



Fiscal Year  
2023

# Village of Lincolnwood Annual Budget

May 1, 2022 - April 30, 2023

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its Annual Budget for the fiscal year beginning May 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

The award is valid for a period of one year only. We believe the current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Lincolnwood  
Illinois**

For the Fiscal Year Beginning

**May 01, 2021**

*Christopher P. Morrill*

**Executive Director**

# Lincolnwood Officials



## Board of Trustees



Jesal Patel  
Mayor



Grace Diaz-Herrera  
Trustee



Jean Ikezoe-Halevi  
Trustee



Craig Klatzco  
Trustee



Chris Martel  
Trustee



Mohammed Saleem  
Trustee



Atour Sargon  
Trustee



Beryl Herman  
Village Clerk

## Management Team

### VILLAGE MANAGER

Anne Marie Gaura

### ASSISTANT VILLAGE MANAGER

Charles Meyer

### COMMUNITY DEVELOPMENT DIRECTOR

Scott Mangum

### FINANCE DIRECTOR

Denise Joseph

### FIRE CHIEF

Mike Hansen

### PARKS AND RECREATION DIRECTOR

Karen Hawk

### POLICE CHIEF

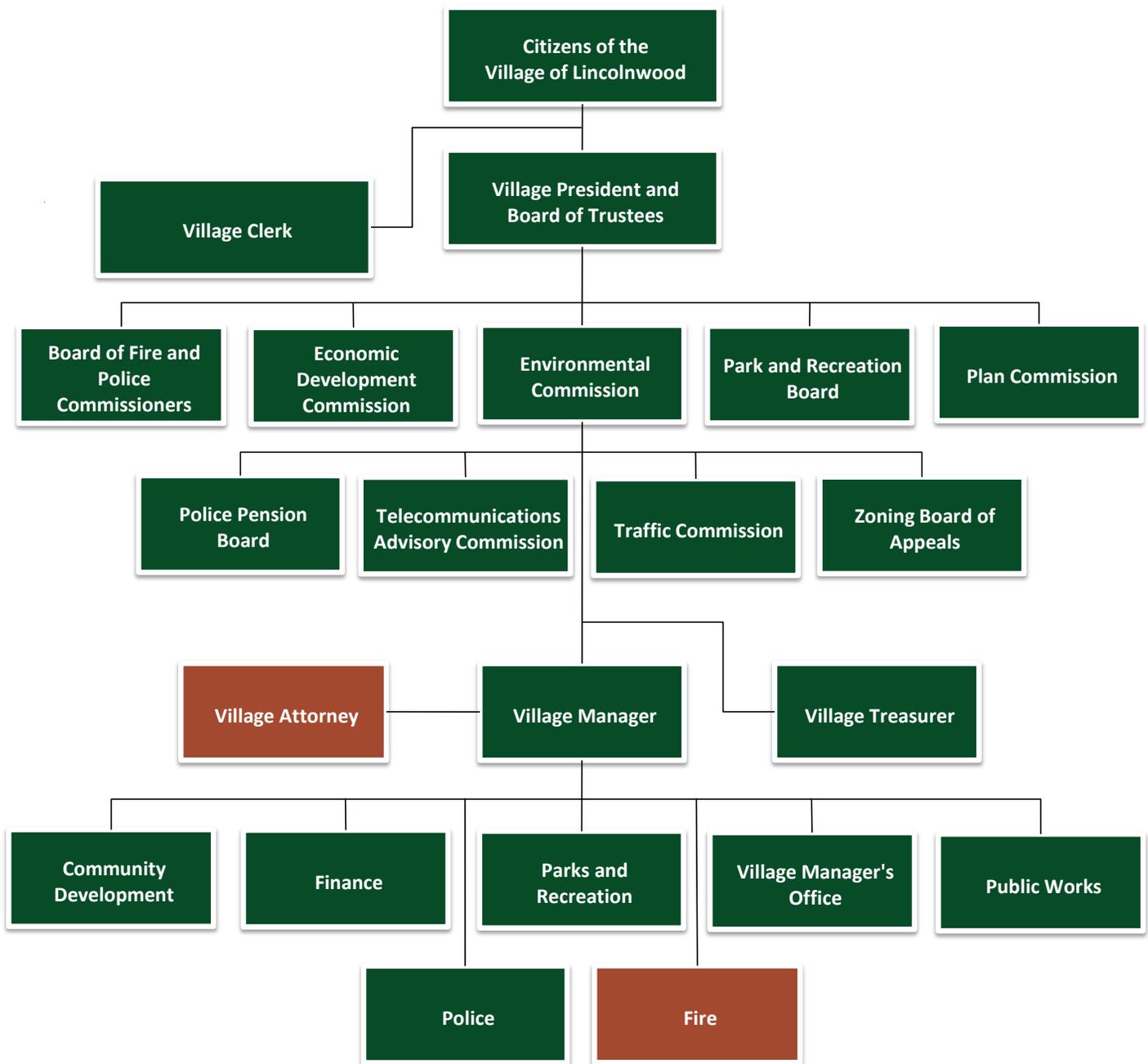
Jay Parrott

### PUBLIC WORKS DIRECTOR

Nadim Badran

# Village of Lincolnwood

## Fiscal Year 2023 Organizational Chart



Contracted



# TRANSMITTAL LETTER

VILLAGE PRESIDENT  
Jesal Patel

VILLAGE CLERK  
Beryl Herman

VILLAGE MANAGER  
Anne Marie Gaura



TRUSTEES  
Jean Ikezoe-Halevi  
Grace Diaz Herrera  
Craig L. Klatzco  
Christopher M. Martel  
Mohammed Saleem  
Atour Toma Sargon

May 1, 2022

The Honorable Jesal Patel, Village President  
Village Board of Trustees  
Residents of Lincolnwood

On behalf of the Village Management Team, it is my pleasure to present to you the Fiscal Year 2023 Annual Budget for the Village of Lincolnwood. The Village's fiscal year commences on May 1, 2022 and concludes on April 30, 2023.

One of the single most important thing the Village does each year is adopt a budget. The annual budget identifies the Village's goals, accomplishments, long-term financial outlook and five-year capital plan. A significant amount of time and commitment is spent by both the elected officials and the Village staff to provide a comprehensive budget document. This budget is the foundation of the organization and upon which everything we do is built.

The Fiscal Year 2023 Annual Budget totals \$39,580,652 across all Funds, which is a decrease of \$31,032,125, or 44% from Fiscal Year 2022. This decrease is mainly attributable to the issuance of Tax Increment Financing (TIF) notes for the North Lincoln TIF District that occurred in Fiscal Year 2022.

At the time of the development of the Fiscal Year 2023 budget, we appear to be nearing the end of the coronavirus (COVID-19), global pandemic. During the past 20 months, the financial implications from this public health emergency have been significant, with regional, national and global impacts on the economic resulting from the initial stay at home orders implemented in spring of 2020, and continued social distancing and restrictions still in place at varying degrees of severity throughout 2021. In calendar year 2021, the economy began to recover, but now faces a new set of challenges moving forward.

As we look forward to 2022 and beyond there remains an elevated level of uncertainty. Staff has made every effort to budget conservatively. The Finance Department will continue to monitor the financial environment closely and will be prepared to develop and implement revised financial plans should it be required.

## **VILLAGE PROFILE AND FINANCIAL CONDITION**

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



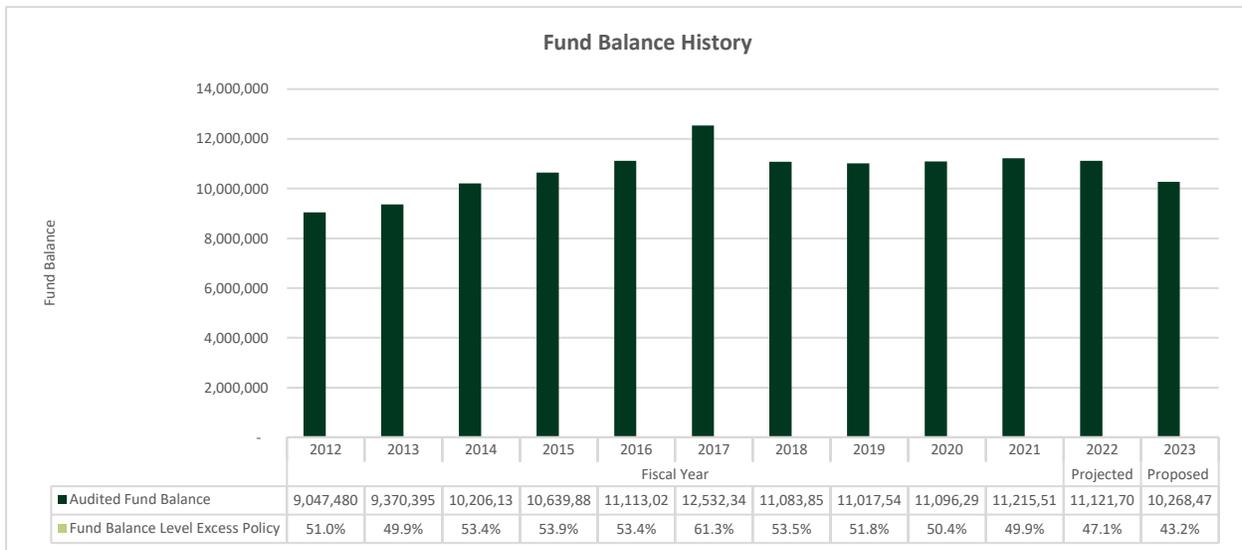
TREE CITY USA

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WWW.LINCOLNWOODIL.ORG



The Village’s financial position is very strong with a bond rating of Aa2. The most recent Moody’s Investors Service report references the Village’s long history of maintaining very strong operating reserves and its light debt burden. The report also notes, like many Illinois municipalities, the Village’s primary credit challenge is its pension burden. Despite the economic and operational impact of the pandemic, the Village’s financial policies and sound fiscal decisions over the past several years have positioned the Village to “weather the storm” without reducing core services. This is due, in large part, to the Village’s ability to absorb a reduction in some revenues by relying on fund reserves that have been built over time.

The Village’s Fund Balance policy for the General Fund (*Village’s largest fund*) indicates that fund balance shall be maintained at a level equal to 25-35% of the current fiscal year’s revenues. Surplus funds above the 35% level will be designated for the purchase of new or replacement of capital equipment and capital expenditures. The Village has historically, maintained a fund balance above the maximum level as illustrated in the chart below.



**Note:** FY 2022 and 2023 are unaudited fund balance numbers

The Village continues to operate in a positive economic environment even while experiencing the uncertainty associated with the COVID-19 pandemic. Overall, the Village’s General Fund financial projections remain in structural balance for the next few years, absent any additional unanticipated economic pressures.

### BUDGET PREPARATION



The preparation for the Village’s annual budget begins six months prior to introduction and adoption by the Village Board and is prepared based on Generally Accepted Accounting Principals (GAAP). One of the first steps in preparing this document is to identify key goals within every department that will drive the decision-making process. The Village Manager, Assistant Village Manager, Finance Director and Accountant met with every department on an individual basis and collectively evaluated the first draft of

the department's operating budget. The Finance Director estimates all revenue projections for the upcoming year, which gives direction to the Village Manager and departments as to the level of growth or reduction that can be reflected in expenditures. Several versions of the operating budget are drafted and a final recommended budget, which includes the 5-year capital plan, is presented by the Finance Director to the Village Board at the first Committee of the Whole meeting in April. Once the final budget is approved, an Appropriation Ordinance is adopted.

## **FINANCIAL OUTLOOK**

As the Village approaches the end of the current fiscal year, most measures of economic and financial health appear positive. The Village continues to maintain a strong credit rating of Aa2, which was reaffirmed in July 2021. Fiscal Year 2022 has been a good year to do business in Lincolnwood. Village shops and restaurants have been able to operate throughout the full year with minor pandemic restrictions compared to Fiscal Year 2021. Good weather during the summer allowed for significant opportunities for locals to take advantage of Lincolnwood's many outdoor dining opportunities. Sales tax increased 56% for the first two quarters of calendar year 2021 compared to the same period in 2020 and exceeded pre-pandemic levels as well.

For Fiscal Year 2023, local businesses could experience difficulties maintaining inventory if supply chain issues continue. Beyond the financial risks associated with increasing inflation and supply chain backlogs, the Village Board is cognizant of several issues that may affect the Village's financial position in future years. State legislative actions could have negative impacts on the composition of local revenue structures such as property tax and TIF reforms, and unfunded mandates. It will remain an important consideration for the Village to continue contingency planning in the event of revenue interruption or increased costs.

The Village has consistently implemented long-term financial planning to ensure that budget decisions have a positive impact on long-term sustainability. After making significant budgetary reductions during the pandemic, the Village has made strategic budget decisions as revenues have rebounded. This approach has enabled the Village to maintain appropriate fund balance reserves and ensure that unexpected events and/or actions do not require immediate reactive budget cuts.

## **BUDGET HIGHLIGHTS**

The Village of Lincolnwood's budget administration is a yearlong process. The Finance Department monitors revenues and expenditures throughout the year and discusses any significant variances with the Village Manager and each Department Head. The Village's Annual Budget is developed by Village staff using revenue assumptions that have been reviewed by the Finance Committee and Village Board.

There are a number of items included in the budget to meet the Village Board's goal of providing Service First, they include:

- An additional Account Clerk in the Community Development Department
- An in-house Engineer in the Public Works Department
- An in-house Fire Chief
- \$175,000 for the replacement of building permits, contractor licenses land and license software for business licenses and vehicle stickers
- \$8,500 for Leadership and Service First Training

- Providing services to our business community by salting alleys (*additional information will be provided at a future meeting*)
- HR Green Building Permit Process Improvement Study (*in process*)

Village staff will be closely monitoring revenues during the course of Fiscal Year 2023 to help guide future financial conditions. Recognizing that revenues are only one component to responsible budgeting, the Village has and will continue to closely monitor expenditures and proactively implement changes as appropriate to minimize the Village's reliance on economically sensitive revenue growth without impacting core services. If revenues are performing below budget projections, staff will apprise the Village Board and make recommendations as to how to address the shortfalls.

Additional information on the Village's revenues and expenditures across all funds can be found in the subsequent pages of the budget document.

### ***Strategic Plan***

Since 2020, the Village has been working with the Northern Illinois University Center for Governmental Studies (CGS) to draft a Strategic Plan. Due to the pandemic and at the direction of the Village Board the process was put on hold until Fiscal Year 2022. The purpose of this Plan is to help guide an organization's future and to help plan out the needs and goals of the organization. The Strategic Plan and Goal Development was discussed at the April 19 Committee of the Whole with formal consideration on May 5, 2022.

The Plan covers a series of prioritized Goals for the Village to address over the coming years. In addition to the goals established by the Village Board, five general Strategic Priority Areas were identified by the Village Board. Those Areas included:

- Customer Service
- Economic and Community Development
- Financial Stability
- Business-Friendly Environment
- Community Identity

These priorities will be incorporated into the daily operations of staff and the organization to ensure that the expectations of the Village Board are reinforced and addressed on a consistent and thorough manner.

### ***Investment in Workforce***

Village employees provide the foundation for responsive and innovative services. Investment in our employees is reflected in our most recent class and compensation study and in the implementation of a competitive pay structure. The Village is committed to investing in our employees and resources have been directed accordingly. As a service organization, salary is the Village's largest category of expenditures.

Salaries are budgeted at \$15,179,792, which includes a 2.5% cost of living adjustment for our non-bargaining employees and compensation for employees represented by the two unions is determined through the collective bargaining process. Compensation for union employees are as follows: Fraternal

Order of Police (sworn police officers) – 2.5% increase; International Brotherhood of Teamsters Local 700 (Public Works) – 2.25%.

Qualifying Village employees are covered by two defined-benefit pension plans. This includes one locally managed fund, the Police Pension Fund (covering sworn police officers), as well as one statewide fund, the Illinois Municipal Retirement Fund (IMRF), which covers all other qualified public employees. The benefit levels of both of these pension plans are governed by state law and may only be amended through acts of the Illinois General Assembly.

In 2010, the General Assembly took its first steps toward controlling these costs by implementing a new two-tier pension system for municipal employees. This impacted all new IMRF plan participants, as well as all police officer and firefighters hired on and after January 1, 2011. Plan participants in the new tier are required to work additional years to qualify for benefits, those benefits are capped as a percentage of a maximum income.

In addition, as the statutory requirement for the Police Pension Fund to be fully funded by calendar year 2040 approaches, pension contributions will continue to increase. This funding mandate may change by legislation, however, an extension in this deadline has not yet gained traction with the Illinois legislature. Lastly, the State legislature has enacted a requirement that the investments of public safety pension funds must be consolidated by June 2023. The precise impact of this consolidation is unknown at this time, but significant cost savings is expected on the management of investments in the future.

### ***Fees and Fines***

As part of the Fiscal Year 2023 Budget development, staff reviewed various revenue enhancements, including fees, fines and charges for Village services. Based on the review, staff identified areas for potential modifications that were reviewed by the Finance Committee and presented at the February 22, 2022 Budget Workshop. The following fees have been approved by the Village Board and will go into effect May 1, 2022:

- Water Rates – In November 2021, the Village Board authorized the execution of a contract for the performance of a ten year water rate analysis. With the water main replacement program, and lead service line replacement requirements in place, the rate study was conducted to prevent a shortfall in the fund balance in the Water Fund.

#### ***Rates were amended as follows:***

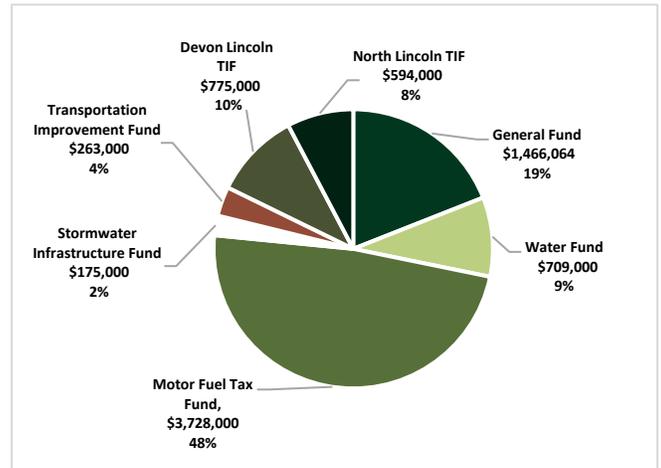
- Basic water user charge (per 1,000 gallons) - \$6.00
  - Debt service charge (per 1,000 gallons) - \$3.50
  - Capital improvement charge per month – 50 or more residential units - \$200.88
  - Capital improvement charge per month – all other accounts - \$3.24
  - Water meter fee (per quarter), less than 50 units - \$4.63
  - Water meter fee (per quarter), 50 or more residential units - \$95.69
  - Water meter fee (non-residential) - \$9.25
  - Sewer user fee (per 1,000 gallons) - \$1.03
- Self-Storage Facility User Surcharge – Self-storage facilities contain separately divided rooms that are available for customers to rent or lease for the keeping of personal items. The Board

approved a *self-storage surcharge to be assessed on the renters / lessors of self-storage units in the amount of 5% of the monthly cost for their unit(s).*

- Fees and Fines for Violation of Parking Regulations – Following a review of Chapter 7-2-31(A) Violation of Article 2, the Village Board was in support of *increasing the fines from \$30.00 to \$50.00 and if paid late the fines would increase from \$50.00 to \$75.00.*

### Capital Improvement Plan

The Village prepares and updates annually a five-year Capital Improvement Plan (CIP) to be approved by the Village Board. The CIP is developed with an analysis of the Village’s infrastructure and other capital needs, and the financial impact of the debt service required to meet the recommended financing plan. The (CIP) contains \$7,710,064 million in anticipated expenditures for Fiscal Year 2023 across all funds. All of the proposed Capital expenditures are included in the 2023-2027 CIP which was reviewed at the January 13, 2022 CIP Budget Workshop.



The Motor Fuel Tax (MFT) represents the largest anticipated expenditures at \$3.7 million followed by the General Fund. In Fiscal Year 2020, the State of Illinois allocated their Rebuild Illinois Bond proceeds for local governments to assist in improving infrastructure. Lincolnwood was allocated a total of \$829,731 to assist in funding road projects. This allocation is distributed in six installments and is allocated to the Motor Fuel Tax Fund. As of April 30, 2022, the Village has received \$691,442.

The General Fund represents the second largest and includes \$1,466,064 for capital investment that is being offset by use of fund balance reserves. The following are some of the more significant capital items scheduled for 2023 in the General Fund:

- Space Needs Analysis - \$150,000
- Facility Improvements - \$163,364
- Parks and Recreation Master Plan - \$100,000
- Community Center HVAC Replacement - \$73,100
- Sidewalk Improvements - \$60,000
- Replacement of Vehicles in the Fire, Police and Public Works Department - \$575,900

The critical nature of making strategic capital investments in our community’s assets is reflected in the capital budget requests and is representative of the Village Board’s priorities. Additional information regarding capital investments can be found within the capital improvement section of the budget document.

### American Rescue Plan

The Village of Lincolnwood was fortunate to receive funding from the American Rescue Plan Act (ARPA) in the total amount of \$1,664,636.84 (to be disbursed in two tranches). The first tranche was received in Fiscal Year 2022 in the amount of \$832,318.42, with the remaining anticipated to be received in Fiscal

Year 2023. The Village Board has had discussions on using this funding for the replacement of Public Safety vehicles.

### **Award**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood for its annual budget for the fiscal year beginning May 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guides, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

### **Closing**

The Annual Budget is one of the Village's most important documents. In line with Village Board priorities, the budget includes continued investment in Village's infrastructure, improved process efficiencies, and economic development initiatives. In order to maintain the Village's positive financial position, staff will continue to monitor the actions of the State and the impact it may have on revenues and expenses. While there has been economic recovery at the national, state and local levels from the impact of the pandemic, the Village's long standing history of maintaining conservative financial practices continues to position the Village to continue to move forward to improve the Village's infrastructure, maintain high level service delivery to residents and plan for the future while weathering the impacts of the pandemic and economic challenges.

The Department Directors, in conjunction with their staff, work to treat each year's budget as an economic plan subject to continuous improvement throughout the year. This is truly a team effort. I would like to take this opportunity to extend a heartfelt thanks to those who have contributed to the budget process. The development of the Fiscal Year 2023 budget could not take place without the cooperation and diligence of all the Department Directors. The formulation of the budget is a collaborative process that involves all Village departments.

Finally, I want to express our gratitude to the Village Board for their shared commitment to the Village. The community continues to benefit from their collective direction and support. The thoughtful, respectful, and informed leadership and decision-making has never been more important as we continue to navigate these unprecedented times.

The Village staff looks forward to working with the Village Board to implement the initiatives outlined in this budget and continuing to provide quality services to the Lincolnwood residents.

Respectfully Submitted,



Anne Marie Gaura  
Village Manager



# COMMUNITY GUIDE

# A CLOSER LOOK AT LINCOLNWOOD



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

## TRANSPORTATION

### Airports

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

### Major Highways/Routes

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

## STATISTICS AND DEMOGRAPHICS

### Land Area

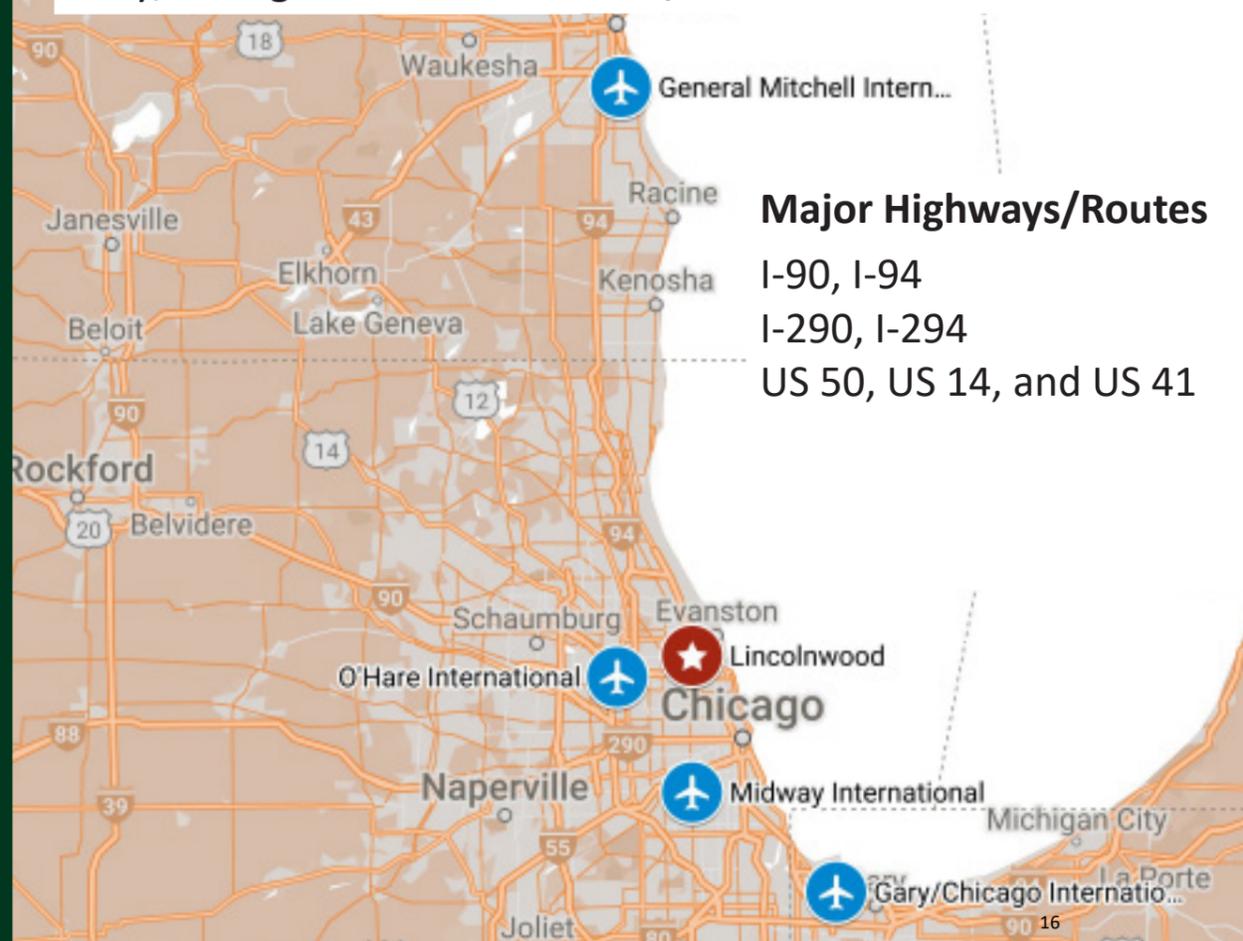
2022	2.69 square miles
County	Cook
Elevation	604 feet (mean)
Region	Northeast Illinois

### Population

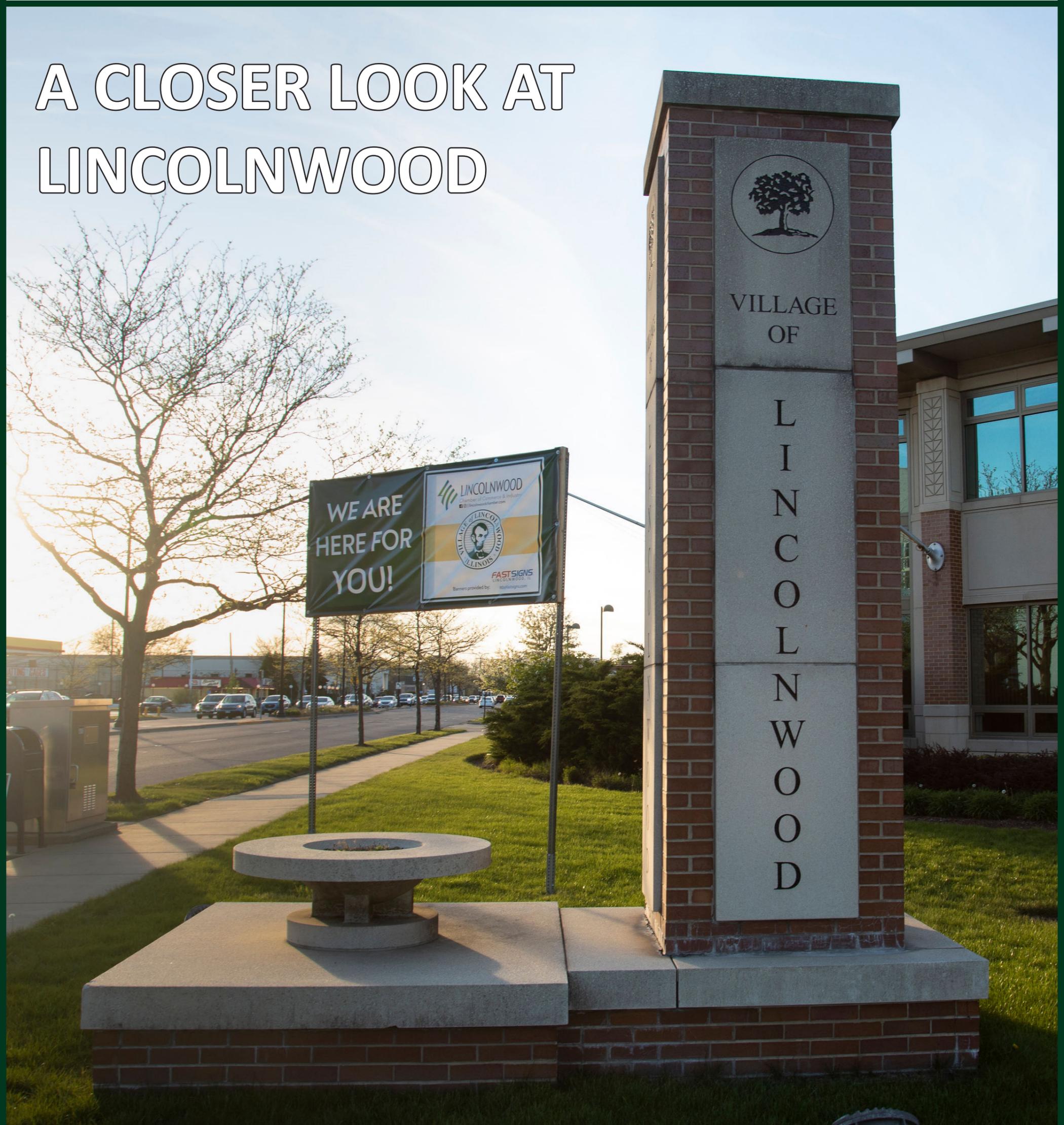
2010 Census	12,590
2020 Census	13,463

### Utilities

Water Supplier	City of Evanston
Source	Lake Michigan
Storage Capacity	2,250,000 gallons
Treatment Capacity	N/A
Avg. Daily Demand	1.427 mil gdp
Peak Daily Demand	3.049 mil gdp
Plant Capacity	11,520,000
Design Avg. Flow	N/A
Design Max Flow	N/A
Current Avg. Daily	N/A
Natural Gas Supplier	Nicor
Electric Supplier	ComEd



# A CLOSER LOOK AT LINCOLNWOOD



## GOVERNMENT

Type of Government	Village Board with a full-time Manager (Village President and 6 Trustees)
Last Comprehensive Plan	2016
Municipal Zoning in Effect	Yes
Planning Commission	Yes
Home Rule	Yes
Special Financing Techniques	Tax Increment Financing
Emergency E911	Yes
Police	33 full-time sworn
Fire/Rescue	29 full-time, 12 vehicles
Fire Insurance Class	3

## MAJOR EMPLOYERS

<u>Employer</u>	<u># of Employees</u>
Village of Lincolnwood	366
AFT	280
Lincolnwood Place	144
Lober Motors	139
Trim Tex	125
Lowe's	119
Kohl's	115
Aperion Care Inc.	100
Olive Garden	104
Red Lobster	84

# Village of Lincolnwood



## History

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

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

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

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

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

Lincolnwood was able to keep taxes attractively low by fostering the growth of light industry and by attracting such giants as Bell & Howell. The opening in 1951 of the Edens Expressway had the most profound impact on the growth in the Village's history. It offered easy and fast access to and from Chicago, causing the community's population to grow from 3,072 in 1950 to more than 12,590 in 2019.

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



# Boards and Commissions

## Purpose

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

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

## Board of Fire and Police Commissioners

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

## Economic Development Commission

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

## Environmental Commission

The Environmental Commission was created in 2021. It is composed of 12 members appointed by the Village President. The Environmental Commission's primary purpose is to develop public awareness on environmental issues through education and outreach.

## Parks and Recreation Board

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



## **Plan Commission**

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

## **Police Pension Board**

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

## **Telecommunications Advisory Commission**

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

## **Traffic Commission**

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

## **Zoning Board of Appeals**

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



# STRATEGIC PLAN



# Village of Lincolnwood

## Strategic Plan and Goal Development 2021-22

Prepared by project coordinators and workshop facilitators:

Greg Kuhn, Ph.D., Director, CGS

Jeanna Ballard, MPA, Senior Research Specialist, CGS



NORTHERN ILLINOIS UNIVERSITY

**Center for  
Governmental Studies**

*Outreach, Engagement and Regional Development*



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# Executive Summary

Strategic planning helps guide an organization’s future more effectively than making decisions issue by issue. The Village of Lincolnwood (“the Village”) engaged the Center for Governmental Studies (CGS) at Northern Illinois University (NIU) to facilitate a strategic planning workshop with board and senior staff members in October 2021. It is important to note that the Village started the strategic planning process in spring 2020 but made the decision to postpone the process due to the impact of COVID-19. Prior to delaying the process, six focus groups were conducted (please see Appendix to review the comparison between the 2020 and 2021 focus group feedback). The process resumed in fall of 2021 and the Village re-engaged CGS to complete the strategic planning process. Prior to the two half-day strategic planning workshops in October 2021, three focus groups were conducted virtually in August 2021 with residents, intergovernmental/civic organizations, and the business community to gather input on the Village’s future vision and goals.

With the focus groups as a starting point for discussions, the strategic planning workshops provided a positive atmosphere for the board and senior staff members to collaboratively review and develop a vision for the Village’s future. Ultimately, workshop participants created strategic goals focusing on where the Village wants to go as an organization and community in both the short- and long-term. As was discussed and reviewed during the workshops, executive-level strategic planning sessions are a staple of good governance and leadership for progressive organizations and are recommended every other year.

## Strategic Goals

After a series of environmental scanning discussions regarding the Village’s visions for the future, current strengths, weaknesses, opportunities, and challenges, participants were asked to identify short- and long-term goals. Upon completion of an updated list of goals, participants were then asked to classify each goal according to a matrix model of time and complexity. Agreed upon criteria were used to classify a goal as short- or long-term and as complex or routine (please see full report for defined criteria).

After the strategic planning workshop retreat, the Village Board was asked to delineate, via an online ranking exercise, which goals should be given the highest priority. In total, the group developed six short-term routine goals, eleven short-term complex goals, four long-term routine goals and twelve long-term complex goals. The *top three goals* from each category are offered as a process “snapshot” representing the most important strategic goals or priority areas for the board and staff to address in the months and years ahead (see below). For a full review and appreciation of all the strategic goals developed, discussed, and ranked, please refer to the full report.

### Short-term Routine

- Define and promote a “Service First” culture to transform the organizational culture of the Village and enhance the Village’s customer service experience.
- Undertake community development improvements to enhance customer service and streamline efficiencies.
- Develop a financial forecast plan for Village revenue and expenses.

### **Short-term Complex**

- Replace land and license building permit software.
- Complete the Lincolnwood Town Center Concept Plan and identify a purchaser.
- Develop and implement a plan to identify a hotel to be located at 1860.

### **Long-term Routine**

- Implement the financial forecast plan for Village revenue and expenses.
- Transform the Village’s organizational culture to one of Service First through development and implementation of a “Service First” training program and onboarding protocols for new staff along with periodic audits and review of programs.
- Identify, coordinate, and construct a new location for Parks and Recreation Department.

### **Long-term Complex**

- Identify strategies to redevelop the Lincolnwood Town Center Mall.
- Develop sites adjacent to District 1860 to attract visitors, businesses, and residents to the Village.
- Identify strategies to have the Northeast Industrial District (NEID) redevelopment well underway.

## **Strategic Priorities**

Ultimately, five key strategic priority areas were identified as an outcome of the process highlighting activities and initiatives that the Village should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process are illustrated below (in no particular order).

### **Strategic Priority Areas**

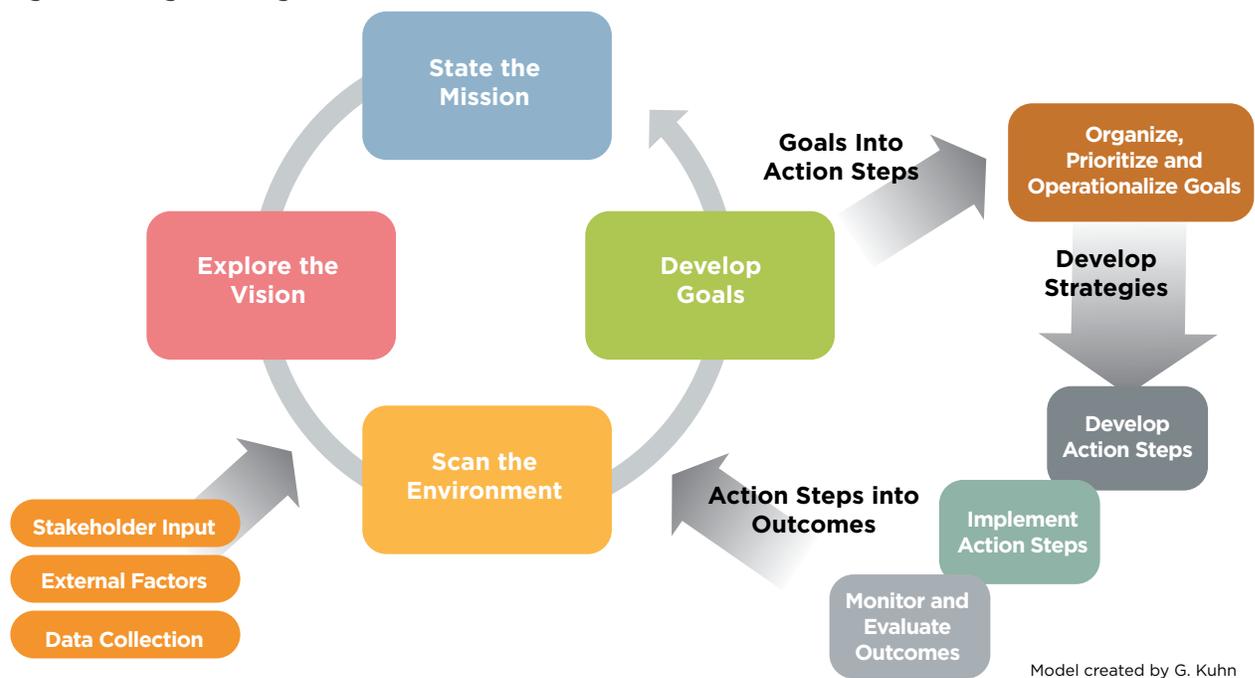


# Introduction

As an organization, the Village has placed itself among the special class of entities that have made a commitment to formalized strategic planning and goal setting exercises (Figure 1). As Village leaders are aware, strategic planning is not a new phenomenon for progressive communities and government agencies. Policymaking boards and staff in both private and public organizations recognize the value of such processes. This important work will serve the Village of Lincolnwood and the community well into the coming years. The board and senior staff members gathered in October 2021 to discuss the Village’s vision, important policies, key topics, and issue areas, and to develop goals to ultimately establish a future direction for the Village. The strategic planning workshops provided a positive atmosphere to set aside time to methodically, strategically, determine where the Village wants to go as an organization. As was shared with the board and senior staff members at the conclusion of the workshops, the Village should resist the temptation to rearrange priorities as the fiscal year moves along. It is important to adhere to the results of the board’s and senior staff members’ efforts throughout this process and the Village’s budgeting process.

Keep in mind that the judicious use of the Village’s limited resources (including financial resources and professional staff time) will be the key to good results. These high standards can place a strain on the organization, as excellence requires adequate staff time, expertise, and resources. In the end, quality policies and quality implementation equate to tough choices in setting priorities and allocating resources. Only a limited number of goals and objectives can be effectively managed and implemented at any given time. In a very realistic sense, clear and stable priorities must be maintained if the Village desires to stretch its resources as far as they can go.

**Figure 1. Strategic Planning Model\***



Model created by G. Kuhn

\*Model generally represents the steps that are taken for this type of initiative.

# Pre-Workshop:

## Taking Stock, Stakeholder Engagement Process

Stakeholder engagement is an important pre-workshop component designed to help ground the environmental scanning portion of the process. Listening is vital to planning, and these steps help the organization “take stock” and understand current Village policies and operational perspectives, perceptions, and preferences. In August 2021, three focus groups were conducted virtually with the Village’s residents, intergovernmental/civic organizations, and business community.

The focus group sessions were designed to serve as a primer for the strategic planning process. The information presented next in summation was shared at the workshops and added *exploratory* and *thematic information* for the Board and Senior Leadership Team to consider. As a result of the focus group sessions’ responses and feedback, the facilitators identified six overarching themes, presented in no particular order (Figure 2). The themes represent important topic areas that the Village leadership and board were asked to consider as they went through the workshop exercises and developed short- and long-term goals. Therefore, it is not unusual to see alignment between the focus group themes and the priority areas identified as part of the entirety of the process. Please see [Appendix](#) for a full summary of all focus group questions and aggregated responses for each theme.

**Figure 2. Aggregated Focus Group Identified Themes**



# Outline Of Workshop:

## Leadership Exercises and Discussion Sessions

All of the discussion sessions used in the planning effort employed approaches that were highly participative and interactive. The process was informed by the environmental scanning components and the identified strengths, weaknesses, opportunities, and challenges for the Village. The workshop facilitators utilized a group discussion approach called ‘*Nominal Group Technique*’ where the facilitator assured that participants had equal opportunities to speak and share opinions. During the workshop sessions, individuals had the opportunity to generate and share their ideas, as well as participate in group activities allowing them to weigh alternatives and refine their thinking through dialogue. As ideas were shared and debated, the group worked steadily toward a consensus regarding organizational values, purpose, future directions, and priorities.

### Introduction/Icebreaker Exercise

#### Describing The Village and Future Visioning

Participants engaged in introductory/ice breaker exercises designed to stimulate conversation by providing a few key words to describe the Village. The board and senior staff also participated in a visioning exercise to describe the desired future direction and condition of the Village by answering the following visioning question: “In 10-15 years, when I return to the Village of Lincolnwood, what do I hope to see, or think I will see, with regard to the Village and its activities?” Participants were asked to think about their ideas ahead of time and then be ready to share them with the group during the first session of the workshop. This was a brainstorming exercise – all ideas about the Village’s future were encouraged and shared. No evaluative or judgmental debate was permitted during this session. Below is a summary of those answers.

#### Words Used to Describe the Village of Lincolnwood: Word Cloud



## Exploration of the Village of Lincolnwood’s Desired Future Condition: Visions of the Future

### Visions of the Future

#### **Board Responses**

More walkable community and sidewalk connectivity that leads to destinations.

More visible/exciting place, bustling downtown at the Mall site.

More amenities/attractions to bring people into the community, more culture and entertainment options, enhance regional connectivity to draw people in – become a destination.

Better utilize Lincoln Avenue – make it a focal point.

More vitality – people want to be here. Some sort of attraction to draw visitors (e.g., museum) – for all ages.

More youth activities to attract families.

Have the same core values – family, housing, trees/environment, and more development.

Enhanced connectivity across the community – multi-modal with multiple attractions. Public transportation to Chicago and around town.

More people being accepting of each other.

“We are on the way.”

#### **Staff Responses**

More development and growth in the built environment but the family and residential community still prospering among the changes.

Walkable downtown created/central destination.

Pratt, Lincoln, Crawford – maximize on the opportunities for redevelopment – vacant buildings and land parcels – residential and commercial, more multi-family residential options – broad range of housing for all stages of life.

Planning for the future – in the middle of these plans, focused on hiring a diverse/quality workforce – be the place people want to work. Proactive culture – attract and retain residents and staff.

**Police:** Use of more technology to enhance efficiency and make things more available to the community, and slower traffic. Body cameras integrated into record management. Use of technology for reporting – automatic integration with police authentication.

**Public Works:** Community invested in itself – streetscaping, infrastructure, transportation to attract businesses and residents, pave gravel alleys to mitigate stormwater issues and maintenance. Embrace technology – use GIS to track assets and enhance efficiency, alternative fuel sources – more environmentally friendly.

**Finance:** Downtown district (Lincoln/Pratt) close proximity to Village Hall – row of shops, restaurants, people walking around. Diversify businesses – investing in technology, front counter is a one-stop shop (pay for permits, bills, etc.) – process improvement and customer service, maintain staff for one-on-one interaction with online payment options.

**Community Development:** Sustaining strong housing stock. More emphasis on commercial development into a series of things rather than individual – more unified approach to the corridors to enhance connection, safety, unity, etc. Become more business-friendly – through policy make things easier to reach the vision.

**Fire:** More of a non-emergency response (community paramedics – home checks) – less transportation to the hospital and more focus on home health, more use of social workers on staff, use of technology to put out fires, e.g., non-lethal grenade. Most buildings with sprinkler systems – less emphasis on fire – maybe medical services department.

