIGHT POLE. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION. NOTE: PLACEMENT OF LIGHT POLE FOUNDATIONS SHALL BE INDEPENDENT FROM AND NOT CONFLICT WITH EXISTING UNDERGROUND FIBER OPTIC LINE. PROVIDE ADEQUATE CLEARANCES TO EXISTING INFRASTRUCTURE AS REQUIRED.
S31	EXISTING PRECAST CONCRETE BLOCK BIN DIVIDER WALLS TO BE REMOVED AND SALVAGED ON SITE. PRECAST BLOCKS TO BE RECONFIGURED IN NEW LAYOUT AS SHOWN. EXISTING BLOCKS 2'-0\"/>

ISSUANCE	DESCRIPTION	DATE	ISSUED FOR
		01/08/18	BD / ISSUED FOR PERMIT

FGM ARCHITECTS
 CHICAGO
 OF FALLON
 OAK BROOK

PROFESSIONAL SEAL

EXPIRATION DATE:

DATE	DRAWN	CHECKED	APPROVED	PROFESSIONAL DESIGN FIRM
01/08/18	AO	JE	JD	E.P. 16400050

PUBLIC WORKS YARD EXPANSION PROJECT
 VILLAGE OF LINCOLNWOOD
 7001 North Lawndale Avenue
 Lincolnwood, IL 60712

OVERALL ARCHITECTURAL SITE PLAN

SHEET NO. **A1.1.0**

JOB NO. 14-1815.01
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MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Laura McCarty, Director of Parks and Recreation

DATE: January 9, 2018

SUBJECT: Community Center Roof Replacement Budget Request

Background

During the summer of 2016 a preliminary roof evaluation was conducted on the Community Center roofs. The roof is in poor condition and was only partially replaced in 1995 when the Community Center was remodeled. The funds requested would be to replace the two flat roofs in the main area of the Community Center above the two entrances, along with the roof above the attic space and to rebuild the existing roof drains which are non-functional resulting on the pooling of water on the roof. On the main hall asphalt shingled roof the brick work needs tuck-pointing and the chimney needs to be reflashed. The roof would then be recoated with an elastomeric sealant.

Justification

The Community Center is used on daily basis to provide various recreation programs and rental space opportunities for the community, and is the only indoor space the department directly oversees and has immediate access to. Facility rentals which range from birthday parties, showers, family reunions, etc. generate close to \$50,000 each year in revenue and the department anticipates facility rentals will only continue to grow. As the building continues to age it is crucial to keep up with maintenance and infrastructure needs so this space can remain as an indoor recreational programming and rental space offered through the Parks and Recreation Department.

Budget Request

The Parks and Recreation Department requests that \$150,000 be allocated in the Fiscal Year 2018/2019 budget to address the Community Center Roof Replacement needs.



MEMORANDUM

TO: Timothy Wiberg, Village Manager

FROM: Bruce Rottner, Interim Police Chief and Ashley Engelmann, Assistant Village Manager

DATE: February 6, 2018

SUBJECT: Police Department Lobby Hours

Background: On March 1, 2017 the Village consolidated E9-1-1 dispatch services with the Village of Skokie for police and fire operations. Consolidation of dispatch services resulted in the elimination of seven full-time and one part-time Communications Operator.

Providing police and fire emergency communications in-house allowed the Police Department to perform non-emergency tasks 24 hours-a-day, seven days-a-week with on-duty communications staff. Those tasks included processing administrative calls, data entry, supervising prisoners, and assisting citizens walking into the police department.

When the Village contracted with Skokie to provide emergency communications, 7.5 Communications Operator positions were eliminated; and 1.5 Records Clerk positions were added to perform the non-emergency tasks described above. The Police Department's business hours were originally modified from 24/7 to 9:00 a.m. to 5:00 p.m., Monday through Friday. Subsequently, on August 1, 2017 the Police Department adjusted the hours to open at 7:00 a.m. Monday through Friday. The Police Department was able to make the adjustment without adding personnel.

Citizens may request emergency and general assistance from the Lincolnwood Police before and after regular business hours by using a telephone located within the vestibule of the Police Department. There are no Police services that were offered when the police station was open 24/7 that are not currently offered. The only change in how citizen response occurs after hours is where the dispatcher is located (Skokie vs. Lincolnwood) that calls the officer in from off the street to assist the citizen.

The table on the following page depicts the emergency and general assistance calls from the vestibule before and after hours from March 1, 2017 to February 5, 2018.

Vestibule Phone Calls March 1, 2017-February 5, 2018	
General Assistance	1,017
Emergency	0

Calls from the Telephone in the Vestibule of the Police Department: The Police Department is currently open Monday through Friday between 7:00 a.m. and 5:00 p.m. If a citizen comes to the police station during regular business hours to report an emergency a Records Clerk calls 9-1-1, and the Skokie Police Department dispatches a Lincolnwood Police Officer from his or her beat. Officers spend the majority of their shift in their beat patrolling the streets of Lincolnwood, they generally are not in the police station unless they are conducting business that requires them to be present.