**Parks & Recreation:** State of the art amenities – entertainment venue, recreation center, expansion of outdoor parks and recreation, diversified programming, e.g., mental health to support other services – police/fire/public works.

**Administration:** Mall redeveloped, 1860 development completed, continue to do more with same or less – need to leverage resources, live-time information sharing, changes in staffing structure – remote work, balance between human resources and technology. Technology integrated in all functions. EMS Department with nurses on staff instead of the Fire Department. Village workforce more representative of the community. Second floor on Village buildings to enhance space.

# Environmental Scanning Part I

## Surrender or Lead

Participants were introduced to a leadership exercise entitled “Surrender or Lead.” They were asked, in small groups, to respond to a series of structured questions designed to initiate discussion and reveal hopes, perspectives, challenges, opportunities, and possible barriers based on the collective view of each participant’s group. The group’s responses were recorded and are reported below. The **bolded** and underlined sections are key phrases that the group provided in response to the exercise’s open questions and prompts.

### Group #1

1. We want to **have growth and development, but have vocal opposition and need to find a balance.**
2. The two most important things to focus on are **infrastructure** and **business development** because **these are the future.**
3. If it weren’t for **lack of funding**, we would have **better facilities to support the community.**
4. We need to finally **break ground on the purple hotel site.**
5. **A unified board** will have the biggest impact on the Village in the coming 2-3 years.

### Group #2

1. We want to be **business friendly**, but **we receive resident opposition.**
2. The most important things to focus on are **being pedestrian-friendly, infrastructure** and **attracting businesses** because of **the need for quality of life enhancement.**
3. If it weren’t for **limited revenue**, we would **resolve flooding issues.**
4. We need to finally **establish Lincoln Avenue as “Main Street.”**
5. **Clearly defining permitting/zoning expectations for prospective businesses** will have the biggest impact on the Village in the coming 2-3 years.

### Group #3

1. We want to be **diverse**, but **integrate and include everyone in the community.**
2. The two most important things to focus on are **access** and **service** because **without access and service we wouldn’t be a community.**
3. If it weren’t for **objections**, we would have **no audience.**
4. We need to finally **define our plan (identity).**
5. **Commercial development** will have the biggest impact on the Village in the coming 2-3 years.

### Group #4

1. We want to **fund all projects and address all needs of the community (infrastructure, technology, development),** but **are financially constrained.**
2. The two most important things to focus on are **financial stability** and **a diverse and represented community** because **it will allow us to move into the future and achieve goals.**
3. If it weren’t for **cyclical uncertainty**, we would **be able to achieve our desired goals more quickly.**
4. We need to finally **move ahead to the 21st Century.**
5. **District 1860** will have the biggest impact on the Village in the coming 2-3 years.

## Environmental Scanning Part II

### Large Group S.W.O.C. Analysis

The next step of the strategic planning workshop involved reviewing and accounting for the internal and external factors present in the environment that can potentially influence the success of the Village, both negatively and positively. Given the exploratory statements and challenges raised in the Surrender or Lead exercise, participants were then asked to identify what constraints and practical difficulties are likely to be encountered that will make it challenging to achieve the desired future state. These elements included both internal and external factors, conditions, trends, regulations, agencies, resources, etc. Furthermore, participants were asked to identify the organization’s **strengths (S)** and **weaknesses (W)**. In what areas does the Village regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, training, etc.? What **opportunities (O)** are on the horizon that can be used to the Village’s advantage? Conversely, what **challenges (C)** lie ahead that would be obstacles or hindrances? Those answers are captured next.

#### S.W.O.C. EXERCISE (Strengths, Weaknesses, Opportunities, Challenges)

##### Internal

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> <li>• Location</li> <li>• Schools</li> <li>• Parks/recreation</li> <li>• Pool</li> <li>• Our Village staff</li> <li>• Tax base</li> <li>• Excellent restaurants</li> <li>• Library</li> <li>• Touhy corridor/traffic</li> <li>• Culturally diverse</li> <li>• Diversity</li> <li>• Population supportive of environmental initiatives</li> <li>• Talent of both elected officials and staff</li> <li>• Community pride</li> <li>• Vocal community</li> <li>• Fire and police</li> <li>• Village Board</li> <li>• Foresight</li> </ul>	<ul style="list-style-type: none"> <li>• Size</li> <li>• Access to transit</li> <li>• School system</li> <li>• Hidden</li> <li>• Lack of downtown</li> <li>• Lack of indoor recreation center</li> <li>• Government facilities — age, space, maintenance, etc.</li> <li>• Lincolnwood history</li> <li>• Lack of clear identity</li> <li>• Infrastructure</li> <li>• Maintenance</li> <li>• Facilities</li> <li>• Lack of complete capital program</li> <li>• Environmental policy</li> <li>• Limited options for businesses</li> <li>• Lot layout and sizes</li> <li>• Varying perceptions</li> <li>• Varying expectations</li> <li>• Council-Manager form of government by ordinance</li> </ul>

**External**

OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"> <li>• Location</li> <li>• Access to transit</li> <li>• School system – programming/community</li> <li>• Downtown – (Pratt, Crawford, Lincoln)</li> <li>• Recreation Center – school facilities could help with this – partnership</li> <li>• Technology</li> <li>• Traffic – drive economic development</li> <li>• Critical mass – Mall/redevelopment</li> <li>• External communication/community outreach</li> <li>• Comprehensive CIP</li> <li>• Tax levy</li> <li>• Environmental initiatives</li> <li>• Vocal community/community pride</li> <li>• Community supports development</li> <li>• Translation services</li> <li>• Centennial Park</li> <li>• Sales tax rate – follow neighbors</li> <li>• Holistic long-term review of revenues                         <ul style="list-style-type: none"> <li>- Capital, operations, streamline</li> <li>- 2-year budget</li> </ul> </li> <li>• District 1860 – increase population</li> <li>• 2020 Census – capture the population increase</li> <li>• Village Board – Foresight, establish downtown                         <ul style="list-style-type: none"> <li>- Make the decision to develop a downtown</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Location</li> <li>• Vocal community</li> <li>• Size of community</li> <li>• Access to transit</li> <li>• Diversity</li> <li>• Language barriers                         <ul style="list-style-type: none"> <li>- Engagement</li> </ul> </li> <li>• School system</li> <li>• Community identity – “hidden gem”                         <ul style="list-style-type: none"> <li>- Gateways need improvement</li> <li>- Perceptions vs. reality</li> </ul> </li> <li>• Technology</li> <li>• Village facilities – aging, maintenance, space, etc.</li> <li>• Community pool maintenance/aging</li> <li>• Traffic on Touhy</li> <li>• Traffic congestion</li> <li>• No critical mass</li> <li>• External communication</li> <li>• Infrastructure</li> <li>• Environment – impact on infrastructure (in general)</li> <li>• Federal and State unfunded mandates</li> <li>• Limited opportunity for business, e.g., space</li> <li>• Lack of parking for businesses</li> <li>• Community layout – proximity of conflicting uses</li> <li>• Lack of trust in government</li> <li>• Varying expectations from residents on government standards, norms, services</li> <li>• Very wide socioeconomic gap</li> <li>• Minimum wage</li> <li>• Pressure to maintain low taxes equal to peers</li> <li>• Tax base</li> <li>• Nonprofits coming off tax roles</li> <li>• Imbalanced funding</li> <li>• Police pension funding</li> </ul>

## Nominal Group Goal Identification

With the preceding workshop sessions as a sound foundation for goal setting, the final workshop session was a healthy group discussion of goals and/or action items needed to achieve the future visions as expressed by the group. Agreed upon criteria were used to classify a goal as short- or long-term. The purpose of the exercise is to group goals of roughly the same type together so when prioritization occurs, the participants can avoid the problem of comparing “apples to oranges.”

The agreed upon criteria used for classifying goals as either short- or long-term involved the following: **Short-term goals** were those goals that could or should be completed or substantially underway in the next one to three years. **Long-term goals** were those goals that could or should be completed or substantially underway within a three-to-eight-year time frame. **Complex goals** were goals that required extraordinary resources, specialists, funding, or the agreement of outside organizations or agencies. **Routine goals**, although not necessarily simple, were goals that could be accomplished upon unilateral decision of the board and within present budget streams or with minor revenue enhancements or reallocations.

To begin the process, participants returned to the groups they had worked with during the previous Surrender or Lead exercise. Each member was allotted time to highlight the three or four most important policy and program goals they thought the Village should accomplish in the next one to three years as well as establish long-term goals focused on a three-to-eight-year time frame. The groups then shared their short-and long-term goals with the larger group for feedback and discussion. Goals that participants developed could be highly specific or general.

### Open Group Discussion and Consolidation of Goals

This final phase of the discussion served as the forum for board and staff members to discuss, evaluate, and debate the ideas and goals offered by each participant in the previous sessions. Participants were asked to give their opinions, evaluations and judgments of the worthiness and value of different policy objectives. Participants were also asked to confirm each goal as short- or long-term, especially where similar goals were developed.

# Post-Workshop:

## Goal Prioritization and Board Ranking Exercise

After the workshop, each Board member was asked to delineate, via an online ranking exercise, which goals should be given the highest priority. The Board was provided an online ranking tool where point values were assigned to each goal in each quadrant of the time and complexity matrix by individuals. The calculation of goal prioritization consisted of “forced ranking” where the ranking of each identified goal is an average of the rankings given by all participants. For example, if a goal were given the scores of 2, 5, 6, 6, 1, 2 and 3, the average total would be 3.57. **The lower the score, the higher the priority.** Again, the average totals were based on the ratings provided.

The following illustration presents the dashboard of *high, medium, and lower* priority levels for the short- and long-term strategic goals based on the consensus ranking exercise conducted by the board (Figure 3). The priority levels were determined based on the goal’s average score calculated by the individual board rankings. The goal priority dashboard demonstrates the most important strategic goals, tasks, and objectives for the board and staff to address in the months and years ahead.

**Figure 3. Strategic Goals - Priority Dashboard**

Short-term Routine Goals	Priority Level
Define and promote a “Service First” culture to transform the organizational culture of the Village and enhance the Village’s customer service experience.	High
Undertake community development improvements to enhance customer service and streamline efficiencies.	High
Develop a financial forecast plan for Village revenue and expenses.	Medium
Enhance opportunities to improve communication with the use of multiple platforms to reach all demographics (e.g., translation services, newsletters, senior wellness checks, etc.).	Medium
Identify strategies to host more community-building and cultural events to celebrate the Village’s diversity and continue to promote a sense of welcoming/belonging.	Lower
Undertake strategies to complete the redevelopment of Whistler’s.	Lower
Short-term Complex Goals	Priority Level
Replace land and license building permit software.	High
Complete the Lincolnwood Town Center Concept Plan and identify a purchaser.	High
Develop and implement a plan to identify a hotel to be located at 1860.	High
Conduct a Village-wide water rate analysis.	Medium
Identify and implement quality control strategies for street storage to help mitigate flooding and other stormwater issues.	Medium
Review and update the 2016 Comprehensive Plan to help support the goal of developing a downtown district.	Medium
Undertake a Village-wide facilities audit and develop a facilities plan, including a space needs assessment.	Medium
Develop a Parks and Recreation Master Plan.	Lower
Develop an environmental sustainability plan.	Lower
Develop a Village-wide sidewalk accessibility plan to enhance ADA compliance, community connectivity and walkability, and for Village Parks.	Lower
Develop plans to locate, fund, and construct a Village-owned dog park.	Lower

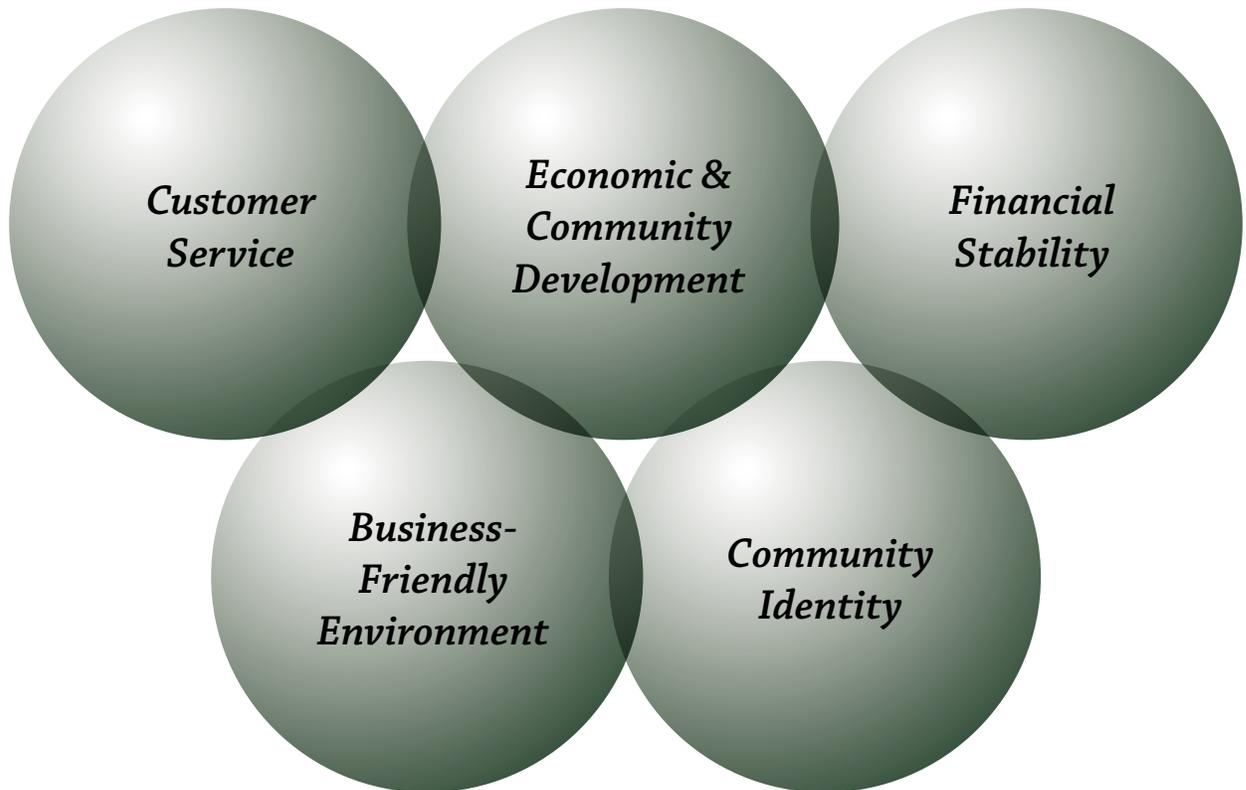
<b>Long-term Routine Goals</b>	<b>Priority Level</b>
Implement the financial forecast plan for Village revenue and expenses.	<b>High</b>
Transform the Village’s organizational culture to one of Service First through development and implementation of a “Service First” training program and onboarding protocols for new staff along with periodic audits and review of programs.	<b>Medium</b>
Identify, coordinate, and construct a new location for Parks and Recreation Department.	<b>Lower</b>
Continue to re-evaluate, update, and fine-tune a long-term infrastructure plan, which includes Parks and Recreation, including identified funding strategies.	<b>Lower</b>
Undertake a facility/space needs assessment/evaluation for Village Hall specifically Admin/Finance/Building & Zoning.	<b>Lower</b>

<b>Long-term Complex Goals</b>	<b>Priority Level</b>
Identify strategies to redevelop the Lincolnwood Town Center Mall.	<b>High</b>
Develop sites adjacent to District 1860 to attract visitors, businesses, and residents to the Village.	<b>High</b>
Identify strategies to have the Northeast Industrial District (NEID) redevelopment well underway.	<b>High</b>
Establish an entertainment district to be a local and regional attraction.	<b>High</b>
Implement the Village-wide facilities plan.	<b>Medium</b>
Develop a downtown Main Street.	<b>Medium</b>
Implement the Parks and Recreation Master Plan.	<b>Medium</b>
Implement the Village-wide sidewalk accessibility plan, including for Parks and Recreation.	<b>Lower</b>
Implement the Lincolnwood Facilities and Recreation Investment Act.	<b>Lower</b>
Work to have an established identity/brand (e.g., implementation of signage, street lighting, gateways).	<b>Lower</b>
Implement the Village’s environmental sustainability plan.	<b>Lower</b>
Undertake efforts to improve and expand the Village-owned community pool.	<b>Lower</b>

## Strategic Priorities

Ultimately, five key strategic priority areas were identified as an outcome of the process, highlighting activities and initiatives that the Village should focus on in both the short- and long-term. The strategic priority areas identified as a result of the strategic planning process are illustrated below in no particular order.

### Strategic Priority Areas



# Conclusion

The value of the strategic planning process will only be realized if it is used as an active working guide to both the Village Board of Trustees and staff leadership as they pursue issues explored during the strategic planning process. The strategic plan is designed to capture the content of the discussions and to assist the Village in developing implementation plans for their high priority goals.

In the Village's ever evolving operating environment, adapting to the changes in demographics, community trends, technology advancements, best practices, and development opportunities will be paramount. The strategic plan is meant to be a road map for the Village with the flexibility to adapt to those changes. Therefore, it is recommended that the Village undertake a regular review (monthly, quarterly, or semi-annually) of the strategic plan, its goals, and its implementation schedule to identify the need for updates or modifications. In addition, many communities engage in regular strategic planning process updates/renewals annually or every two to three years.

What is apparent from the exchange of ideas and dialogue during the environmental scanning and strategic planning workshop is that the Village is fortunate to have progressive leadership and a management team that is looking ahead and committed to strategic thinking and planning. One noted observer summarized the challenges of organizational progress this way:

*“The art of progress is to preserve order amid change,  
and change amid order..”*

— A.N. Whitehead

We wish you well with the ambitious years that lie ahead.


 The image shows two handwritten signatures in black ink. The first signature is for Greg Kuhn, featuring a large, stylized 'G' and 'K'. The second signature is for Jeanna Ballard, written in a cursive script.

Greg Kuhn and Jeanna Ballard, Project Coordinators and Session Facilitators

# Appendix:

## Focus Group Feedback Summary

One of the key analytical techniques used for focus group notes is an analyst's search for key phrases, words, or terms that emerged during the focus group sessions. Coding is done by analysts' individual readings of the data, followed by key term searches with the aid of document software. The words and phrases listed below are the results of the study team's analysis of the collected focus group notes. At a glance, the reader can discover what terms were used or referred to most frequently in the feedback notes. Using individual analyst's coding, the researcher identifies terms that recur across groups and across questions. The results highlight key topics or issues that should be weighed and considered when proceeding with strategic planning discussions.

The information that follows is a summary of key themes and topics that emerged during the exploratory focus group/outreach sessions. The focus group sessions served as a primer for the strategic planning process. The information that is presented in this summation was designed to add exploratory and thematic information for the Board and Senior Leadership Teams to consider during the strategic planning workshop sessions.

The same exploratory focus group discussion questions were asked to each focus group and are listed below:

1. How would you describe the Village of Lincolnwood to a stranger or someone who doesn't live or work here?
2. If you left Lincolnwood tomorrow, and didn't return for 10-15 years, what do you think you'd see, or what do you hope you'd see, when you return?
3. What do you like best about Lincolnwood? Related to that, what are the strengths/greatest assets of the Village? Opportunities?
4. Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses/greatest needs in Lincolnwood? Threats?
5. What are/should be the top priorities for the Village over the next 3-5 years?
6. If you could change or initiate one key item or thing about the Village, what would it be?

## Overall Themes Based on All Focus Group Feedback



### **Diversity**

- Multiple languages spoken.
- More diverse – younger crowd.
- More “hip” community.
- Gives a voice to the younger generation.
- Bring Lincolnwood into the 21st Century – make it more progressive (e.g., marijuana dispensary, video gaming, etc.).
- Diversity of properties, not just people: residential, retail, etc.

### **Business Environment**

- Village helps businesses thrive and supports them.
- Need to review/relax restrictive regulations (e.g., signage, permitting, video gaming, recreational marijuana).
- Feeling that residential community’s opinions outweigh those of the business community.
- Difficult for businesses to break into the community.
  - Inconsistent messaging on ease of doing business may warrant further examination.
- Overcome being known as “the village of no” and be more business-friendly to help with business attraction and retention.

### **Community Brand/Identity**

- Still trying to master its identity. Need to find a way to distinguish Lincolnwood from Morton Grove, Skokie, or Evanston.
- Develop a niche to stand out from surrounding areas.
- Need to decide what Lincolnwood wants to be.
- No clearly defined downtown area.
- Lack of community brand/identity can hurt the ability to attract a quality workforce.

### **Community & Economic Development**

- Development on corner of Touhy and Lincoln Avenue.
- Redevelopment of Lincolnwood Town Center.
- Redevelop industrial space with entertainment options – commercial/residential with a park – become a gathering space/community hub.
- Attract a local grocery store.
- More retail options/reduce vacancies.
- Plenty of opportunity to grow (e.g., residential, business, and recreation).
- A shopping district with nice restaurants (not all fast food) with safe walkable paths (similar to Park Ridge) along Touhy Avenue.
- Lack of public transportation/connectivity – more options can help mitigate traffic.

### **Sense of Community**

- The Village has the best interest of all community groups at heart.
- Everybody is somebody here.
- People are appreciated here and it's fun to be involved.
- Friendly, helpful police force.
- Community events – family-friendly, variety, something for everyone.
- Service offerings for non-residents (e.g., pool membership).
- Local governments are accessible and meet the needs of the community.
- Great outdoor community – walking paths, access to nature center, pool, bike paths, parks, etc.

### **Inter-governmental Collaboration & Communication**

- Village assistance with better communication and connections between business and industry partners (e.g., Oakton Community College).
- Better communication and information sharing about different community events to those inside and outside the community.
- Enhanced collaboration between government units and community groups – can help with marketing/advertising to promote Lincolnwood.
- Need to identify and improve communication with all the different community demographics to help address different needs.

### **Review of the Village's Strengths and Weaknesses**

#### ***Strengths***

- Strategic location.
- Proximity to Chicago.
- Diversity.
- Outstanding schools.
- Great place to raise a family.
- Clean parks.
- Town feels like one large neighborhood.
- Close-knit community; everyone knows each other.
- Good return on investment and taxes.
- Public safety/exceptional police department.
- Friendly, helpful village staff.
- Capital infrastructure plan for improvements and maintenance.

***Weaknesses***

- Lack of certain amenities, especially grocery stores.
- Lack of community identity.
- Lack of downtown.
- Not much foot traffic/sidewalks.
- Lack of communication/outreach between government and different racial/ethnic groups.
- Village government more partisan than reflective of residents' views.
- A need to be more business-friendly.
- Perceived as the “Village of no.”
- Lack of collaboration with neighboring communities.
- Cumbersome process for modifying or constructing houses.
- Inconsistent code enforcement.
- Road safety.
- Street lighting.

**Aggregate View of Top Priorities**

- Redevelopment – Touhy and Lincoln, Lincolnwood Town Center, and the Purple Hyatt Hotel site.
- Collaboration and communication across the different levels and units of government and the community.
- Business-friendly environment.
- Progressive and strategic growth.
- Creating a strong and unique community identity.

## Similarities and Differences in Focus Group Data

### Comparing 2020 to 2021 Data

It is important to note that the Village started the strategic planning process in spring 2020 but had to postpone the process due to the impact of COVID-19. Prior to delaying the process, six focus groups were conducted and the NIU-CGS study team reviewed the 2020 focus group data in comparison to the 2021 focus group feedback. Below is a summary of those comparisons.

#### Similarities

- Diversity; at least 85 languages, many religions; melting pot.
- Redevelopment – Toughey and Lincoln, Lincoln Town Center, Purple Hyatt Hotel Site.
- Welcoming community; good place to raise a family.
- Excellent schools.
- Needs a local grocery store.
- Fix traffic issues.
- Community lacks a brand/identity.
- Professional, helpful police department; low crime rate.

#### Differences

- Redevelop Republic Bank of Chicago (not mentioned in 2021 focus groups).
- More emphasis on being business-friendly in 2021.
- A staff focus group was conducted in 2020 but not again in 2021. Staff priorities to highlight:
  - Technology maintenance/integration – streamline.
  - Resources needed – staffing, professional development, training, equipment, flex scheduling, etc.
  - Centralize Parks and Recreation and include a fitness center with flexible hours.
  - Emergency management planning for staff (panic buttons, plexiglass).
  - A space needs study.



# BUDGET STRUCTURE



## FISCAL YEAR 2023 BUDGET DEVELOPMENT CALENDAR

Due Date	Action Item	Responsible
<input type="checkbox"/> September 27, 2021	Develop Fiscal Year (FY) 2023 Budget Calendar	Village Manager & Finance Director
<input type="checkbox"/> September 29, 2021	Review FY 2023 Budget Calendar with Department Directors	Finance Director
<input type="checkbox"/> October 14, 2021	Review FY 2023 Guidelines and Assumptions	Village Manager, Asst. Village Manager & Finance Director
<input type="checkbox"/> October 18, 2021	Kick-off Meeting with Department Directors to present Guidelines and Assumptions	Village Manager, Finance Director & Department Directors
<input type="checkbox"/> October 20, 2021	FY 2023 Budget worksheets available for Departments, including projections for FY 2022 (expenditures and revenues)	Finance Department
<input type="checkbox"/> November 1, 2021	FY 2022 Budget projections due to Finance	All Departments
<input type="checkbox"/> November 1, 2021	Fee Survey Recommendations Due to Finance	All Departments
<input type="checkbox"/> Week of November 15, 2021	Financial Policies reviewed with Finance Committee	Finance Committee
<input type="checkbox"/> November 15, 2021	FY 2023 Budget request spreadsheets returned to the Finance Department <ul style="list-style-type: none"> <li>- Includes Personnel Request</li> <li>- Includes Capital Projects</li> </ul>	All Department Directors
<input type="checkbox"/> November 15, 2021	FY 2023 Revenue estimate finalized	Finance Department
<input type="checkbox"/> Week of November 29, 2021	Discussion with individual Departments on FY 2023 Budget Requests, including CIP and Personnel recommendations	Village Manager, Finance Director and Department Directors
<input type="checkbox"/> December 7, 2021	Hearing and Consideration of 2021 Property Tax Levy Ordinance	Village Board
<input type="checkbox"/> Week of December 13, 2021	Discussion continued with individual Departments on FY 2023 Budget Requests, including CIP and Personnel ( <i>if needed</i> )	Village Manager, Finance Director and Department Directors
<input type="checkbox"/> January 13, 2022	Fiscal Year 2023 Budget Workshop <ul style="list-style-type: none"> <li>- Review Draft CIP</li> </ul>	Village Board and All Departments
<input type="checkbox"/> January 28, 2022	Department Narratives and Goals Due to Finance Department	All Department Directors
<input type="checkbox"/> February 22, 2022	Fiscal Year 2023 Budget Workshop <ul style="list-style-type: none"> <li>- Draft Budget Presentation</li> <li>- Review Draft CIP, if needed</li> <li>- Review Fee Recommendations</li> <li>- Review Personnel Budget</li> </ul>	All Departments
<input type="checkbox"/> March 17, 2022	Fiscal Year 2023 Budget <ul style="list-style-type: none"> <li>- Line item review</li> </ul>	Finance Committee and Department Directors
<input type="checkbox"/> April 5, 2022	FY 2023 Budget Presentation	Finance Director
<input type="checkbox"/> April 19, 2022	Consideration of Fiscal Year 2023 Budget Consideration of Salary Ordinance Consideration of Fee and Fine Resolution	Village Board
<input type="checkbox"/> May 5, 2022	Hearing and Consideration of FY 2023 Appropriations Ordinance Consideration of Fiscal Year 2022 Budget Amendment ( <i>if needed</i> )	Village Board

# Budget Structure

## Fund Structure

The Villages uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. All of the funds of the Village are divided into three categories: governmental, proprietary and fiduciary funds.

## Governmental Funds

**Governmental Funds** are used to account for most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue fund), the acquisition or construction of general capital assets (capital projects funds), and the servicing of long-term debt (debt service funds).

- The **General Fund** is the main operating fund for the Village. This is primarily used by the Village for which revenues and expenditures are not legally restricted for use. This fund accounts for the resources to fund Police, Fire, most operational and maintenance aspects of Public Works, Community Development and other functions required to support direct services to the community, such as financial management, legal, risk management, human resources, communications and day-to-day administration. There is also a limited amount of capital expenditures that are funded with General Fund revenues and/or reserves.
- The **Special Revenue Funds** are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village has two special revenue funds: the Northeast Industrial District TIF Fund and the Motor Fuel Tax Fund.
- The **Capital Projects Funds** are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by the Enterprise Fund). The Village currently has three capital project funds.
- The **Debt Service Funds** is used to account for the accumulation of funds for the biannual payment of principal and interest on general long-term debt.

## Proprietary Funds

**Proprietary Funds** are established to account for the financing of self-supporting activities of governmental units that render services on a user basis to the general public. Depreciation expenses are recorded in Enterprises Funds, but the Village excludes this non-cash expense from its budget. The Village maintains one major enterprise funds, the Sewer and Water Fund.

- The **Sewer and Water Fund** provides resources for the distribution of Village’s water and is funded largely by user charges. All activity necessary to provide such services are accounted for in this fund, including administration, operations, maintenance and billing and collection.

## Non-Major Governmental Funds

- The Village has three **Special Revenue Funds** in the Non-Major Governmental Funds: Transportation Improvement Fund, Devon/Lincoln TIF Fund and the North Lincoln TIF Fund.

## Fiduciary Funds

- The **Police Pension Fund** is a fiduciary fund used to account for assets held in a trustee capacity for pension benefit payments. The Police Pension Fund accounts for the accumulation of resources to pay retirement and other related benefits for sworn members of the Village’s Police Department. The fund is governed by the Illinois Compiled Statutes (ILCS) as well as a separate pension board, comprised of fund members (those who qualify for or are receiving a pension) and appointed members by the community.

## Basis of Budgeting

The Village’s Governmental Funds in this budget document are presented on a modified accrual basis consistent with General Accepted Accounting Principles (GAAP). They are recognized when measurable and available. The modified accrual form of accounting is a change in measurement focus from the full accrual form of accounting. Under modified accrual accounting, revenues are recognized when measurable and available and expenditures are recognized when the related fund liability is incurred.

The Village’s Enterprise and Fiduciary Funds are presented according to full accrual accounting principles consistent with GAAP. Under full accrual accounting, revenues are recognized in the accounting period in which they are earned while expenses are recognized in the period they are incurred.

The Village’s accounting system is maintained on a basis consistent with the adopted budget. This enables departments to monitor their budget by utilizing the inquiry functions of the financial software system. At the end of each fiscal year, the Village undertakes appropriate adjustments to bring the accounting system of the Village in line with GAAP (including the requirements of GASB Statement

Number 34). These adjustments allow the Village to convert its financial structure from the budget format to a format that is appropriate for meeting the requirements of financial reporting required in the Annual Comprehensive Financial Report (ACFR). All year-end adjustments are carefully reviewed by the Village's outside auditor to ensure their propriety.



# FINANCIAL POLICIES



# Financial Policies

## Introduction

These Financial Policies set forth the framework for financial planning and decision-making to preserve, promote and enhance the fiscal stability in the Village of Lincolnwood. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision-making process while maintaining the Villages solid financial condition. These policies have been formally adopted by the Village Board and cover three (3) specific categories:

- Revenues
- Expenditures
- Financial Planning

The policies were developed in accordance with the Government Finance Officers Association's (GFOA) Recommended Practices for Budgeting and Fiscal Policy.

## Revenues

### **Maintain a Diversified Revenue Structure**

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

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

### **Setting of Fees and User Charges**

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

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

**Property Taxes** - Limit total annual property tax levy increases to the Cook County Consumer Price Index (CPI)

Although the Village is not restricted in its annual levy of taxes, the Village Board has a self-imposed cap on the annual increase in the property tax levy. The Village may not increase the annual property tax levy in excess of the Cook County CPI increase applicable as of the prior December, except as the Board determines to be necessary in order to satisfy the Village's pension payment obligations. This will limit the Village's dependence on a single source of revenue and prevent property owners from being overburdened by spikes in the tax rate.

#### **Use of One-Time Revenues**

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

#### **Policy Consideration:**

- The Village Board may consider whether one-time increases in building permit revenues will be or should be designated to fund costs incurred with future larger scale private projects that may span over multiple fiscal years.

## **Expenses**

#### **Maintain Adequate Public Safety Programs**

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

#### **Procurement System Policies**

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

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

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

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

## **Financial Planning**

### **Annual Budget**

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

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

### **Balanced Budget Policy**

A balanced budget shall be adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) as promulgated by GASB. Revenues shall be recognized when measurable and available. Expenditures shall be charged against the budget when measurable, a liability has been incurred and due and payable. All budgetary policies shall conform to state regulations and GAAP.

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

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

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

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

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

### **Maintain Legal Appropriations and Budget Amendments**

Expenditures for the Village are established by the Appropriation Ordinance approved by the Village Board on an annual basis. The annual Appropriation Ordinance is required by the Illinois Compiled Statutes and sets forth the legal maximum spending limits for the Village of Lincolnwood. Historically,

the appropriation authority requested represents the budgeted amount plus 15%, which accounts for possible changes to planned expenditures that may take place during the course of the fiscal year.

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

**Police Consideration:**

- Staff is recommending that the language above be included in the Financial Policies to formalize the process.

**Fund Balance Reserve Policy**

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

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

- **General Fund:** Fund balance shall be maintained at a level equal to 25-35% of the current fiscal year's revenues. Should fund balance drop below the 25% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

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

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

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

- **Water and Sewer Fund:** Fund balance shall be maintained at a level equal to 30% of the current fiscal year's expenditures.

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

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

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

- **Police Pension Fund:** The fund balance shall be adequate to fully fund the Police Pension Fund by the date required. An annual actuarial study will be performed to determine the appropriate level of funding and will be paid by the Village and the Police Pension Fund on rotating years.
- **All other Funds:** All other funds are used primarily for capital improvements or special revenue purposes. These balances will be reviewed annually to determine their adequacy for the expenditures scheduled.

#### **Update the Five-Year Operating Forecast on an Annual Basis**

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

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

#### **Financial Reporting**

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

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

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

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

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

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

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

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

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

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

**Fixed Asset Capitalization Policy and Five-Year Capital Improvement Program**

In order to properly record the purchase of assets in accordance with Generally Accepted Accounting Principles (GAAP) and requirements from the Governmental Accounting Standards Board (GASB), the Village must capitalize certain expenditures each year. The purpose of this policy is to provide control and accountability over capital assets, and to gather and maintain information that complies with financial reporting requirements. Assets are capitalized at the time of acquisition. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expenses as incurred.

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

<b>Asset Class</b>	<b>Useful Life</b>
Parks and Improvements	10-25 Years
Buildings and Structures	35 Years
Equipment and Furniture	5-30 Years
Vehicles and Heavy Equipment	5-30 Years
Streets, Sidewalks and Alleys	30 Years
Waterworks System	30 Years

**Policy Consideration:**

- Staff recommends consideration of the language above to be included in the Financial Policies to clearly define capitalization of assets; and
- Staff recommends consideration of the following capitalization categories and thresholds for future use to reduce the administrative burden associated with small dollar transactions. Historically, capital assets purchased or acquired with an original cost of \$10,000 or more are capitalized.

<b>Asset Class</b>	<b>Capitalization Threshold</b>
Parks and Improvements	\$20,000
Buildings and Structures	\$100,000
Equipment and Furniture	\$20,000
Vehicles and Heavy Equipment	\$20,000
Streets, Sidewalks and Alleys	\$100,000
Waterworks System	\$100,000

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

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

**Ethic Policies**

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

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

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

*Adopted January, 2006*

*Updated March, 2013*

*Updated April, 2022*



# BUDGET OVERVIEW

## FUND BALANCE ANALYSIS

### ALL FUNDS

Fund balance is intended to serve as measure of the financial resources available to the Village. An adequate fund balance may ensure that the Village of Lincolnwood can mitigate current and future revenue shortfalls and/or unanticipated expenditures. Fund balance is an important consideration in long-term financial planning. In addition, credit rating agencies utilize fund balance levels to evaluate a government's continued creditworthiness.

	Actual 4/30/2021 Fund Balance	Projected 4/30/2022 Fund Balance	Budgeted Revenues	Budgeted Expenditures	Surplus/ Deficit	4/30/2023 Projected Fund Balance
<b>General Operating Fund</b>						
General	11,215,515	11,121,700	25,254,511	26,107,736	(853,225)	10,268,475
<b>Special Revenue Funds</b>						
Motor Fuel Tax	4,113,341	4,142,364	1,535,085	3,756,000	(2,220,915)	1,921,449
Transportation Improvement	748,201	491,444	430,250	375,000	55,250	546,694
NEID TIF	2,312,255	299,854	-	-	-	299,854
Devon/Lincoln TIF	2,060,951	2,721,991	1,177,750	846,000	331,750	3,053,741
North Lincoln TIF	76,588	6,958,625	150,300	694,000	(543,700)	6,414,925
<b>Debt Service Fund</b>						
Debt Service	136,224	7,471,246	402,713	402,713	-	7,471,246
<b>Capital Projects Funds</b>						
Private Water Line Assistance	(3,673)	(8,673)	40,000	40,000	-	(8,673)
Storm Water Management	365,060	1,849,547	625,000	175,000	450,000	2,299,547
<b>Enterprise Fund</b>						
Water and Sewer	2,113,266	5,332	4,905,734	3,810,598	1,095,136	1,100,468
<b>Fiduciary Fund</b>						
Police Pension	27,061,318	26,558,217	3,121,660	3,373,605	(251,945)	26,306,272
	<b>\$ 50,199,055</b>	<b>\$ 61,611,656</b>	<b>\$ 37,643,012</b>	<b>\$ 39,580,661</b>	<b>\$ (1,937,649)</b>	<b>\$ 63,549,305</b>

# GENERAL FUND BUDGET SUMMARY

## FY 2023 Budget Request

General Fund	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Proposed	2023 Bud. vs 2022 Bud.
<b>Revenues</b>							
Taxes	16,786,804	17,566,000	17,142,150	17,795,000	19,691,601	20,566,654	2,771,654
Licenses & Permits	1,309,343	2,300,393	974,473	2,076,018	1,071,045	1,337,875	(738,143)
Charges for Services	762,938	611,600	843,397	629,600	771,850	754,500	124,900
Fines and Forfeits	318,772	224,900	231,865	223,400	227,148	144,200	(79,200)
Intergovernmental	129,379	112,000	127,351	112,000	112,000	82,000	(30,000)
Grants	41,340	5,000	313,107	776,422	32,344	212,512	(563,910)
Investment Income	145,805	120,000	25,862	21,000	15,000	20,000	(1,000)
Other Revenues	570,996	180,200	711,125	184,200	636,823	181,000	(3,200)
Special Recreation	1,427,674	1,519,682	1,427,674	876,770	1,134,804	1,695,770	819,000
Transfers In	437,774	200,000	175,000	260,000	260,000	260,000	-
<b>Total Revenue</b>	<b>\$ 21,930,824</b>	<b>\$ 22,839,775</b>	<b>\$ 21,972,004</b>	<b>\$ 22,954,410</b>	<b>\$ 23,952,616</b>	<b>\$ 25,254,511</b>	<b>\$ 2,300,101</b>
<b>Expenditures</b>							
Village President & Board	124,449	140,531	111,731	139,771	121,519	121,349	(18,422)
Village Clerk	21,386	19,452	16,947	19,452	19,635	19,466	14
Community Development	883,197	1,169,717	656,889	1,289,962	1,083,210	1,443,674	153,712
Engineering	158,897	182,000	144,578	149,500	163,070	177,328	27,828
Finance Department	948,166	951,181	984,533	971,007	816,887	943,969	(27,038)
Fire Department	3,527,042	3,299,255	3,273,431	3,314,270	3,344,084	3,875,275	561,005
Information Technology	544,720	807,403	539,723	707,458	729,283	938,231	230,773
Legal	383,869	380,800	390,029	422,347	469,977	403,774	(18,573)
Parks and Recreation	2,214,921	2,789,063	1,308,317	2,260,345	2,661,018	3,355,435	1,095,090
Police Department	8,591,018	8,890,901	8,139,681	9,175,024	8,910,281	9,188,568	13,544
Public Works Department	3,757,422	4,110,354	3,538,452	5,128,134	4,862,389	4,598,085	(530,049)
Village Manager's Office	734,583	796,483	753,341	860,034	812,578	990,082	130,048
Transfers Out	18,500	37,500	37,500	52,500	52,500	52,500	-
<b>Total Expenditures</b>	<b>\$ 21,908,171</b>	<b>\$ 23,574,639</b>	<b>\$ 19,895,154</b>	<b>\$ 24,489,804</b>	<b>\$ 24,046,431</b>	<b>\$ 26,107,736</b>	<b>\$ 1,617,932</b>
Revenue Less Expenditures							
SURPLUS / (DEFICIT)	\$ 22,653	\$ (734,864)	\$ 2,076,851	\$ (1,535,394)	\$ (93,815)	\$ (853,225)	\$ 682,169

## OTHER FUNDS BUDGET SUMMARY

### FY 2023 Budget Request

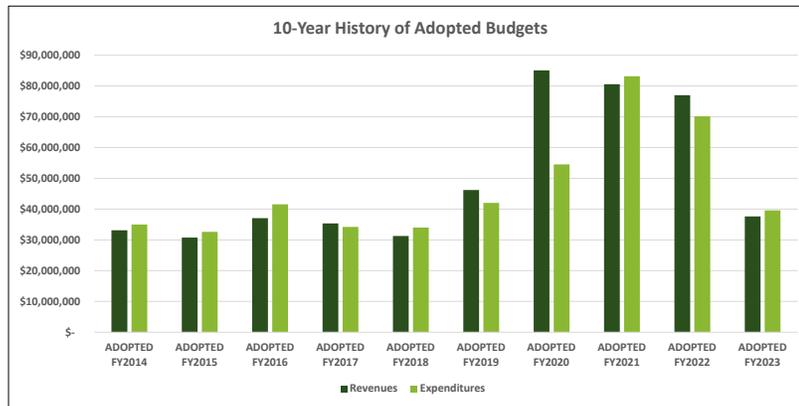
Revenues	FY 2020 Actual	FY 2021		FY 2022		FY 2022	FY 2023	2023 Bud. vs 2022 Bud.
		Adopted	FY 2021 Actual	Adopted	Projected	Proposed		
Water and Sewer Fund	4,558,962	3,970,000	4,689,630	4,900,000	4,561,306	4,905,734	5,734	
Motor Fuel Tax Fund	533,889	4,044,000	3,552,350	3,849,576	3,610,523	1,535,085	(2,314,491)	
Storm Water Management	4,121,168	1,300,000	851,674	3,000,000	2,944,614	625,000	(2,375,000)	
Private Sewer Line Assistance	-	25,000	25,000	-	25,000	40,000	40,000	
Transportation Improvement	421,574	280,000	206,867	430,000	200,250	430,250	250	
Devon/Lincoln TIF	252,490	535,000	1,496,413	1,976,250	1,101,500	1,177,750	(798,500)	
North Lincoln TIF	-	-	100,749	35,085,000	22,230,000	150,300	(34,934,700)	
NEID TIF	1,659,528	-	2,000,471	-	-	-	-	
Debt Service Fund	12,500	3,847,234	276,657	12,500	7,694,495	402,713	390,213	
Police Pension Fund	2,914,258	-	8,223,049	3,840,000	2,211,899	3,121,660	(718,340)	
<b>Total Revenue</b>	<b>\$ 14,474,369</b>	<b>\$ 14,001,234</b>	<b>\$ 21,422,860</b>	<b>\$ 53,093,326</b>	<b>\$ 44,579,587</b>	<b>\$ 12,388,492</b>	<b>\$ (40,704,834)</b>	

Expenditures	FY 2020 Actual	FY 2021		FY 2022		FY 2022	FY 2023	2023 Bud. vs 2022 Bud.
		Adopted	FY 2021 Actual	Adopted	Projected	Proposed		
Water and Sewer Fund	4,812,192	12,176,309	8,692,938	6,214,137	6,669,240	3,810,598	(2,403,539)	
Motor Fuel Tax Fund	1,641,292	2,417,324	3,619,000	3,395,500	3,581,500	3,756,000	360,500	
Storm Water Management	4,258,951	348,832	2,378,734	3,000,000	1,460,127	175,000	(2,825,000)	
Private Sewer Line Assistance	6,000	25,000	28,673	40,000	30,000	40,000	-	
Transportation Improvement	166,856	64,534	860,560	551,000	457,007	375,000	(176,000)	
Devon/Lincoln TIF	225,855	440,500	4,164	491,000	440,460	846,000	355,000	
North Lincoln TIF	-	32,730,000	24,161	27,150,000	15,347,963	694,000	(26,456,000)	
NEID TIF	2,115,107	348,000	283,714	1,500,000	2,012,401	-	(1,500,000)	
Debt Service Fund	210,381	3,812,234	176,656	403,973	359,473	402,713	(1,260)	
Police Pension Fund	3,001,677	3,161,002	3,150,673	3,377,363	2,715,000	3,373,605	(3,758)	
<b>Total Expenditures</b>	<b>\$ 16,438,311</b>	<b>\$ 55,523,735</b>	<b>\$ 19,219,273</b>	<b>\$ 46,122,973</b>	<b>\$ 33,073,171</b>	<b>\$ 13,472,916</b>	<b>\$ (32,650,057)</b>	

**HISTORY OF ADOPTED BUDGETS  
ALL FUNDS**

Revenues	ADOPTED FY2014	ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017	ADOPTED FY2018	ADOPTED FY2019	ADOPTED FY2020	ADOPTED FY2021	ADOPTED FY2022	ADOPTED FY2023	% CHANGE FROM FY 2022
General	19,098,066	19,736,489	20,793,675	20,442,803	20,688,569	21,243,223	22,008,390	22,473,758	23,952,616	25,254,511	5.16%
Motor Fuel Tax	307,500	406,100	301,100	301,100	306,000	350,000	360,000	7,644,000	3,848,576	1,535,085	-150.71%
Transportation Improvement	322,000	1,247,796	301,000	302,000	300,000	530,500	667,000	562,000	430,000	430,250	0.06%
NEID TIF	5,792,000	969,000	4,231,000	4,520,500	601,000	1,302,000	1,404,000	-	-	-	N/A
Devon/Lincoln TIF	-	-	2,905,000	1,292,000	480,000	669,000	704,000	839,000	1,976,250	1,177,750	-67.80%
North Lincoln TIF	-	-	-	-	-	-	35,000,000	35,000,000	35,085,000	150,300	-23243.31%
Debt Service	1,310,312	1,497,671	1,142,428	690,581	692,931	210,381	2,102,500	3,912,234	12,500	402,713	96.90%
Private Water Line Assistance	-	50,000	25,000	25,000	25,000	25,000	25,000	25,000	-	40,000	100.00%
Storm Water Management	-	-	-	-	-	-	3,900,000	1,300,000	3,000,000	625,000	-380.00%
Water and Sewer	4,228,900	4,550,000	4,642,000	5,008,000	5,096,000	18,375,000	15,440,000	4,900,000	4,900,000	4,905,734	0.12%
Police Pension	2,081,000	2,283,000	2,740,000	2,780,000	3,099,400	3,520,000	3,503,000	3,931,300	3,840,000	3,121,660	-23.01%
<b>Total Revenue</b>	<b>\$ 33,139,778</b>	<b>\$ 30,740,056</b>	<b>\$ 37,081,203</b>	<b>\$ 35,361,984</b>	<b>\$ 31,288,900</b>	<b>\$ 46,225,104</b>	<b>\$ 85,113,890</b>	<b>\$ 80,587,292</b>	<b>\$ 77,044,942</b>	<b>\$ 37,643,003</b>	<b>-104.67%</b>
Expenditures	ADOPTED FY2014	ADOPTED FY2015	ADOPTED FY2016	ADOPTED FY2017	ADOPTED FY2018	ADOPTED FY2019	ADOPTED FY2020	ADOPTED FY2021	ADOPTED FY2022	ADOPTED FY2023	% CHANGE FROM FY 2022
General	19,158,234	19,540,242	20,404,689	20,035,310	21,408,990	22,152,109	22,863,860	23,529,673	24,046,431	26,107,736	7.90%
Motor Fuel Tax	85,000	205,000	130,500	840,100	495,500	984,370	2,492,500	3,719,000	3,395,500	3,756,000	9.60%
Transportation Improvement	1,688,083	1,419,155	1,156,716	1,037,881	229,881	496,381	566,500	760,560	551,000	375,000	-46.93%
NEID TIF	6,301,600	2,706,900	7,967,375	3,127,951	2,412,525	2,091,900	2,272,430	348,000	1,500,000	-	N/A
Devon/Lincoln TIF	-	-	2,905,000	569,725	480,000	700,920	661,000	440,500	491,000	846,000	41.96%
North Lincoln TIF	-	-	-	-	-	-	1,450,000	32,730,000	27,150,000	694,000	-3812.10%
Debt Service	1,310,312	1,499,839	1,142,428	686,631	689,931	210,381	2,102,500	3,912,234	403,973	402,713	-0.31%
Private Water Line Assistance	-	50,000	25,000	25,000	25,000	25,000	25,000	25,000	40,000	40,000	0.00%
Storm Water Management	-	-	-	-	-	-	3,530,000	2,378,734	3,000,000	175,000	-1614.29%
Water and Sewer	4,512,293	4,888,465	5,381,532	5,218,427	5,554,912	12,412,146	15,490,167	12,176,309	6,214,137	3,810,598	-63.08%
Police Pension	1,955,234	2,296,025	2,458,320	2,670,836	2,725,794	2,943,319	3,072,356	3,161,002	3,377,363	3,373,605	-0.11%
<b>Total Expenditures</b>	<b>\$ 35,010,756</b>	<b>\$ 32,605,626</b>	<b>\$ 41,571,560</b>	<b>\$ 34,211,861</b>	<b>\$ 34,022,533</b>	<b>\$ 42,016,526</b>	<b>\$ 54,526,313</b>	<b>\$ 83,181,012</b>	<b>\$ 70,169,404</b>	<b>\$ 39,580,652</b>	<b>-77.28%</b>





# GENERAL FUND REVENUE

# General Fund Revenue



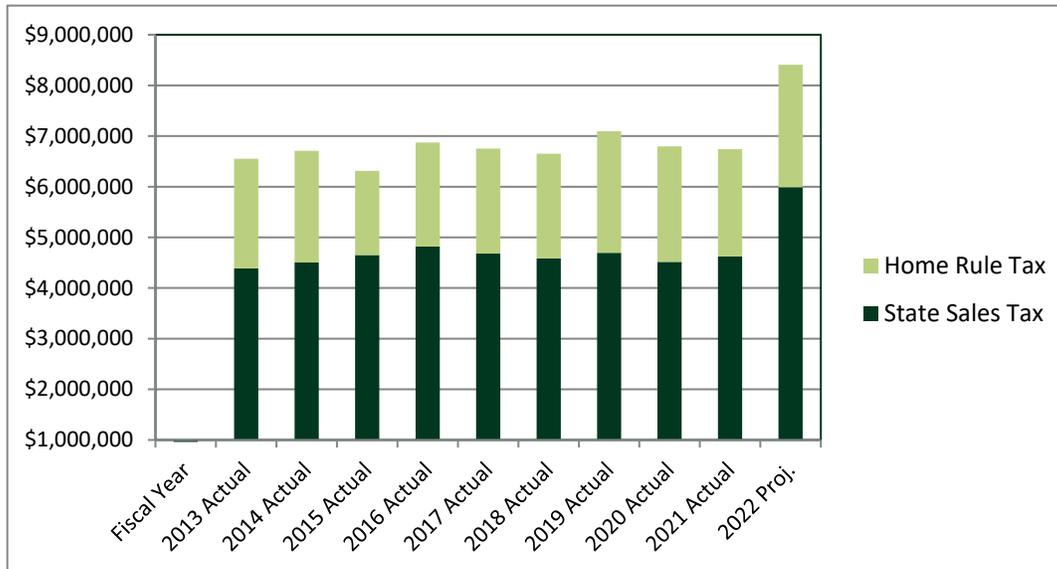
## Fiscal Year 2023

The General Fund is a governmental fund that accounts for all revenues and expenditures of the Village, which are not accounted for in any other fund. Revenues in the General Fund support the core operations of the Village, such as Police, Fire, most operational and maintenance aspects of Public Works, Community Development and other functions required to support direct services to the community, such as financial management, legal, risk management, human resources, communications and day-to-day administration. There is also a limited amount of capital expenditures that are funded with General Fund revenues and/or reserves.

The Fiscal Year 2023 Budget includes total revenue of \$25,254,511. The budget as presented is an overall increase of \$2,300,101 or 10% from the Fiscal Year 2022 Budget. Below is an overview of major revenues in the General Fund.

## Sales Tax Revenue

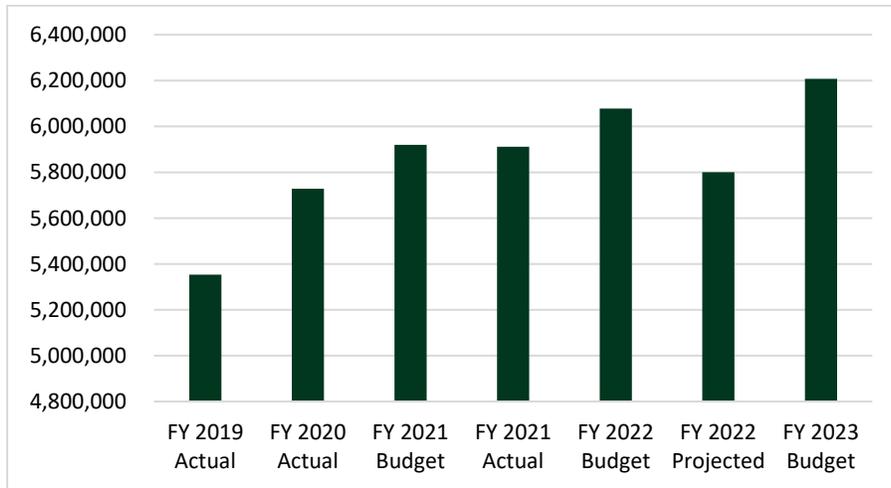
Sales Tax revenue, which is comprised of 1% Municipal Tax and a 1.25% Home Rule Sales Tax, represents the largest source of General Fund Revenue. Below are historical sales revenue since Fiscal Year 2013.



A portion of both the sales and home rule sales taxes has been earmarked for debt service payments. The Village’s largest source of sales tax revenue continues to be derived from the auto dealerships located in the Village boundaries. Sales tax shows a modest growth from last year’s estimates. The Fiscal Year 2023 estimate of sales tax receipts takes into account that growth will continue as the economy recovers the COVID-19 pandemic.

## Property Tax Revenue

Property Taxes are the second largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.5% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal Year 2023 budget was levied prior to December 31, 2021 and contained a 1.40% increase.

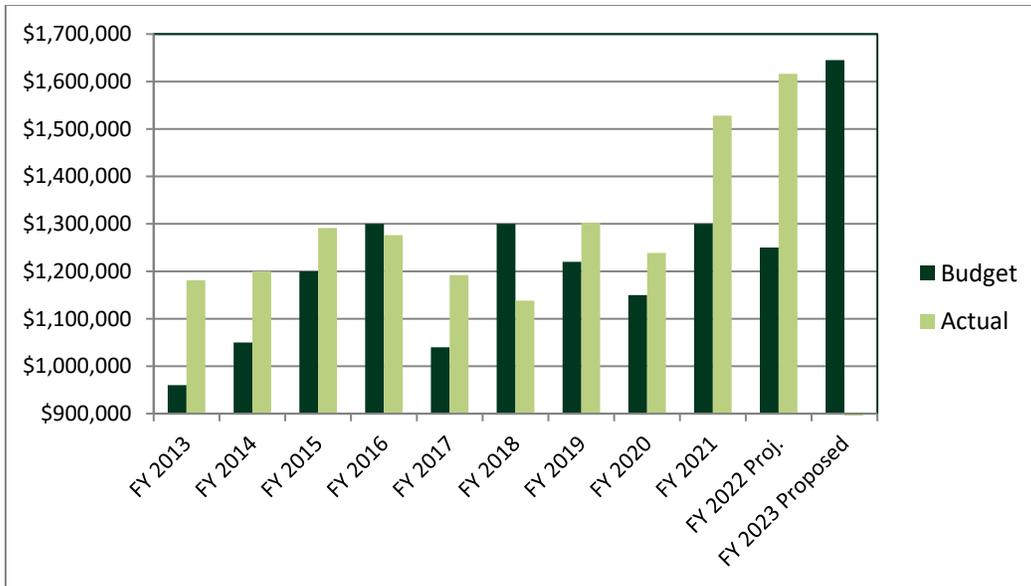


## Income Tax Revenue

Income Tax is collected by the Illinois Department of Revenue and a portion is shared with municipalities through the Local Government Distributive Fund (LGDF) based on its proportion of the total state population. For budgetary purposes, the Village projects income tax revenues utilizing assumptions provided by the Illinois Municipal League (IML). IML projects estimated income tax collections based on economic projections that historically have been consistent with actual receipts.

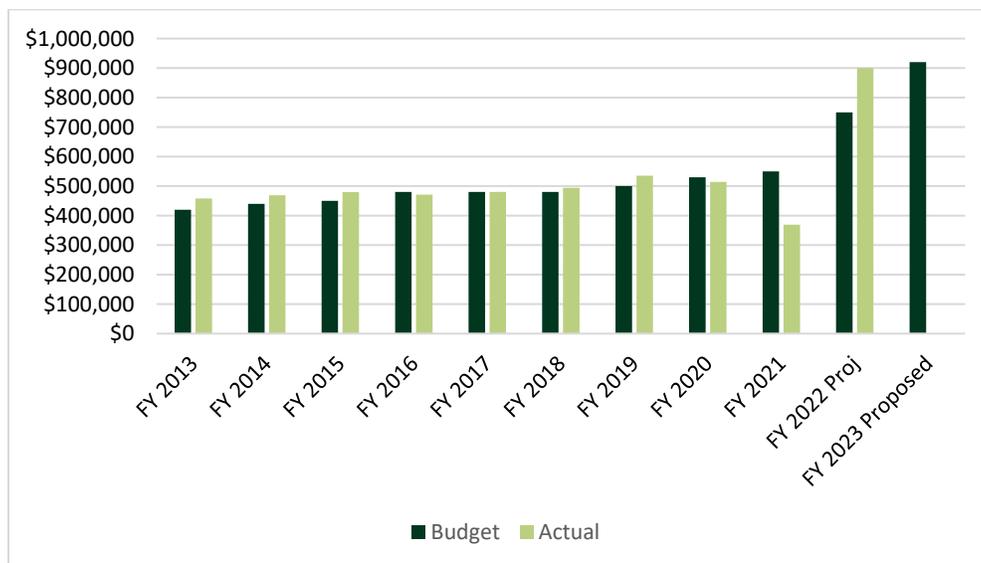
It is projected that the Village will receive \$1,740,695 in income tax during Fiscal Year 2023, based on a population of 13,463. Income taxes are a significant revenue source for the Village and are very susceptible to changes in legislative and economic conditions. The Village will continue to monitor this revenue source closely for any future modifications.

Below are historical income tax revenue since Fiscal Year 2019.



## Food and Beverage Tax

The Village enacted a Food and Beverage Sales Tax in Fiscal Year 2009. This tax is levied on the purchase of prepared food for immediate consumption and the sale of liquor either for consumption on premises or packaged. In Fiscal Year 2022, the tax assessed was increased from 1.00% to 2.00%. Below is a 10-year history of the tax. The Fiscal Year 2023 budget includes an estimate of \$920,000, an increase of \$170,000 or 22.6% from Fiscal Year 2022.





# PERSONNEL SUMMARY

# Personnel Summary



## Introduction

The Village's pay plan includes compensation guidelines and salary ranges which are used for salary administration throughout the Village.

The plan establishes the salary schedule, position titles and position classifications for all employees of the Village, except the Village Manager and position included in collective bargaining units. The Village Manager is employed by the Village under an employment agreement provided by the Village Board. Collective bargaining agreements are negotiated with the Village's two represented employee groups and set forth salary ranges for bargaining unit positions, approved by the Village Board at the conclusion of the bargaining progress.

## Non-Unionized Employee Compensation Program

### Introduction

As presented in the Village's Administrative Protocol, it is the desire of the Village to administer a compensation program for non-union employees that will retain and recruit highly competent employees. To meet this end, the Village will maintain compensation ranges that are commiserate with the level of responsibility inherent in the position, and are competitive with that paid for similar positions by comparable local government employers. Therefore, it is the goal of the Village to ensure both internal and external equity for all non-union positions is maintained. The Village Manager's Office will maintain a compensation schedule for all non-union employee classifications.

The Village administers a merit-based compensation system whereby all movements within the compensation range are determined by an employee's relative success in meeting organizational goals as measured through an employee performance evaluation.

## Administrative Protocol for Establishing Compensation Ranges

The following shall be the protocol followed by the Village Manager to establish the compensation ranges for all non-union employees:

- 1) It is hereby the goal of the Village to maintain compensation ranges that are competitive with similar communities. Every three years, the Village Manager shall conduct a compensation study of similar communities to determine the relative comparability in relation to internal and external market factors. If the results of the study indicate that certain compensation ranges are no longer competitive with the market, the Village Manager may make recommendations to the Village Board for range adjustments that will

bring the range in line with the market. The range's minimum will be established as 32% of the range maximum. No employee's actual pay shall exceed the applicable compensation range without the approval of the Village Manager.

- 2) As part of each budget preparation process, the Village Manager shall survey similar communities to determine the cost of living adjustments (COLA) being applied.

Based on the survey results, the Village Manager shall provide a recommendation to the Village Board for the COLA. The Village Board adopted COLA shall be applied to all non-union compensation ranges, and actual pay rates, effective May 1. The Fiscal Year 2023 Budget includes a 2.5% COLA for non-unionized employees.

## **Administrative Policy for Determining Performance Compensation Adjustments**

The Village is committed to administering a merit-based compensation program that will provide a monetary incentive for employees who consistently demonstrate performance that meets standards, exceeds standards, and is outstanding. The following shall be the policy for administering the merit-based compensation program:

- 1) Annually, supervisors will evaluate their respective employees on their employment anniversary date. The purpose of the performance evaluation will be to document the relative level of success the employee has had in meeting the Village's objectives. Enclosed as Exhibit II is the performance evaluation form for department heads, and Exhibit III is the evaluation form for non-department heads. New employees will be evaluated and eligible for a merit increase after their first six months of employment, then on their first year anniversary, and then every year thereafter on their anniversary date. Promoted employees will also be evaluated after six months in the new position and be eligible for a merit increase, then on their first year anniversary of their promotion, and then every year thereafter on their promotion anniversary date. For more information, please see the "New Hire, Promotion, and Reclassification" Administrative Protocol.
- 2) An employee's merit pay increase will be solely based on the score received on the performance evaluation. The merit pay system to be administered for department directors and non-department directors is outlined below.

## **Department Director Merit Compensation Adjustments**

Department Director employees shall be eligible for two annual compensation adjustments: The annual Village Board approved COLA; and a merit adjustment on their anniversary date according to their achieved score on the performance evaluation. Compensation adjustments for department heads shall take place as follows:

- 1) If the score on the performance evaluation is 84% or above, which signifies above average performance, the compensation adjustment will be ½% for each percentage point above 84%, to a maximum of 2%.
- 2) If the evaluation score is 75% to 84%, which signifies average performance, there will be no merit adjustment.
- 3) If the evaluation score is below 75%, which signifies below average performance, the employee is placed on probation and the employee must prepare a performance improvement plan. Another evaluation will be scheduled in six months.
- 4) If the department director's actual salary plus the merit adjustment exceeds the maximum base salary, the employee will be eligible for a merit bonus.

## **Non-Department Director Compensation Adjustments**

Non-union, non-department director employees shall be eligible for two annual compensation adjustments: The annual Village Board approved COLA; and a merit adjustment on their anniversary date according to their achieved score on the performance evaluation. Merit adjustments for non-union, non-department director employees shall be administered as follows:

- 1) Supervisors shall evaluate their employees utilizing the five-point scale, with "0" being the lowest score and "4" being the highest
- 2) An employee that receives a score between 3.5 to 4 - outstanding performance, shall receive a merit adjustment of 2.0%
- 3) An employee that receives a score between 2.8 to 3.4 – exceeds standards, shall receive a merit adjustment of 2.0%
- 4) An employee that receives a score between 2 to 2.7 – meets standards, shall receive a merit adjustment of 1.0%
- 5) An employee that receives a score between 0.0 to 1.9 – below standards, shall receive a merit adjustment of 0.0%

## **Merit Bonus**

The Merit Bonus is established to reward employees who are ineligible for a merit pay increase due to reaching their maximum salary range. It is designed to encourage high performing employees who have been employed with the Village for many years to continue to achieve above average performance.

To qualify for a merit bonus, an employee must meet the following criteria:

- Regular full-time
- Non-department director
- Not governed by a collective bargaining agreement or other employment contract
- Must be earning position's maximum wage
- The employee must receive at least an "Exceeds Standards" on their most recent performance evaluation.

The Bonus amount will be 1.0% of the employee's current annual salary not including overtime, educational stipend, or any other compensation. The bonus will be paid in a lump sum following the approval of the employee's performance evaluation by the Assistant to the Village Manager.

In the event that the employee is not at the maximum salary range for their position but receives a merit increase that would increase their salary above the position's maximum salary range, the employee's rate would increase to the maximum salary range for their position and receive a lump sum bonus for the amount exceeding the salary maximum. Example: An employee was earning \$49,000. The employee's position maximum salary is \$49,200. The employee received performance evaluation that warrants a 2% merit increase. The employee's rate would increase to the position maximum salary, \$49,200, and receive a one-time lump sum bonus of \$780.

## **New Hire, Promotion and Reclassification**

From time to time the Village changes its services, personnel, and organizational structure. In certain instances new personnel may be hired and in other cases existing personnel are reappointed in response to a given operational change. It is the intent of the Administrative Protocol to define the terms and conditions that determine when employees advance in rank, change position titles and job descriptions, and receive merit adjustments. All employees receive annual merit wage adjustments based on a performance evaluation score which calculates to 0 – 2.0%. This Protocol only applies to Full Time and IMRF Part Time employees. Seasonal employees are considered separate from this Protocol.

## Categories

The following categories outline how employees are Promoted, Reclassified, and Hired:

Category	Definition	Performance Evaluation	Initial Wage Adjustment	Wage Adjustment at 6 months
New Hire	An employee who has never been employed by the Village but is hired through the recruitment process to fill a vacant position; Includes those Village employees previously employed under a bargaining agreement hired as a non-bargaining unit employee	At six month anniversary and annual anniversary	Typically wages are set at beginning of salary range; May start at Midrange or higher with Village Administrator approval	0 – 2.0% based on evaluation
Promotion	An employee who advances in rank to a new position with significantly different responsibilities; Date of promotion becomes new anniversary date	At six month anniversary and annual anniversary	Beginning of new salary scale or 5% increase whichever is greater	0 – 2.0% based on evaluation
Reclassification	An employee whose job responsibilities are not significantly different, but still warrant a change in title and job description	At original hire anniversary date	Beginning of new salary scale or 5% increase whichever is greater	None

Performance evaluations are mandatory regardless if the employee is eligible for a merit increase or not. Employees shall be evaluated by their immediate Supervisor and/or Department Director. New Promotions and Reclassifications are reviewed prior to appointment by the Village Manager, Assistant Village Manager, and Assistant to the Village Manager, with final approval by the Village Board. All initial wage adjustments take effect on the date of hire, promotion, or reclassification.

# Compensation Schedule for Non-Union Employee Classifications

FY 2023 Budget

CLASS	POSITION	MINIMUM	MID-POINT	MAXIMUM
1		\$48,000	\$56,400	\$64,800
2		\$52,800	\$62,040	\$71,280
	Account Clerk - Finance Account Clerk - CD Clerk/Receptionist Records Clerk			
3		\$58,080	\$68,244	\$78,408
	Community Service Officer Code Enforcement Officer Community Development Coordinator Public Works Coordinator Finance Coordinator			
4		\$63,000	\$74,025	\$85,050
	Executive Secretary - Police Executive Secretary			
5		\$69,300	\$81,428	\$93,555
	Management Analyst - Fire / CD Management Analyst - VMO Information Technology Specialist Accountant			
6		\$76,230	\$89,571	\$102,911
	Police Social Worker Recreation Supervisor			
7		\$83,853	\$98,528	\$113,202
	Staff Engineer Public Works Foreman Chief Mechanic			
8		\$92,238	\$108,380	\$124,522
	Building Official Planning and Economic Development Manager Police Sergeant Assistant to the Village Manager Assistant to the Public Works Director Superintendent of Parks and Recreation			
9		\$106,000	\$127,200	\$148,400
	Public Works Superintendent Police Lieutenant			
10		\$116,600	\$139,920	\$163,240
	Deputy Chief of Police Finance Director Director of Community Development Director of Parks and Recreation			
11		\$128,260	\$153,912	\$179,564
	Director of Public Works Fire Chief Police Chief Assistant Village Manager			

Effective May 1, 2022

## Compensation Schedule for Non-Union Part-Time Employee Classifications FY 2023 Budget

CLASS	POSITION	MINIMUM	MAXIMUM
1	Clerk	\$11.64	\$15.36
2	Digitizer * # ^	\$11.09	\$14.65
3	Community Development Intern * #	\$15.00	\$19.80
4	Mailman	\$17.31	\$22.86
	Mechanic's Assistant		
5	Crossing Guard // ^	\$18.88	\$24.92
6	Video Operator ^	\$19.20	\$25.34
7	Clerk/Receptionist	\$29.01	\$38.29
8	Records Clerk	\$29.01	\$38.29
9	Community Outreach and Marketing Coordinator	\$24.44	\$32.26
11	Community Service Officer	\$31.91	\$43.08

**Notes:**

*Effective May 1, 2022*

- \* Not Subject to Non-Union Performance Evaluation
- \*\* All Positions Not Eligible for Merit Bonus
- \*\*\* All Rates are Hourly
- # Position Not Eligible for COLA
- ^ Position Not Eligible for IMRF
- //Performance Evaluation at the beginning of season

## Compensation Schedule for Seasonal Employees

### FY 2023 Budget

POSITION	MINIMUM	MAXIMUM
<b>General</b>		
Bus Driver	\$15	\$18
Senior Club Chaperone	\$15	\$18
Senior Exercise Instructor	\$40	\$40
Facility Supervisor	\$13	\$17
Part Time Clerk	\$15	\$19
Program & Event Facilitator	\$13	\$20
Open Gym Supervisor	\$14	\$17
Program Instructor	\$14	\$41
<b>Park Patrol</b>		
Park Patrol	\$15	\$18
Assistant Head Park Patrol	\$16	\$19
Head Park Patrol	\$18	\$21
<b>Camp</b>		
Camp Counselor (Summer)	\$13	\$16
Camp Counselor (Winter / Spring)	\$13	\$16
Camp Assistant Supervisor	\$14	\$19
Camp Supervisor (Summer)	\$16	\$19
Camp Supervisor (Winter / Spring)	\$16	\$19
Camp Coordinator	\$18	\$21
<b>Club Kid</b>		
Club Kid Counselor	\$13	\$16
Club Kid Assistant Director	\$15	\$20
Club Kid Director	\$18	\$21
<b>Aquatic Center</b>		
Aquatic Center Coordinator	\$19	\$24
Pool Manager	\$16	\$18
Lead Operations/Guest Services	\$15	\$18
Swim Lesson Coordinator	\$16	\$18
Concession Stand Manager	\$14	\$17
Head Lifeguard	\$13	\$16
Concession Stand Assistant Manager	\$14	\$17
Lifeguard	\$13	\$16
Lifeguard (Incentive Payrate - Friday & Saturday 2nd Shift)	\$30	\$30
Swim Lesson Instructor	\$13	\$16
Private Swim Lesson Instructor	\$13	\$16
Aquatic Center Attendant - Concessions	\$2	\$2
Aquatic Center Attendant - Guest Services	\$10	\$12
Aquatic Center Attendant - Operations	\$10	\$12
All Entry Level to Manager Staff (Incentive Pay Add-On - Rentals)	\$10	\$12
<b>Misc. Aquatics</b>		
Head Swim Coach	\$18	\$23
Swim Coach	\$13	\$19
Water Fitness Instructor	\$25	

# Staffing Schedule

## FY 2023 Budget Request

### Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Village Manager	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the Village Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Executive Secretary <sup>(1)</sup>	1.00	1.00	1.00	1.00	1.00
<b>Total - Village Manager's Office</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

<sup>(1)</sup> Shares with Village President and Board

Finance Department	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00
Account Clerk	2.00	2.00	2.00	2.00	2.00
<b>Total - Finance Department</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

Community Development Department	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Director	1.00	1.00	1.00	1.00	1.00
Planning and Economic Development Manager	1.00	1.00	1.00	1.00	1.00
Building Official	-	-	-	-	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00	1.00	2.00
Intern	0.50	0.50	0.50	0.50	-
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
<b>Total - Community Development Department</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>7.00</b>

Police Department	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Chief	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00
Lieutenant	4.00	3.00	3.00	3.00	3.00
Sergeant	3.00	4.00	4.00	4.00	4.00
Patrol Officer	24.00	24.00	24.00	24.00	24.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00
Records Clerk	2.50	2.50	2.00	2.00	2.50
Community Service Officer	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	1.00
<b>Total - Police Department</b>	<b>39.50</b>	<b>39.50</b>	<b>39.00</b>	<b>39.00</b>	<b>40.00</b>

Fire Department	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Fire Chief	-	-	-	-	1.00
Coordinator	1.00	1.00	-	-	-
Management Analyst	-	-	1.00	1.00	1.00
<b>Total - Fire Department</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>

# Staffing Schedule

## FY 2023 Budget Request

### Full Time Equivalents - Departmental Breakdown

<b>Public Works Department</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>
Director	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50
Superintendent	1.00	1.00	1.00	1.00	1.00
Staff Engineer	-	-	-	-	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00
<b>Vehicle Maintenance Division:</b>					
Chief Mechanic	1.00	1.00	1.00	1.00	1.00
Laborer	1.75	1.75	1.50	1.50	1.50
<b>Building Maintenance Division:</b>					
Foreman	0.25	0.25	0.25	0.25	0.25
Equipment Operator	0.50	0.50	0.50	0.50	0.50
Laborer	1.00	1.00	1.00	1.00	1.00
<b>Street Maintenance Division:</b>					
Foreman	1.50	1.50	1.50	1.50	1.50
Supervisor	0.00	0.00	0.00	0.00	0.00
Equipment Operator	3.00	3.00	3.00	3.00	3.00
Laborer	1.00	1.00	1.00	1.00	1.00
<b>Water and Sewer Division:</b>					
Foreman	0.50	0.50	0.50	0.50	0.50
Supervisor	-	-	-	-	-
Water System Operator	2.00	2.00	2.00	2.00	2.00
Equipment Operator	3.00	3.00	3.00	3.00	3.00
Laborer	3.00	3.00	3.00	3.00	3.00
<b>Total - Public Works Department</b>	<b>23.00</b>	<b>23.00</b>	<b>22.75</b>	<b>22.75</b>	<b>23.75</b>
<b>Parks And Recreation Department</b>					
<b>Parks And Recreation Department</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>
Director	1.00	1.00	1.00	1.00	1.00
Superintendent - Recreation and Facilities	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00	2.00	2.00
Youth Program Coordinator	-	-	-	-	-
Community Outreach Coordinator	0.50	0.50	0.50	0.50	0.50
Recreation Coordinator	-	-	-	-	-
Clerk/Receptionist	1.00	1.00	1.00	1.00	1.00
<b>Maintenance Division:</b>					
Foreman	0.75	0.75	0.75	0.75	0.75
Equipment Operator	0.50	0.50	0.50	0.50	0.50
Facilities Assistant (previously Mailman)	0.50	0.50	0.50	0.50	0.50
Laborer	3.00	3.00	3.00	3.00	3.00
<b>Total - Parks and Recreation Department</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>
<b>Total - All Departments</b>	<b>89.25</b>	<b>89.25</b>	<b>88.50</b>	<b>88.50</b>	<b>93.00</b>

# Summary of Personnel Costs - Across All Funds

Excludes Police Pension Fund

## FY 2023 Budget Request

Account Number	Fund / Department	FY 2022 Projected Personnel Total <sup>(1)</sup>	FY 2023 Budgeted Personnel Total <sup>(1)</sup>	Increase/ (Decrease)
<b>101</b>	<b>General Fund Departments</b>			
100	Village President and Board of Trustees	71,191	71,849	658
110	Village Clerk	8,852	8,866	14
200	Village Manager	704,373	827,637	123,264
210	Finance Department	506,027	580,774	74,747
240	Community Development Department	517,897	787,603	269,706
250	Information Technology	-	-	-
290	Engineering	-	27,828	27,828
300	Police Department	7,536,191	7,871,064	334,873
350	Fire Department	94,700	251,080	156,380
400	Public Works Department	412,189	502,397	90,208
410	Vehicle Maintenance Division	194,944	218,722	23,778
420	Building Maintenance Division	228,083	247,513	19,430
440	Street Maintenance Division	771,992	891,150	119,158
	<b>Total General Fund Departments</b>	<b>\$ 11,046,439</b>	<b>\$ 12,286,483</b>	<b>\$ 1,240,044</b>
<b>205</b>	<b>Parks and Recreation Department</b>			
430	Park Maintenance Division	476,096	512,994	36,898
500	Parks and Recreation Administration	570,856	662,417	91,561
508	Permits Division	64,100	67,897	3,797
530	Day Camp Program	114,473	346,993	232,520
560	Aquatic Center	361,399	399,160	37,761
571	Community Center	17,694	43,203	25,509
	<b>Total Parks and Recreation Department</b>	<b>\$ 1,604,618</b>	<b>\$ 2,032,664</b>	<b>\$ 428,046</b>
660	Water and Sewer Fund	770,007	860,645	90,638
	<b>Total Water and Sewer Fund</b>	<b>\$ 770,007</b>	<b>\$ 860,645</b>	<b>\$ 90,638</b>
	<b>Total - All Funds</b>	<b>\$ 13,421,064</b>	<b>\$ 15,179,792</b>	<b>\$ 1,758,728</b>

**Note:**

<sup>(1)</sup> Personnel totals include wages, overtime, benefits and pension costs



# VILLAGE OPERATING DEPARTMENTS

# Community Development Department



## Department Description

The Community Development Department is responsible for administering the Village's building, zoning and development codes. It provides staff assistance to the Village's Plan Commission, Economic Development Commission, and Zoning Board of Appeals. Services provided by the Department include plan review, permit issuance, and construction inspectional services.

In addition to these services and duties, this Department also carries out various community planning initiatives and improvement projects. This budget element includes line items for sales tax rebates pursuant to executed agreements. The Department is staffed by six full-time positions and a part-time intern and contracts for building plan review and inspection services.

## Department Expenditure

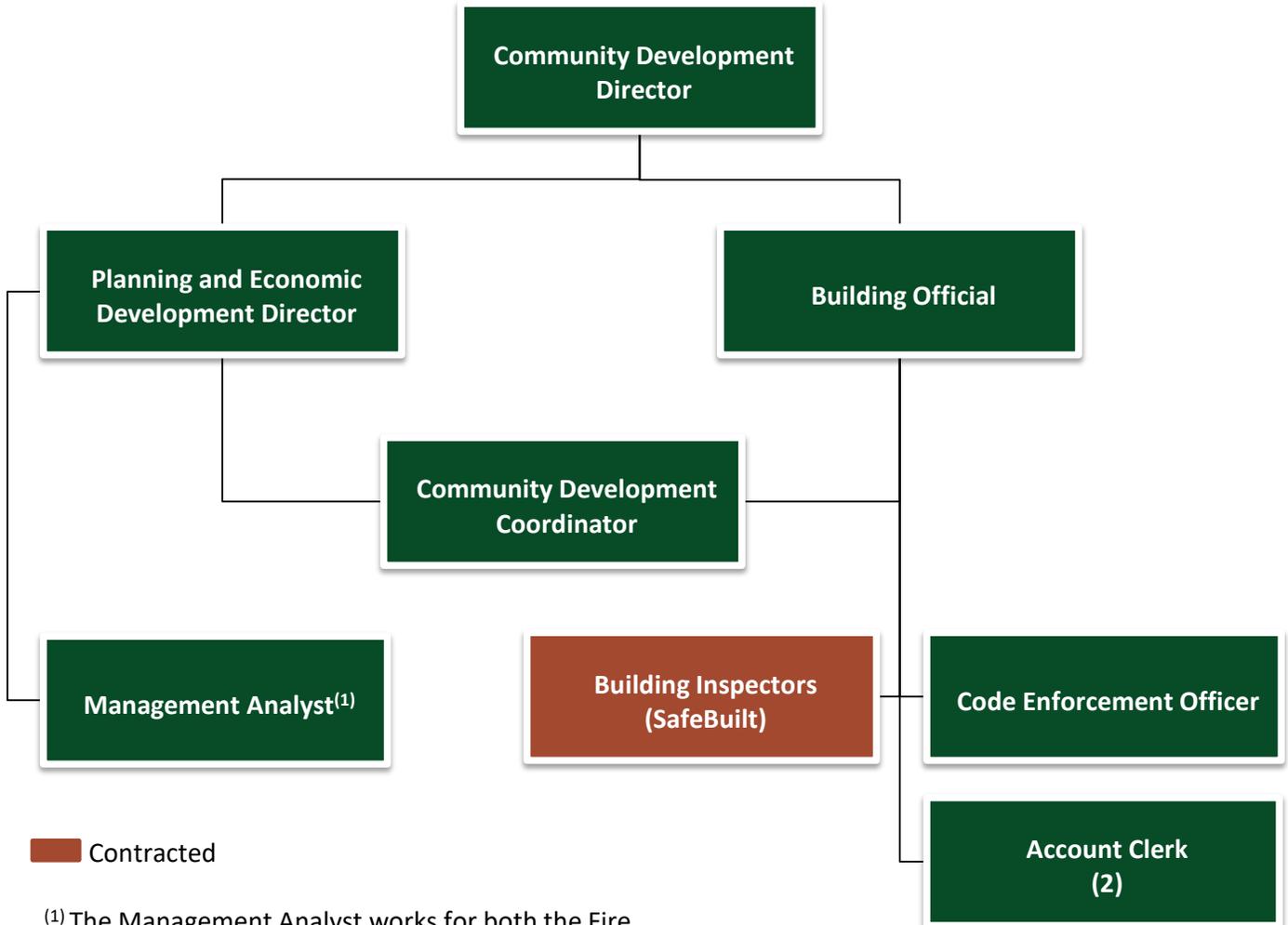
The Community Development Department Fiscal Year 2023 Budget includes \$1,443,674 in expenditures. The budget as presented is an overall increase of \$153,712 or 11.9% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Village contracts for inspection and planning services for our Community Development Department. The cost of \$124,836 is included in the Fiscal Year 2023 budget for these services. The Village has also budgeted \$146,710 for inspection services for the large District 1860 development project that is under construction in the North Lincoln TIF.
- The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements were established to assist with the building or expansion of the businesses' facilities in the Village. The Fiscal Year 2023 Budget includes \$300,000 for this assistance.
- The budget includes the addition of a full-time Building Official position that was filled during the 2022 Fiscal Year and the proposed elimination of a part-time intern position and replacement with a full-time Account Clerk position. The Account Clerk replacement increases the full time hourly budget by \$29,150.
- The budget also includes \$35,000 to account for resources to provide business owners to make improvements to their building exterior and other property enhancements that will improve the appearance of a business district. In the past, this was budgeted in the PEP Fund. That Fund closed in Fiscal Year 2020.

# Community Development Department

## Fiscal Year 2023 Organizational Chart



<sup>(1)</sup> The Management Analyst works for both the Fire Department and Community Development Department

# Community Development Department



## Proposed Goals

**Goal:** Following completion of the Lincolnwood Town Center Conceptual Planning process, staff will prioritize working with the current property owner representatives on a process for the future disposition and potential redevelopment of the property.

**Goal:** Staff will assist the Village Board in establishing a Business Retention and Expansion program by scheduling a series of individual business meetings. The purpose of the program of site visits is to support the community's existing businesses through ongoing engagement and information-sharing between the Village's staff and elected officials and local business owners and managers.

**Goal:** Provide training for the Plan Commission and Zoning Board of Appeals (ZBA). As recommending bodies, the Plan Commission and ZBA conduct public hearings and provide valuable input to the Village Board. Professional training from the American Planning Association's Illinois Chapter and DePaul's Chaddick Institute in conjunction with the Village Attorney will be of great benefit. Additionally, staff will work with both the Plan Commission and ZBA to adopt rules and procedures for effective meetings.

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

**Goal:** Continue to assess Community Department workflows and protocols to identify and rectify gaps in interdepartmental communication and coordination. This assessment will evaluate plan review coordination, construction inspections and site management, business license review, and project close-out and approval of occupancy. This will highlight critical communications and systems required to track the status of construction projects between various departments. A reoccurring interdepartmental staff meeting will be established to increase communications.

## Community Development Department

### FY 2023 Budget Request

Account Number	Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
101-240-517-5020	Wages - full time salaried <sup>(1)</sup>	259,786	270,000	263,085	272,700	252,616	470,612
101-240-517-5025	Wages - full time Hourly	140,502	156,200	141,390	163,100	156,490	172,974
101-240-517-5030	Wages- Part time hourly <sup>(2)</sup>	7,055	18,000	3,124	18,000	7,590	-
101-240-517-5035	Wages - seasonal hourly	-	-	-	-	-	15,000
101-240-517-5040	Wages - Overtime 1.5x	-	-	-	-	-	-
101-240-517-5060	Educational stipend	3,106	3,682	3,035	3,248	2,894	3,248
101-240-517-5061	Opt out insurance	4,100	4,800	5,200	7,200	4,800	7,200
101-240-517-5062	Cell Phone Stipend	1,830	360	720	720	720	720
101-240-517-5110	Employer FICA	23,744	26,240	24,529	28,438	23,265	40,200
101-240-517-5120	Employer Medicare	5,800	6,494	5,875	6,627	5,441	9,200
101-240-517-5130	Employer IMRF	30,962	40,085	36,463	41,866	32,381	43,550
101-240-517-5150	Insurance - group life & AD&D	1,248	1,290	1,181	1,320	759	1,320
101-240-517-5160	Insurance - group medical	48,236	51,190	38,965	37,431	16,007	8,910
101-240-517-5170	Insurance - group dental	3,561	2,990	2,775	2,416	1,224	615
101-240-517-5180	Insurance - workers compensation	12,842	13,436	13,436	13,711	13,711	14,054
<b>Personnel Total:</b>		<b>542,772</b>	<b>594,767</b>	<b>539,776</b>	<b>596,777</b>	<b>517,897</b>	<b>787,603</b>
101-240-517-5330	Consulting (1860 project)	-	140,000	-	115,000	100,000	146,710
101-240-517-5399	Other professional services	188,504	220,000	149,053	262,160	150,000	156,836
<b>Services Total:</b>		<b>188,504</b>	<b>360,000</b>	<b>149,053</b>	<b>377,160</b>	<b>250,000</b>	<b>303,546</b>
101-240-517-5480	R&M - vehicles	-	200	214	200	-	200
101-240-517-5510	Advertising	2,344	3,500	3,419	500	200	500
101-240-517-5560	Printing & copying services	1,963	500	381	500	600	500
101-240-517-5570	Professional associations	1,306	1,850	493	2,150	2,100	2,150
101-240-517-5590	Training	-	500	198	500	300	1,000
101-240-517-5620	Books & publications	1,115	1,000	-	1,000	500	1,000
101-240-517-5670	Fuel	479	600	481	600	550	600
101-240-517-5700	Office supplies	2,566	1,300	2,683	2,000	1,500	2,000
101-240-517-5799	Other materials & supplies	1,867	1,800	68	2,000	600	2,500
101-240-517-5810	Conference & meeting registrat	465	2,400	73	2,800	1,380	3,300
101-240-517-5820	Local mileage, parking & tolls	224	100	-	100	95	100
101-240-517-5830	Lodging	-	-	-	3,000	-	3,000
101-240-517-5840	Meals	50	500	50	175	60	175
101-240-517-5850	Purchased transportation	-	700	-	500	-	500
<b>Commodities Total:</b>		<b>12,380</b>	<b>14,950</b>	<b>8,060</b>	<b>16,025</b>	<b>7,885</b>	<b>17,525</b>
101-240-517-5911	Sales Tax Sharing Agreements	139,541	200,000	(40,000)	300,000	307,428	300,000
101-240-517-5912	Business Improvement Grant (PEP/GIFT)	14,000	25,000	-	-	-	35,000
<b>Economic Initatives Total:</b>		<b>153,541</b>	<b>225,000</b>	<b>(40,000)</b>	<b>300,000</b>	<b>307,428</b>	<b>335,000</b>
<b>Community Development Department Total:</b>		<b>\$ 897,197</b>	<b>\$ 1,194,717</b>	<b>\$ 656,889</b>	<b>\$ 1,289,962</b>	<b>\$ 1,083,210</b>	<b>\$ 1,443,674</b>

#### Notes for dicussion:

<sup>(1)</sup> Salary includes Building Official

<sup>(2)</sup> Eliminated Intern Position and added an Account Clerk. This increased the full time hourly budget to \$29,150

## Community Development Department

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-240-517-5330	Consulting (1860 Project)	<u>146,710</u>	
		146,710	Plan Review and Inspection Fees
101-240-517-5399	Other Professional Services	<u>156,836</u>	
		124,836	Building Permit Plan Review and Inspections (SafeBuilt)
		7,000	Large Format Scanning
		10,000	Elevator Inspections
		15,000	Plan Review Sprinklers (FSCI)
101-240-517-5480	R&M - Vehicles	<u>200</u>	
		200	Code Enforcement Officer Vehicle
101-240-517-5510	Advertising	<u>500</u>	
		500	Legal notices for Public Hearings
101-240-517-5560	Printing and Copying Services	<u>500</u>	
		500	Marketing materials
101-240-517-5570	Professional Associations	<u>2,150</u>	
		1,700	American Planning Association/American Institute of Certified Planners (2)
		100	International Council of Shopping Centers (ICSC)
		350	IL TIF Association Membership Fee
101-240-517-5590	Training	<u>1,000</u>	
		1,000	Employee training (Code Enforcement, Building Official)
101-240-517-5620	Books & Publications	<u>1,000</u>	
		1,000	Miscellaneous Publications
101-240-517-5670	Fuel	<u>600</u>	
		600	Fuel for Department Vehicle
101-240-517-5700	Office Supplies	<u>2,000</u>	
		2,000	Miscellaneous Supplies
101-240-517-5799	Other Materials & Supplies	<u>2,500</u>	
		1,800	Miscellaneous Supplies, including meeting materials
		700	Uniforms (Village Branded Clothing)
101-240-517-5810	Conference and Meeting Registration	<u>3,300</u>	
		1,800	American Planning Association (APA) National Conference (2)
		1,000	Illinois State & Other Local ICSC Conferences
		500	Building or Code Conference
101-240-517-5820	Local Mileage, Parking and Tolls	<u>100</u>	
		100	Reimbursement for Local Travel
101-240-517-5830	Lodging	<u>3,000</u>	
		3,000	Lodging Expenses
101-240-517-5840	Meals	<u>175</u>	
		175	Per Diem for Meals at Conferences

## Community Development Department

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-240-517-5850	Purchased Transportation	<u>500</u> 500	Airfare for Conferences
101-240-517-5911	Revenue Sharing Agreements	<u>300,000</u> 150,000 150,000	Loeber Porchse Zeigler Cadillac
101-240-517-5912	Business Improvement Grant	<u>35,000</u> 35,000	PEP/GIFT Matching Grants

# Finance Department



## Department Description

The Finance Department is responsible for the administration of all fiscal operations of the Village. This includes: accounting and financial reporting of Village resources, treasury management, budget development, cash receipts, accounts payable, accounts receivable, utility billing, payroll, benefits administration, risk management, purchasing and collections.