The telephone in the vestibule of the Police Department is for both emergency and general assistance requests for service after normal business hours. The telephone is connected directly to the Skokie Police Department. If a citizen calls from the vestibule a Lincolnwood Police Officer is dispatched from their beat to the vestibule to assist the citizen.

Between March 1, 2017 and February 5, 2018, there were **1,108** calls for general assistance (i.e.; a citizen filing a police report, picking up property, discussing a case with an officer, or filing an accident report, etc.) made from the vestibule of the Lincolnwood Police Department. That's an average of 3.25 calls per day. None involved life safety. Of the **1,108** calls, **376** were made Monday through Friday between 5:00 p.m. and 9:00 p.m., for an average, 1.10 calls per day. The table below summarizes calls made from the vestibule.

Calls Made from the Vestibule from March 1, 2017 to February 6, 2018	
General Assistance	1,108
Emergency	0
General Assistance Per Day (Average)	3.25
General Assistance M-F from 5:00 p.m. to 9:00 p.m. (Total)	376
Average General Assistance M-F from 5:00 p.m. to 9:00 p.m. (Per Day)	1.10

Walk-in Traffic: The Police Department conducted a survey of citizen walk-in traffic. Citizens visit the police station for a variety of reasons including asking a question about a crime, filing a police report, requesting a copy of a police report, picking up property, asking a question about a ticket, reporting an incident, and/or requesting police service. With the exception of requesting a copy of a police report, a police officer will respond to the station to assist a citizen, whether the police station is open or closed.

On average, 1.5 citizens an hour visited the Police Department during regular business hours. It

is expected that five or fewer citizens would visit between 5:00 p.m. and 9:00 p.m., if the station was open.

Expanded Police Department Evening Hours: The Mayor has requested that staff research the feasibility of expanding the Police Department lobby hours from 5:00 p.m. to 9:00 p.m. In order to achieve this schedule one part-time Records Clerk would need to be added. The cost to add one part-time Records Clerk is \$34,000.

Neighboring Communities: Police Departments that have in-house police and fire emergency communications have staff available to process administrative telephone calls and assist the general public 24/7. Those communities include Deerfield, Evanston, Glenview, Northbrook, Skokie and Wilmette. Police Departments that outsource police and fire emergency communications are generally closed after normal business hours. The Niles Police Department is the only exception. Niles does not have a communications center and the Police Department is open 24/7.

The table below depicts information regarding Police Department lobby hours with outsourced dispatch services.

Police Department Lobby Hour Outsourced Communications	
Village	Hours of Operation
Bannockburn	Monday – Thursday, 8:30 AM – 4:30 PM Friday, 8:30 AM – 12:00 PM
Grayslake	Monday – Friday, 9:00 AM – 5:00 PM
Highwood	Monday – Friday, 8:00 AM – 5:00 PM
Kenilworth	Monday – Friday, 8:30 AM – 4:30 PM
Lake Bluff	Monday – Friday, 7:30 AM – 10:30 PM
Lake Forest	Monday – Friday, 8:00 AM – 10:00 PM Saturday and Sunday, 8:00 AM – 6:00 PM
Lincolnwood	Monday – Friday, 7:00 AM – 5:00 PM
Lindenhurst	Monday – Friday, 8:30 AM – 4:30 PM
Morton Grove	Monday – Sunday, 6:00 AM – 2:00 AM
Niles	24/7
Northfield	Monday – Friday, 8:30 AM – 4:30 PM
Riverwoods	Monday – Friday, 8:30 AM – 3:30 PM
Winnetka	Monday – Friday, 8:30 AM – 4:30 PM

Annual Cost:

Records Clerk Annual Salary Costs	
Records Clerk Position	Salary with Benefits
Full-Time	\$68,000
Part-Time	\$34,000

- Five full-time employees are required to staff one Records Clerk position 24/7
- The Police Department currently is budgeted for two full-time Records Clerks (\$136,000)

and one part-time Records Clerk (\$34,000) for a total of \$170,000

- The annual cost to staff five Records Clerks is \$340,000
- The annual cost to expand the lobby hours to 24/7 would be an additional \$204,000 per year
- The annual cost to expand the lobby hours to include 5:00 p.m. to 9:00 p.m. Monday through Friday is an additional \$34,000 per year

Considerations Regarding Expanded Hours:

1. The savings to the Village from consolidation is \$58,000 annually.
2. Tasking is limited for Records Clerks working after regular business hours. The majority of clerical tasks can be managed with existing budgeted personnel.
3. There is very limited supervision for Records Clerks working after regular business hours. Police supervisors are assigned to work the street and only come into the station when necessary.

Options:

1. Status Quo
2. Expand hours until 9:00 p.m. Monday-Friday with an additional budget impact of \$34,000 annually
3. Expand hours 24/7 with an additional budget impact of \$204,000 annually