In addition, the department provides resources necessary for the management of the Village's investment portfolio, debt management, grant management and provide administrative support to the Police Pension Fund. The Department is staffed by five full-time employees.

## Department Expenditure

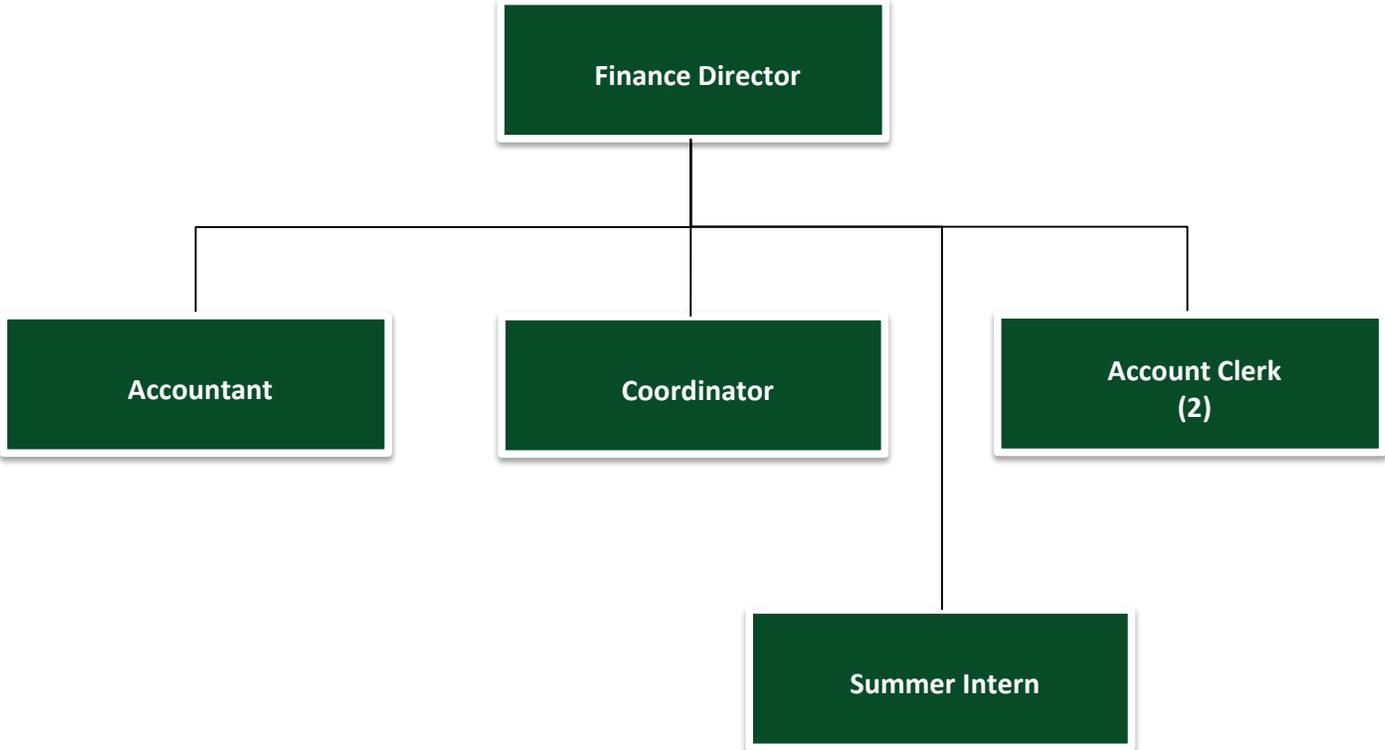
The Finance Department Fiscal Year 2023 Budget includes \$943,969 in expenditures. The budget as presented is an overall decrease of \$27,038 or 3.3% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Finance Department Fiscal Year 2023 budget includes \$20,000 in COVID-19 supplies. The Village anticipates that the expenses related to the pandemic will be offset by grants.
- In addition, included is \$140,000 for liability and property insurance. The Village is a member of the Intergovernmental Risk Management Agency (IRMA), which is an organization of municipalities which have formed together to pool its risk management. The deductible on the policy is \$25,000 per occurrence. The Village has budgeted \$140,000 for liability and property insurance for Fiscal Year 2023, \$140,00 in the General Fund and \$40,000 in the Water and Sewer Fund. This amount has not increased from the Fiscal Year 2022 budget as claim experience has remained constant.
- Lastly, the Finance Department budget includes \$5,100 in training for continued investment into staff engagement and education.

# Finance Department

## Fiscal Year 2023 Organizational Chart



# Finance Department



## Proposed Goals

**Goal:** The Finance Department will assist the Police Pension Board in the implementation of the new pension consolidation bill passed by the State of Illinois in December, 2019. The bill requires mandatory consolidation of Illinois' downstate and suburban police officers' and firefighters' pension funds into two new investment funds. The law will create one investment fund for the police officers and one investment fund for the firefighters. The bill also requires all funds transfer assets no later than 30 months after the effective date of January 1, 2020.

**Goal:** Continue to assess Finance Department workflows and protocols to identify and rectify gaps in interdepartmental communication and coordination. This assessment will evaluate all processes and internal controls. A reoccurring interdepartmental staff meeting will be established to increase communications.

**Goal:** Staff in the Finance Department will undertake a comprehensive review of current purchasing policies to ensure compliance with best practices as well as compliance with all legal requirements set forth by State Statute. The Village's purchasing policy was most recently updated in April 2018. Generally, the purpose of this policy document is to provide staff with guidelines and direction for the procurement of goods and services to fulfill the service requirements of the Village on behalf of our residents. Following an extensive review by all departments and in cooperation with the Village Attorney, staff will recommend updates to the comprehensive purchasing policy at a future Committee of the Whole meeting.

**Goal:** In partnership with the Village Manager's Office, the Finance Department will produce their first Budget in Brief and Popular Annual Financial Report.

**Goal:** In collaboration with the Public Works Department, the Finance Department will develop the Village's comprehensive 10-year Community Investment Program (CIP) and corresponding long-term debt financing plan.

**Goal:** The Finance Department will aim to obtain all three Government Finance Officers Association (GFOA) awards, certifying that the Village's finance reports are being produced at the highest standard possible.

**Goal:** Continue to develop and train staff in the Finance Department.

**Goal:** Develop a Request for Proposals for Utility Bill Services.

## Finance Department

### FY 2023 Budget Request

Account Number	Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
101-210-511-5020	Wages - full time salaried	228,542	239,092	258,854	230,750	210,000	240,500
101-210-511-5025	Wages - full time hourly	137,854	163,334	136,504	168,100	155,000	182,702
101-210-511-5035	Wages - seasonal hourly	20,537	4,500	12,448	4,500	10,338	8,000
101-210-511-5040	Wages - overtime 1.5X	-	450	-	450	-	450
101-210-511-5056	HSA Savings Acct	-	720	-	720	-	720
101-210-511-5060	Educational stipend	2,963	3,095	2,787	3,040	2,800	3,140
101-210-511-5062	Phone Stipend	720	720	630	720	75	-
101-210-511-5110	Employer FICA	21,806	24,478	23,245	25,224	22,000	25,600
101-210-511-5120	Employer Medicare	5,381	5,952	5,563	5,899	5,000	5,500
101-210-511-5130	Employer IMRF	26,875	36,334	31,395	36,854	30,000	35,000
101-210-511-5150	Insurance - group life & AD&D	1,207	1,210	1,003	1,181	1,000	1,200
101-210-511-5160	Insurance - group medical	70,172	83,450	50,918	86,625	55,000	62,268
101-210-511-5170	Insurance - group dental	5,337	6,010	3,692	6,580	3,600	4,200
101-210-511-5180	Insurance - workers compensation	11,313	11,486	11,486	11,214	11,214	11,494
<b>Personnel Total:</b>		<b>532,708</b>	<b>580,831</b>	<b>538,525</b>	<b>581,857</b>	<b>506,027</b>	<b>580,774</b>
101-210-511-5195	Employee Benefit Expenses	75,691	57,900	34,400	68,200	35,000	58,200
101-210-511-5260	Liability insurance	117,173	140,000	97,377	140,000	140,000	140,000
101-210-511-5310	Audit	28,200	28,900	28,900	29,600	29,600	34,800
101-210-511-5320	Consulting	3,750	500	140	2,000	-	-
101-210-511-5399	Other professional services	-	5,800	2,070	4,500	4,500	1,300
<b>Services Total:</b>		<b>224,814</b>	<b>233,100</b>	<b>162,887</b>	<b>244,300</b>	<b>209,100</b>	<b>234,300</b>
101-210-511-5440	R&M - office equipment	12,002	25,000	9,575	25,000	10,000	15,000
101-210-511-5510	Advertising	494	750	528	850	850	850
101-210-511-5560	Printing & copying services	-	5,000	120	6,300	1,200	1,500
101-210-511-5570	Professional associations	190	1,600	453	1,300	1,700	2,395
101-210-511-5580	Telephone	71,609	47,000	125,129	19,000	29,000	25,000
101-210-511-5590	Training	794	1,000	-	1,200	1,200	5,100
101-210-511-5700	Office supplies	19,325	19,000	13,106	21,000	21,000	21,500
101-210-511-5720	Postage	15,137	16,000	10,067	15,200	10,000	12,000
101-210-511-5725	Bank & Credit Card Fees	21,559	16,000	8,901	18,000	6,000	18,000
101-210-511-5730	Program supplies	5,214	5,000	7,177	5,100	5,100	4,200
101-210-511-5731	Covid 19 Expenses	43,194	-	107,217	30,000	15,000	20,000
101-210-511-5810	Conference & meeting registration	-	-	-	400	160	1,700
101-210-511-5820	Local mileage, parking & tolls	890	500	824	500	250	500
101-210-511-5840	Meals	235	400	25	700	300	700
101-210-511-5850	Purchased transportation	-	-	-	300	-	450
<b>Commodities Total:</b>		<b>190,644</b>	<b>137,250</b>	<b>283,121</b>	<b>144,850</b>	<b>101,760</b>	<b>128,895</b>
<b>Finance Department Total:</b>		<b>\$ 948,166</b>	<b>\$ 951,181</b>	<b>\$ 984,533</b>	<b>\$ 971,007</b>	<b>\$ 816,887</b>	<b>\$ 943,969</b>

## Finance Department

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-210-511-5195	Employee Benefit Expenses	<b>58,200</b>	
		15,600	Retiree Health Savings Plan Police
		8,600	Retiree Health Savings Plan Public Works
		15,000	Self Funded Unemployment Benefits
		4,000	Flex Plan expenses
		15,000	Retiree Insurance
101-210-511-5260	Liability Insurance	<b>140,000</b>	
		140,000	Intergovernmental Risk Management Agency Liability Insurance (split with Water Fund)
101-210-511-5310	Audit	<b>34,800</b>	
		29,600	Audit FY 2022
		2,000	Other Post Employee Reporting (OPEB)
		3,200	Police Pension Fund Actuary Report
101-210-511-5320	Consulting	-	
		-	Moved to Audit
101-210-511-5399	Other Professional Services	<b>1,300</b>	
		1,300	Credit Card Compliance Testing
		-	Moved to Audit
101-210-511-5440	R&M - Office Equipment	<b>15,000</b>	
		15,000	Village Wide Copier/Printer lease/maintenance
101-210-511-5510	Advertising	<b>850</b>	
		850	Annual treasure's report/appropriation ordinance
101-210-511-5560	Printing and Copying Services	<b>1,500</b>	
		1,500	Business licenses - forms
101-210-511-5570	Professional Associations	<b>2,395</b>	
		350	GFOA - Director & Accountant
		300	IGFOA - Director & Accountant
		220	ILCMA Membership - Director
		90	IMTA Annual Treasurer's Membership - Director
		60	Notary - Finance Account Clerk
		320	Payroll Association - Accountant
		1,055	GFOA Awards - Budget, Annual Financial Report, PAFR
101-210-511-5580	Telephone	<b>25,000</b>	
		25,000	Village Wide Cellular Verizon
101-210-511-5590	Training	<b>5,100</b>	
		1,500	GFOA Staff Training
		1,500	IGFOA Staff Training
		1,000	ILCMA Training
		600	CPFO
		500	IPELRA
101-210-511-5700	Office Supplies	<b>21,500</b>	
		14,000	Village Wide Office Supplies
		7,000	Village Wide Copier Supplies

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
		500	Clothing for Staff
101-210-511-5720	Postage	<u>12,000</u>	
		12,000	Village Wide Postage
101-210-511-5725	Bank and Credit Card Fees	<u>18,000</u>	
		18,000	Online and Over the Counter Fees
101-210-511-5730	Program Supplies	<u>4,200</u>	
		4,200	Vending Machine, Vehicle License Stickers
101-210-511-5731	Covid 19 Expenses	<u>20,000</u>	
		20,000	COVID -19 supplies
101-210-511-5810	Conference/meeting registration	<u>1,700</u>	
		500	IGFOA Conference - Registration & Hotel
		1,200	GFOA Conference - Registration & Hotel
101-210-511-5820	Local Mileage, parking and tolls	<u>500</u>	
		500	Miscellaneous travel
101-210-511-5840	Meals	<u>700</u>	
		700	Local training and GFOA conference
101-210511-5850	Purchased Transportation	<u>450</u>	
		450	GFOA Conference



# Fire Department

## Department Description

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

The Fire Department is currently staffed with 28 full-time employees from PSI and one (1) full-time person from the Village. The Management Analyst position is a full-time Village employee who works for both the Fire Department and Community Development Department. The Village's current contract with PSI will expire on April 30, 2022. Staff is currently in negotiations with PSI to extend the contract.

## Department Expenditure

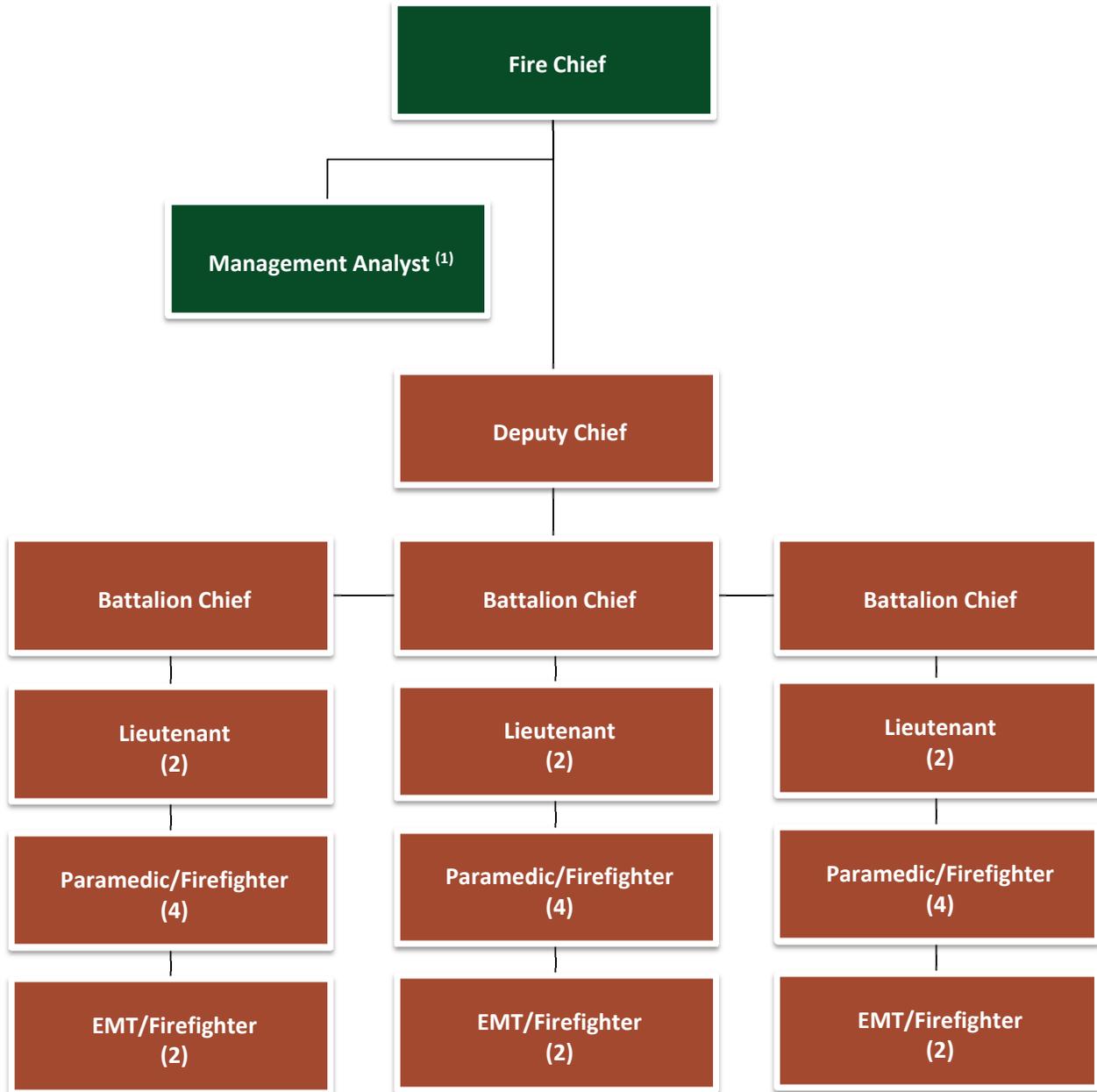
The Fire Department Fiscal Year 2023 Budget includes \$3,875,275 in expenditures. The budget as presented is an overall increase of \$561,005 from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The largest portion of the Fire Department budget is for fire protection for the Village. The Village contracts with Paramedic Services of Illinois to provide both fire and paramedic services. This is a six year contract, expiring on April 30, 2022. The amount budgeted for Fiscal Year 2022 was \$2,967,459. The Fiscal Year 2023 amount currently being negotiated is \$3,232,431.
- The budget also includes funds for a full-time in-house Fire Chief.
- The budget includes \$25,700 for the replacement of extrication equipment on truck 15 and the purchase of a command van in the amount of \$80,000.

# Fire Department

## Fiscal Year 2023 Organizational Chart



Contracted

<sup>(1)</sup> The Management Analyst works for both the Fire Department and Community Development Department

# Fire Department



## Proposed Goals

**Goal:** The Fire Department will be implementing new software to combine its Fire and Emergency Medical Services (EMS) reporting programs. The new program will make it easier to access reports and disseminating data collected. Image Trend, the new reporting software, will be replacing Zoll Data software and Firehouse reporting software.

**Goal:** The Village will be replacing the Fire Department's "Jaws of Life" extrication equipment with new portable extrication equipment. The Village's current extrication equipment is over 33-year-old. This equipment will be stored on to the ladder truck (Tower 15). The new equipment will be better equipped to handle the new steel reinforced cars that are on the road today when they are involved in a collision. Firefighters will have the ability to gain access to the patient at a faster rate thus transporting them to a hospital sooner and improving patient outcomes.

**Goal:** The Fire Department will continue to monitor the existing COVID-19 pandemic and assist in mitigating this threat to our residents. Staff will continue to follow CDC, IDPH, Cook County, and Village guidelines as they are updated to continue to help mitigate the pandemic.

**Goal:** The Village will be replacing the Fire Department's current Command Van, a 2006 Dodge Sprinter. The Battalion Chief uses this unit to respond to incidents. The vehicle will be equipped with radios, computers, and Emergency Medical Services (EMS) equipment to aid the commander during incidents. The new model will have four-wheel drive and enhanced features.

**Fire Department**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-350-512-5020	Wages - Full-Time Salaried <sup>(1)</sup>	21,189	-	-	52,200	75,875	215,585
101-350-512-5025	Wages - full time hourly	-	69,160	67,389	-	-	-
101-350-512-5060	Educational Stipend	230	-	674	522	758	656
101-350-512-5061	Opt Out Insurance	-	-	-	-	1,600	1,600
101-350-512-5062	Phone Stipend	120	-	360	360	375	375
101-350-512-5110	Employer FICA	1,139	4,331	4,149	3,269	4,704	13,366
101-350-512-5120	Employer Medicare	266	1,013	970	764	1,100	3,126
101-350-512-5130	Employer IMRF	1,644	6,252	6,033	4,829	6,975	14,450
101-350-512-5150	Insurance - group life & AD&D	222	222	213	167	249	300
101-350-512-5160	Insurance - group medical	2,060	8,320	8,404	6,619	1,455	-
101-350-512-5170	Insurance - group dental	40	620	158	47	26	-
101-350-512-5180	Insurance - Workers Comp	2,075	2,096	2,096	1,582	1,582	1,622
<b>Personnel Total:</b>		<b>28,984</b>	<b>92,014</b>	<b>90,447</b>	<b>70,359</b>	<b>94,700</b>	<b>251,080</b>
101-350-512-5220	Fire protection	2,931,031	2,967,459	2,928,392	2,967,459	2,967,459	3,235,431
101-350-512-5221	Ambulance Billing Contract	28,857	20,000	12,353	18,000	35,946	55,000
101-350-512-5330	Data processing	-	-	15,562	17,000	-	-
<b>Services Total:</b>		<b>2,959,888</b>	<b>2,987,459</b>	<b>2,956,306</b>	<b>3,002,459</b>	<b>3,003,405</b>	<b>3,290,431</b>
101-350-512-5410	R&M - communications equipment	33	1,500	2,649	1,500	1,800	1,600
101-350-512-5411	R&M - Wireless Alarm Equipment	22,074	34,450	31,463	34,530	23,008	38,170
101-350-512-5430	R&M - Fire & EMS equipment	20,827	19,650	17,964	19,650	26,304	28,250
101-350-512-5480	R&M - vehicles	35,556	19,000	37,526	25,000	42,000	40,000
101-350-512-5499	R&M - other	3,297	1,000	831	1,000	900	1,000
101-350-512-5540	Intergovernmental fees & dues	9,670	11,687	10,103	11,687	10,000	12,000
101-350-512-5560	Printing & copying services	1,852	1,800	188	1,800	284	1,800
101-350-512-5570	Professional associations	670	3,050	1,470	3,050	3,000	3,202
101-350-512-5620	Books & publications	2,725	1,975	39	1,975	1,000	2,084
101-350-512-5660	EMS supplies	19,511	13,500	16,360	13,500	14,000	16,970
101-350-512-5665	Firefighting supplies	6,303	13,000	15,673	13,000	11,000	13,000
101-350-512-5670	Fuel	23,273	16,000	19,276	16,000	21,000	17,000
101-350-512-5675	Lubricants & fluids	316	500	-	500	250	750
101-350-512-5700	Office supplies	4,916	2,100	5,417	2,100	2,000	3,300
101-350-512-5720	Postage	9	-	-	-	-	-
101-350-512-5730	Program supplies	12,817	14,800	16,359	14,800	14,500	20,188
101-350-512-5740	Repair parts	12,546	9,000	1,516	9,000	6,000	9,000
101-350-512-5745	Small tools	-	1,000	678	1,000	500	1,000
101-350-512-5770	Training supplies	8,460	7,670	5,275	7,670	5,000	4,650
101-350-512-5799	Other materials & supplies	17,015	8,000	11,235	8,000	7,400	7,000
101-350-512-5810	Conference & Meeting Registration	40	100	10	100	-	100
101-350-512-5820	Local mileage, parking & tolls	354	-	-	-	34	-
101-350-512-5840	Meals	-	-	175	-	-	-
<b>Commodities Total:</b>		<b>202,261</b>	<b>179,782</b>	<b>194,206</b>	<b>185,862</b>	<b>189,980</b>	<b>221,064</b>
101-350-512-6510	Equipment - communications	60,511	-	-	-	-	-
101-350-512-6570	Equipment - public safety	30,238	-	60	-	-	112,700
101-350-561-6510	Equipment - communications	72	-	-	-	-	-
101-350-561-6570	Equipment - public safety	245,087	40,000	32,412	55,590	56,000	-
<b>Capital Total:</b>		<b>335,909</b>	<b>40,000</b>	<b>32,472</b>	<b>55,590</b>	<b>56,000</b>	<b>112,700</b>
<b>Fire Department Total:</b>		<b>\$3,527,042</b>	<b>\$3,299,255</b>	<b>\$3,273,431</b>	<b>\$3,314,270</b>	<b>\$3,344,084</b>	<b>3,875,275</b>

**Fire Department**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-350-512-5220	Fire Protection	<u>3,235,431</u>	
		3,232,431	Paramedic Services of IL Contract (TBD)
		3,000	Call Back
101-350-512-5221	Ambulance Billing	<u>55,000</u>	
		20,000	Paramedic Services of IL Contract for Ambulance Billing
		35,000	GMET expenses
101-350-512-5330	Data Processing	-	
101-350-512-5410	R&M - Communications Equipment	<u>1,600</u>	
		1,600	Portable and Mobile Radio Repair
101-350-512-5411	R&M- Wireless Alarm Equipment	<u>38,170</u>	
		12,882	Monthly Maintenance Cost
		12,600	Starcom Monthly Maintenance
		1,800	WAVE Mobile App for Connectivity
		10,888	10 Wireless Radios
101-350-512-5430	R&M - Fire & EMS equipment	<u>28,250</u>	
		3,165	Fire Extinguishers (All Village Facilities & Vehicles)
		3,000	Hydrotesting of Self Contained Breathing Apparatus (SCBA) & Cascade Cylinders
		2,360	Procheck Air Mask & Regulator Flow Testing
		844	Extrication Equipment Repair
		3,800	Cardiac Monitors (4) Preventative Maintenance Contract
		6,500	Stryker Stretcher (3) Preventive Maintenance Contract
		680	Quarterly Breathing Air Sample Teating
		275	AED Maintenance
		2,240	Yearly Fit Testing: SCBA & Chemical, Biological, Radiological & Nuclear (CBRN) Gear
		3,000	Installation of computer/modum/radio into new ambulance
		2,386	Lucas Maintenance Contract (Automatic CPR Devices)
101-350-512-5480	R&M - Vehicles	<u>40,000</u>	
		40,000	Out-of-House Repair & Maintenance of Vehicles
101-350-512-5499	R&M - Other	<u>1,000</u>	
		1,000	Washer, Dryer, Refrigerator, Stove
101-350-512-5540	Intergovernmental Fees & Dues	<u>12,000</u>	
		5,000	Mutual Aid Box Alarm System (MABAS) Division 3 Dues
		280	State MABAS Dues
		6,720	Northern Illinois Public Safety Training Academy Dues (\$240 X28)
101-350-512-5560	Printing & Copying Services	<u>1,800</u>	
		1,800	Blood Pressure Cards, CO & PT Equipment Forms, Vitals Pads, Business Cards
101-350-512-5570	Professional Associations	<u>3,202</u>	
		300	International Association of Fire Chiefs
		1,688	National Fire Protection Association
		105	Illinois Fire Inspectors Associations
		55	Metro Fire Chiefs Association
		80	Fire Investigators Strike Force
		300	CPR Instructors
		205	National Association of EMS Executives
		105	Northern Illinois Fire Inspectors Association
		100	National EMS Instructors
		79	Illinois Association of Municipal Management Assistants (IAMMA) (1)
		185	International City / County Management Association (ICMA) (1)
101-350-512-5620	Books & Publications	<u>2,084</u>	
		2,084	National Fire Codes, International Fire Service Training Association (IFSTA) Training Manuals
101-350-512-5660	EMS Supplies	<u>16,970</u>	
		4,220	Oxygen, Tank Rentals & Supplies
		7,250	Personal Protection Equipment, Gloves
		3,500	EKG & ALS Supplies
		2,000	Pediatric EKG & ALS Supplies

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-350-512-5665	Firefighting Supplies	<u>13,000</u> 13,000	Fire Fighter Turnout Clothing, Hoods, Gloves, EMS Jackets
101-350-512-5670	Fuel	<u>17,000</u> 17,000	Fuel for Vehicles & Emergency Generators (4)
101-350-512-5675	Lubricants & Fluids	<u>750</u> 750	Oils, Antifreeze, Washer Fluids
101-350-512-5700	Office Supplies	<u>3,300</u> 3,300	Copier, Stationary & Computer Supplies
101-350-512-5730	Program Supplies	<u>20,188</u> 2,000 4,100 1,200 1,000 7,000 1,688 - 3,200	Hazardous Materials Supplies Foam Replacement Sump Pump & Generators Disaster Preparedness Supplies Fire Hose Replacement CPR, AED & Choking Prevention Classes Station Equipment (Replacement Recliners & Beds) Replacement of axes, haligans, fittings, adapters, intake manifolds)
101-350-512-5740	Repair Parts	<u>9,000</u> 9,000	In-House Repair Parts
101-350-512-5745	Small Tools	<u>1,000</u> 1,000	Tools Needed to Make In-House Repairs/Replacements
101-350-512-5770	Training Supplies	<u>4,650</u> 300 1,500 600 1,250 600 400	Fire & Arson Investigation Blood Borne Pathogen Supplies Trench Collapse Rescue Vehicle/Machinery Rescue Operations High Rise Rescue Confined Space Rescue Prop
101-350-512-5799	Other Materials & Supplies	<u>7,000</u> 7,000	Station Cleaning Supplies, Truck Soap, Floor Soap, Fire Gear Soap, Mops, Brushes, Stove Cleaner, Light Bulbs
101-350-512-5810	Conference and Meeting Registration	<u>100</u> 100	IAMMA Conference
101-350-561-6570	Capital Equipment - public safety	<u>112,700</u> 25,700 7,000 80,000	Replacement of Extrication Equipment on Truck 15 Extrication Stabilization Equipment Command Van

# Parks and Recreation Department

## Department Description

The Parks and Recreation Department plans and implements the general recreation programs and recreational facilities managed by the Department. The Department goal is to provide a wide range of programs for individuals of all ages, abilities, interests, and cultures in the areas of sports, trips, after-school, camps, teens, adults, seniors, aquatic activities, and special events.

Eleven neighborhood parks and two larger parks, Proesel and Centennial Park, are planned for and maintained through the Department. The Department manages the Proesel Park Family Aquatic Center and the Community Center. The Department has been pared down from 18 divisions to eight and now include: Park Maintenance, Administration, Day Camp, Aquatic Center, Community Center, Special Events, Park Permits and Special Recreation.

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

## Department Expenditure

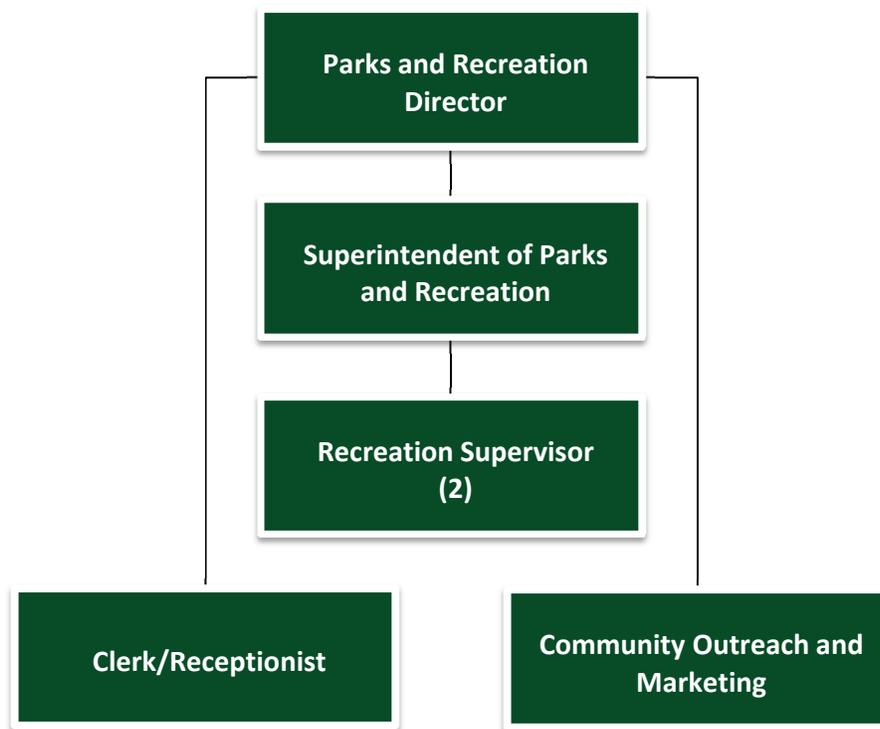
The Parks and Recreation Administration Division Fiscal Year 2023 Budget includes \$817,717 in expenditures. The budget as presented is an overall increase of \$185,227 or 29.3% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Fiscal Year 2023 budget includes \$100,000 for a Master Plan.

# Parks and Recreation Department

## Fiscal Year 2023 Organizational Chart



# Parks and Recreation Department



## Proposed Goals

**Goal:** The Parks and Recreation Department will evaluate the overall safety and cleanliness of the Parks and Recreation facilities and equipment. Through evaluations the Department will determine the current conditions and provide scheduled maintenance and responsive repairs to create a safe environment.

**Goal:** The Parks and Recreation Department is committed to enhancing the quality of customer service to all patrons. The Department will work towards creating a culture of high-quality customer service by expanding the use of technology, social media, and added signage to provide consistent messaging and branding.

**Goal:** Develop and install way-finding signage to be placed at common entrances and throughout Proesel Park to better serve the public in orienting themselves and navigating the park and fields.

**Goal:** The Parks and Recreation Department will work with a consultant to develop a Master Plan to serve as a framework for providing guidance and direction on the future of recreation programs, infrastructure, service delivery, capital planning, responding to community recreation needs and project funding.

**Parks and Recreation Department - Administration**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
205-500-515-5020	Wages - full time salaried	125,698	292,176	169,280	334,300	350,000	414,968
205-500-515-5025	Wages - full time hourly	21,252	42,595	21,650	45,000	45,530	47,500
205-500-515-5030	Wages - part time hourly	19,735	7,269	21,800	40,200	52,000	48,250
205-500-515-5060	Educational stipend	1,459	2,726	1,866	3,706	2,598	3,700
205-500-515-5061	Opt Out Ins	1,325	2,400	700	2,400	1,900	1,200
205-500-515-5062	Phone Stipend	324	504	720	1,000	420	450
205-500-515-5110	Employer FICA	10,112	13,336	20,582	26,252	21,500	32,250
205-500-515-5120	Employer Medicare	2,365	3,119	4,835	6,140	4,800	5,400
205-500-515-5130	Employer IMRF	12,464	18,867	29,693	38,392	31,300	45,500
205-500-515-5150	Insurance - group life & AD&D	1,007	675	1,309	1,222	1,000	1,200
205-500-515-5160	Insurance - group medical	19,191	30,650	63,575	63,080	44,100	45,948
205-500-515-5170	Insurance - group dental	1,782	2,225	4,428	4,220	3,005	3,030
205-500-515-5180	Insurance - workers compensati	6,439	6,453	6,453	12,703	12,703	13,021
<b>Personnel Total:</b>		<b>223,153</b>	<b>422,995</b>	<b>346,892</b>	<b>578,615</b>	<b>570,856</b>	<b>662,417</b>
205-500-515-5440	R&M - office equipment	4,365	3,425	6,000	6,000	5,000	6,000
205-500-515-5510	Advertising	1,722	426	2,000	2,000	1,000	2,200
205-500-515-5560	Printing & copying services	12,317	-	12,000	12,000	12,000	12,000
205-500-515-5570	Professional associations	1,569	939	2,500	2,500	2,000	2,500
205-500-515-5590	Training	734	-	500	500	1,600	500
205-500-515-5599	Other contractual	25,145	3,769	8,500	9,375	8,750	110,100
<b>Services Total:</b>		<b>45,852</b>	<b>8,558</b>	<b>31,500</b>	<b>32,375</b>	<b>30,350</b>	<b>133,300</b>
205-500-515-5640	Computer supplies	-	26	-	-	-	-
205-500-515-5670	Fuel	387	-	-	-	-	-
205-500-515-5700	Office supplies	3,512	3,764	5,000	5,000	4,000	5,000
205-500-515-5720	Postage	2,345	1,874	5,000	5,000	5,000	5,000
205-500-515-5725	Credit card charges	4,745	1,480	13,000	5,000	5,000	5,000
205-500-515-5730	Program supplies	836	12	500	500	700	1,000
205-500-515-5810	Conference & meeting registration	85	590	3,000	3,050	2,500	3,050
205-500-515-5820	Local mileage, parking & tolls	722	-	1,100	1,150	500	1,150
205-500-515-5830	Lodging	762	-	900	900	-	900
205-500-515-5840	Meals	150	-	900	900	300	900
<b>Commodities Total:</b>		<b>13,544</b>	<b>7,746</b>	<b>29,400</b>	<b>21,500</b>	<b>18,000</b>	<b>22,000</b>
<b>P &amp; R Administration</b>		<b>\$ 282,549</b>	<b>\$ 439,300</b>	<b>\$ 407,792</b>	<b>\$ 632,490</b>	<b>\$ 619,206</b>	<b>\$ 817,717</b>

# Parks and Recreation Department - Administration

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-500-515-5440	R&M - office equipment	<u>\$ 6,000</u> 6,000	Copier Lease - maintenance agreement
205-500-515-5510	Advertising	<u>\$ 2,200</u> 1,000 1,000 200	Promotional Parks and Recreation Items Signage for Park Signs Social Media Boosts
205-500-515-5560	Printing & copying services	<u>\$ 12,000</u> 12,000	Printed os Seasonal Brochures (4)
205-500-515-5570	Professional associations	<u>\$ 2,500</u> 1,800 700	Illinois Parks and Recreation Association National Recreation and Park Association
205-500-515-5590	Training	<u>\$ 500</u> 500	Teambuilding, Educational Webinars, etc.
205-500-515-5599	Other contractual	<u>\$ 110,100</u> 7,000 1,200 100 700 375 225 500 100,000	Graphic Design-Brochures / Flyers Constant Contact Annual Fee Free Pik Licensing Fee MPLC Licensing Fee ASCAP Licensing Fee SEASAC Licensing Flipbook for digital brochure issu.com Parks and Rec Master Plan
205-500-515-5700	Office supplies	<u>\$ 5,000</u> 5,000	Clipboards, pens, note/paper pads, tape, laminating supplies, paper/binder clips, etc.
205-500-515-5720	Postage	<u>\$ 5,000</u> 5,000	Mailing of Correspondence and Seasonal Brochures
205-500-515-5725	Credit Card Processing Fees	<u>\$ 5,000</u> 5,000	Credit Card Processing Fees
205-500-515-5730	Program supplies	<u>\$ 1,000</u> 600 400	Staff Uniforms A-Frames for marketing events
205-500-515-5810	Conference & meeting registration	<u>\$ 3,050</u>	

Account Number	Account Name	Amount	Comments
		2,000	Illinois Parks and Recreation Association Conference Registration
		600	National Recreation and Park Association Conference Registration
		450	Meeting Registration (IPRA, NRPA, WILS, ACA, etc.)
205-500-515-5820	Local mileage, parking & tolls	<u>1,150</u>	
		350	Mileage, parking, and tolls for meeting travel
		800	NRPA Flight & Airport Transportation
205-500-515-5830	Lodging	<u>\$ 900</u>	
		900	National Recreation and Park Association Conference
205-500-515-5840	Meals	<u>\$ 900</u>	
		700	Illinois Park and Recreation Conference
		200	National Recreation and Park Association Conference

# Parks and Recreation Department



## Park Maintenance Division Description

The Park Maintenance Division provides year-round maintenance of the following facilities: the Village's 13 parks and playgrounds, Centennial Park, Proesel Park Aquatics Center, Proesel Park Shelter and Community Center grounds. Park maintenance includes refuse, leaf and debris pick-up, mowing, playground equipment repairs and service, landscaping, bleacher repair and maintenance, exterior painting, fence and deck painting, tennis court and lighting repairs, maintenance of windscreens, daily in-season maintenance of softball diamonds and fields, football and soccer fields and skating pond.

This division is staffed by six full time personnel as part of the Parks and Buildings Division of the Public Works Department.

## Division Expenditure

The Public Works Park Maintenance Division Fiscal Year 2023 Budget includes \$848,604 in expenditures. The budget as presented is an overall decrease of \$202,987 or 31.4% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Fiscal Year 2023 budget includes \$15,000 for a consultant for a dog park.
- \$39,400 for the replacement of Truck #8 which is a Ford F-250.
- \$39,200 is included for replacement of Tractors #1 and #8 with a mini loader (Split 70% Parks and 30% Buildings).
- \$13,750 is included for the new sidewalk snow removal tractor (50% Streets, 25% Parks, and 25% Buildings).

**Parks and Recreation Department - Park Maintenance Division**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Budget</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
205-430-515-5025	Wages - full time hourly	251,205	248,325	258,934	256,100	252,000	261,720
205-430-515-5035	Wages - seasonal hourly	18,694	40,000	24,725	40,500	47,200	43,600
205-430-515-5040	Wages - overtime 1.5X	14,273	9,500	4,022	9,610	9,610	9,610
205-430-515-5045	Wages - overtime 2X	13,868	6,617	4,657	7,198	16,000	7,200
205-430-515-5061	Opt Out Ins	2,160	2,160	2,160	2,400	360	-
205-430-515-5070	Uniform allowance	4,075	2,869	3,609	2,900	2,900	4,000
205-430-515-5110	Employer FICA	17,437	19,053	17,137	19,609	17,225	21,633
205-430-515-5120	Employer Medicare	4,078	4,456	4,008	4,586	4,360	5,059
205-430-515-5130	Employer IMRF	21,032	24,131	22,840	25,507	22,940	25,510
205-430-515-5150	Insurance - group life & AD&D	1,006	802	1,044	827	893	1,217
205-430-515-5160	Insurance - group medical	63,831	61,288	69,848	63,080	87,340	116,970
205-430-515-5170	Insurance - group dental	6,323	6,120	6,112	6,562	5,780	6,750
205-430-515-5180	Insurance - workers compensati	9,014	9,219	9,219	9,488	9,488	9,725
	<b>Personnel Total:</b>	<b>426,997</b>	<b>434,540</b>	<b>428,316</b>	<b>448,367</b>	<b>476,096</b>	<b>512,994</b>
205-430-515-5250	Contract Maintenance	23,651	25,000	19,828	25,000	25,000	25,000
	<b>Services Total:</b>	<b>23,651</b>	<b>25,000</b>	<b>19,828</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
205-430-515-5405	R&M - buildings	825	3,200	227	3,200	3,000	4,900
205-430-515-5470	R&M - Recreation equipment	1,406	8,500	9,592	11,500	11,500	11,500
205-430-515-5480	R&M - vehicles	18,136	20,000	22,057	20,000	32,000	20,000
205-430-515-5499	R&M - Other equipment	-	500	-	500	500	500
205-430-515-5530	Equipment rental	-	500	851	500	500	500
205-430-515-5590	Training	150	1,600	-	1,600	1,600	1,600
205-430-515-5670	Fuel	11,691	15,000	9,766	16,350	16,350	16,700
205-430-515-5675	Lubricants & fluids	1,571	1,300	1,112	1,300	1,300	1,450
205-430-515-5680	Landscaping supplies	10,077	8,000	8,992	8,000	8,000	8,000
205-430-515-5730	Program supplies	29,028	37,700	34,581	41,300	40,500	48,310
205-430-515-5745	Small tools	4,240	7,000	5,027	8,000	7,000	7,300
205-430-515-5780	Utilities - government building	3,387	3,155	3,155	4,000	4,000	4,200
	<b>Commodities Total:</b>	<b>80,510</b>	<b>106,455</b>	<b>95,359</b>	<b>116,250</b>	<b>126,250</b>	<b>124,960</b>
205-430-515-6350	Park Construction & Improvement	48,484	192,300	3,182	34,000	47,000	83,100
205-430-561-6599	Equipment - other	8,289	22,000	-	22,000	22,750	102,550
	<b>Capital Total:</b>	<b>56,773</b>	<b>214,300</b>	<b>3,182</b>	<b>56,000</b>	<b>69,750</b>	<b>185,650</b>
<b>Park Maintenance Division Total:</b>		<b>\$ 587,932</b>	<b>\$ 780,295</b>	<b>\$ 546,686</b>	<b>\$ 645,617</b>	<b>\$ 697,096</b>	<b>\$ 848,604</b>

# Parks and Recreation Department - Park Maintenance Division

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-430-515-5250	Contract Maintenance	<u>\$ 25,000</u>	
		25,000	Centennial Park Maintenance Contract
205-430-515-5405	R&M - Buildings	<u>\$ 4,900</u>	
		300	Annual Backflow Inspection
		500	Annual Fire Alarm Test
		300	Unexpected Repairs
		3,000	Drinking Fountain Repairs and Parts & Replacement of Outdated Proesel Park Fountains
		800	Centennial & Proesel Park Portable Toilet Maintenance
205-430-515-5470	R&M - Recreation Equipment	<u>\$ 11,500</u>	
		4,000	Baseball Field Maintenance
		5,000	Playground Equipment Repairs
		2,500	Bleachers (LWBBA Donation in 501)
205-430-515-5480	R&M - Vehicles	<u>\$ 20,000</u>	
		20,000	Repairs to Trucks & Tractors, Replacement Parts
205-430-515-5499	R&M - Other Equipment	<u>\$ 500</u>	
		500	Repairs & Parts for small equipment (tires & blades)
205-430-515-5530	Equipment Rental	<u>\$ 500</u>	
		500	Special Equipment Rental
205-430-515-5590	Training	<u>\$ 1,600</u>	
		1,600	Safety Training with NIPSTA & Intergovernmental Risk Management Association, Pesticide & Herbicide Liscencing & Pool Chemicals, CPO
205-430-515-5670	Fuel	<u>16,700</u>	
		\$ 16,700	Fuel for Division Vehicles
205-430-515-5675	Lubricants and Fluids	<u>\$ 1,450</u>	
		1,450	Lubricants for trucks and tractors
205-430-515-5680	Landscaping Supplies	<u>\$ 8,000</u>	
		8,000	Top soil, peat moss, annuals, sod and bushes
205-430-515-5730	Program Supplies	<u>\$ 48,310</u>	
		10,000	Lumber (fence posts), Hardware, Paint Supplies
		5,000	Picnic Table Replacement
		6,000	Baseball Mix/supplies
		2,000	Janitorial Supplies
		2,000	Sand for Volleyball Area/playgrounds
		2,000	Basketball/Tennis Court Plant
		3,000	Tennis Court Wind Screen Replacement
		800	Dog signs, direction signs

Account Number	Account Name	Amount	Comments
		8,000	Engineered Wood Fiber (playground)
		5,000	Municipal Campus Holiday Lights
		510	Apparel
		4,000	Picnic Bench Board Repairs
205-430-515-5745	Small Tools	<b>\$ 7,300</b>	
		500	Edgers
		1,000	Weed Trimmers
		1,000	Motors for mowers, leaf blowers and snow blowers
		1,000	Hand tools, drills, saws
		800	Water Pump
		3,000	Conduit Trencher
205-430-515-5780	Utilities - Government Building	-	
205-430-515-6350	Park Construction and Improvement	<b>83,100</b>	
		30,000	Proesel /Centennial Sign Replacements
		20,000	Central Park Resurfacing Design
		5,000	Sidewalk replacement
		-	Mandatory Overpass Bi-Annual Inspection FY24
		5,000	Proesel Park Inground Electrical Power Supply
		-	Flowers Park Improvements (TBD)
		2,100	Touhy Overpass Bridge Lighting Remote Access
		15,000	Dog Park Consultant
		6,000	Waiyfinder Signs -NEW Board Request
205-430-561-6599	Equipment - Other	<b>102,550</b>	
		39,200	Tractors #1 & #8 Replacements (Split 70% Parks and 30% Buildings)
		13,750	Sidewalk Snow Plowing Tractor for Pilot Program (50% Streets, 25% Parks, 25% Buildings)
		39,400	Truck #8 Ford F250 Replacement
		4,200	Truck #29 Tommy Gate
		6,000	Truck #29 New Plow

# Parks and Recreation Department



## Special Events Division Description

The Special Events Division accounts for the expenditures required to run community special events such as Turkey Trot, Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance and Memorial Day Parade. In addition, this division includes a series of fall and winter events such as Trunk-or-Treat, Pumpkin Picassos, Mad Science, Make-A-Flake, and Breakfast with Santa.

## Division Expenditure

The Special Events Division Fiscal Year 2023 Budget includes \$167,330 in expenditures. The budget as presented is an overall increase of \$79,680 or 90.9% from the Fiscal Year 2022 Budget.

## Division Revenue

The Special Events Division Fiscal Year 2023 Budget includes \$219,500 in revenue. The net difference is a surplus of \$52,170.

## Major Expenditure Highlights

- The budget includes expenses for the Lincolnwood Fest 2022, which includes \$70,000 for a contractual management company.

**Parks and Recreation Department - Special Events Division**  
**FY 2023 Budget Request**

Account	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Budget	Actual	Budget	Projected	Budget
205-504-515-5035	Wages - seasonal hourly	667	200	-	200	-	-
205-504-515-5110	Employer FICA	41	12	-	20	-	-
205-504-515-5120	Employer Medicare	187	232	-	10	-	-
205-504-515-5180	Insurance - workers compensation	22	6	-	10	-	-
	<b>Personnel Total:</b>	<b>917</b>	<b>450</b>	<b>-</b>	<b>240</b>	<b>-</b>	<b>-</b>
205-504-515-5270	Purchased program services	29,972	27,175	(114)	28,825	27,250	89,700
	<b>Services Total:</b>	<b>29,972</b>	<b>27,175</b>	<b>(114)</b>	<b>28,825</b>	<b>27,250</b>	<b>89,700</b>
205-504-515-5510	Advertising	180	3,875	223	2,900	3,005	3,000
205-504-515-5530	Equipment rental	1,415	7,500	-	7,500	7,689	9,000
205-504-515-5560	Printing & copying services	3,284	3,100	371	2,600	2,000	2,850
205-504-515-5615	Awards	4,527	5,250	1,435	5,250	9,549	9,250
205-504-515-5645	Concessions & food	6,338	6,921	116	6,230	6,000	7,400
205-504-515-5720	Postage	979	1,100	19	1,100	450	1,000
205-504-515-5730	Program supplies	33,221	30,915	24,579	31,505	29,300	43,630
205-504-515-5799	Other materials & supplies	-	600	-	1,500	1,000	1,500
	<b>Commodities Total:</b>	<b>49,944</b>	<b>59,261</b>	<b>26,742</b>	<b>58,585</b>	<b>58,993</b>	<b>77,630</b>
	<b>Special Events Total:</b>	<b>\$ 80,833</b>	<b>\$ 86,886</b>	<b>\$ 26,628</b>	<b>\$ 87,650</b>	<b>\$ 86,243</b>	<b>\$ 167,330</b>

# Parks and Recreation Department - Special Events Division

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-504-515-5270	Purchased Program Services	<b>89,700</b>	
		1,200	Daughter Dance DJ and Photo Booth
		4,500	Summer Concert Series Musical Entertainment
		350	Breakfast with Santa Entertainer
		1,000	Movie in the Park Movies
		900	Concert Series Face Painter
		800	Noon Years Eve DJ
		1,500	Children Concert Series
		70,000	Lincolnwood Fest 2022 - Contractual Management
		-	Triathlon - moved to 2024
		350	Chicago Area Runners Association (CARA) Certification
		850	CARA Circuit (Turkey Trot)
		750	DJ Services, Start/Finish Line Speakers (Turkey Trot)
		7,500	Timing & Start/Finish Management (Turkey Trot)
205-504-515-5510	Advertising	<b>3,000</b>	
		500	Social Media
		1,000	Banners & Signage
		500	Concert Series Supplies
		550	Running Websites / Active (Turkey Trot)
		200	Social Media (Turkey Trot)
		250	Newspaper / Another Avenue (Turkey Trot)
205-504-515-5530	Equipment Rental	<b>9,000</b>	
		2,500	Portable Restrooms (Turkey Trot)
		6,500	Tables, Tents, Chairs, Heaters (Turkey Trot)
205-504-515-5560	Printing and Copying services	<b>2,850</b>	
		750	Marketing and mailing fees
		250	Signs for Park
		850	Printing of Save-the-Date Postcards (Turkey Trot)
		1,000	Race Course & Village Signage (Turkey Trot)
205-504-515-5615	Awards	<b>9,250</b>	
		5,000	Finisher, Dash, and Category Medals
		250	Plaques for Overall Winners
		4,000	Swag
205-504-515-5645	Concessions and Food	<b>7,400</b>	
		3,500	Daddy Daughter Meal
		350	Buddy Bingo
		100	Summer Concert Series Water
		1,000	Breakfast with Santa Meal
		100	Movie in the Park Popcorn
		350	Noon Year's Eve Event Refreshments
		100	Volunteer Refreshments (Turkey Trot)

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
		700	Water/Cups (Turkey Trot)
		500	Bananas (Turkey Trot)
		700	Post-Race Pizza (Turkey Trot)
<b>205-504-515-5720</b>	<b>Postage</b>	<b><u>1,000</u></b>	
		100	Mailing of Awards (Turkey Trot)
		900	Mailing of Postcards (Turkety Trot)
<b>205-504-515-5730</b>	<b>Program Supplies</b>	<b><u>43,630</u></b>	
		500	Daddy Daughter
		500	Breakfast with Santa
		500	Egg Hunt
		250	Buddy Bingo
		500	Cookie Cabin
		250	Touch A Truck
		750	Make-A-Flake
		1,000	Fall Event
		1,500	Promo Supplies (Variety of Events)
		500	Noon Year's Eve
		500	Memorial Day
		500	Movies: Projector
		1,800	Memorial Day Band and Singer
		26,530	Shirts (Run, Walk, Dash, Volunteer) (Turkey Trot)
		200	Supplies for Race Village Areas/Tents (Turkey Trot)
		300	Office Supplies for Packet Pick-Up (Turkey Trot)
		750	Race Bibs (Turkey Trot)
		300	Drumstick Dash Goody Bags (Turkey Trot)
		1,500	Street Paint (Turkey Trot)
		2,500	Barricade & Cone Rentals (Turkey Trot)
		500	Miscellaneous Public Works (Turkey Trot)
		2,000	Fences (Turkey Trot)
<b>205-504-515-5799</b>	<b>Other Materials and Supplies</b>	<b><u>1,500</u></b>	
		500	Public Works for Make-A-Flake
		500	Public Works for Fall Event
		500	Public Works for Lincolnwood Lights

# Parks and Recreation Department - Special Events Division Revenue

## FY 2023 Budget

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
205-504-410-4700	Special Event Registration	<b>202,500</b>	500 Cookie Cabins 1,500 Make-A-Flake 500 Noon Year's Eve 3,500 Daughter Dance 500 Buddy Bingo 1,500 Breakfast with Santa 500 Pumpkins in Proesel / Fall Event - Triathlon (moved to 2024) 120,000 Lincolnwood Fest 70,000 Online Registration-Turkey Trot 4,000 RecTrac Revenue
205-504-410-4941	Sponsorship	<b>17,000</b>	1,000 Concerts/Movies in the Park 1,000 Misc Events 15,000 Monetary Sponsors for Turkey Trot

# Parks and Recreation Department



## Park Permit Division Description

The Park Permit Division includes fees for all outdoor permitting for parks including; fields, picnic shelter and tent rentals. This division now also includes Park Patrol. The Park Patrol Division is a park security program staffed with seasonal staff that operates from May 1 through October 31. This program provides park security and assisting the police department in enforcing park rules. Park patrol also inspects parks for safety, regulates permit use, and assists with special events. In Fiscal Year 2022, park patrol assisted with Trunk or Treat, Community Development Code Enforcement and numerous smaller events throughout the park system.

## Division Expenditure

The Park Permit Division Fiscal Year 2023 Budget includes \$69,017 in expenditures. The budget as presented is an overall increase of \$7,110 or 11.5% from the Fiscal Year 2022 Budget.

## Division Revenue

The Park Permit Division Fiscal Year 2023 Budget includes \$23,000 in revenue. The net difference is a deficit of \$45,947.

## Major Expenditure Highlights

- The budget includes program supplies and personnel.

**Parks and Recreation Department - Permits Division**  
**FY 2023 Budget Request**

Account	Description	FY 2020	FY 2021	FY 2021	2022	2022	FY 2023
		Actual	Budget	Actual	Budget	Projected	Budget
205-508-515-5035	Wages - seasonal hourly	47,836	50,000	55,669	55,000	58,000	61,500
205-508-515-5110	Employer FICA	2,812	3,100	3,439	3,410	3,600	3,815
205-508-515-5120	Employer Medicare	658	725	804	798	850	891
205-508-515-5180	Insurance - workers compensati	1,500	1,500	1,500	1,650	1,650	1,691
	<b>Personnel Total:</b>	<b>52,805</b>	<b>55,325</b>	<b>61,413</b>	<b>60,858</b>	<b>64,100</b>	<b>67,897</b>
205-508-515-5580	Telephone	314	150	376	350	570	350
205-508-515-5730	Program supplies	861	700	47	700	500	770
	<b>Commodities Total:</b>	<b>1,175</b>	<b>850</b>	<b>423</b>	<b>1,050</b>	<b>1,070</b>	<b>1,120</b>
<b>Totals:</b>		<b>\$ 53,980</b>	<b>\$ 56,175</b>	<b>\$ 61,835</b>	<b>\$ 61,908</b>	<b>\$ 65,170</b>	<b>\$ 69,017</b>

# Parks and Recreation Department - Permits Division

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-508-515-5580	Telephone	<u>350</u>	
		350	Cell Phones
205-505-515-5730	Program Supplies	<u>770</u>	
		300	Bike Tune-Up, Repairs, Parts
		370	Staff Uniforms
		100	Keys, Bug Spray, Sunblock

## Parks and Recreation Department - Permits Division Revenue

### FY 2023 Budget Revenue

Account Number	Account Name	Amount	Comments
205-508-410-4710	Interest on Deposits	<u>2,000</u>	
		2,000	Interest (Rates decreased)
205-508-410-4210	Donations	<u>2,500</u>	
		2,500	LWBBA Donation (Matching Expense in 430)
205-508-410-4220	Permit Fees	<u>18,500</u>	
		9,500	Shelter & Tent Rentals
		9,000	Field Permits (soccer, softball, baseball)

# Parks and Recreation Department



## Summer Day Camp Division Description

The Lincolnwood Summer Day Camp program is comprised of 27 different offerings for both residents and non-residents. Day camps are available for children entering Kindergarten through fifth grade with varied schedules, evening extended care is also available for those wishing to extend the traditional camp day. Camps are classified as either general recreation or specialty, based on the focus of the daily programming.

General recreation camps provide a wide variety of activities including arts and crafts, small and large group games, athletics, field trips and recreational swimming. Specialty camps focus on a specific skill, such as computer programming and sports. Weekly registration (Pick-a-Week) is designed for parents wishing to customize their camp schedule even further. Day camps will take place at Proesel Park and Lincoln Hall School.

In addition to Day Camp, this division accounts for the L.E.A.P. program, formerly named Club Kid. Club Kid is an afterschool program that serves youth attending school at both Todd Hall and Rutledge Hall. Those registered in the program participate in games, sports, arts and crafts and themed activities. This budget also accounts for School Day Out programs and winter and spring break camps.

## Division Expenditure

The Summer Day Camp Division Fiscal Year 2023 Budget includes \$439,988 in expenditures. The budget as presented is an overall increase of \$352,067 or 400.4% from the Fiscal Year 2022 Budget. The overall increase is mainly due to salaries.

## Division Revenue

The Summer Day Camp Division Fiscal Year 2023 Budget includes \$583,350 in revenue. The net difference is a deficit of \$169,445.

## Major Expenditure Highlights

- The budget includes an increase to staff back to the pre-pandemic years.

## Parks and Recreation Department - Day Camp Division

### FY 2023 Budget Request

Description	2020 Actual	2021 Adopted	2021 Projected	2022 Adopted	2022 Projected	2023 Budget
Wages- full time salaried	63,828	77,220	-	-		-
Wages Full Time Hourly	8,500	8,660	-	-		-
Wages - Part Time Hourly	2,541	7,000	615	-		-
Wages - seasonal hourly	185,591	231,399	12,615	60,050	105,573	309,499
HSA Savings account	-	-	-	-		-
Educational Stipend	722	842	-	-		-
Opt Out Insurance	1,365	1,440	-	-		-
Phone Stipend	105	180	-	-		-
Employer FICA	16,353	20,167	821	5,450	6,420	29,693
Employer Medicare	3,826	4,717	191	1,275	1,645	6,945
Employer IMRF	5,749	8,405	-	-		-
Insurance - group life & AD&D	-	239	-	-		-
Insurance Group medical	6,387	14,114	-	-		-
Insurance Group Dental	1,057	1,010	-	-		-
Insurance - workers compensation	8,806	8,737	8,737	1,801	835	856
<b>Personnel Total:</b>	<b>304,829</b>	<b>384,130</b>	<b>22,979</b>	<b>68,576</b>	<b>114,473</b>	<b>346,993</b>
Purchased program services	33,204	34,100		5,100	7,500	31,500
<b>Services Total:</b>	<b>33,204</b>	<b>34,100</b>	<b>-</b>	<b>5,100</b>	<b>7,500</b>	<b>31,500</b>
Telephone	883	2,050	462	1,800	620	1,800
Training	395	1,000	-	500	500	2,000
Other contractual	2,120	2,000	-	-	957	-
Concessions & food	6,456	8,600	20	3,300	3,473	7,600
Postage	-	150	-	75	-	75
Transportation	30,071	28,000	-	-	13,157	30,000
Credit Card Charges	-	1,500	-	750	750	1,500
Program supplies	22,393	18,520	954	7,320	5,700	18,020
Other Materials and Supplies	431	500	-	500	200	500
<b>Commodities Total:</b>	<b>62,750</b>	<b>62,320</b>	<b>1,436</b>	<b>14,245</b>	<b>25,357</b>	<b>61,495</b>
<b>Day Camp Total</b>	<b>\$ 400,783</b>	<b>\$ 480,550</b>	<b>\$ 24,415</b>	<b>\$ 87,921</b>	<b>\$ 147,330</b>	<b>\$ 439,988</b>

# Parks and Recreation Department - Day Camp Division

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-530-515-5270	Purchased Program Services	<u>31,500</u>	30,000 Field Trip Admissions and Entertainers 1,500 Post-Camp (Last Hurrah) Daily Trips
205-530-515-5580	Telephone	<u>1,800</u>	1,800 Village Provided Seasonal Cell Phones for Leadership Staff (Coordinator/Supervisors)
205-530-515-5590	Training	<u>2,000</u>	1,000 Food and Supplies for Staff Training and In-Services (12+ Sessions) 1,000 Sexual Harrasment Training - NEW
205-530-515-5599	Other Contractual	<u>-</u>	- American Camp Association (ACA) Annual Accreditation Fee -REMOVED
205-530-515-5645	Concessions and Food	<u>7,600</u>	7,600 Special Treat Fridays (Pizza, Ice Cream, Snow Cones)
205-530-515-5720	Postage	<u>75</u>	75 Mailing & Updates
205-530-515-5721	Transportation	<u>30,000</u>	30,000 Field Trip & Daily Bus Service
205-530-515-5725	Credit Card Fees	<u>1,500</u>	1,500 Bank Charges for Credit Card Registration
205-530-515-5730	Program Supplies	<u>18,520</u>	3,500 Camper T-Shirts 2,000 Staff Uniforms, Fanny Packs, Lanyards 600 Camp Swimming/Field Trip Wristbands 800 Safety Supplies for First Aid Fanny Packs (Gloves, Ice Packs, CPR Sheilds, Spill Kits) 2,000 Arts & Craft Supplies 1,500 Athletic and Recreational Game Equipment 1,000 Miscellaneous Supplies (Storage, Shelving, Carts, Etc.) 500 Office Supplies (Clip Boards, Binders, Dividers, Folders, Storage) 600 New Signage (Printed Banners & Yard Signs) 900 TimeForce

Account Number	Account Name	Amount	Comments
		120	Google Account (Charged Monthly \$10)
		3,000	Camp Doc Electronic Camper Data Forms (\$ 4 per unique child yearly) Cost incorporated into registration fee
		1,000	Leap Supplies
		1,000	Camp and Breaks
205-530-515-5799	Other Materials and Supplies	<u>500</u>	
		200	Organizing
		300	Cleaning

## Parks and Recreation Department - Day Camp Division Revenue

### FY 2023 Budget Revenue

Account Number	Account Name	Amount	Comments
205-530-410-4700	Program Revenue	<b>583,350</b>	
		50,000	Tree Tikes
		20,000	13-15 Camp Leaders
		40,000	Post-Season Camp Last Hurrah (2 Week) 80 kids
		170,000	Little Lincolns 90 kids
		170,000	Proesel Pals 90 Kids
		70,000	1/2 Day Camps 50 each 1/2 day
		10,000	Early Risers registration fee
		15,000	Sun Setter registration fee
		100	Early bird financing fee
		100	Late Parent, Lunches, Etc.
		18,000	Club Kid Tuition - 5 days
		10,000	Club Kid Tuition - 3 days
		300	Club Kid Add-A-Day Fees
		1,920	Club Kid Vacation Day Fee
		7,530	School Break Camp Fees
		400	Financing Fee

*\*This budget takes into account that \$5,000 in camp fees will be donated to families requesting financial assistance*

# Parks and Recreation Department



## Aquatic Center Division Description

The Proesel Park Family Aquatic Center opens the Saturday of Memorial Day and remains open through Labor Day. All activities related to operation and staffing of the pool are included in this division. The Aquatic Center Division now accounts for swim lesson programs and swim team. Additionally, the Proesel Park Family Aquatic Center Concession Stand is also accounted for in this budget.

## Division Expenditure

The Aquatic Center Division Fiscal Year 2023 Budget includes \$644,786 in expenditures. The budget as presented is an overall increase of \$133,700 or 26.2% from the Fiscal Year 2022 Budget.

## Division Revenue

The Aquatic Center Division Fiscal Year 2023 Budget includes \$639,350 in revenue. The net difference is a deficit of \$5,436.

## Major Expenditure Highlights

- The Fiscal Year 2023 budget includes \$80,000 in capital for the replacement of chairs and umbrellas at the pool.
- The budget also includes \$22,000 in capital for the replacement of the concession equipment.

## Parks and Recreation Department - Aquatic Center

### FY 2023 Budget Request

Account	Description	FY 2020 Actual	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	2022 Projected	FY 2023 Budget
205-560-515-5020	Wages- full time salaried	60,981	61,500	-	-	5,810	-
205-560-515-5025	Wages- Full Time Hourly	4,422	-	-	-	-	-
205-560-515-5030	Wage - Part time hourly	9,160	15,660	-	-	-	-
205-560-515-5035	Wages - seasonal hourly	265,741	283,304	(523)	255,822	322,686	362,843
205-560-515-5060	Educational Stipend	83	69	-	-	-	-
205-560-515-5110	Employer FICA	20,861	23,748	9	15,871	20,356	23,000
205-560-515-5120	Employer Medicare	4,878	5,555	3	3,748	4,852	5,430
205-560-515-5130	Employer IMRF	5,456	5,811	-	-	-	-
205-560-515-5150	Insurance - group life & AD&D	-	211	-	-	-	-
205-560-515-5160	Insurance - Group medical	8,490	10,121	-	-	-	-
205-560-515-5170	Insurance - group dental	734	744	-	-	-	-
205-560-515-5180	Insurance - workers compensati	10,548	11,491	11,491	7,695	7,695	7,887
<b>Personnel Total:</b>		<b>391,355</b>	<b>418,214</b>	<b>10,981</b>	<b>283,136</b>	<b>361,399</b>	<b>399,160</b>
205-560-515-5270	Purchased program services	6,436	12,700	5,030	11,500	7,200	11,200
<b>Services Total:</b>		<b>6,436</b>	<b>12,700</b>	<b>5,030</b>	<b>11,500</b>	<b>7,200</b>	<b>11,200</b>
205-560-515-5405	Repairs and Maint. Building	43,143	45,200	1,741	42,500	57,000	54,500
205-560-515-5560	Printing & copying services	104	500	-	850	400	850
205-560-515-5580	Telephone	382	400	322	350	350	350
205-560-515-5590	Training	1,178	2,000	-	2,000	2,241	2,500
205-560-515-5630	Chemicals - swimming pool	26,117	30,000	6	30,000	37,000	30,000
205-560-515-5640	Computer supplies	7,382	6,820	(1,011)	3,550	3,000	3,550
205-560-515-5645	Concessions & food	31,293	28,550	-	600	812	800
205-560-515-5690	Merchandise for resale	231	500	-	500	82	500
205-560-515-5700	Office supplies	331	900	-	800	1,755	600
205-560-515-5725	Credit Card Charges	62	7,000	-	6,500	6,500	7,000
205-560-515-5730	Program supplies	11,361	14,400	-	13,800	13,451	14,626
205-560-515-5770	Training supplies	-	950	-	1,500	950	2,000
205-560-515-5780	Utilities - government building	9,192	13,500	19,459	13,500	13,500	15,000
205-560-515-5810	Conference & meeting registrat	-	600	-	-	-	-
205-560-515-5830	Lodging	-	650	-	-	-	-
205-560-515-5840	Meals	-	150	-	-	-	150
205-560-515-5850	Purchased transportation	-	660	-	-	-	-
<b>Commodities Total:</b>		<b>130,775</b>	<b>152,780</b>	<b>20,517</b>	<b>116,450</b>	<b>137,041</b>	<b>132,426</b>
205-560-515-6599	Equipment-Pool	5,682	105,000	71,416	100,000	284,000	102,000
<b>Capital Total:</b>		<b>5,682</b>	<b>105,000</b>	<b>71,416</b>	<b>100,000</b>	<b>284,000</b>	<b>102,000</b>
<b>Aquatic Center Totals</b>		<b>\$ 534,248</b>	<b>\$ 688,694</b>	<b>\$ 107,944</b>	<b>\$ 511,086</b>	<b>\$ 789,640</b>	<b>\$ 644,786</b>

## Parks and Recreation Department - Aquatic Center

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-560-515-5270	Purchased Program Services	<u>11,200</u>	
		10,000	Contracted flower bed maintenance
		1,200	Bus Transportation
205-560-515-5405	R&M - Buildings	<u>54,500</u>	
		5,000	New Signage for Pool
		1,000	Thor Guard repair and cleaning
		1,250	HVAC Repairs
		2,500	Pool heater start up (contractual)
		3,300	Pool Heater Repairs
		4,000	Bathhouse repairs and replacement
		200	Fire Inspection
		500	Cook County Inspection
		2,500	Miscellaneous Repairs
		750	Pool Vac Services and Parts
		1,000	Pool Cleaning Supplies (poles, strainers, etc)
		2,000	Paint-facility, floors
		3,000	Pool grates, gutters, equipment repair and replacement
		5,000	Filter room system repair and replacement
		4,000	Plumbing repairs and replacement
		2,000	Chlorine and Acid Pump
		8,500	Drinking Fountains (2)
		4,000	Lights (outside)
		500	Appliance Repairs
		3,500	Building Repairs
205-560-515-5560	Printing and Copying Services	<u>850</u>	
		250	Newspaper Ad
		500	Facility Signage
		100	Social Media Ads
205-560-515-5580	Telephone	<u>350</u>	
		350	Telephone
205-560-515-5590	Training	<u>2,500</u>	
		1,500	All Staff will need recertification
		1,000	Sexual Harassment Training
205-560-515-5630	Chemicals - Swimming Pool	<u>30,000</u>	
		22,000	Chlorine
		5000	PH Minus
		2,000	Filter Medium
		500	Reagents
		500	Miscellaneous Chemicals (water clarifier, algicide)
205-560-515-5640	Computer Supplies	<u>3,550</u>	
		2,000	Online Non-Resident Pool Pass
		1,400	Timeforce
		150	Google Drive Account
205-560-515-5645	Concessions and Food	<u>800</u>	
		500	Staff Orientation
		300	Coaches for Meets

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
205-560-515-5690	Merchandise for Resale	<u>500</u>	500 Merchandise for sale (diapers, sunscreen, water bottles)
205-560-515-5700	Office Supplies	<u>600</u>	200 Paper & Toner 200 Laminating Supplies 200 Binders, folders, pens, etc.
205-560-515-5725	Credit Card Processing Fees	<u>7,000</u>	7,000 Registration Charges
205-560-515-5730	Program Supplies	<u>14,626</u>	2,500 Uniforms 2,000 First Aid Supplies 6,000 Pool Cleaning Supplies 500 Event Supplies 500 Toys, noodles, etc 400 Swim Caps 400 Ribbons 600 Team Unify 600 Program Equipment (fins, kickboards, etc) 626 Staff Uniforms 500 Meet Fees
205-560-515-5770	Training Supplies	<u>2,000</u>	1,000 Lifeguard Supplies 1,000 Training of Race
205-560-515-5780	Utilities - Government Building	<u>15,000</u>	15,000
205-560-515-5810	Conference and Meeting Reg.	-	
205-560-515-5830	Lodging	-	
205-560-515-5840	Meals	<u>150</u>	
205-560-515-5850	Purchased Transportation	-	
205-560-515-6599	Equipment - Pool	<u>102,000</u>	50,000 Chairs 30,000 Umbrellas 22,000 Concession Equipment

## Parks and Recreation Department - Aquatic Center Revenue

### FY 2023 Budget

Account Number	Account Name	Amount	Comments
205-560-410-4700	Program Revenue	<b>630,350</b>	
		20,000	Group Swim (Youth Swim Lessons)
		2,000	Parent Tot (Youth Swim Lessons)
		3,000	Private Lesson Fees
		5,000	Individual member fees
		10,000	Senior citizen member fees
		10,000	Family of 2 member fees
		35,000	Family of 3 member fees
		35,000	Family of 4 member fees
		35,000	Family of 5 member fees
		10,000	Family of 6 member fees
		5,000	Family of 7+ member fees
		50,000	Guest fees - resident
		70,000	Guest fees - nonresident
		5,000	General program user fees
		20,000	Pool Rental Fees
		25,000	Non-resident individual fee
		15,000	Non-Resident senior fee
		15,000	Non-Resident family of 2 fees
		50,000	Non-Resident family of 3 fees
		100,000	Non-Resident family of 4 fees
		40,000	Non-Resident family of 5 fees
		10,000	Non-Resident family of 6 fees
		5,000	Non-Resident family of 7 fees
		250	Merchandise Sales
		100	Miscellaneous
		55,000	Youth Swim Team member fees
205-560-410-4710	Concession Revenue	<b>9,000</b>	
		3,000	Total Contract Fee
		6,000	5% Gross Sales

# Parks and Recreation Department



## Community Center Division Description

The Community Center Division accounts for the programming, maintenance and staffing of the Center located at the corner of Lincoln and Morse Avenues. The community center is utilized for general recreation programs for all ages, senior programs, camps, rentals and community events. Costs for all recreation programs, not including special events, day camp or park permit fees are now accounted for in this budget. These programs include senior programs, adult fitness, youth/tot, adult athletics, and youth athletics.

## Division Expenditure

The Community Center Division Fiscal Year 2023 Budget includes 237,993 in expenditures. The budget as presented is an overall increase of \$134,319 or 129.6% from the Fiscal Year 2022 Budget.

## Division Revenue

The Community Center Division Fiscal Year 2023 Budget includes \$230,570 in revenue. The net difference is a deficit of \$7,423.

## Major Expenditure Highlights

- The Fiscal Year 2023 budget includes \$76,600 for the replacement of the air conditioner, condensing unit and large room floor refinish.

**Parks and Recreation Department - Community Center Division**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Adopted	Actual	Budget	Projected	Budget
205-571-515-5030	Wages - part time hourly	19,351	8,187	17,854	17,500	13,500	27,000
205-571-515-5035	Wages - seasonal hourly	1,484	5,000	2,273	3,000	2,256	13,000
205-571-515-5110	Employer FICA	1,366	711	1,355	1,271	993	2,000
205-571-515-5120	Employer Medicare	320	167	317	298	240	480
205-571-515-5180	Insurance - workers compensation	843	840	840	705	705	723
<b>Personnel Total:</b>		<b>23,364</b>	<b>14,905</b>	<b>22,639</b>	<b>22,774</b>	<b>17,694</b>	<b>43,203</b>
205-571-515-5240	Janitorial	4,724	5,081	5,000	5,000	4,600	5,000
205-571-515-5645	Concessions and Food	1,220	2,000	-	100	100	100
205-571-515-5270	Purchased Program Services	65,017	75,682	30,580	63,950	83,536	95,440
<b>Services Total:</b>		<b>70,961</b>	<b>82,763</b>	<b>35,580</b>	<b>69,050</b>	<b>88,236</b>	<b>100,540</b>
205-571-515-5510	Advertising	-	50	150	250	50	200
205-571-515-5535	Facility Improvement	14,024	2,029	4,200	5,000	10,000	10,000
205-571-515-5730	Program supplies	13,213	7,102	7,399	6,600	10,353	7,450
<b>Commodities Total:</b>		<b>27,237</b>	<b>9,181</b>	<b>11,749</b>	<b>11,850</b>	<b>20,403</b>	<b>17,650</b>
205-571-561-6350	Parks Construction/Improvement	22,599	314	-	-	-	76,600
<b>Capital Total:</b>		<b>22,599</b>	<b>314</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>76,600</b>
<b>Total:</b>		<b>\$ 144,161</b>	<b>\$ 107,163</b>	<b>\$ 69,968</b>	<b>\$ 103,674</b>	<b>\$ 126,333</b>	<b>\$ 237,993</b>

## Parks and Recreation Department - Community Center Division

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-571-515-5240	Janitorial	<u>5,000</u>	5,000 Cleaning of facility, bathroom, kitchen, floors, etc.
205-571-515-5270	Purchased Program Services	<u>95,440</u>	40,000 Contractual Youth Programs 6,500 Contractual Tot Programs 1,300 Contractual Non Athletic Programs 1,400 Program Events 30,000 Contracted Specialty Camp 2,040 Yoga 2,040 Zumba 1,360 New Program 6,300 Soccer Contractual Services 3,000 Summer Umpire Fees 500 Local Trips 1,000 Bi Monthly Trips
205-571-515-5510	Advertising	<u>200</u>	150 Advertising for Village Events and of the Facility 50 Social Media
205-571-515-5535	Facility Improvement	<u>10,000</u>	10,000 Misc. Repairs
205-571-515-5645	Concessions and Food	<u>100</u>	100 Staff Meals
205-571-515-5730	Program Supplies	<u>7,450</u>	1,000 Paper Goods 1,000 Cleaning Supplies 150 First Aid 100 Pest Control 1,000 Equipment for In-house Programs 1,000 Supplies for contractual (mats, balls, etc.) 150 Program Equipment 100 Supplies for field and program 1,200 Summer Awards 100 Trophies 300 Softballs 300 Tennis Balls 250 Ball Hopper 200 Pickleball supplies 100 Apparel 500 Fitness Equipment
205-571-561-6350	Construction/ Improvements	<u>76,600</u>	42,600 Condensing Unit 30,500 Air Conditioner 3,500 Large Room Floor Refinish

# Parks and Recreation Department - Community Center Division

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-571-410-4700	Recreation Program Revenue	<b>230,570</b>	
		45,000	Large Room Rentals Only
		1,000	Rental Add ons
		60,000	Youth Contractual Programs
		20,000	Contractual Non-Athletic
		8,000	In House Programs
		2,000	One Day Programs
		40,000	Specialty Camp
		10,000	Tot Contractual Programs
		3,000	Yoga
		3,000	Zumba
		2,000	New Program
		3,000	Spring Soccer Fees
		4,000	Summer Soccer Fees
		2,000	Fall Soccer Fees
		6,200	Summer Adult Softball League
		500	Fall Adult Lesson Fees
		3,000	Fall Youth Lesson Fees
		500	Spring Adult Lesson Fees
		4,000	Spring Youth Lesson Fees
		500	Summer Adult Lesson Fees
		4,000	Summer Youth Lesson Fees
		2,000	Summer Camp Lesson Fees
		120	Tennis Club Membership
		1,500	Pickelball Class
		750	Local Trips
		1,500	6 Bi Monthly Trips
		3,000	Forever Fitness Program

# Parks and Recreation Department



## Special Recreation Division Description

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

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

## Division Expenditure

The Special Recreation Division Fiscal Year 2023 Budget includes \$130,000 in expenditures. The budget as presented remains unchanged from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- This division has no major expenditure highlights.

## Parks and Recreation Department - Special Education

### FY 2023 Budget Request

Account	Description	FY 2020	FY 2021	FY 2021	2022	2022	FY 2023
		Actual	Budget	Actual	Budget	Projected	Budget
205-580-515-5270	Purchased program services	130,435	150,000	63,049	130,000	130,000	130,000
	<b>Services Total:</b>	<b>130,435</b>	<b>150,000</b>	<b>63,049</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
205-580-515-5730	Program supplies	-	-	-	-	-	-
	<b>Commodities Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total:</b>		<b>\$ 130,435</b>	<b>\$ 150,000</b>	<b>\$ 63,049</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>

# Parks and Recreation Department - Special Education

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
205-580-515-5270	Purchased program services	<b>130,000</b>	
		50,000	Calendar Year 2022 Contributions
		60,000	Calendar Year 2023 Contribution Estimate
		20,000	MNASR LWD Program Inclusion Expense

# Police Department



## Department Description

The Police Department's primary mission is to provide professional police services to the Village with an emphasis on maintaining a safe environment as it relates to crime, traffic and quality of life. The Department recognizes that a customer service approach to residents allows for positive relationship with the community and this philosophy co-mingled with traditional policing methods, keeps residents, businesses and visitors receiving the best service possible. Believing in the dignity and worth of all people is foremost and protecting the rights of all persons while treating employees of the Department in the same manner. The police officers and the community share responsibility for maintaining law and order, and their relationship must be based on mutual respect. The Police Department is staffed with 33 full-time sworn personnel, 6 full-time civilian staff and two part-time staff members.

## Department Expenditure

The Police Department Fiscal Year 2023 Budget includes \$9,188,568 in expenditures. The budget as presented is an overall increase of \$13,544 or 0.15% from the Fiscal Year 2022 Budget.

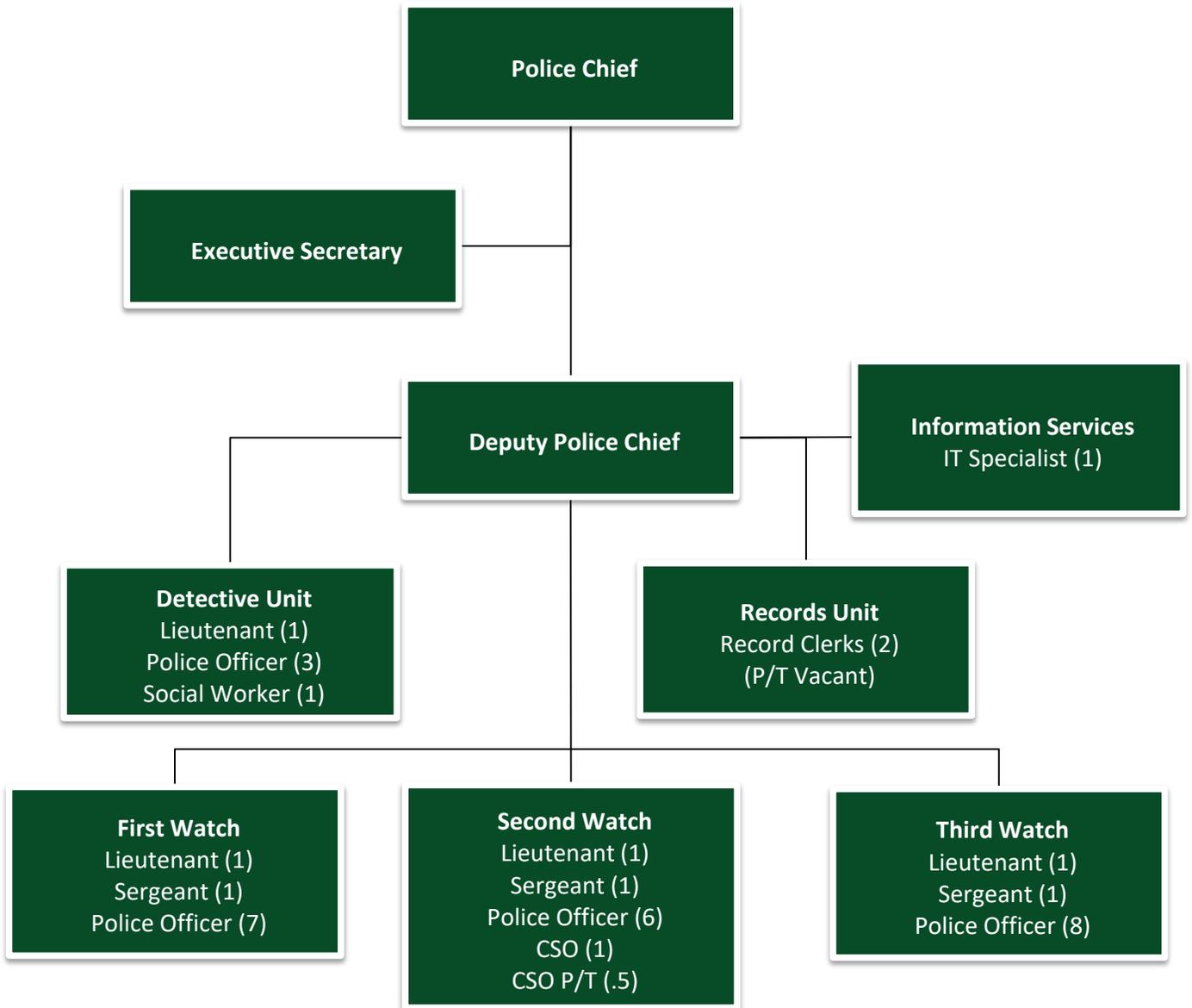
## Major Expenditure Highlights

- Fiscal Year 2023 budget includes a contractual 2.75% increase in wages. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2021 through April 30, 2024.
- The Police Pension contribution rate has a 15% increase from the previous year. The pension fund is approximately 42% funded and the State of Illinois has mandated that all public safety pension funds to be 90% funded by the year 2040. The contribution to the police pension fund is actuarially determined and the Village funds 100% of the required contribution. This amount totals \$2,501,384 for Fiscal Year 2023 and is included in the Police Department budget.
- The Village contracts for the operation of the E-911 center with the Village of Skokie. This contract renews on April 30, 2022. The Fiscal Year 2023 budget includes \$800,000 which represents a 10.5% decrease in costs over the prior budget due to renegotiation of the agreement with the Village of Skokie and future annual cost increases reduced from 5% to 3%. This cost is included in the Police Departments budget.
- The Police Department budget includes \$35,493 for various intergovernmental fees and memberships in organizations which will assist in providing continued education and support to our Police Department. In addition, \$36,196 is budgeted to provide required training to the officers.
- The budget also includes \$64,087 for program supplies, such as: firearm replacement, supplies for day to day operations, and equipment.

- The budget includes the purchase of three police Ford Hybrid SUV vehicles for a cost of \$145,500. Hybrid vehicles are being purchased to reduce fuel costs and fossil fuel emissions.
- The Red Light Camera Monitoring System will continue through Fiscal Year 2023 with a suspension of service due to the construction associated with the District 1860 Project at Touhy and Lincoln Avenues. The annual cost of leasing the systems is \$59,235.

# Police Department

## Fiscal Year 2023 Organizational Chart



# Police Department



## Proposed Goals

**Goal:** Due to the rising cost of fuel and the introduction in 2020 of the Ford Interceptor Police SUV Hybrid vehicle, the Police Department is vested in reducing fuel usage and costs related to patrol duties in the Village. As a result, a purchase of three hybrid Ford SUV Interceptors is being budgeted in FY22-23 for this transition. Police vehicles often have extended idling hours due to the equipment in the vehicles that must be kept at certain temperatures. This change will reduce the associated fuel costs and allow for a more eco-friendly approach to policing.

**Goal:** The Police Department will anticipate completing the accreditation process of a Tier One agency by being recognized as an accredited agency with the Illinois Law Enforcement Accreditation Program (ILEAP) through the Illinois Association of Chiefs of Police.

**Goal:** Updating the Police Department in-car camera system due to the system exiting the manufacturer's warranty and coupling this transition with a compatible body worn (BWC) system that is now Illinois law for all local, county and state law enforcement agencies.

**Goal:** Investigate, establish policy and operational impacts of the transition to body worn cameras (BWC) in the following fiscal year for all police personnel required by the Illinois Body Worn Camera Act. Community discussions on the change in Illinois law requiring all agencies to have body worn cameras is an important process in this transition.

**Goal:** Replacing all sworn personnel's issued Department sidearm due to the current issued firearms being over 10 years old, the development of safety concerns, the utilization of costly ammunition and a positive training environment.

**Goal:** Properly adjust the in-house training program within the Police Department to meet the new mandates set forth by Illinois law in 2022 as prescribed in the Safe-T Act.

**Goal:** Conduct a community survey on the effectiveness, customer service and perception of the Village of Lincolnwood Police Department.

**Police Department**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
101-300-512-5020	Wages - full time salaried	275,342	287,200	286,681	293,200	286,681	305,875
101-300-512-5025	Wages - full time hourly	3,170,043	3,297,141	3,262,146	3,465,900	3,421,900	3,495,985
101-300-512-5030	Wages - part time hourly	103,893	105,651	99,333	109,000	82,000	110,000
101-300-512-5035	Wages - seasonal hourly	18,096	24,378	13,211	26,500	15,000	26,500
101-300-512-5040	Wages - overtime 1.5X	271,603	377,900	193,398	382,300	250,000	325,000
101-300-512-5043	Holiday Mobil grant	8,017	4,000	19,880	5,000	20,000	20,000
101-300-512-5045	Wages - overtime 2X	5,648	7,000	766	7,000	7,000	7,000
101-300-512-5050	Wages - special detail	1,430	2,000	-	2,000	2,000	2,000
101-300-512-5056	HSA Savings	-	720	-	720	720	720
101-300-512-5060	Educational stipend	26,985	29,098	27,759	29,990	25,000	26,350
101-300-512-5061	Opt Out Ins.	6,510	7,000	7,670	9,360	8,100	8,100
101-300-512-5062	Phone Stipend	75	360	-	360	-	-
101-300-512-5063	Evidence Technician Stipend	250	2,750	8,510	5,800	5,800	5,800
101-300-512-5065	Tuition reimbursement	-	-	-	10,480	5,240	10,440
101-300-512-5070	Uniform allowance	24,996	31,250	23,963	28,300	28,500	27,750
101-300-512-5080	Pension - regular	11,286	8,000	6,959	8,800	8,000	8,800
101-300-512-5110	Employer FICA	32,930	35,359	31,197	34,939	33,500	35,500
101-300-512-5120	Employer Medicare	54,638	60,166	55,219	62,802	58,000	62,800
101-300-512-5130	Employer IMRF	29,427	46,404	30,846	46,847	30,000	35,000
101-300-512-5140	Employer police pension	2,480,047	2,451,300	2,126,459	2,501,384	2,501,384	2,566,215
101-300-512-5150	Insurance - group life & AD&D	6,384	8,263	7,116	8,665	6,900	8,665
101-300-512-5160	Insurance - group medical	520,832	578,204	565,426	570,805	571,880	610,000
101-300-512-5170	Insurance - group dental	38,855	40,775	38,157	36,831	38,650	39,380
101-300-512-5180	Insurance - workers compensation	120,521	124,481	124,481	129,936	129,936	133,184
<b>Personnel Total:</b>		<b>7,207,807</b>	<b>7,529,400</b>	<b>6,929,178</b>	<b>7,776,919</b>	<b>7,536,191</b>	<b>7,871,064</b>
101-300-512-5210	Animal control	209	750	72	750	600	750
101-300-512-5398	911 combined comm. contract	830,289	852,929	852,928	895,575	895,575	800,000
101-300-512-5399	Other professional services	11,538	19,676	16,417	21,907	21,907	22,789
<b>Services Total:</b>		<b>842,035</b>	<b>873,355</b>	<b>869,417</b>	<b>918,232</b>	<b>918,082</b>	<b>823,539</b>
101-300-512-5405	R&M - buildings	1,074	5,330	3,014	3,660	2,000	3,580
101-300-512-5410	R&M - communications equipment	24,615	29,105	23,744	27,718	27,700	27,920
101-300-512-5480	R&M - vehicles	29,986	25,700	26,757	28,800	28,800	28,236
101-300-512-5540	Intergovernmental fees & dues	30,547	33,710	32,735	35,622	32,877	33,122
101-300-512-5560	Printing & copying services	367	1,524	981	750	500	750
101-300-512-5570	Professional associations	1,841	2,557	1,445	2,255	1,910	2,371
101-300-512-5580	Telephone	-	2,326	2,279	2,326	2,200	2,930
101-300-512-5590	Training	33,603	37,186	19,880	40,355	30,380	36,196
101-300-512-5599	Other contractual	79,987	40,838	65,889	70,755	70,370	67,030
101-300-512-5610	Ammunition & range supplies	10,846	14,690	13,858	16,290	16,290	17,290
101-300-512-5620	Books & publications	1,667	2,379	1,109	2,101	2,379	2,635
101-300-512-5640	Computer supplies	2,591	2,225	2,066	2,225	2,200	2,775
101-300-512-5670	Fuel	54,322	52,000	46,030	55,650	55,650	55,650
101-300-512-5700	Office supplies	1,817	3,000	1,244	3,000	2,500	3,000
101-300-512-5730	Program supplies	97,258	87,010	61,457	74,200	74,200	64,087
101-300-512-5810	Conference & meeting registration	4,155	5,800	200	6,300	3,260	7,380
101-300-512-5820	Local mileage, parking & tolls	974	2,325	-	2,325	1,500	2,240
101-300-512-5830	Lodging	375	2,916	213	3,216	814	4,420
101-300-512-5840	Meals	4,700	4,725	2,005	4,525	3,150	4,353
101-300-512-5850	Purchased Transportation	427	800	-	800	328	1,600
<b>Commodities Total:</b>		<b>381,151</b>	<b>356,146</b>	<b>304,906</b>	<b>382,873</b>	<b>359,008</b>	<b>348,465</b>
101-300-561-6580	Equipment - vehicles	160,025	132,000	36,181	97,000	97,000	145,500
<b>Capital Total:</b>		<b>160,025</b>	<b>132,000</b>	<b>36,181</b>	<b>97,000</b>	<b>97,000</b>	<b>145,500</b>
<b>Police Department Total:</b>		<b>\$ 8,591,018</b>	<b>\$ 8,890,901</b>	<b>\$ 8,139,681</b>	<b>\$ 9,175,024</b>	<b>\$ 8,910,281</b>	<b>\$ 9,188,568</b>

## Police Department FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-300-512-5065	Tuition Reimbursement	<u>10,440</u>	
		5,240	Tuition Reimbursement - IT C. Alcala 4 Courses
		5,200	Tuition Reimbursement - PO A. Kapka
101-300-512-5070	Uniform Allowance	<u>27,750</u>	
		27,750	Uniform Allowance
101-300-512-5210	Animal Control	<u>750</u>	
		750	Christiansen Animal Control - Domestic Animal Boarding, Handling, Euthanasia, and Special Assistance
101-300-512-5398	9-1-1 Combined Communications	<u>800,000</u>	
		800,000	9-1-1 Combined Communications IGA - Skokie PD
101-300-512-5399	Other Professional Services	<u>22,789</u>	
		550	Accreditation Software - POWER DMS
		1,000	Certification - Overweight Truck Scales
		4,000	Criminal Investigative Software/Hardware
		400	Illinois Law Enforcement Accreditation Program (ILEAP)
		2,238	LEADS Online (Nationwide Investigative Database Related to Resale/Cash for Gold/Pawnshops)
		8,287	Lexipol - Law Enforcement Policies and Daily Training Bulletins
		984	Regional Peer Support Network Annual Fee (Includes Police and Civilian Personnel)
		1,530	Trans Union - Online Investigative Inquiry Database Subscription (12 months at \$80 = \$960/Background Check Data-\$450)
		950	TransUnion Risk and Alternative Data Solutions, Inc. / TLO - Investigative Database
		2,850	Fire & Police Comm Expenditures - Police Testing - I/O Solutions - Police Officer Exam
101-300-512-5405	R & M - Buildings	<u>3,580</u>	
		500	Carpet - New Detective Division
		1,550	Firearms Range - Bullet Trap Maintenance
		630	Holding Facility and Squad Infectious Disease Decontamination Aftermath
		900	Holding Facility/Cell Decontamination - Semi-Annual Cleaning
101-300-512-5410	R & M - Communications Equipment	<u>8,820</u>	
		350	Annual Recertification - Radar Units (Municipal Electronics 10 @ \$35.00 ea)
		450	Applied Concepts
		200	Bradford Systems - Maintenance Agreement
		315	Chicago Communications Service Agreement
		1,500	Facility Camera Repairs
		5,515	L-3 In-Car Video Camera Service & Maintenance Agreement
		490	LiveScan/Computer Aided Booking Systems (CABS) Software Maintenance Agreement (provided by SDI)
101-300-512-5410	R & M - Communications Equipment	<u>19,100</u>	
		1,100	Porter Lee/Barcoded Evidence Analysis Statistical Tracking/Property Tracking Inventory Bar Coding
		18,000	StarCom Annual Maintenance Costs
101-300-512-5480	R & M - Vehicles	<u>28,236</u>	
		1,236	Antennas for Squad Cars-Alcala

**Police Department**  
**FY 2023 Budget Request**

Account Number	Account Name	Amount	Comments
		5,000	Contracted Labor for Squad Car Repairs
		0	Crash Sensory Battery Replacement - L-3 Squads
		2,500	Oil, Transmission Fluid, Antifreeze, and Washer Fluid
		1,500	SD Cards for In Car Camera Video
		15,000	Tires and Batteries
		3,000	Vehicle Washes (\$2,500) and Detailing (\$500)
101-300-512-5540	Intergovernmental Fees & Dues	<b>33,122</b>	
		120	Illinois Law Enforcement Alarm System (I.L.E.A.S.)
		5,600	North Regional Major Crimes Task Force
		200	North Suburban Cooperative Purchasing Membership
		20,997	Northeastern Illinois Regional Crime Lab
		400	Northern Illinois Police Alarm System Basic Assessment
		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	<b>750</b>	
		500	Crime Prevention
		250	Forms/Envelopes
101-300-512-5570	Professional Associations	<b>2,371</b>	
		145	American Professional Society on the Abuse of Children
		60	Association of Police Social Workers
		120	Federal Bureau of Investigations-National Academy Membership
		725	Illinois Association of Chiefs of Police (5)
		105	Illinois Association of Property & Evidence Managers (3 @ \$35 each)
		50	Illinois Association of Technical Accident Investigators-Gordon
		100	Illinois Drug Enforcement Officers Association
		50	Illinois Truck Enforcement Association
		380	International Association of Chiefs of Police
		100	International Association of Property & Evidence
		25	Law Enforcement Record's Managers Assoc
		236	National Association of Police Social Workers
		200	North Suburban Association of Chiefs of Police
		75	Northwest Police Academy
101-300-512-5580	Telephone	<b>2,930</b>	
		500	Confidential Investigative Phone Software
		2,230	LiveScan/Computer Aided Booking Systems
		200	NIPAS Language Line Usage

**Police Department**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-300-512-5590	Training	<b>36,196</b>	
		858	Basic Evidence & Crime Scene Photography
		600	Basic Pistol & Rifle Training
		7,600	Basic Recruit Training
		1,250	BEAST Property Room Training
		350	Bicycle Unit Officer Training
		480	Blood Borne Pathogens/Hazardous Materials Training-Police Law Institute - Raypole
		100	Child Maltreatment Symposium
		50	Cook County Human Trafficking Task Force
		900	Crime Prevention
		150	Crimes Against the Elderly
		4,350	Evidence Technician Training
		525	Firearms Instructor Course
		2,500	Investigations
		5,000	North East Multi Regional Training (Course Fees)
		3,610	North East Multi-Regional Training Membership Fees (\$95 x 38 officers)
		675	Northwest Police Academy
		150	Orders of Protection/Domestic Violence Laws
		198	Physical Evidence in Burglary
		500	Police Social Worker
		1,000	Reid Interview and Interrogation
		4,100	School of Police Staff & Command (Northwestern University, Evanston)
		600	Skills and Drills - Range Training
		650	Vehicle CQB Training - Kieca
101-300-512-5599	Other Contractual	<b>67,030</b>	<b>Other Contractual</b>
		400	Critical Reach
		1,950	Death Investigations
		1,200	License Plate Renewal
		55,680	Red Light Camera System Lease
		7,800	Connect CTY Auto Phone Call System
101-300-512-5610	Ammunition & Range Supplies	<b>17,290</b>	<b>Ammunition &amp; Range Supplies</b>
		520	9mm cal NIPAS Duty Weapon - N.I.P.A.S. Training
		1,020	9mm Force on Force (Simunitions Training)
		13,750	Duty / Training Ammunition
		2,000	Repair Parts - Department Owned Weapons
101-300-512-5620	Publications	<b>2,635</b>	<b>Publications</b>
		278	Center for Educaiton & Employment Law
		525	Illinois Compiled Statutes
		506	Illinois Criminal Law & Motor Vehicle Book
		1,118	Law Enforcement Periodicals
		208	Tribune On-Line Subscription
101-300-512-5640	Computer Supplies	<b>2,775</b>	<b>Computer Supplies</b>
		1,275	Computer Supplies
		1,500	Toner Cartridges-Printers/Livescan
101-300-512-5670	Fuel	<b>55,650</b>	<b>Fuel</b>
		55,650	Fuel 23,000 gallons (estimate)

**Police Department**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-300-512-5700	Office Supplies	<u>3,000</u>	<b>Office Supplies</b>
		3,000	Miscellaneous supplies not covered thru Village Central Purchasing
101-300-512-5730	Program Supplies	<u>64,087</u>	<b>Program Supplies</b>
		2,000	Badges & Plaques
		1,000	Bicycle Unit Supplies / Uniforms for Personnel
		4,275	Body Armor (5 @ 855.00 each) (Reimbursed by IDOJ Grant 50%)
		1,000	Citizen's Police Academy
		1,800	Coffee
		1,000	Crime Prevention Materials
		1,200	DUI Training Class - ARIDE Spiral Notebooks (Reimbursed by IDOT Grant)
		17,988	Duty Weapons
		4,000	Evidence Technician Supplies
		1,100	Flags - Village campus
		1,640	Flash Drives for ARIDE Training (Reimbursed by IDOT Grant)
		1,500	Honor Guard Uniforms and Equipment
		1,000	In-Car Video Camera (Supplies)
		2,870	LED Road Flares
		3,000	Live Cartridges for TASER Training
		904	Monitor and Accessories
		1,000	National Night Out
		800	NIPAS Uniform Items (MFF and EST)
		638	Office Chairs - Bureau
		4,650	Portable Radios
		600	Property Room Supplies-Field
		550	Prisoner Blankets - Disposable
		700	Prisoner Meals
		1,500	Replacement Parts - Mobile & Portable Radios
		1,322	Sanitizer/Decontaminant for Cells and Common Areas
		2,400	Taser (X2) (12); Holsters (6); Replacement Batteries(33); Training Targets (2)-Gordon
		1,800	Tobacco Compliance Inspections (Tobacco Compliance - 100% reimbursable)
		750	Training Materials
		1,000	Youth Police Academy
		100	Fire and Police Commission
101-300-512-5810	Conferences & Meetings	<u>7,380</u>	<b>Conferences &amp; Meetings</b>
		400	Crimes Against Children Conference
		450	Cook County Regional Organized Crime Conference (5 officers @ \$90)
		575	Drug Recognition Conference (Reimbursed by IDOT Grant)
		180	Federal Bureau of Investigation Meetings
		800	Illinois Association of Chiefs of Police Conference
		425	Illinois Association of Property and Evidence Management
		350	Illinois Association of Technical Accident Investigators
		1,125	Illinois Homicide Investigator's Training Conference
		220	Illinois Law Enforcement Alarm System Conference (2 @ \$110 ea)
		690	Illinois Tactical Officers Association (3 @ \$325)
		1,165	International Association of Chiefs of Police Conference.
		1,000	New World Conference

**Police Department**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-300-512-5820	Local Mileage, Parking & Tolls	<b>2,240</b>	<b>Local Mileage, Parking &amp; Tolls</b>
		40	Drug Recognition Dinner (Reimbursed by IDOT Grant)
		1,500	In-Service Training
		100	International Association of Chiefs of Police
		300	Parking Fee - Executive Management Training
		300	Parking Fee - School of Police Staff and Command
101-300-512-5830	Lodging	<b>4,420</b>	<b>Lodging</b>
		900	Drug Recognition Conference (Reimbursed by IDOT Grant)
		0	Illinois Association of Chiefs of Police Conference
		600	Illinois Association of Technical Accident Investigators Conference
		320	Illinois Law Enforcement Alarm System Conference
		1,500	International Association of Chiefs of Police Conf
		1,100	New World Conference
101-300-512-5840	Meals	<b>4,353</b>	<b>Meals</b>
		128	Drug Recognition Conference (Reimbursed by IDOT Grant)
		225	Executive Management Program
		300	Illinois Association of Chiefs of Police Conference
		250	International Association of Chiefs of Police Conf
		2,500	In-Service Training
		750	School of Police Staff & Command
		200	New World Conference
101-300-512-5850	Purchased Transportation	<b>1,600</b>	<b>Purchased Transportation</b>
		600	Drug Recognition Conference (Reimbursed by IDOT Grant)
		1,000	Travel Expenses Associated with Various Conferences
101-300-561-6580	Equipment - Vehicles	<b>145,500</b>	<b>Equipment - Vehicles</b>
		145,500	Three 2022 Ford SUV's - 2 Marked / 1 Unmarked

# Public Works Department



## Administrative Division Description

The Public Works Department is divided into five (6) divisions: Administration, Vehicle Maintenance, Parks/Building Maintenance, Streets/Utilities Maintenance, Forestry/Alleys Maintenance, and Water.

The Administration Division, plans, organizes, directs, controls and coordinates all Public Works activities including street maintenance, maintenance of Village-owned vehicles, maintenance of Village-owned buildings, operations of the water and sewer system and park maintenance. This division also oversees the Village's refuse contractor.

In addition, the Administration Division coordinates and complies with local, state and federal agencies to ensure the proper maintenance of major arterial roadways and the Village's water distribution and stormwater management systems. The Public Works Department is staffed by 26 full-time employees and three part-time employees.

## Department Expenditure

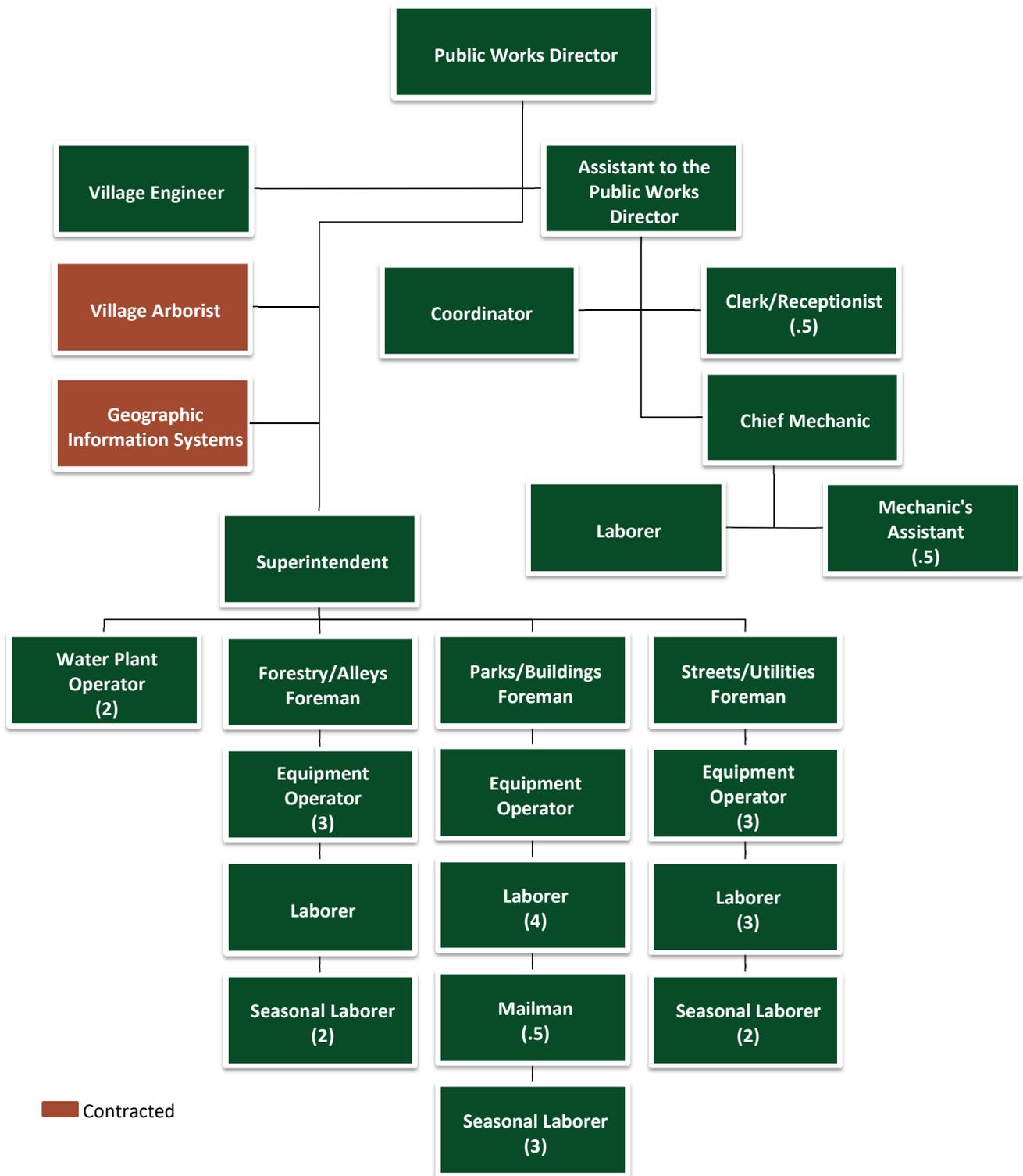
The Public Works Administration Division Fiscal Year 2023 Budget includes \$546,622 in expenditures. The budget as presented is an overall increase of \$35,928 or 7.04% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The major highlights in the Fiscal Year 2023 budget includes \$19,000 for Village Arborist's contract, and \$3,150 for the Village's Rat Reduction Pilot Program.
- The Public Works budget also includes an in-house Engineer position. The personnel line item includes 40% of the Engineer's salary.

# Public Works Department

## Fiscal Year 2023 Organizational Chart



# Public Works Department



## Proposed Goals

**Goal:** The Village Board has tentatively approved the hiring of a Village Engineer to help provide a higher level of customer service and to reduce the amount of work being contractually performed. This decision shifts the way the Village has historically managed engineering assignments and the position will be tasked with both public and private engineering responsibilities. Within six months of the date of hire, the position should be acclimated with the Village’s responsibilities and begin to reduce the workload currently being contractually managed.

**Goal:** For the last two years, the Village has been evaluating the efficacy of leak detection programs in neighboring communities. The Illinois Department of Natural Resources has just reduced the water allocation of all communities that receive water from Lake Michigan. This upcoming year, it will be critical for the Village to implement a pilot leak detection program with the goal of bringing water loss below the 10% threshold set by the IDNR.

**Goal:** In 2021, the state passed the Lead Line Replacement and Notification Act, which requires municipalities to begin assembling inventories, lead service replacement plans, and also requires any lead services to be changed if part of a Village project. This upcoming year will be spent seeking grant funding for the FY2024 program, completing the Village’s inventory, and assembling a draft funding request plan.

**Goal:** Staff has recently completed the transition of the Parks and Recreation Department to the Community Center and is completing the redesign of their existing space for the Community Development Department. As part of this process, the budget includes funding for a Facility Analysis, which will be used to determine what space improvements need to occur at each Village Facility in order to staff to effectively serve the community.

**Goal:** FY2023 marks the fourth year of the Infrastructure Improvement Program. The FY23 program calls for the resurfacing of just under three miles of roadways in the Village. The goal is to complete this program prior to the winter of 2022, so that the best possible pricing can be achieved.

**Goal:** For many years, the Village has received requests to provide sidewalk snow clearing services along many of the sidewalks in the Village. Staff will be implementing a pilot sidewalk snow removal program in the upcoming winter that will require the purchase of a sidewalk clearing machine and the hiring of a full time seasonal staff member. The program will begin on select portions of Crawford, Pratt, Touhy, and Lincoln Avenues.

**Public Works Department - Administrative Division**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-400-511-5020	Wages - full time salaried <sup>(1)</sup>	222,315	226,250	239,269	217,000	216,680	282,947
101-400-511-5025	Wages - full time hourly	61,308	64,700	63,741	66,000	66,830	69,020
101-400-511-5030	Wages - Part time hourly	24,376	39,596	38,180	41,596	25,000	31,200
101-400-511-5040	Wages - overtime 1.5X	-	2,091	-	2,091	-	-
101-400-511-5060	Educational stipend	1,649	2,027	1,652	1,958	2,070	2,150
101-400-511-5061	Opt Out Ins	-	-	-	-	1,300	1,300
101-400-511-5062	Phone Stipend	540	540	480	540	375	375
101-400-511-5110	Employer FICA	18,099	20,749	18,926	20,376	17,265	21,500
101-400-511-5120	Employer Medicare	4,233	4,853	4,537	4,765	4,035	5,000
101-400-511-5130	Employer IMRF	22,517	29,057	27,128	29,188	26,000	29,500
101-400-511-5150	Insurance - group life & AD&D	769	974	799	956	885	950
101-400-511-5160	Insurance - group medical	65,863	71,235	61,015	71,830	39,220	45,250
101-400-511-5170	Insurance - group dental	4,894	5,053	4,258	4,760	2,670	3,100
101-400-511-5180	Insurance - workers compensati	9,601	10,040	10,040	9,859	9,859	10,105
<b>Personnel Total:</b>		<b>436,162</b>	<b>477,165</b>	<b>470,025</b>	<b>470,919</b>	<b>412,189</b>	<b>502,397</b>
101-400-511-5039	Other contract labor	16,275	19,000	18,188	19,000	19,000	19,000
101-400-511-5210	Animal control	1,153	5,000	1,715	3,000	1,300	6,150
<b>Services Total:</b>		<b>17,428</b>	<b>24,000</b>	<b>19,903</b>	<b>22,000</b>	<b>20,300</b>	<b>25,150</b>
101-400-511-5410	R&M - communications equipment	-	300	-	150	150	150
101-400-511-5440	R&M - office equipment	843	905	942	1,000	1,359	1,400
101-400-511-5510	Advertising	266	300	1,448	500	500	500
101-400-511-5540	Intergovernmental Fees and Due	2,250	2,250	2,250	2,250	2,250	2,250
101-400-511-5570	Professional associations	521	500	438	550	550	550
101-400-511-5590	Training	1,094	1,500	178	1,000	1,000	1,000
101-400-511-5670	Fuel	168	500	217	550	300	550
101-400-511-5700	Office supplies	1,709	3,250	1,240	2,900	2,500	2,900
101-400-511-5730	Program supplies	6,004	6,250	6,736	6,250	6,250	7,050
101-400-511-5741	Green Initiatives	-	200	-	-	200	200
101-400-511-5810	Conference and Meeting Registration	550	825	-	825	500	825
101-400-511-5820	Local mileage, parking & tolls	227	200	1,313	200	4,000	200
101-400-511-5830	Lodging	1,067	900	-	900	500	800
101-400-511-5840	Meals	120	200	50	200	200	200
101-400-511-5850	Purchased Transportation	418	600	-	500	500	500
<b>Commodities Total:</b>		<b>15,237</b>	<b>18,680</b>	<b>14,813</b>	<b>17,775</b>	<b>20,759</b>	<b>19,075</b>
<hr/>							
<b>PW Administration Total:</b>		<b>\$ 468,827</b>	<b>\$ 519,845</b>	<b>\$ 504,740</b>	<b>\$ 510,694</b>	<b>\$ 453,248</b>	<b>\$ 546,622</b>

<sup>(1)</sup> Includes 40% of the Engineer's Salary

## Public Works Department - Administrative Division

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-400-511-5039	Other Contract Labor	<u>19,000</u>	
		19,000	Contract for Arborist
101-400-511-5210	Animal Control	<u>6,150</u>	
		3,000	Animal Control Contract - Skunks, Possums, Racoons (split 50/50 with resident up to \$200)
		3,150	Rat Control Program
101-400-511-5410	R&M - Communications Equipment	<u>150</u>	
		150	Public Works Cell Phone
101-400-511-5440	R&M - Office Equipment	<u>1,400</u>	
		1,400	Time Clock Maintenance Agreement
101-400-511-5510	Advertising	<u>500</u>	
		500	Advertising Bid Specifications
101-400-511-5540	Intergovernmental Fees and Dues	<u>2,250</u>	
		2,250	Annual Dues for Northeastern Illinois Public Safety Training Academy (NIPSTA)
101-400-511-5570	Professional Associations	<u>550</u>	
		550	American Public Works Association (APWA), Illinois City/County Management Association (ILCMA)
101-400-511-5590	Training	<u>1,000</u>	
		1,000	Seminars and Training Materials
101-400-511-5620	Books and Publications	<u>-</u>	
		-	Various Books and Trade Magazines
101-400-511-5670	Fuel	<u>550</u>	
		550	Fuel
101-400-511-5700	Office Supplies	<u>2,900</u>	
		2,900	Office Supplies, Coffee, File Folders, Office Furniture, Shelving
101-400-511-5730	Program Supplies	<u>7,050</u>	
		2,750	Weather Forecasting Software Contract
		2,500	Breakfast/Lunch for Employees During Snow Removal Overtime
		1,200	Uniforms for Public Works Employees
		600	AutoCAD Subscription (34% PW Admin, 66% Water & Sewer)
101-400-511-5741	Green Initiatives	<u>200</u>	
		200	Annual Holiday Lighting Recycling Deposit
101-400-511-5810	Conference and Meeting Registration	<u>825</u>	
		600	American Public Works Association Conference
		225	ILCMA Conference

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-400-511-5820	Local Mileage, Parking, and Tolls	<u>200</u> 200	Tolls for Training and Conferences
101-400-511-5830	Lodging	<u>800</u> 800	Hotel for APWA Confernce and ILCMA Conference
101-400-511-5840	Meals	<u>200</u> 200	Meals for Trainings and Conferences
101-400-511-5850	Purchased Transportation	<u>500</u> 500	Transportation to APWA Conference

# Engineering Division



## Division Description

The Village's Engineering services are contractual. The Village Engineer reviews and approves all residential and commercial development plans to ensure drainage and development plans to ensure drainage and grading plans are acceptable. In addition, the Village Engineer assists in the design and construction oversight of Village infrastructure construction projects, including roadway and water/sewer mains. The budget in this division accounts for all expenditures related to the use of the Village Engineer.

## Division Expenditure

The Engineering Division Fiscal Year 2023 Budget includes \$177,328 in expenditures. The budget as presented is an overall increase of \$27,828 or 18.6% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Engineering Division budget includes \$27,828 for a percentage of the full-time Engineer's salary
- The budget also includes \$63,000 for private development revenue that will be funded by the building permit revenue.

## Engineering Division

### FY 2023 Budget Request

Account Number	Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
101-290-511-5020	Payroll - full time salaried <sup>(1)</sup>	-	-	-	-	-	24,447
101-290-511-5110	Employer FICA	-	-	-	-	-	1,725
101-290-511-5120	Employer Medicare	-	-	-	-	-	404
101-290-511-5130	Employer IMRF	-	-	-	-	-	1,252
<b>Personnel Total:</b>		-	-	-	-	-	<b>27,828</b>
101-290-511-5920	Administration Engineer Costs	54,000	54,000	44,232	54,000	38,070	54,000
101-290-511-5922	Building Engineering Costs	85,918	95,500	97,059	63,000	110,000	63,000
101-290-511-5942	PW Building Engineer Costs	18,979	32,500	3,287	32,500	15,000	32,500
<b>Services Total:</b>		<b>158,897</b>	<b>182,000</b>	<b>144,578</b>	<b>149,500</b>	<b>163,070</b>	<b>149,500</b>
<b>Engineering Division Total:</b>		<b>\$ 158,897</b>	<b>\$ 182,000</b>	<b>\$ 144,578</b>	<b>\$ 149,500</b>	<b>\$ 163,070</b>	<b>\$ 177,328</b>

**Notes:**

<sup>(1)</sup> Personnel includes a percentage of the Engineer's Salary

## Engineering Division

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-290-511-5920	Administration Engineer Costs	<u>54,000</u>	Christopher Burke Retainer (\$108,000 Split with Water Fund)
		54,000	
101-290-511-5922	Building Engineering Costs	<u>63,000</u>	Private Development Review Private Development Studies and Other Plan Review Expenses
		60,000	
		3,000	
101-290-511-5942	PW Building Engineer Costs	<u>32,500</u>	Christopher Burke Project Management Services Traffic Studies for Traffic Commission
		30,000	
		2,500	

# Public Works Department



## Vehicle Maintenance Division Description

The Vehicle Maintenance Division maintains all Village owned vehicles and motor equipment. In addition, this division provides routine preventative maintenance, daily repairs, emergency repairs, modifications, welding, fabricating and road service calls as needed. The division is staffed by two full time employees and one part-time employee.

## Department Expenditure

The Public Works Vehicle Maintenance Division Fiscal Year 2023 Budget includes \$255,122 in expenditures. The budget as presented is an overall decrease of \$6,728 or -2.6% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The major highlights in the Fiscal Year 2023 budget include \$7,000 for a new transmission fluid machine for light duty vehicles, and \$6,400 for a new tire changer and balancer for the Village's Fleet including, Police, Fire, and Public Works vehicles.

**Public Works Department - Vehicle Maintenance Division**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-410-511-5025	Wages - full time hourly	161,097	164,380	150,795	135,100	120,300	134,556
101-410-511-5030	Part Time Employee	23,230	27,700	6,170	27,700	24,000	27,700
101-410-511-5040	Wages - overtime 1.5X	559	3,876	292	3,876	300	500
101-410-511-5045	Wages - overtime 2X	262	1,122	-	1,122	-	500
101-410-511-5070	Uniform allowance	997	1,350	1,224	1,350	1,350	1,600
101-410-511-5110	Employer FICA	10,919	12,303	9,424	10,487	8,300	9,890
101-410-511-5120	Employer Medicare	2,554	2,877	2,204	2,453	1,950	2,320
101-410-511-5130	Employer IMRF	13,511	17,759	13,697	15,494	13,250	15,500
101-410-511-5150	Insurance - group life & AD&D	404	512	398	424	325	425
101-410-511-5160	Insurance - group medical	29,777	31,915	27,271	27,855	18,900	19,230
101-410-511-5170	Insurance - group dental	2,423	2,474	1,923	1,870	1,195	1,300
101-410-511-5180	Insurance - workers compensation	5,792	5,983	5,983	5,074	5,074	5,201
<b>Personnel Total:</b>		<b>251,524</b>	<b>272,251</b>	<b>219,383</b>	<b>232,805</b>	<b>194,944</b>	<b>218,722</b>
101-410-511-5460	R&M - public works equipment	490	1,500	320	1,500	1,500	1,500
101-410-511-5480	R&M - vehicles	98	500	244	500	500	500
101-410-511-5570	Professional Associations	30	100	30	100	100	100
101-410-511-5590	Training	613	1,850	635	3,000	3,000	3,000
101-410-511-5620	Books and Publications	-	100	-	100	100	100
101-410-511-5670	Fuel	1,333	800	677	870	870	900
101-410-511-5675	Lubricants and Fluids	-	1,000	263	1,000	800	1,100
101-410-511-5730	Program supplies	45,138	34,250	14,258	21,975	21,500	29,200
101-410-511-5745	Small tools	-	-	-	-	115	-
<b>Commodities Total:</b>		<b>47,703</b>	<b>40,100</b>	<b>16,427</b>	<b>29,045</b>	<b>28,485</b>	<b>36,400</b>
<b>PW Vehicle Maintenance Total:</b>		<b>\$ 299,227</b>	<b>\$ 312,351</b>	<b>\$ 235,810</b>	<b>\$ 261,850</b>	<b>\$ 223,429</b>	<b>\$ 255,122</b>

## Public Works Department - Vehicle Maintenance Division

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
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>500</u>	
		200	Oil Filter Recycling
		300	Repair Parts
101-410-511-5570	Professional Associations	<u>100</u>	
		100	Municipal Fleet Manager's Association Membership
101-410-511-5590	Training	<u>3,000</u>	
		3,000	Annual Mechanic Training, Cummins Engines, and Ford Fleet Trainings
101-410-511-5620	Books and Publications	<u>100</u>	
		100	Specifications for Vehicle Repairs
101-410-511-5670	Fuel	<u>900</u>	
		900	Fuel for Vehicle Maintenance Vehicles
101-410-511-5675	Lubricants and Fluids	<u>1,100</u>	
		1,100	Antifreeze and Fluids for Vehicles
101-410-511-5730	Program Supplies	<u>29,200</u>	
		3,000	Shop Supplies, Tools
		5,000	Nuts, Bolts, Washers, Wire, Electrical Parts, Sheet Metal
		1,500	Welding Supplies
		4,000	Torque Wrenches, Hand Tools, Impact Gun Parts
		2,300	Annual Scanner Upgrades/Subscriptions (Snap-On, Navistar, Cummins, Allison)
		7,000	Transmission Flush Machine - Light Duty Vehicles (Police, Fire, Public Works)
		6,400	Tire Changer & Balancer for Police, Fire, and Public Works Vehicles

# Public Works Department



## Street Maintenance Division Description

The Street Maintenance Division maintains all aspects of street maintenance, including: snow & ice control, alley & forestry operations, street lighting, street sweeping, street marketing and signs, and street patching. This division also develops and coordinates the Sidewalk Replacement Program, the Tree Replacement Program, and tree removal. In addition, this division accounts for the costs associated with the Village's contractual household waste hauler, and joint governmental waste disposal agency SWANCC (Solid Waste Agency of Northern Cook County).

The Streets Maintenance Division is staffed by seven full time employees, and the Forestry and Alleys Division is staffed with five full time employees.

## Division Expenditure

The Public Works Street Maintenance Division Fiscal Year 2023 Budget includes \$2,925,750 in expenditures. The budget as presented is an overall increase of \$339,538 or 13.1% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Village contracts for refuse and recycling with Groot. The contract for refuse is for a five year period and expires in 2024. The amount budgeted for Fiscal Year 2023 is \$890,000 which represents a minimal decrease over the prior year. This amount is included in the Public Works Streets Maintenance Division.
- In addition, \$200,000 is budgeted per year for electricity for streetlights. The Village expects electric rates to remain stable for Fiscal 2022.
- \$200,000 is included for purchase of replacement Aerial Truck #1.
- \$27,500 is included for the purchase of the new sidewalk snow removal tractor (50% Streets, 25% Parks, and 25% Buildings).
- \$60,000 is included for the Village's Sidewalk Replacement Program.

**Public Works Department - Street Maintenance Division**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-440-513-5025	Wages - full time hourly	509,846	531,500	483,236	536,452	517,120	564,950
101-440-513-5035	Wages - seasonal hourly	30,453	26,000	-	26,000	6,200	26,000
101-440-513-5040	Wages - overtime 1.5X	28,207	27,606	39,923	27,606	9,500	27,000
101-440-513-5045	Wages - overtime 2X	5,459	8,772	30,914	8,772	8,772	8,700
101-440-513-5056	HSA Savings Acct	-	5,040	-	-	-	-
101-440-513-5061	Opt Out Ins	1,200	1,200	1,200	1,200	1,200	1,200
101-440-513-5070	Uniform allowance	4,280	5,063	6,095	5,063	5,063	8,400
101-440-513-5110	Employer FICA	33,068	37,134	31,832	37,441	27,530	37,500
101-440-513-5120	Employer Medicare	7,734	8,685	7,445	8,756	8,250	9,010
101-440-513-5130	Employer IMRF	39,392	51,825	46,832	53,513	41,920	50,000
101-440-513-5150	Insurance - group life & AD&D	866	1,719	846	1,734	940	985
101-440-513-5160	Insurance - group medical	115,195	130,350	112,281	132,788	119,150	129,960
101-440-513-5170	Insurance - group dental	8,850	9,534	8,212	9,270	8,230	8,875
101-440-513-5180	Insurance - workers compensation	17,432	17,968	17,968	18,117	18,117	18,570
	<b>Personnel Total:</b>	<b>801,982</b>	<b>862,396</b>	<b>786,785</b>	<b>866,712</b>	<b>771,992</b>	<b>891,150</b>
101-440-513-5250	Landscaping services	56,808	77,000	45,149	69,500	69,500	109,500
101-440-513-5290	Street lights & traffic signal	14,566	30,000	39,187	30,000	30,000	30,000
	<b>Services Total:</b>	<b>71,374</b>	<b>107,000</b>	<b>84,336</b>	<b>99,500</b>	<b>99,500</b>	<b>139,500</b>
101-440-513-5460	R&M - Public Works Equipment	1,279	1,500	1,343	1,500	1,500	1,500
101-440-513-5480	R&M - vehicles	45,341	50,000	54,116	50,000	50,000	50,000
101-440-513-5590	Training	1,420	3,950	390	4,000	4,000	4,000
101-440-513-5599	Other Contractual	12,615	12,000	14,423	12,000	12,500	12,500
101-440-513-5670	Fuel	25,377	26,800	20,847	29,000	29,000	30,200
101-440-513-5675	Lubricants & fluids	1,538	2,000	2,553	2,000	2,000	2,200
101-440-513-5680	Landscaping supplies	8,524	13,500	9,183	10,000	10,000	6,000
101-440-513-5730	Program supplies	38,067	27,500	33,427	27,000	27,500	22,800
101-440-513-5745	Small tools	11,807	15,500	16,537	13,500	13,000	13,500
101-440-513-5760	Street materials - aggregate	3,754	16,000	5,728	16,000	10,000	15,000
101-440-513-5766	Street materials - salt & sand	84,746	120,000	46,085	70,000	82,000	90,000
101-440-513-5768	Street materials - signs & bar	14,713	7,500	16,490	7,500	10,000	10,000
101-440-513-5769	Steet Materials - Other	-	2,500	574	2,500	2,000	2,500
101-440-513-5785	Utilities - public way	155,433	145,000	165,033	145,000	190,000	200,000
101-440-514-5230	Garbage & recycling	1,074,777	1,135,000	1,079,369	1,130,000	1,130,000	1,135,000
101-440-514-6300	Street system construction/imp	55,000	60,000	-	35,000	25,000	60,000
	<b>Commodities Total:</b>	<b>1,534,391</b>	<b>1,638,750</b>	<b>1,466,097</b>	<b>1,555,000</b>	<b>1,598,500</b>	<b>1,655,200</b>
101-440-514-6599	Equipment - other	168,244	65,000	-	65,000	75,943	239,900
	<b>Capital Total:</b>	<b>168,244</b>	<b>65,000</b>	<b>-</b>	<b>65,000</b>	<b>75,943</b>	<b>239,900</b>
<b>PW Street Maintenance Total:</b>		<b>\$ 2,575,990</b>	<b>\$ 2,673,146</b>	<b>\$ 2,337,219</b>	<b>\$ 2,586,212</b>	<b>\$ 2,545,935</b>	<b>\$ 2,925,750</b>

## Public Works Department - Street Maintenance Division

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-440-513-5250	Landscaping Services	<b>109,500</b>	40,000 Replacement of Removed Parkway Trees 5,000 50/50 Tree Replacement, line item to be eliminated 49,500 Landscape Median Maintenance (Split with Buildings and Aquatic Center) 15,000 Tree Trimming Next to Power Lines
101-440-513-5290	Street Lights	<b>30,000</b>	30,000 Repairs to Street Lights
101-440-513-5460	R&M - Public Works Equipment	<b>1,500</b>	500 Aerial Bucket Repairs 1,000 Annual Aerial Bucket Truck Inspections
101-440-513-5480	R&M - Vehicles	<b>50,000</b>	50,000 Repairs to Division Trucks
101-440-513-5590	Training	<b>4,000</b>	2,700 NIPSTA, IRMA, and International Society of Arboricultural (ISA) Training 1,300 ISA Conference
101-440-513-5599	Other Contractual	<b>12,500</b>	12,500 Bulk Disposal of Construction Refuse and Woodchips from Tree Trimming/Removals
101-440-513-5670	Fuel	<b>30,200</b>	30,200 Fuel for Division Vehicles and Equipment
101-440-513-5675	Lubricants and Fluids	<b>2,200</b>	2,200 Oil and Grease for Vehicles and Equipment
101-440-513-5680	Landscaping Supplies	<b>6,000</b>	6,000 Annuals, Perennials, Sod for Medians and Planting Beds
101-440-513-5730	Program Supplies	<b>22,800</b>	1,500 Personal Protective Equipment 10,000 Paint for Curbs, Streets, Parking Lots 1,500 Specialty Fuel for Chainsaws 7,800 Replacement Locator 2,000 Replacement Fencing
101-440-513-5745	Small Tools	<b>13,500</b>	3,000 Hand Tools 1,500 Black Top Tools 2,000 Blades for Concrete Saws 500 Compressor Parts 1,000 Leaf Blowers 1,500 Hedge Trimmers 1,500 Ropes for Tree Trimming

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
		1,000	Pole Saw Replacement/Repairs
		1,500	Chainsaw Replacement/Repairs
101-440-513-5760	Street Materials - Aggregate	<b>15,000</b>	
		15,000	Alley Grading Stone, Fill for Patching, Limestone
101-440-513-5766	Street Materials - Salt and Sand	<b>90,000</b>	
		80,000	Salt for Roads/alleys
		10,000	Anti-Ice and Pre-wet Solution
101-440-513-5768	Street Materials - Signs and Barricades	<b>10,000</b>	
		6,000	Street Name and Regulatory Signs
		4,000	Barricades and Cones
101-440-513-5769	Street Materials - Other	<b>2,500</b>	
		1,000	Portland Cement
		1,000	Precast Concrete
		500	Manhole Covers
101-440-513-5785	Utilities - Public Way	<b>200,000</b>	
		200,000	
101-440-514-5230	Garbage and Recycling	<b>1,135,000</b>	
		890,000	Groot Contract
		245,000	Solid Waste Agency of Northern Cook County Fees
101-440-514-6300	Street System Construction/ Improvements	<b>60,000</b>	
		60,000	Sidewalk Replacement Program
101-440-514-6599	Equipment - Other	<b>239,900</b>	
		200,000	Aerial Truck #1 Replacement
		12,400	Asphalt Hot Box for Cold Patch (Split 50% Streets and 50% Water&Sewer)
		27,500	Sidewalk Snow Plowing Tractor for Pilot Program (50% Streets, 25% Parks, 25% Buildings)

# Public Works Department



## Building Maintenance Division Description

The Building Maintenance Division maintains all Village owned buildings, including: landscaping, carpentry, electrical, plumbing, painting, HVAC and minor repairs. This division is also responsible for distribution of supplies to various departments. In addition, this division coordinates pick-up and delivery of incoming, outgoing, post office and inter-office mail.

This division is staffed by six full-time personnel and one part-time employee as part of the Parks and Building Division of the Public Works Department.

## Division Expenditure

The Public Works Building Maintenance Division Fiscal Year 2023 Budget includes \$870,591 in expenditures. The budget as presented is an overall decrease of \$898,787 or -0.51% from the Fiscal Year 2022 Budget. The decrease in this division is attributed to a number of capital items budgeted and completed in the Building Improvements line item from Fiscal Year 2022, such as the Police Shooting Range, and Police Department and Fire Department Roof Replacement.

## Major Expenditure Highlights

- The major highlights in the Fiscal Year 2023 budget include \$111,670 budgeted in the Building Maintenance Division for various building projects, \$16,800 for purchase of a mini loader for replacement of Tractors #1 and #8, \$13,750 for purchase of a new sidewalk snow removal tractor (50% Streets, 25% Parks, 25% Buildings).
- The budget also includes \$150,000 for the Space Needs Analysis.

**Public Works Department - Building Maintenance Division**  
**FY 2023 Budget Request**

Account Number	Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projections	FY 2023 Budget
101-420-511-5025	Wages - full time hourly	92,302	99,820	91,531	102,460	135,000	149,150
101-420-511-5030	Part Time Employee	23,445	23,400	2,692	23,400	15,400	15,790
101-420-511-5040	Wages - overtime 1.5X	5,626	5,496	3,064	5,635	5,635	5,640
101-420-511-5045	Wages - overtime 2X	299	3,987	163	4,550	500	500
101-420-511-5056	HSA	-	1,080	-	-	-	-
101-420-511-5070	Uniform allowance	81	1,013	-	1,013	1,013	2,400
101-420-511-5110	Employer FICA	6,950	8,202	5,505	8,304	9,322	9,550
101-420-511-5120	Employer Medicare	1,625	1,918	1,288	1,942	2,145	2,165
101-420-511-5130	Employer IMRF	8,726	11,968	8,174	12,555	12,215	12,600
101-420-511-5150	Insurance - group life & AD&D	-	397	-	402	-	-
101-420-511-5160	Insurance - group medical	24,490	30,023	27,148	31,164	39,950	42,500
101-420-511-5170	Insurance - group dental	1,977	2,229	1,957	2,235	2,885	3,100
101-420-511-5180	Insurance - workers compensation	3,762	3,969	3,969	4,018	4,018	4,118
<b>Personnel Total:</b>		<b>169,284</b>	<b>193,502</b>	<b>145,489</b>	<b>197,678</b>	<b>228,083</b>	<b>247,513</b>
101-420-511-5240	Janitorial	35,491	34,400	34,844	34,400	34,400	34,400
101-420-511-5320	Consulting	-	75,000	32,246	81,000	75,000	175,000
<b>Services Total:</b>		<b>35,491</b>	<b>109,400</b>	<b>67,090</b>	<b>115,400</b>	<b>109,400</b>	<b>209,400</b>
101-420-511-5405	R&M - buildings	143,253	126,760	188,971	145,200	145,200	136,800
101-420-511-5480	R&M - vehicles	100	500	437	500	500	500
101-420-511-5530	Equipment Rental	193	300	-	300	350	300
101-420-511-5590	Training	251	1,100	-	1,300	1,300	1,300
101-420-511-5670	Fuel	1,062	1,550	990	1,700	1,700	1,750
101-420-511-5680	Landscaping supplies	3,498	5,000	692	5,000	4,000	5,000
101-420-511-5730	Program supplies	21,682	22,500	31,054	23,000	23,000	24,500
101-420-511-5745	Small Tools	894	1,400	508	1,400	1,000	2,400
101-420-511-5780	Utilities - government building	27,422	20,000	25,452	20,000	25,350	26,000
<b>Commodities Total:</b>		<b>198,354</b>	<b>179,110</b>	<b>248,104</b>	<b>198,400</b>	<b>202,400</b>	<b>198,550</b>
101-420-511-6530	Building Improvements	-	95,000	-	1,229,400	1,069,400	182,778
101-420-511-6599	Equipment - other	10,250	28,000	-	28,500	30,494	32,350
<b>Capital Total:</b>		<b>10,250</b>	<b>123,000</b>	<b>-</b>	<b>1,257,900</b>	<b>1,099,894</b>	<b>215,128</b>
<b>PW Building Maintenance Total:</b>		<b>\$ 413,379</b>	<b>\$ 605,012</b>	<b>\$ 460,683</b>	<b>\$ 1,769,378</b>	<b>\$ 1,639,777</b>	<b>\$ 870,591</b>

**Public Works Department - Building Maintenance Division**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-420-511-5240	Janitorial	<u>34,400</u>	
		34,400	Janitorial Contract
101-420-511-5320	Consulting	<u>175,000</u>	
		25,000	Campus Generator Design
		150,000	Space Needs Analysis for all Village Facilities
		-	Village Roof Replacement Design (to be done in-house)
101-420-511-5405	R&M - Buildings	<u>136,800</u>	
		12,000	HVAC Maintenance Contract
		50,000	HVAC Parts and Repairs
		2,000	Pnuematic HVAC Controller Repairs
		8,000	Overhead Door Maintenance
		20,000	Unexpected Building Repairs
		3,500	Annual Fire Sprinkler Test
		3,000	Annual Backflow Testing
		1,800	Police Elevator Maintenance
		350	Annual Elevator Testing
		2,400	Water Fountain Replacement
		4,000	Pest Control Contract
		3,700	Generator Maintenance
		11,000	Village Hall Duct Cleaning
		12,750	Landscape Maintenance Contract (Split with Aquatic Center and Streets Fund)
		800	Public Works - Irrigation Box
		1,500	Snow Plow Blade Rack
101-420-511-5480	R&M - Vehicles	<u>500</u>	
		500	Repairs to Division Vehicles
101-420-511-5530	Equipment Rental	<u>300</u>	
		300	Equipment Rental
101-420-511-5590	Training	<u>1,300</u>	
		1,300	Seminars, IRMA Trainings, NIPSTA Trainings, IPSI Trainings
101-420-511-5670	Fuel	<u>1,750</u>	
		1,750	Fuel for Division Vehicles
101-420-511-5680	Landscaping Supplies	<u>5,000</u>	
		5,000	Sod, Shrubs, Fertilizer, Annuals
101-420-511-5730	Program Supplies	<u>24,500</u>	
		15,000	Janitorial Supplies
		2,000	Light Bulbs
		2,000	Paint
		3,000	Sidewalk Salt
		2,000	Building Maintenance Supplies
		500	Pressure Washer Solvents
101-420-511-5745	Small Tools	<u>2,400</u>	
		400	Hand Tools
		800	Power Tool Replacements
		1,200	Sewer Rodding Equipment
101-420-511-5780	Utilities - Government Building	<u>26,000</u>	
		26,000	Nicor Gas
101-440-511-6530	Building Improvements	<u>182,778</u>	

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
		18,000	Public Works Locker Room/Restroom
		5,450	Fire Department - Overhead Door Opener Replacement (2)
		6,240	Police Department - Transformer Replacement
		7,280	Village Hall - Compressor & Dryer Replacement
		2,000	Village Hall - Hot Water Boiler Replacement
		-	Village Hall - Campus Generator Replacement
		57,200	Village Hall - HVAC Control System Replacement
		8,000	Updated Campus Signage
		3,000	PW Breakroom Replacement of Tables
		4,500	PW Ice Machine
		32,000	Council Chambers Chairs
		3,000	Council Chambers Lighting
		8,000	Council Chambers Electronic Blinds
		28,108	Carpet for Community Dev., Council Chambers & Administration
<b>101-420-511-6599</b>	<b>Equipment - Other</b>	<b><u>32,350</u></b>	
		16,800	Tractors #1 & #8 Replacements (Split 30% Buildings and 70% Parks)
		13,750	Sidewalk Snow Plowing Tractor for Pilot Program (50% Streets, 25% Parks, 25% Buildings)
		1,800	Drying Machine for boots, helmets, and gloves for PW

# Village Manager's Office



## Department Description

The Village Manager serves as the Chief Administrative Officer for the Village of Lincolnwood. The position was created by the President and Board of Trustees by Ordinance which enumerates the specific responsibilities of the Village Manager. The Village Manager is responsible for the overall management and operations of the Village and directs all Department Directors.

The Village Manager's Office is responsible for providing overall direction and administration of policies and programs established by the Village President and Board of Trustees. In addition, the Manager's Office is responsible for the issuance of liquor licenses, personnel management, oversight of the budget process, contract negotiations, coordination of services to residents, enforcement of the Village Ordinances, management of the Village's website and communications, and responses to requests for services and inquiries. The Department is staffed by five full-time employees.

## Department Expenditure

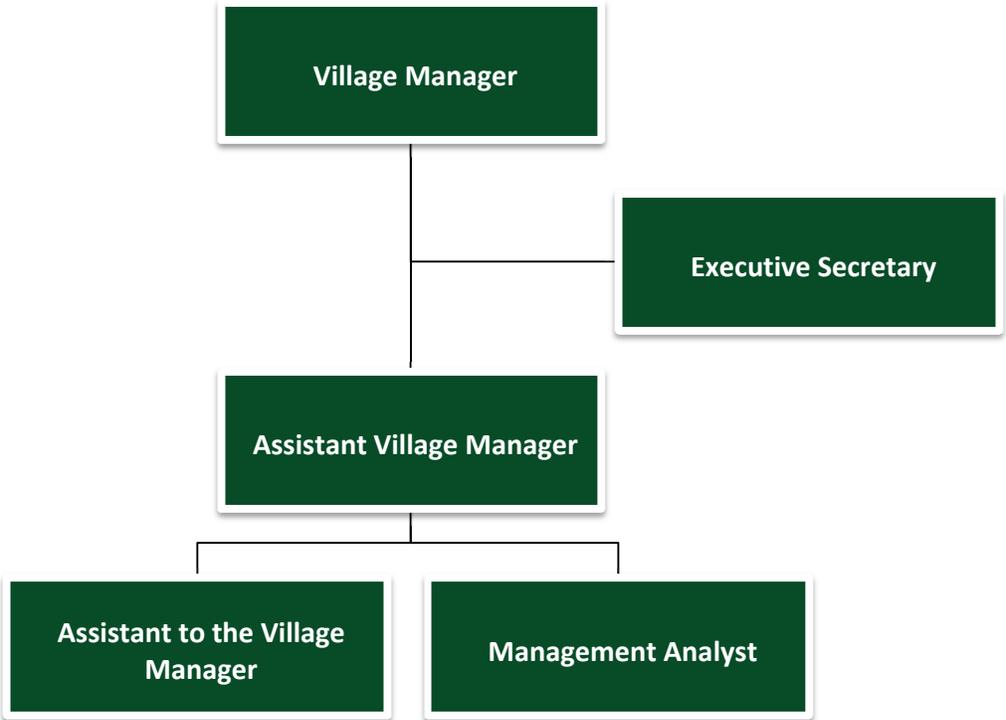
The Village Manager's Office Fiscal Year 2023 Budget includes \$990,082 in expenditures. The budget as presented is an overall increase of \$130,048 or 15.1% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Fiscal Year 2023 budget includes \$13,000 in services related to pre-employment and hiring of new staff members.
- Included in the Village Manager's Budget is \$17,000 in contractual services related to Village's restaurants and food establishments.
- Also included is \$60,000 for Lobbying Services

# Village Manager's Office

## Fiscal Year 2023 Organizational Chart



# Village Manager's Office



## Proposed Fiscal Year 2023 Goals

**Goal:** The Village Manager's Office will complete the request for proposal process to select a new land and license software for the provision of business licenses, vehicle stickers, building permits, and contractor licenses. Once a software platform is selected, the Village Manager's Office will negotiate a contract and implement training and communications on the new software for the Village.

**Goal:** The Village Manager's Office will coordinate the installation of Office 365 to replace legacy version of Microsoft Office products. This will include the deployment of the software to all Village employees, followed by training and disposal or reuse of servers and equipment that will no longer be utilized as a result of implementation of Office 365.

**Goal:** In FY 2022 the Village developed a two-year training program. During FY 2023 the Village Manager's Office will coordinate the implementation of a robust training program in which several aspects of unique and routine functions of the Village are shared with staff. The training program will include routine and mandatory customer service training for staff to enhance the experience for residents and stakeholders who engage with the Village of Lincolnwood.

**Goal:** During the Fiscal Year the Village Manager's Office will coordinate a review and modification of the Personnel Policy Manual. This review will include a legal review to ensure that the Village is up to date for employment regulations and ensure that benefits and personnel policies align with best practices.

## Village Manager's Office

### FY 2023 Budget Request

Account Number	Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
101-200-511-5020	Wages - full time salaried	419,954	452,440	442,766	464,740	445,347	527,345
101-200-511-5025	Wages - full time hourly	66,801	66,240	66,595	67,710	67,000	83,800
101-200-511-5030	Wages - part time hourly	4,738	2,200	4,337	2,500	4,500	4,800
101-200-511-5055	Deferred compensation	11,422	11,830	11,787	12,067	13,250	15,762
101-200-511-5060	Educational stipend	2,439	2,704	3,645	4,647	4,419	4,550
101-200-511-5061	Opt Out Insurance	800	-	2,400	2,400	2,400	2,400
101-200-511-5062	Phone Stipend	840	720	690	720	570	570
101-200-511-5110	Employer FICA	29,027	30,129	29,242	30,684	29,672	38,120
101-200-511-5120	Employer Medicare	7,217	7,764	7,665	7,999	7,790	9,400
101-200-511-5130	Employer IMRF	36,482	47,723	45,239	50,339	46,280	54,500
101-200-511-5150	Insurance - group life & AD&D	1,424	1,600	1,474	1,647	1,350	1,520
101-200-511-5160	Insurance - group medical	52,331	64,776	57,686	61,315	61,300	63,685
101-200-511-5170	Insurance - group dental	3,837	5,246	3,999	4,676	3,900	4,175
101-200-511-5180	Insurance - workers compensation	15,667	16,116	16,116	16,595	16,595	17,010
<b>Personnel Total:</b>		<b>652,979</b>	<b>709,488</b>	<b>693,641</b>	<b>728,039</b>	<b>704,373</b>	<b>827,637</b>
101-200-511-5320	Consulting	1,025	3,000	-	45,000	45,000	63,000
101-200-511-5340	Engineering	2,017	-	-	-	-	-
101-200-511-5399	Other professional services	18,080	17,000	7,120	17,000	11,840	17,000
<b>Services Total:</b>		<b>21,122</b>	<b>20,000</b>	<b>7,120</b>	<b>62,000</b>	<b>56,840</b>	<b>80,000</b>
101-200-511-5510	Advertising	3,396	5,500	11,808	5,500	2,039	5,500
101-200-511-5560	Printing & copying services	659	1,500	-	1,500	300	1,500
101-200-511-5570	Professional associations	3,590	5,320	1,445	5,320	4,100	5,370
101-200-511-5590	Training	-	7,000	-	7,000	25	14,500
101-200-511-5599	Other contractual	23,115	14,975	20,937	14,975	24,000	19,375
101-200-511-5620	Books & publications	2,519	2,340	1,429	2,340	2,340	2,340
101-200-511-5670	Fuel	-	-	-	-	188.92	-
101-200-511-5700	Office supplies	3,105	3,000	3,313	3,000	2,240	3,000
101-200-511-5799	Other materials & supplies	6,747	7,500	326	7,500	2,200	8,000
101-200-511-5810	Conference & meeting registration	3,567	3,530	3,682	3,530	2,330	3,530
101-200-511-5820	Local mileage, parking & tolls	9,362	9,500	9,000	12,500	10,255	12,500
101-200-511-5830	Lodging	3,299	4,280	-	4,280	460	4,280
101-200-511-5840	Meals	1,123	2,000	639	2,000	887	2,000
101-200-511-5850	Purchased transportation	-	550	-	550	-	550
<b>Commodities Total:</b>		<b>60,482</b>	<b>66,995</b>	<b>52,580</b>	<b>69,995</b>	<b>51,365</b>	<b>82,445</b>
<b>Village Manager's Office Total:</b>		<b>\$ 734,583</b>	<b>\$ 796,483</b>	<b>\$ 753,341</b>	<b>\$ 860,034</b>	<b>\$ 812,578</b>	<b>\$ 990,082</b>

## Village Manager's Office

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-200-511-5320	Consulting	<u>63,000</u>	3,000 Misc. Consulting 60,000 Lobbyist
101-200-511-5399	Other Professional Services	<u>17,000</u>	17,000 Restaurant Inspections (Two per establishment per year)
101-200-511-5510	Advertising	<u>5,500</u>	5,500 Legal Notices, Bid Openings, Employment Advertisements, LTC Ads
101-200-511-5560	Printing, Copying, Scanning Services	<u>1,500</u>	1,500 Letterhead, Business Cards, and Copy Services
101-200-511-5570	Professional Associations	<u>5,370</u>	3,600 International City/County Management Association (ICMA) (4) Illinois City/County Management Association (ILCMA) (4) - includes 4 Illinois Association of Municipal Management Assistants (IAMMA) Memberships and 4 Metro 1,000 Managers Memberships 460 Illinois Public Employer Labor Relations Association (IPELRA) (2) 110 Notary Association (2) 200 International Council of Shopping Centers (ICSC, 2)
101-200-511-5590	Training	<u>14,500</u>	6,000 Employee Training Program 1,000 Leadership Training 7,500 Service First Training
101-200-511-5599	Other Contractual	<u>19,375</u>	Village-wide Pre-employment Drug Screen and Physical Exams for Full-Time and IMRF 5,500 Part-Time Positions (Assumes 15 PT/FT employees) 3,500 Village-wide Background Checks 4,000 Village-wide Psychological Assessments 3,000 Commercial Drivers License Substance Testing- PW Employees 2,750 Family Medical Leave Tracking 300 Public Salary Annual Membership 250 First Aid Cabinet Maintenance - Village Hall 75 American Express Annual Membership
101-200-511-5620	Books and Publications	<u>2,340</u>	200 International City/County Management Association Publications 100 Crains Chicago Business 840 Local Gov Publications 1,200 Ancestry.com
101-200-511-5700	Office Supplies	<u>3,000</u>	3,000 Various Expendable Supplies (Toner, Letterhead)
101-200-511-5799	Other Materials and Supplies	<u>8,000</u>	5,000 Employee Recognition Dinner and Gifts 2,500 Employee Appreciation Event 500 Clothing for Staff
101-200-511-5810	Conference and Meeting Registration	<u>3,530</u>	600 Illinois City/County Management Association (ILCMA) - Summer Conference (2) 450 ILCMA - Winter Conference (2) Illinois Association of Municipal Management Assistants (IAMMA) - Annual 75 Conference (1) International City/County Management Association (ICMA) - Annual Conference 790 Toronto Canada (1) 425 Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1) 650 International Council of Shopping Centers (ICSC-2) 390 IPELRA - Employment Law Seminar (2) 150 ILCMA - Financial Forecast
101-200-511-5820	Local Mileage, Parking and Tolls	<u>12,500</u>	12,000 Automobile Allowance - Village Manager, Assistant Village Manager, PW Director 500 Mileage Reimbursement - Other Administration Staff
101-200-511-5830	Lodging	<u>4,280</u>	900 Illinois City/County Management Association (ILCMA) - Summer Conference (2)

Account Number	Account Name	Amount	Comments
		780	ILCMA - Winter Conference (2)
		600	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
			International City/County Management Association (ICMA) - Annual Conference (1)
		1,800	
		200	Northwest Municipal Conference (NWMC) Legislative Drive Down (1)
101-200-511-5840	Meals	<u>2,000</u>	
		1,300	Business Meetings, Luncheons
			International City/County Management Association (ICMA) - Annual Conference (1)
		200	
		60	Illinois Public Employer Labor Relations Association (IPELRA) - Conference (1)
		200	Northwest Municipal Conference (NWMC) - Meetings
		240	Intergovernmental Luncheons
101-200-511-5850	Purchased Transportation	<u>550</u>	
		500	ICMA - Annual Conference (1)
		50	International Council of Shopping Centers (ICSC)

# Information Technology Division



## Division Description

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

## Department Expenditure

The Information Technology Division Fiscal Year 2023 Budget includes \$938,231 in expenditures. The budget as presented is an overall increase of \$230,774 or 32.6% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- Fiscal Year 2023 Budget includes \$175,000 for the replacement of land and license software for business licenses, vehicle stickers, contractor licenses, and building permits.
- The Information Technology Budget includes \$78,980 for the cyclical replacement of computers, tablets, wireless access points, and networking switching equipment.
- Information Technology Budget contains annual maintenance agreements for software programs utilized by all Village Departments in the amount of \$365,000 which includes Microsoft Office 365, Adjudication, Park and Recreation Registration Software, and the Computer-Aided Dispatch Software for the Police Department.

# Information Technology

## FY 2023 Budget Request

<b>Account Number</b>	<b>Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
101-250-511-5320	Consulting	151,908	164,480	157,346	129,480	129,480	139,000
101-250-511-5330	Data processing	42,641	85,340	37,926	60,090	60,090	186,450
101-250-511-5340	Maintenance Agreement Expense	183,681	314,407	200,682	347,467	342,000	365,069
	<b>Services Total:</b>	<b>378,230</b>	<b>564,227</b>	<b>395,954</b>	<b>537,037</b>	<b>531,570</b>	<b>690,519</b>
101-250-511-5580	Telecommunications	52,093	58,816	58,054	51,416	79,708	70,708
101-250-511-5590	Training	3,199	11,400	1,636	11,400	9,400	11,628
101-250-511-5599	Other contractual	12,598	20,100	12,486	20,955	20,955	21,853
101-250-511-5640	Computer supplies	788	1,000	2,732	1,000	2,000	1,000
	<b>Commodities Total:</b>	<b>68,678</b>	<b>91,316</b>	<b>74,909</b>	<b>84,771</b>	<b>112,063</b>	<b>105,188</b>
101-250-511-6530	Equipment - data processing	97,813	151,860	68,860	85,650	85,650	142,524
	<b>Equipment Total:</b>	<b>97,813</b>	<b>151,860</b>	<b>68,860</b>	<b>85,650</b>	<b>85,650</b>	<b>142,524</b>
	<b>Information Technology Total:</b>	<b>\$ 544,720</b>	<b>\$ 807,403</b>	<b>\$ 539,723</b>	<b>\$ 707,458</b>	<b>\$ 729,283</b>	<b>\$ 938,231</b>

# Information Technology

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-250-511-5320	Consulting	<b>139,000</b>	
		85,000	20 Hours / Week for ClientFirst
		10,000	8 Hours / Week for ClientFirst Admin of Police Items / New World
		15,000	IT Strategic Planning Updates, Meetings, Special Projects, RFPs, Unexpected Incidents
		2,000	RecTrac Annual Pool Pass Setup / Shutdown
		2,000	Electronic Retention Policy
		12,000	Annual Renewal for Business Licenses and Vehicle Stickers and Finalize Upgrades to Automate Process
		13,000	Annual support for CD permitting
101-250-511-5330	Data Processing	<b>186,450</b>	
		6,850	Replace PD Message Switch (LEADS)
		4,600	Configuration Changes in Network for Skokie Redundancy
		175,000	Land and License Software
101-250-511-5340	Maintenance Agreement Expense	<b>365,069</b>	
		2,600	NetMotion
		48,510	New World Service Records Management System Maintenance
		16,800	Adjudication Software - Tyler Technologies
		43,828	Springbrook Maintenance and Cloud Services (VMO/Finance - Split with Water Fund, Building Tech Fund)
		1,000	Springbrook Support Maintenance Fee for RecTrac
		1,600	Constant Contact
		23,040	Parks and Rec RecTrac Systems Cloud Subscription
		22,260	Quinlan Video Security System Maintenance (Split with Water Fund)
		5,000	Amazon Web Services Cloud Storage
		9,600	Clear Company Employment Application Tracking Subscription (VMO)
		5,245	Earthchannel Online Video Streaming Subscription (VMO)
		17,740	Ambulance Billing Maintenance Software (Fire)
		8,860	Webroot Lab Virus Protection (VMO)
		3,500	VMWare Support (VMO)
		4,000	PublicStuff Citizen Request Management Maintenance (VMO)
		4,527	Website Maintenance and Hosting and Security Settings (VMO)
		3,710	RescueNet ePCR Patient Reporting Software (Fire)
		3,000	Laserfiche Software Maintenance (VMO - Split with Water Fund)
		2,620	Storage Array Network Maintenance (VMO)
		9,000	Barracuda Email Archiver Maintenance (VMO)
		1,467	Online Vehicle Repair Manuals Subscription (Public
		9,000	Barracuda Spam Filter Maintenance, Web Content

Account Number	Account Name	Amount	Comments
		1,567	GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS
		630	ASA Smartnet, Exterior Router Smartnet (VMO)
		800	Police Department Mobile Data Computer Maintenance
		4,988	Legislative Management Software
		4,300	ChiComm /Cameras
		3,000	Monitoring Tools
		2,800	MSDS Software for Public Works
		3,715	Voice logger software
		1,200	Driver's license scanning software
		360	Adobe InDesign
		23,000	Accela Land and License Program
		9,500	VEEAM Backup software
		37,500	Microsoft Office
		2,500	KnowBe4
		2,500	Lansweeper Software
		2,600	Pace Scheduler
		700	GoToMeeting
		10,103	Accela Land and License Program - Moved from Building Tech Fund
		4,000	Active Directory Audit
		2,400	MSP PrePlan Software (Fire)
101-250-511-5580	Telecommunications	<b><u>70,708</u></b>	
		12,000	Verizon General Fund - Wireless Cards for Mobile Worker Connectivity: 20
		26,708	Primary and Secondary Internet and Phone System - RCN
		32,000	Annual RCN E9-1-1 Fiber Connection for Skokie and Backup Connection
101-250-511-5590	Training	<b><u>11,628</u></b>	
		2,000	Annual Application Software Employee Training Program
		5,000	Windows 10 and 365 Training
		4,628	Target Solutions Software for FD and PW
101-250-511-5599	Other contractual	<b><u>21,853</u></b>	
		16,427	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)
		2,426	GIS Consortium Shared Initiatives (Cloud Subscription to MyGIS and Other Membership Benefits, GIS Subscriptions to Software - Split with General Fund, Water Fund, Building Tech Fund)
		3,000	GIS Base Map Update
101-250-511-5640	Computer supplies	<b><u>1,000</u></b>	
		1,000	Village Hall Server Room and Miscellaneous IT
101-250-511-6530	Equipment - Data Processing	<b><u>142,524</u></b>	
		4,314	PD Server Maintenance
		27,440	Replacement of 16 computers and associated Consultant time (Previously Deferred) (Year 1 of 2)
		13,590	Replacement of 4 Rugged Tablets and associated Consultant time (Fire) (Year 1 of 2)

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
		14,750	Replacement of Wireless Access Points (Year 1 of 2)
		23,200	Replacement of Network Switching Equipment
		7,000	Improvements to Security System Doors for Community Center and Fire Department
			Remove old hardware from PD Server Room.
		2,500	Lantronix is an add on for the access control system.
		10,000	Replace obsolete Community Center and Village Hall alarm systems
		2,500	Buzzer system for dispatching for Police Officers
		1,120	Develop guidelines for camera request rationale and justification
			Door access control systems require less ongoing administration and expense than traditional key-lock systems. They also provide improved audit trails and generally increased granularity in granting or denying access.
		18,250	
		2,500	Add a camera within the Public Works office to allow incident viewing
		4,000	UPS for Pump, Community Center and Spare
		3,360	CSO Tablets for issuing tickets in the field
		8,000	Sound Reinforcement

# Village President and Board of Trustees



## Department Description

The President of the Village of Lincolnwood serves as the Chief Executive Officer and is the presiding officer of meetings of the Board of Trustees. The Board of Trustees serve a legislative body for the Village of Lincolnwood. The Village President and the Board of Trustees are the Corporate Authorities and are the policy makers for the Village's organization. The President and the six-member Board of Trustees are elected at-large for four-year terms.

## Department Expenditure

The President and Village Board Division Fiscal Year 2023 Budget includes \$121,349 in expenditures. The budget as presented is an overall decrease of \$18,422 or -13.2% from the Fiscal Year 2022 Budget.

**President and Village Board**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
101-100-511-5010	Salary - elected/appointed	44,512	42,000	40,441	42,000	42,000	42,000
101-100-511-5025	Wages - full time hourly	16,701	16,560	16,649	16,928	16,928	16,928
101-100-511-5056	HSA Savings Account	-	2,160	-	2,160	-	-
101-100-511-5110	Employer FICA	3,412	3,631	3,190	3,654	3,654	3,700
101-100-511-5120	Employer Medicare	798	849	746	854	854	900
101-100-511-5130	Employer IMRF	2,539	3,272	2,898	3,347	3,347	3,400
101-100-511-5150	Insurance - group life & AD&D	-	49	-	51	-	-
101-100-511-5160	Insurance - group medical	16,512	17,539	16,405	20,795	3,600	4,000
101-100-511-5170	Insurance - group dental	1,316	124	1,216	124	300	400
101-100-511-5180	Insurance - workers compensation	487	497	497	508	508	521
<b>Personnel Total:</b>		<b>86,277</b>	<b>86,681</b>	<b>82,044</b>	<b>90,421</b>	<b>71,191</b>	<b>71,849</b>
101-100-511-5270	Purchased program services	1,500	2,800	500	2,800	2,800	4,300
101-100-511-5320	Consulting	-	5,000	-	-	-	-
101-100-511-5399	Other professional services	4,500	5,500	-	10,500	6,000	5,000
<b>Services Total:</b>		<b>6,000</b>	<b>13,300</b>	<b>500</b>	<b>13,300</b>	<b>8,800</b>	<b>9,300</b>
101-100-511-5540	Intergovernmental fees & dues	8,031	10,000	9,279	10,000	10,000	10,150
101-100-511-5560	Printing & copying services	-	1,000	-	1,000	1,000	1,000
101-100-511-5565	Village Newsletter	12,551	16,000	16,359	16,000	16,000	16,000
101-100-511-5599	Other contractual	-	1,000	-	1,000	1,000	1,000
101-100-511-5620	Books & publications	129	50	82	50	158	50
101-100-511-5700	Office supplies	116	500	789	500	1,500	1,000
101-100-511-5799	Other materials & supplies	3,148	3,000	2,322	3,000	6,100	3,000
101-100-511-5810	Conference & meeting registrat	620	600	45	600	120	-
101-100-511-5820	Local mileage, parking & tolls	83	400	-	400	150	-
101-100-511-5830	Lodging	-	800	-	800	-	-
101-100-511-5840	Meals	7,494	7,000	312	2,500	5,500	8,000
101-100-511-5850	Purchased Transportation	-	200	-	200	-	-
<b>Commodities Total:</b>		<b>32,173</b>	<b>40,550</b>	<b>29,188</b>	<b>36,050</b>	<b>41,528</b>	<b>40,200</b>
<b>Village President &amp; Board Total:</b>		<b>\$ 124,449</b>	<b>\$ 140,531</b>	<b>\$ 111,731</b>	<b>\$ 139,771</b>	<b>\$ 121,519</b>	<b>\$ 121,349</b>

## President and Village Board FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-100-511-5270	Purchased Program Services	<b>4,300</b>	
		1,800	Lincolnwood Artists Association - Six Village Hall Art Gallery Showings
		2,500	Boards and Commissions Dinner (skipped in FY2021 due to Pandemic)
101-100-511-5399	Other Professional Services	<b>5,000</b>	
		5,000	Various Consulting
101-100-511-5540	Intergovernmental Fees and Dues	<b>10,150</b>	
		6,600	Northwest Municipal Conference
		1,125	Various Organizations
		1,250	Illinois Municipal League
		700	Lincolnwood Chamber of Commerce Business Expo
		475	Chicago Metropolitan Agency for Planning (CMAP)
101-100-511-5560	Printing and Copying Services	<b>1,000</b>	
		800	Forms, Business Cards, Letterhead, etc.
		200	Professional Printing/Copying Expenses
101-100-511-5565	Village Newsletter	<b>16,000</b>	
		9,000	Printing Costs
		7,000	Postage
101-100-511-5599	Other Contractual	<b>1,000</b>	
		1,000	Cost Sharing, Financial Participation, etc. (i.e. Northwest Municipal Conference)
101-100-511-5620	Books and Publications	<b>50</b>	
		50	Books and Publications
101-100-511-5700	Office Supplies	<b>1,000</b>	
		1,000	Miscellaneous Office Supplies
101-100-511-5799	Other Materials and Supplies	<b>3,000</b>	
		3,000	Plaques, Commendations, Flowers, Photos, Decorations

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
101-100-511-5810	Conference and Meeting Registration	-	Village Board Conferences, Illinois Municipal League Training
101-100-511-5820	Local Mileage, Parking and Tolls	-	Business Meetings and Village Board Conferences
101-100-511-5830	Lodging	-	Northwest Municipal Conference (NWMC) Legislative drive down
101-100-511-5840	Meals	<b>8,000</b>	
		1,500	Business Meetings and Village Hospitality
		6,500	Committee of the Whole Dinners
101-100-511-5850	Purchased Transportation	-	Village Board Conferences

# Village Clerk



## Department Description

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

## Department Expenditure

The Village Clerk Division Fiscal Year 2023 Budget includes \$19,466 in expenditures. The budget as presented is an overall increase of \$14.00 or 0.07% from the Fiscal Year 2022 Budget.

## Village Clerk

### FY 2023 Budget Request

Account Number	Description	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Adopted	Actual	Adopted	Projected	Budget
101-110-511-5010	Salary - elected/appointed	8,061	8,000	7,692	8,000	8,000	8,000
101-110-511-5110	Employer FICA	496	496	477	496	496	500
101-110-511-5120	Employer Medicare	116	116	112	116	116	116
101-110-511-5180	Insurance - workers compensation	240	240	240	240	240	250
	<b>Personnel Total:</b>	<b>8,914</b>	<b>8,852</b>	<b>8,521</b>	<b>8,852</b>	<b>8,852</b>	<b>8,866</b>
101-110-511-5550	Ordinance codification	12,473	10,000	8,277	10,000	10,383	10,000
101-110-511-5570	Professional associations	-	100	-	100	100	100
	<b>Services Total:</b>	<b>12,473</b>	<b>10,100</b>	<b>8,277</b>	<b>10,100</b>	<b>10,483</b>	<b>10,100</b>
101-110-511-5810	Conference & Meeting Registrat	-	300	-	300	300	300
101-110-511-5820	Local mileage, parking & tolls	-	100	150	100	-	100
101-110-511-5840	Meals	-	100	-	100	-	100
	<b>Commodities Total:</b>	<b>-</b>	<b>500</b>	<b>150</b>	<b>500</b>	<b>300</b>	<b>500</b>
	<b>Village Clerk Total:</b>	<b>\$ 21,386</b>	<b>\$ 19,452</b>	<b>\$ 16,947</b>	<b>\$ 19,452</b>	<b>\$ 19,635</b>	<b>\$ 19,466</b>

## Village Clerk

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-110-511-5550	Ordinance Codification	<u>10,000</u>	Codifying Ordinances, Updating Binders, Updating Codes Online Online Hosting Fees
101-110-511-5570	Professional Associations	<u>100</u>	Municipal Clerks of Illinois
101-110-511-5810	Conference and Meeting Registration	<u>300</u>	Registration for Local Professional Meetings
101-110-511-5820	Local Mileage, Parking and Tolls	<u>100</u>	Mileage Reimbursement for Local Meetings
101-110-511-5840	Meals	<u>100</u>	Local Meetings and Luncheons



# Legal Division

## Division Description

Legal Services are contractual and overseen by the Village Manager’s Office. The Legal Division accounts for all expenditures concerning legal review, personnel issues, litigation, and prosecution of State Law and Local Ordinance violations. In addition, the Legal Department provides contractual Primary and Backup Hearing Officers who preside over the Village’s Administrative Adjudication Hearing process (AAH).

The AAH process is a civil proceeding that hears a wide range of appeals to violations and is an alternative to the Cook County Circuit Court system. The AAH process is intended to expedite resolutions, reduce litigations expenses, and allow the Circuit Court to focus on more serious allegations. It also provides a more convenient location for residents and businesses who wish to contest a citation or notice because the hearings are held at Village Hall.

## Division Expenditure

The Legal Division Fiscal Year 2023 Budget includes \$403,774 in expenditures. The budget as presented is an overall decrease of \$18,573 or -4.4% from the Fiscal Year 2022 Budget.

**Legal Division**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
101-230-511-5350	Legal - retainer	172,795	172,000	175,620	178,547	178,547	187,474
101-230-511-5360	Legal - litigation	44,201	31,000	28,302	31,000	30,000	31,000
101-230-511-5370	Legal - review	92,266	100,000	118,103	100,000	200,000	100,000
101-230-511-5399	Other professional services	74,607	77,800	68,005	112,800	61,430	85,300
	<b>Services Total:</b>	<b>383,869</b>	<b>380,800</b>	<b>390,029</b>	<b>422,347</b>	<b>469,977</b>	<b>403,774</b>
	<b>Legal Department Total:</b>	<b>\$ 383,869</b>	<b>\$ 380,800</b>	<b>\$ 390,029</b>	<b>\$ 422,347</b>	<b>\$ 469,977</b>	<b>\$ 403,774</b>

## Legal Division

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
101-230-511-5350	Legal - Retainer	<b>187,474</b>	
		187,474	Retainer - Elrod Friedman
101-230-511-5360	Legal - Litigation	<b>31,000</b>	
		31,000	Litigation - Elrod Friedman
101-230-511-5370	Legal - Review	<b>100,000</b>	
		50,000	Non-Reimbursable Legal Projects - Elrod Friedman
		50,000	Private Development Review (Reimbursable) - Elrod Friedman
101-230-511-5399	Other Professional Services	<b>85,300</b>	
		37,800	Prosecution - Code Enforcement, Public Right of Way Regulation, Property Maintenance Issues, Lien Processing - Robbins, Salomon and Patt
		15,000	Administrative Hearing Officer - David Eterno
		25,000	Labor Negotiations, Personnel Matters - Clark Baird Smith
			- Special Project Review of Lincolnwood Village Code - Elrod Friedman (Year 2 of 2 for Project)
		7,500	Anti-Harassment Training



# **WATER AND SEWER FUND**



# Water and Sewer Fund

## Fund Description

The Water and Sewer Fund is an enterprise fund that provides resources for the water distribution system. This includes: performing service and maintenance of service lines, valves, hydrants, and meters. Services include: routine and emergency leak repairs, system maintenance, surveys, flushing, exercising valves, and meter pit maintenance. Water Pumping Station work includes: daily operation and monitoring of equipment, daily maintenance, maintain records, perform water sampling and chlorination.

Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets.

Two Water System Operators oversee operations of the Division, supervised by the Department Superintendent. The Streets/Utilities Division provides repairs to the water and sewer system.

## Fund Revenue

The Water and Sewer Fund Fiscal Year 2023 Budget includes \$4,905,734 in revenues. The recommendation from the Water Rate Analysis have been included in the Proposed Budget. The recommended fees were presented and approved by the Village Board at the March 1, 2022 Village Board meeting.

## Fund Expenditure

The Water and Sewer Fund Fiscal Year 2023 Budget includes \$3,810,598 in expenditures. The budget as presented is an overall decrease of \$2,403,539 or -38.6% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Fiscal Year 2023 budget includes \$175,000 budgeted for Design of Year 3 of the Storm Water Management Program in the Storm Water Infrastructure Fund.
- The Village has also budgeted \$283,000 for Phase II Design of Water Main Replacements, including private services.
- Also, \$200,000 is included for a motor upgrade for Water Pump #1 and replacement of Water Pump #2.
- Lastly, the Village has budgeted \$357,501 for the Illinois Environmental Protection Agency (IEPA) loan as a repayment of principal and interest for this loan.

## Water and Sewer Fund

### FY 2023 Budget Request

Account Number	Description	FY 2019	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Actual	Adopted	Actual	Adopted	Projected	Budget
660-000-110-1471	Inventory Clearing	-	-	-	-	-	-	-
660-000-573-7380	Loan Principal Payments	-	-	309,708	309,708	317,499	313,579	235,000
660-000-574-7580	Loan Interest Payments	85,462	78,048	70,448	70,448	62,657	66,577	122,501
660-000-574-7581	2021A GO Bonds Principal	-	-	-	-	-	-	60,000
660-000-574-7582	2021A GO Bonds Interest	-	-	-	-	-	-	92,844
660-000-575-7780	Bond Payments	-	-	-	-	-	-	-
660-000-920-8047	Operating transfer out	200,000	200,000	1,170,000	1,170,000	-	-	-
	<b>Debt Service Payments</b>	<b>285,462</b>	<b>278,048</b>	<b>1,550,156</b>	<b>1,550,156</b>	<b>380,156</b>	<b>380,156</b>	<b>510,345</b>
660-610-519-5260	Liability Insurance	47,040	26,987	42,000	28,765	40,000	40,000	40,000
660-610-519-5320	Consulting	3,181	-	-	-	-	-	-
660-610-519-5330	Data processing	42,803	44,458	44,000	43,562	44,000	45,600	47,000
660-610-519-5340	Maintenance Agreement Expense	54,202	44,563	48,148	35,857	63,100	63,100	65,100
660-610-519-5570	Professional associations	218	224	200	592	200	200	200
660-610-519-5580	Telephone	5,118	5,587	8,204	7,138	8,239	8,240	13,707
660-610-519-5590	Training	-	-	650	-	650	650	650
660-610-519-5620	Books & publications	-	-	100	-	100	100	100
660-610-519-5700	Office supplies	941	1,573	1,000	2,772	1,000	1,200	1,500
660-610-519-5720	Postage	13,244	13,189	18,000	9,612	18,000	18,000	18,000
660-610-519-5785	Utilities - Public Way	2,902	558	-	2,407	-	1,500	-
	<b>Water Administration</b>	<b>169,647</b>	<b>137,138</b>	<b>162,302</b>	<b>130,705</b>	<b>175,289</b>	<b>178,590</b>	<b>186,257</b>
660-620-519-5025	Wages - full time hourly <sup>(1)</sup>	513,244	476,694	520,550	488,734	519,870	498,500	549,078
660-620-519-5035	Wages - season hourly	13,000	10,979	26,000	-	26,000	-	26,000
660-620-519-5040	Wages - overtime 1.5X	19,361	16,239	25,322	24,266	25,490	25,490	25,500
660-620-519-5045	Wages - overtime 2X	8,806	5,391	14,637	9,031	14,771	12,000	10,000
660-620-519-5056	HSA Savings Acct	-	-	-	-	-	-	-
660-620-519-5060	Educational Stipend	381	411	414	432	400	935	960
660-620-519-5061	Opt Out Ins.	1,200	1,200	1,200	1,200	-	2,500	2,500
660-620-519-5062	Phone Stipend	180	180	180	120	180	-	-
660-620-519-5070	Uniform allowance	5,672	5,266	4,725	3,442	4,725	1,000	1,000
660-620-519-5075	Longevity stipend	-	-	540	-	540	-	-
660-620-519-5110	Employer FICA	33,224	31,253	36,716	30,600	36,691	32,460	34,500
660-620-519-5120	Employer Medicare	7,771	7,309	8,587	7,267	8,581	7,525	7,980
660-620-519-5130	Employer IMRF	48,741	36,901	50,674	45,080	51,584	46,920	49,030
660-620-519-5131	Pension Expense	(23,681)	-	-	-	-	-	-
660-620-519-5132	Pension Expense OPEB	(106)	-	-	-	-	-	-
660-620-519-5150	Insurance - group life & AD&D	1,151	1,140	1,699	1,010	1,697	1,225	1,725
660-620-519-5160	Insurance - group medical	106,269	109,403	116,325	104,822	129,593	115,585	125,980
660-620-519-5170	Insurance - group dental	8,680	8,230	9,616	8,198	9,413	8,260	8,345,000
660-620-519-5180	Insurance - workers compensati	19,060	18,110	17,766	17,766	17,607	17,607	18,047
	<b>Personnel Total:</b>	<b>762,952</b>	<b>728,705</b>	<b>834,951</b>	<b>741,969</b>	<b>847,142</b>	<b>770,007</b>	<b>860,645</b>
660-620-519-5320	Consulting	638,803	513,517	686,150	516,739	506,100	506,100	375,000
660-620-519-5340	Engineering	978	-	-	-	-	-	-
660-620-519-5399	Other professional services	59,159	61,373	60,200	58,849	60,200	60,200	65,200
660-620-519-5405	R&M - buildings	11,776	18,257	8,000	8,203	165,000	212,397	31,500
660-620-519-5480	R&M - vehicles	25,619	13,759	25,000	21,521	25,000	25,000	25,000
660-620-519-5490	R&M - water system equipment	19,382	20,964	15,200	33,994	14,200	14,200	215,700
660-620-519-5590	Training	969	926	1,200	1,396	1,400	1,400	3,600
660-620-519-5599	Other contractual	51,208	49,880	148,450	82,896	43,550	43,550	121,400
	<b>Services Total:</b>	<b>807,893</b>	<b>678,675</b>	<b>944,200</b>	<b>723,599</b>	<b>815,450</b>	<b>862,847</b>	<b>837,400</b>
660-620-519-5635	Chemicals - water system	1,780	1,458	3,000	2,875	3,000	2,500	3,000
660-620-519-5670	Fuel	16,563	19,261	20,600	17,794	21,400	24,610	21,850
660-620-519-5675	Lubricants & fluids	1,563	1,505	2,000	1,112	2,000	2,000	2,200
660-620-519-5680	Landscaping supplies	724	186	1,000	331	1,000	700	1,000
660-620-519-5720	Postage	-	-	-	1,522	-	-	1,000
660-620-519-5730	Program supplies	16,396	19,902	10,000	27,244	10,500	10,500	10,500
660-620-519-5745	Small tools	17,261	1,563	17,000	5,207	14,300	14,300	23,100
660-620-519-5760	Street materials - Aggregate	13,445	14,904	16,000	11,475	16,000	15,000	16,000
660-620-519-5769	Street materials - Other	2,068	194	5,000	510	5,000	4,000	5,000
660-620-519-5780	Utilities - government buildin	3,229	4,433	2,600	2,170	4,400	3,500	4,400
660-620-519-5785	Utilities - public way	2,472	3,267	4,000	5,305	5,500	3,500	5,500
660-620-519-5790	Water purchases	2,189,954	1,929,279	1,213,000	1,149,292	800,000	600,000	900,000
660-620-519-5793	Water system supplies	1,320	1,206	8,500	1,581	7,000	4,000	7,000
660-620-519-5796	Water system repair parts	64,654	42,818	72,000	63,540	72,000	60,000	72,000

	<b>Commodities Total:</b>	<b>2,331,428</b>	<b>2,039,976</b>	<b>1,374,700</b>	<b>1,289,958</b>	<b>962,100</b>	<b>744,610</b>	<b>1,072,550</b>
660-620-519-9001	To General Fund	-	-	-	-	200,000	200,000	200,000
660-620-519-9002	Transfer to Water Debt Service	-	250,980	-	-	-	-	-
	<b>Transfers Out Total:</b>	<b>-</b>	<b>250,980</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
660-620-562-6401	Water Transmission Improvement	-	-	7,030,000	3,567,072	2,550,000	2,550,000	116,000
660-620-562-6580	Equipment - vehicles	-	-	280,000	-	284,000	293,551	27,400
	<b>Capital Total:</b>	<b>-</b>	<b>-</b>	<b>7,310,000</b>	<b>3,567,072</b>	<b>2,834,000</b>	<b>2,843,551</b>	<b>143,400</b>
660-630-519-6900	Depreciation Expense	697,327	698,669	-	689,479	-	689,479	-
	<b>Depreciation Total:</b>	<b>697,327</b>	<b>698,669</b>	<b>-</b>	<b>689,479</b>	<b>-</b>	<b>689,479</b>	<b>-</b>
	<b>Water &amp; Sewer Fund Total:</b>	<b>\$ 5,054,709</b>	<b>\$ 4,812,192</b>	<b>\$ 12,176,309</b>	<b>\$ 8,692,938</b>	<b>\$ 6,214,137</b>	<b>\$ 6,669,240</b>	<b>\$ 3,810,598</b>

<sup>(1)</sup> Includes 30% of the Engineer's Salary

## Water and Sewer Fund

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
660-610-519-5260	Liability Insurance	<u>40,000</u>	
		40,000	IRMA Liability Insurance
660-610-519-5330	Data Processing	<u>47,000</u>	
		47,000	Credit Card Processing Fees For Water Billing
660-610-519-5340	Maintenance Agreement Expense	<u>65,100</u>	
		10,500	Springbrook Maintenance (Split with IT Budget)
		26,000	Aclara One Maintenance Agreement -Automated Water Meter System
		2,000	CallOne Maintenance - (Split with IT Budget)
		11,000	Quinlan Video Security System Maintenance (Split with IT Budget)
		3,400	Portion of Copier Lease for Public Works and Finance
		1,500	GIS ESRI User Licenses - ArcGIS Desktop Basic, ArcGIS Desktop Standard, ArcGIS Online Subscription (Administration - Split with General Fund, Water Fund, Building Tech Fund)
		3,000	GIS Layer Development
		1,600	Laserfiche Software License (Split with IT Budget)
		1,100	Online Vehicle Repair Manual (Split with IT Budget)
		3,800	Wincan VX Subscription - Sewer Televising Vehicle
		1,200	AutoCAD Subscription (66% Water & Sewer, 34% PW Admin)
660-610-519-5570	Professional Associations	<u>200</u>	
		200	American Water Works Association
660-610-519-5580	Telephone	<u>13,707</u>	
		3,429	PW Main Facility Circuit - Call One
		1,440	Aclara Wireless Network Annual Fee
		1,200	Pumphouse Comcast Internet Connection
		920	iPad and Laptop Verizon Connection for Water Division
		850	Public Works Comcast Internet Connection (Backup to Fiber Connection)
		250	Pump House Supervisory Control and Data Acquisition (SCADA)/911 Backup Phone Line - Call One
		150	Water Division Cell Phones
		5,468	PW Main Facility Circuit
660-610-519-5590	Training	<u>650</u>	
		650	Safety Training at Northern Illinois Public Safety Training Association (NIPSTA) and Intergovernmental Risk Management Association (IRMA) for Water Operators

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
660-610-519-5620	Books and Publications	<u>100</u>	
		100	Various Books Magazines
660-610-519-5700	Office Supplies	<u>1,500</u>	
		1,500	General Office Supplies
660-610-519-5720	Postage	<u>18,000</u>	
		18,000	Utility Billing Costs
660-620-519-5320	Consulting	<u>375,000</u>	
		6,000	Illinois Environmental Protection Agency Water Testing Fees
		6,000	IT Support & IT Management (Split with General Fund)
			PC Replacements and new computer consulting time (Split with General Fund)
		283,000	Phase II Design - Water Main Replacements (Private Lead Services Included)
		0	Phase III Engineering - Water Main Replacements (Private Lead Services Included)
		30,000	Water Pump #1 Motor Replacement & Water Pump #2 Replacement - Design & Oversight
		30,000	Emergency Chicago Interconnect - Design & Oversight
		20,000	IEPA Lead Service Funding Plan/Application
660-620-519-5399	Other Professional Services	<u>65,200</u>	
		6,200	RPZ Program Management Contract
		54,000	Christopher Burke Retainer (\$108,000 total, 50% split with General Fund)
		5,000	Water Billing Mailing (RFP in Summer 2022)
660-620-519-5405	R&M - Buildings	<u>31,500</u>	
		10,000	Unexpected Pump House Repairs
		7,000	Security Fence Replacement
		2,500	Garage Door Safety Mechanics
		4,000	Security System Upgrade
		8,000	Time Delay Relays for Water Pumps
660-620-519-5480	R&M - Vehicles	<u>25,000</u>	
		25,000	Repairs to Department Vehicles
660-620-519-5490	R&M - Water System Equipment	<u>215,700</u>	
		5,000	Pumping Station Pump Repairs
		5,000	SCADA System Repairs
		3,700	Annual Generator Test (Standpipe)
		2,000	Annual Electrical Control Panel Maintenance
		55,000	Water Pump #1 Motor Upgrade
		145,000	Water Pump #2 Replacement
660-620-519-5590	Training	<u>3,600</u>	
		1,400	Safety Training at Northern Illinois Public Safety Training Association (NIPSTA) and Intergovernmental Risk Management Association (IRMA) for the Utilities Division. IPSI Supervisor Training

Account Number	Account Name	Amount	Comments
		2,200	Pipeline, Lateral, and Manhole Assessment Certification Classes
660-620-519-5599	Other Contractual	<b>121,400</b>	
		17,400	GIS Consortium Consulting - Onsite Specialist eight hours per week; also includes GIS Consortium staff (Managers, developers, analysts, and cloud subscription to MyGIS, and other membership benefits) - Split with General Fund, Water Fund, Building Tech Fund
		16,000	Construction material refuse (for water main break repairs)
		80,000	Leak Detection Pilot Program
		3,500	Joint Utility Locating Information for Excavators (JULIE) notification fees
		700	GIS Consortium Shared Initiatives (Cloud Subscription to MyGIS and Other Membership Benefits - Split with General Fund, Water Fund, Building Tech Fund)
		600	Annual Inspection of Hoists
		3,200	Meter Testing
660-620-519-5635	Chemicals - Water System	<b>3,000</b>	
		3,000	Chlorine
660-620-519-5670	Fuel	<b>21,850</b>	
		21,850	Fuel for Division Vehicles
660-620-519-5675	Lubricants and Fluids	<b>2,200</b>	
		2,200	Oil and Grease for Trucks and Equipment
660-620-519-5680	Landscaping Supplies	<b>1,000</b>	
		1,000	Parkway Restoration
660-620-519-5730	Program Supplies	<b>10,500</b>	
		5,000	Personal Protective Equipment
		2,000	Joint Utility Locating Information for Excavators (JULIE) Paint
		1,000	Batteries
		1,000	Plumbing Supplies
		1,500	Hydrant Materials
660-620-519-5745	Small Tools	<b>23,100</b>	
		3,000	Sewer Pipe Cleaning Nozzles
		2,000	Sewer Pipe Cleaning Nozzles for Small Jet Rodder
		3,000	Vactor and Sweeper Hoses
		1,500	Jackhammer Chisels
		1,200	Shovels, Picks, Sledge Hammers
		1,200	Root Cutter Blades
		1,200	Root Cutter Motors
		1,200	Water Pump Replacement
		8,800	Portable Valve Actuator
660-620-519-5760	Street Materials - Aggregate	<b>16,000</b>	
		16,000	Trench Filling

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
660-620-519-5769	Street Materials - Other	<u>5,000</u> 5,000	Concrete
660-620-519-5780	Utilities - Government Building	<u>4,400</u> 4,400	Gas and Electric
660-620-519-5785	Utilities - Public Way	<u>5,500</u> 5,500	Electricity for Pumps and Standpipe
660-620-519-5790	Water Purchases	<u>900,000</u> 900,000	City of Evanston Water purchases
660-620-519-5793	Water System Supplies	<u>7,000</u> 3,000 2,000 2,000	Precast Vaults Sewer Pipes Alley French Drains
660-620-519-5796	Water System Repair Parts	<u>72,000</u> 45,000 2,000 3,000 15,000 7,000	Meters, Meter Transmission Units, Meter Covers Valves Piping Sleeves Connections
660-620-562-6580	Vehicles/Equipment	<u>27,400</u> 15,000 12,400	Truck 10 Outfitting Asphalt Hot Box (Split 50% Water and 50% Streets)
660-000-573-7380	Loan Principal Payments	<u>235,000</u> 235,000	Illinois Environmental Protection Agency (IEPA) principal payments
660-000-574-7580	Loan Interest Payments	<u>122,501</u> 122,501	Illinois Environmental Protection Agency (IEPA) Interest Payment
660-620-562-6401	Water Transmission Improvements	<u>116,000</u>	

## Water and Sewer Fund Revenue

### FY 2023 Budget

Account Number	Description	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
660-000-410-4390	Water sales	3,819,569	3,580,788	3,900,000	3,796,867	3,900,000	3,756,124	2,593,411
660-000-410-4391	Water meter sales	-	-	-	-	-	-	-
660-000-410-4392	Water service charge	-	-	6,000	-	6,000	-	-
660-000-410-4394	Turn on fees	4,750	3,950	4,000	-	4,000	5,000	4,000
660-000-410-4395	Final Water Bill Fee	3,660	3,320	-	3,640	-	4,280	4,000
660-000-410-4397	Water Meter Charge	107,478	107,397	-	107,663	-	106,686	111,127
660-000-410-4398	Debt Service Charge	167,742	155,398	-	166,521	-	160,000	1,512,823
660-000-410-4399	Capital Improvements Charge	161,053	161,169	-	161,317	-	157,240	180,198
660-000-410-4400	Sewer Use Charge	440,871	408,038	-	437,182	990,000	470,400	449,525
660-000-410-4510	Late payment penalty	54,712	49,245	59,000	440	-	40,000	40,000
660-000-410-4520	NSF check charge	375	250	-	125	-	225	200
660-000-410-4660	State Grants	-	-	-	-	-	-	-
660-000-410-4710	Interest income- deposits	1,270	76,908	1,000	542	-	450	450
660-000-410-4720	Investment Income	-	-	-	2,834	-	-	-
660-000-410-4816	Reimbursement	-	-	-	-	-	5,425	-
660-000-410-4925	Miscellaneous Income	10,000	12,500	-	12,500	-	10,000	10,000
660-000-410-8121	Bond Premium	-	-	-	-	-	-	-
660-000-910-8030	Transfer In	-	-	-	-	-	-	-
<b>Water &amp; Sewer Fund Revenue:</b>		<b>\$ 4,771,479</b>	<b>\$ 4,558,962</b>	<b>\$ 3,970,000</b>	<b>\$ 4,689,630</b>	<b>\$ 4,900,000</b>	<b>\$ 4,715,830</b>	<b>\$ 4,905,734</b>



# OTHER FUNDS



# Motor Fuel Tax Fund

## Fund Description

The Motor Fuel Tax (MFT) Fund receives and allocates funds provided by the State of Illinois, which generates revenue through a tax on gasoline and diesel fuel sales. The tax is then distributed to municipalities throughout Illinois on a per capita basis.

This budget accounts for the maintenance of the traffic signal lighting in the Village and for services performed by the Village for upkeep of Illinois Department of Transportation (IDOT) streets within the Village limits.

Beginning in Fiscal Year 2020, the Village received the first of three years (through 2022) of Rebuild Illinois Grant Program funds from the Illinois Department of Transportation (IDOT). IDOT will be dispersing these funds using their standard MFT formula and these funds must be deposited into the Village's MFT Fund to be utilized for future road improvement projects. In total, the Village has received \$832,450.

## Fund Expenditure

The Motor Fuel Tax Fund Fiscal Year 2023 Budget includes \$3,756,000 in expenditures. The budget as presented is an overall increase of \$360,500 or 10.6% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- Revenue received for MFT is distributed on a per capital basis and is based on the Illinois Municipal League projections. In Fiscal Year 2023, the Village estimates receiving approximately \$450,000 in revenue.
- The budget includes \$3,135,000 for Year Four of the Roadway Program and \$593,500 for consulting services related to the following programs:
  - Pratt Avenue Pedestrian Bridge Phase I Engineering
  - Infrastructure Program – Year Five, Phase II Design. Expenditures for this program are split with the Water Fund
  - Infrastructure Program – Year Four, Phase III Oversight. Expenditures for this program are split with the Water Fund
  - Devon Bridge Reconstruction – Village Costs
  - Northeast Parkway Resurfacing and Phase III Oversight

## Motor Vehicle Fuel Tax

### FY 2023 Budget Request

Account Number	Description	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
212-000-511-5320	Consulting	4,725	71,084	168,367	445,000	543,500	543,500	593,000
	<b>Services Total:</b>	<b>4,725</b>	<b>71,084</b>	<b>168,367</b>	<b>445,000</b>	<b>543,500</b>	<b>543,500</b>	<b>593,000</b>
212-000-511-5725	Bank & Wire Fees	-	-	50	-	-	-	-
212-000-513-5290	Street lights & traffic signal	24,789	25,584	20,384	24,000	28,000	28,000	28,000
	<b>Commodities Total:</b>	<b>24,789</b>	<b>25,584</b>	<b>20,434</b>	<b>24,000</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
212-000-561-6300	Street system const/imprvmnts	41,259	1,264,609	2,099,099	3,150,000	2,824,000	2,950,000	3,135,000
212-000-561-6301	Transfer to Touhy/Crawford PF	-	-	-	-	-	-	-
	<b>Capital Total:</b>	<b>41,259</b>	<b>1,264,609</b>	<b>2,099,099</b>	<b>3,150,000</b>	<b>2,824,000</b>	<b>2,950,000</b>	<b>3,135,000</b>
212-000-920-8047	Operating Transfer Out	-	174,015	129,423	-	-	-	-
212-000-920-9001	To General Fund	-	106,000	-	-	-	60,000	-
	<b>Other Total:</b>	<b>-</b>	<b>280,015</b>	<b>129,423</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>
<b>Motor Vehicle Fuel Tax:</b>		<b>\$ 70,773</b>	<b>\$ 1,641,292</b>	<b>\$ 2,417,324</b>	<b>\$ 3,619,000</b>	<b>\$ 3,395,500</b>	<b>\$ 3,581,500</b>	<b>\$ 3,756,000</b>

## Motor Vehicle Fuel Tax FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
212-000-511-5320	Consulting	<b>593,000</b>	
		-	Pratt Avenue Bike Lane Phase II Design (70% Grant Funded)
		184,000	Infrastructure Program - Year 5 Phase II Design (split with Water Fund)
		194,000	Infrastructure Program - Year 4 Phase III Oversight
		75,000	Northeast Parkway Resurfacing Phase III
		140,000	Pratt Avenue Pedestrian Bridge Phase I Engineering
212-000-513-5290	Street Lights and Traffic Signal	<b>28,000</b>	
		28,000	Annual Traffic Signal Maintenance
212-000-561-6300	Street System Construction/Improvements	<b>3,135,000</b>	
		2,425,000	Roadway Program Year 4 Construction
		670,000	Northeast Parkway Resurfacing
		40,000	Devon Bridge Reconstruction - Village Costs

**Motor Vehicle Fuel Tax Revenue**  
**FY 2023 Budget**

<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
212-000-410-4170	Motor fuel tax	319,592	464,592	404,000	450,774	735,576	500,000	450,000
212-000-410-4171	Restore Illinois Funds	-	-	-	414,865	-	277,484	417,585
212-000-410-4172	Bond Proceeds	-	-	3,600,000	2,680,000	3,107,000	2,831,339	-
212-000-410-4660	Grants	-	-	-	-	-	-	666,000
212-000-410-4710	Interest from deposits	82,508	55,145	40,000	6,712	-	1,700	1,500
212-000-410-4720	Interest from investments	-	14,152	-	-	7,000	-	-
<b>MFT Total:</b>		<b>\$ 402,100</b>	<b>\$ 533,889</b>	<b>\$ 4,044,000</b>	<b>\$ 3,552,350</b>	<b>\$ 3,849,576</b>	<b>\$ 3,610,523</b>	<b>\$ 1,535,085</b>

# Storm Water Management Fund



## Fund Description

The Storm Water Management Fund receives its revenue from the home rule sales tax and is utilized to improve the storm water management in the Village. The Village has budgeted \$625,000 in home rule sales tax for Fiscal Year 2023 for Stage III of the Storm Water Management Program. These funds will be used to pay the Debt Service on General Obligation Bonds, Series 2021A used to fund this project.

## Department Expenditure

The Storm Water Management Fund Fiscal Year 2023 Budget includes \$175,000 in expenditures. The budget as presented is an overall decrease of \$2,825,000 or -94.2% from the Fiscal Year 2022 Budget. This decrease is attributable to Street Storage Stage III Design taking place in Fiscal Year 2023.

**Stormwater Management Fund**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
461-000-511-5320	Consulting	31,580	-	-	-	-	-
461-000-511-5340	Engineering	311,001	164,320	150,000	500,000	295,000	-
461-000-561-6300	Facility Improvements	3,916,370	49,778	2,094,000	2,500,000	2,159,605	175,000
461-000-575-7779	Interest Payments 2019 Bonds	-	-	-	-	-	-
461-000-575-7780	Bond Payments	-	-	-	-	-	-
461-000-920-8001	Transfer Out	-	134,734	134,734	-	-	-
461-000-920-8047	Transfer out to General Fund	-	-	-	-	-	-
<b>Stormwater Management Fund:</b>		<b>\$ 4,258,951</b>	<b>\$ 348,832</b>	<b>\$ 2,378,734</b>	<b>\$ 3,000,000</b>	<b>\$ 1,460,127</b>	<b>\$ 175,000</b>

# Stormwater Management Fund

## FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
461-000-511-5340	Engineering	<u>0</u>	
		0	Phase III Engineering - Stage III
461-000-561-6300	Facility Improvements	<u>175,000</u>	
		175,000	Street Storage III Design

## Stormwater Management Fund Revenue

### FY 2023 Budget

Account Number	Description	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
461-000-410-4035	Home Rule Sales Tax <sup>(1)</sup>	-	469,251	550,000	503,733	500,000	585,000	625,000
461-000-410-4660	Grants	-	1,043,822	750,000	347,941	-	-	-
461-000-410-8120	Bond Proceeds	-	2,300,000	-	-	2,500,000	2,359,614	-
461-000-410-8121	Bond Premium	-	189,080	-	-	-	-	-
461-000-910-8001	Transfers from General Fund	-	119,015	-	-	-	-	-
<b>Stormwater Management Fund Total:</b>		<b>\$ -</b>	<b>\$ 4,121,168</b>	<b>\$ 1,300,000</b>	<b>\$ 851,674</b>	<b>\$ 3,000,000</b>	<b>\$ 2,944,614</b>	<b>\$ 625,000</b>

Note

<sup>(1)</sup> Bond Payments are funded by 1.4% received in home rule sales tax

# Transportation Improvement Fund



## Fund Description

The Transportation Improvement Fund receives its revenue from the local gas tax and this revenue is utilized to improve the transportation systems in the Village. In 2005, the Village instituted a tax gas. Two cents of the gas tax is allocated to this Fund. In Fiscal Year 2023, the Village estimates \$250,000 in revenue.

## Fund Expenditure

The Transportation Improvement Fund Fiscal Year 2023 Budget includes \$375,000 in expenditures. The budget as presented is an overall decrease of \$176,000 or 0.32% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- In Fiscal Year 2023, the Village will receive a grant in the amount of \$180,000 for Phase II Engineering of the Touhy/Cicero Intersection improvements.
- The budget also includes \$112,000 in road repairs for the following projects:
  - Contractual Patching Program – Year 4 of 5
  - Cold and hot patch for street repairs
  - Thermoplastic pavement markings – Year 2 of 4

## Transportation Improvement Fund

### FY 2023 Budget Request

Account Number	Description	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
213-000-511-5320	Consulting	-	-	-	-	-	-	-
213-000-511-5725	Bank Fees	-	-	53	-	-	-	-
213-000-561-5340	Engineering	179,993	76,429	16,121	420,500	191,000	191,000	213,000
<b>Services Total:</b>		<b>179,993</b>	<b>76,429</b>	<b>16,174</b>	<b>420,500</b>	<b>191,000</b>	<b>191,000</b>	<b>213,000</b>
213-000-561-5490	R&M Road Repairs	57,841	90,064	32,021	110,000	110,000	85,000	112,000
213-000-561-6100	Land acquisition & improvement	-	-	-	-	-	-	-
213-000-561-6300	Street system const/imprvmnts	-	362	16,339	230,060	250,000	181,007	50,000
213-000-561-6310	Street lights' improvements	-	-	-	-	-	-	-
<b>Capital Total:</b>		<b>57,841</b>	<b>90,426</b>	<b>48,360</b>	<b>340,060</b>	<b>360,000</b>	<b>266,007</b>	<b>162,000</b>
213-000-920-8000	Transfers Out	194,881	-	-	100,000	-	-	-
213-000-920-9001	To General Fund	-	-	-	-	-	-	-
<b>Other Total:</b>		<b>194,881</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transportation Improvement Fund:</b>		<b>\$ 432,715</b>	<b>\$ 166,856</b>	<b>\$ 64,534</b>	<b>\$ 860,560</b>	<b>\$ 551,000</b>	<b>\$ 457,007</b>	<b>\$ 375,000</b>

## Transportation Improvement Fund

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
213-000-561-5340	Engineering	<b>213,000</b>	
		8,000	Devon Avenue Bridge Enhancement Design
		180,000	Phase II Engineering - Touhy/Cicero Intersection improvements (Grant, local match reimbursed by IDOT)
		25,000	ADA Transition Plan
213-000-561-5490	R&M Road Repairs	<b>112,000</b>	
		75,000	Contractural Patching Program (Year 4 of 5)
		25,000	Cold and Hot Patch for Street Repairs
		12,000	Thermoplastic Pavement Markings (Year 2 of 4)
213-000-561-6300	Street System Construction/Improvements	<b>50,000</b>	
		50,000	Devon Avenue Bridge Signage

## Transportation Improvement Fund Revenue

### FY 2023 Budget

Account Number	Description	FY 2019 Actual	FY 2020 Actual	FY 2021 Adopted	FY 2021 Actual	FY 2022 Adopted	FY 2022 Projected	FY 2023 Budget
213-000-410-4170	LWD gasoline tax <sup>(1)</sup>	271,898	261,389	280,000	200,738	270,000	200,000	250,000
213-000-410-4660	Grants	-	79,095	-	5,409	160,000	-	180,000
213-000-410-4710	Interest from deposits	7,545	6,783	-	720	-	250	250
213-000-410-4815	State reimbursement	105,994	24,307	-	-	-	-	-
213-000-910-8001	Transfers In	-	50,000	-	-	-	-	-
213-000-910-8030	Transfer In	-	-	-	-	-	-	-
<b>Transportation Improvement Fund:</b>		<b>\$ 385,438</b>	<b>\$ 421,574</b>	<b>\$ 280,000</b>	<b>\$ 206,867</b>	<b>\$ 430,000</b>	<b>\$ 200,250</b>	<b>\$ 430,250</b>

# Devon Lincoln TIF Fund



## Fund Description

The Devon/Lincoln TIF Fund accounts for tax increment revenues generated from properties within the boundaries of the Devon/Lincoln Tax Increment District. The Property tax revenue is estimated based on the Equalized Assessed Value (EAV) of the property as established by the Cook County Clerk's Office. In Fiscal Year 2023, the Village estimates to receive \$900,000 in property tax revenue for this TIF district. This projection is based on the amount collected during the 2021 and 2022 Fiscal Year.

## Fund Expenditure

The Devon/Lincoln TIF Fund Fiscal Year 2023 Budget includes \$846,000 in expenditures. The budget as presented is an overall increase of \$355,000 or 72.3% from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Fiscal Year 2023 budget includes \$345,000 for the Phase II Design of the Devon Avenue Streetscape and the Phase III Oversight of the Devon TIF Street Lighting Installation.
- \$450,000 is also included in the budget for the parkway tree planting, sidewalk installation within the Devon Lincoln TIF and the Devon Avenue Street Lighting Installation Project.

**Devon Lincoln TIF District**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
220-000-511-5310	Audit Fee	-	-	1,500	-	1,000	460	1,000
220-000-511-5340	Engineering	21,079	6,600	359,000	4,164	360,000	360,000	345,000
220-000-517-5520	PEP/Gift Grants	-	-	50,000	-	50,000	-	50,000
220-000-561-6310	Land Acq and Improvment	77,717	219,256	30,000	-	80,000	80,000	450,000
<b>Devon/ Lincoln TIF:</b>		<b>\$ 98,795</b>	<b>\$ 225,855</b>	<b>\$ 440,500</b>	<b>\$ 4,164</b>	<b>\$ 491,000</b>	<b>\$ 440,460</b>	<b>\$ 846,000</b>

## Devon Lincoln TIF District

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
220-000-517-5310	Audit Fee	<u>1,000</u>	
		1,000	TIF audit
220-000-517-5520	Community Development Grants	<u>50,000</u>	
		50,000	PEP Grants
220-000-511-5340	Engineering	<u>345,000</u>	
		325,000	Phase II Design - Devon Avenue Streetscape
		20,000	Phase III Engineering - Devon TIF Streetlighting
220-000-561-6310	Land Acq and Improvment	<u>450,000</u>	
		30,000	Parkway Tree Planting and Sidewalk Installation
		420,000	Devon Street Lighting Installation

**Decon Lincoln TIF District Revenue**  
**FY 2023 Budget**

<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
220-000-410-4020	Property Taxes	532,261	248,614	535,000	1,493,761	-	1,100,000	900,000
220-000-410-4120	TIF Increment	-	-	-	-	1,700,000	-	-
220-000-410-4660	Grant Revenue	-	-	-	-	276,250	-	276,250
220-000-410-4710	Interest	2,010	3,877	-	2,653	-	1,500	1,500
<b>Devon/ Lincoln TIF:</b>		<b>\$ 534,272</b>	<b>\$ 252,490</b>	<b>\$ 535,000</b>	<b>\$ 1,496,413</b>	<b>\$ 1,976,250</b>	<b>\$ 1,101,500</b>	<b>\$ 1,177,750</b>

# North Lincoln TIF Fund



## Fund Description

The North Lincoln TIF Fund accounts for tax increment revenues generated from properties within the boundaries of the North Lincoln Tax Increment Financing District. The property tax revenue is estimated based on the Equalized Assessed Value (EAV) of the property as established by the Cook County Clerk's Office. In Fiscal Year 2023, the Village estimates to receive \$150,000 in property tax revenue for this TIF district. This projection is based on the amount collected during the 2021 and 2022 Fiscal Year.

## Fund Expenditure

The North Lincoln Fund Fiscal Year 2023 Budget includes \$694,000 in expenditures. The budget as presented is an overall decrease of \$26,456,000 or -97.4% from the Fiscal Year 2022 Budget. The Fiscal Year 2022 included an issuance of TIF notes for \$25,000,000 and \$1,500,000 for interest for the notes which accounts for the significant decrease in the fund.

## Major Expenditure Highlights

- Included in the Fiscal Year 2023 Budget is \$144,000 for engineering fees associated with District 1860, and oversight of the Lincoln Avenue Median Replacement Project.
- Also included in this budget is \$550,000 for the construction of the Lincoln Avenue Median Project.

**North Lincoln TIF Fund**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
221-000-529-7100	Fiscal Charges	-	-	-	-	-	-	-
221-000-561-5320	Consulting	-	-	-	-	-	-	-
221-000-561-5340	Engineering	-	-	30,000	24,161	50,000	-	144,000
221-000-561-6200	Construction	-	-	-	-	-	-	550,000
221-000-561-6300	Notes Payout	-	-	30,000,000	-	25,000,000	14,540,766	-
221-000-561-7100	Bond costs	-	-	600,000	-	600,000	807,197	-
221-000-573-7580	Notes-Principle	-	-	-	-	-	-	-
221-000-574-7580	Notes-Interest	-	-	2,100,000	-	1,500,000	-	-
221-000-920-8047	Transfers Out	-	-	-	-	-	-	-
<b>North Lincoln TIF:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,730,000</b>	<b>\$ 24,161</b>	<b>\$ 27,150,000</b>	<b>\$ 15,347,963</b>	<b>\$ 694,000</b>

# North Lincoln TIF Fund

## FY 2023 Budget Request

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	<b>Comments</b>
221-000-561-5340	Engineering/Other Contractual	<b>144,000</b>	
		100,000	Engineering Fees Associated with District 1860
		44,000	Lincoln Avenue Median Replacement Oversight
221-000-561-6200	Construction	<b>550,000</b>	
		550,000	Lincoln Avenue Median Replacements

**North Lincoln TIF Fund Revenue**  
**FY 2023 Budget**

<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Draft</b>
221-000-410-4120	TIF Increment	-	-	-	100,608	85,000	152,289	150,000
221-000-410-4710	Interest Income	-	-	-	141	-	150	300
221-000-410-4999	Other Income	-	-	-	-	-	-	-
221-000-410-8120	Bond Proceeds	-	-	-	-	35,000,000	22,230,000	-
221-000-910-8010	Transfers In	-	-	-	-	-	-	-
<b>North Lincoln TIF Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,749</b>	<b>\$ 35,085,000</b>	<b>\$ 22,382,439</b>	<b>\$ 150,300</b>



# Debt Service Fund

## Fund Description

The Debt Service Fund is a governmental fund that exists for the purpose of retiring general obligation and other debt incurred to finance various capital improvements in the Village.

As a home rule municipality with a population of less than 50,000, the Village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. The Village has used bond proceeds for capital projects only and has not made it a practice to use long-term debt to fund operating programs. In addition to bond proceeds, the Village's ongoing capital improvement program is funded on a pay-as-you-go basis by certain operating revenues, such as gas tax and sales tax.

The Village currently maintains an Aa2 bond rating by Moody's and has the following outstanding issues:

- 2019 Series - \$15,450,000 original issuance
- 2020A Series - \$2,680,000 original issuance
- 2021A Series - \$9,085,000 original issuance

## Fund Expenditure

The Debt Service Fund Fiscal Year 2023 Budget includes \$402,713 in expenditures.

## Major Expenditure Highlights

- The Budget includes payments for principal and interest owed on the General Obligations Bonds.

**Debt Service Fund**  
**FY 2023 Budget Request**

<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
330-000-571-7100	Fiscal charges	-	-	65,000	29,423	45,000	500	45,000
330-000-573-7373	Principal-Illinois Finance Aut	12,500	12,500	12,500	12,500	12,500	12,500	12,500
330-000-573-7378	Principal- Cook County Loan	197,881	-	-	-	-	-	-
330-000-573-7379	Principal- 2019 GO Bonds	-	-	40,000	40,000	50,000	50,000	55,000
330-000-574-7579	Interest- 2019 GO Bonds	-	-	94,734	94,733	82,000	82,000	79,500
330-000-574-7580	Interest-2020 GO Bonds	-	-	-	-	49,473	49,473	35,713
330-000-574-7581	Principal-2020 GO Bonds	-	-	-	-	165,000	165,000	175,000
330-000-920-8050	Transfer Out	-	-	3,600,000	-	-	-	-
<b>Debt Service Fund:</b>		<b>\$ 210,381</b>	<b>\$ 12,500</b>	<b>\$ 3,812,234</b>	<b>\$ 176,656</b>	<b>\$ 403,973</b>	<b>\$ 359,473</b>	<b>\$ 402,713</b>



# Police Pension Fund

## Fund Description

The Police Pension Fund is a fiduciary fund that has been created for the specific purpose of funding pension benefits for all sworn Police Officers. This fund was established and is governed by the Illinois Compiled Statutes (ILCS) and is managed by a separate pension board. Pursuant to ILCS and in accordance with the Village's financial policies, the Village funds its pension obligations based upon an actuarially determined funding calculation. The Village consistently meets or exceeds its required annual contribution levels. Over the past six years, the Village has contributed \$2,115,947 in excess of the actuarially determined contribution.

All sworn police personnel are required to contribute 9.91% of their base salary to the pension fund. Total contributions from both the Village and employee total \$2,824,000 for the Fiscal Year 2023 budget.

As the statutory requirements for the Police Pension Fund to be fully funded by calendar year 2040 approaches, pension contributions will continue to increase.

## Fund Expenditure

The Police Pension Fund Fiscal Year 2023 Budget includes \$3,373,605 in expenditures. The budget as presented is an overall decrease of \$3,758 from the Fiscal Year 2022 Budget.

## Major Expenditure Highlights

- The Budget includes \$3,254,905 for pension payments to retired and/or disabled police personnel.
- The budget also includes \$118,700 for administrative expenses, which includes investment consulting fees and other operating expenses.

## Fund Revenue

The Police Pension Fund Fiscal Year 2023 Budget includes \$3,121,660 in revenues. This includes \$260,000 for the reinstatement of the local gas tax revenue to be transferred to the Police Pension Fund for additional pension contributions.

**Police Pension Fund**  
**FY 2023 Budget Request**

Account Number	Description	FY 2019	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023
		Actual	Actual	Adopted	Actual	Adopted	Projected	Budget
801-810-519-5300	Other Compensation	9,387	9,629	15,000	133,518	19,000	19,000	19,000
801-810-519-5320	Consulting	47,975	44,154	72,000	51,186	72,000	72,000	72,000
801-810-519-5399	Other Professional Services	19,403	26,714	20,000	22,062	20,000	20,000	20,000
801-810-519-5560	Printing & copying services	-	-	150	-	150	-	-
801-810-519-5570	Professional associations	795	795	800	-	800	-	500
801-810-519-5580	Insurance	-	-	5,400	9,871	5,400	2,500	2,500
801-810-519-5590	Training	1,000	1,500	2,500	-	3,500	-	3,000
801-810-519-5700	Office supplies	-	-	500	1,211	500	-	100
801-810-519-5720	Postage	-	-	100	-	100	-	100
801-810-519-5730	Bank Fees	1,063	681	1,000	585	1,000	1,500	1,500
	<b>Police Pension Administration</b>	<b>79,622</b>	<b>83,473</b>	<b>117,450</b>	<b>218,432</b>	<b>122,450</b>	<b>115,000</b>	<b>118,700</b>
801-820-519-5080	Pension - regular	2,304,501	2,424,147	2,625,190	2,932,241	2,824,000	2,600,000	2,824,000
801-820-519-5085	Pension - spouse/dependent	384,059	384,059	278,114	-	286,458	-	286,450
801-820-519-5090	Pension - disability	109,997	109,997	140,248	-	144,455	-	144,455
801-820-519-5095	Pension - Health	-	-	-	-	-	-	-
	<b>Personnel Total:</b>	<b>2,798,557</b>	<b>2,918,204</b>	<b>3,043,552</b>	<b>2,932,241</b>	<b>3,254,913</b>	<b>2,600,000</b>	<b>3,254,905</b>
<b>Police Pension Fund</b>		<b>\$ 2,878,180</b>	<b>\$ 3,001,677</b>	<b>\$ 3,161,002</b>	<b>\$ 3,150,673</b>	<b>\$ 3,377,363</b>	<b>\$ 2,715,000</b>	<b>\$ 3,373,605</b>

## Police Pension Fund

### FY 2023 Budget Request

Account Number	Account Name	Amount	Comments
801-810-519-5320	Investment Consulting	<u>72,000</u> 72,000	Investment Consulting Fees
801-810-519-5300	Other Consulting	<u>19,000</u>  15,500 3,500	Lauterbach and Amen (L&A) Bookkeeping/Administrative Fees; Department of Insurance (DOI) Fees L & A Actuary Fee
801-810-519-5399	Other Professional Services	<u>20,000</u> 20,000	Legal Fees
801-810-519-5560	Printing & copying services	<u>-</u> -	Printing Services
801-810-519-5570	Professional associations	<u>500</u>  500	Illinois Public Pension Fund Association (IPPFA), Illinois Public Pension Advisory Committee (IPPAC)
801-810-519-5590	Training	<u>3,000</u> 3,000	(5) Continuing Education
801-810-519-5599	Other contractual	<u>2,500</u> 2,500	Fiduciary Insurance
801-810-519-5700	Office supplies	<u>100</u>  100	Computer Printer Scanner Supplies and Equipment
801-810-519-5720	Postage	<u>100</u> 100	Pension Mailings
801-810-519-5730	Bank Fees	<u>1,500</u>	

**Police Pension Fund Revenue**  
**FY 2023 Budget**

<b>Account Number</b>	<b>Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Budget</b>
801-000-410-4710	Interest from deposits	2,401	31,307	-	4,950	-	1,660	1,660
801-000-410-4720	Interest from investments	247,383	169,679	-	49,864	-	34,484	20,000
801-000-410-4860	Employer contributions	1,658,736	2,218,738	-	2,265,476	2,640,000	2,000,000	2,640,000
801-000-410-4870	Active member contributions	241,463	292,037	-	310,853	-	200,000	200,000
801-000-410-4880	Gas Tax Revenue	271,898	261,308	-	-	-	-	260,000
801-000-410-4900	Realized/Unrealized gain/loss	1,155,987	(59,962)	-	5,536,816	1,200,000	(24,245)	-
801-000-410-4999	Misc Revenue	-	1,150	-	55,089	-	-	-
<b>Police Pension Fund Revenue:</b>		<b>\$ 3,577,867</b>	<b>\$ 2,914,258</b>	<b>\$ -</b>	<b>\$ 8,223,049</b>	<b>\$ 3,840,000</b>	<b>\$ 2,211,899</b>	<b>\$ 3,121,660</b>



# CAPITAL IMPROVEMENT PLAN

# Capital Improvement Program



## Introduction

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

## Purpose of Capital Improvement Program

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

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

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

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

## Capital Improvement Project Definition

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

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

## Capital Improvement Program Development

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2023 - FY 2027 Capital Improvement Program Summary by Department.”

## Capital Improvement Program Development

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

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

1. **New or Substantially Expanded Facility** - Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility** - Reconstruction or extensive rehabilitation to extend a facility’s useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement** - Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.
4. **Protection and Conservation of Resources or Existing Investment** - A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination** - A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).
6. **Reduce Risk to Public Safety or Health** - A project which protects against a clear and immediate risk to public safety or public health.
7. **Improvement of Operating Efficiency** - A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
8. **Equitable Provision of Services or Facilities** - A project that serves the special needs of a segment of the Village’s population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering

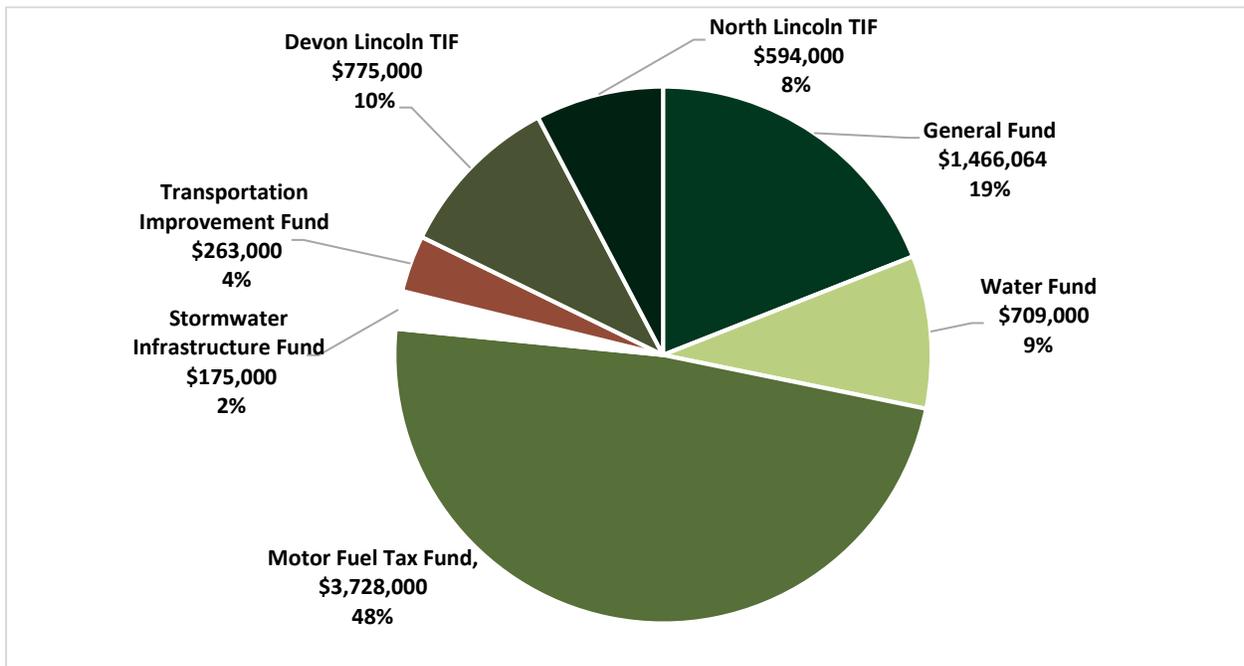
existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.

9. **Maintenance or Increase of Property Value** - A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

## Capital Improvement Program Development

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table “Fiscal Year 2023 – Fiscal Year 2027 Capital Improvement Program Summary by Department.” Projects, which are proposed for funding in Fiscal Year 2023, are followed in order by projects proposed for each of the remaining fiscal years.

### Fiscal Year 2023 Capital Expenditures Across All Funds \$7,710,064



# Village of Lincolnwood

## Capital Improvement Program

### Fiscal Year 2023-2027

Department	Fund	Program Item Name	Year 1 FY 2023	Year 2 FY 2024	Year 3 FY 2025	Year 4 FY 2026	Year 5 FY 2027	Total 5-Year
Fire Department	General Fund	Ambulance A9	-	-	-	-	-	-
Fire Department	General Fund	Auto Extrication Equipment on Truck 15	32,700	-	-	-	34,000	66,700
Fire Department	General Fund	Replacement Fire Engine	-	-	-	-	967,530	967,530
Fire Department	General Fund	Replacement Ambulance A8	-	-	-	344,177	-	344,177
Fire Department	General Fund	Replacement Tahoe	-	-	56,284	-	-	56,284
Fire Department	General Fund	Replacement Ambulance A7	-	-	312,179	-	-	312,179
Fire Department	General Fund	Replacement of Cardiac Monitors (3)	-	40,000	40,000	40,000	-	120,000
Fire Department	General Fund	Replacement of Air Packs	-	140,000	-	-	-	140,000
Fire Department	General Fund	Command Van	80,000	-	-	-	-	80,000
Fire Department	General Fund	Replacement of Ambulance A6	-	283,155	-	-	-	283,155
Parks and Recreation	General Fund	Aquatic Center - Locker Room Renovation	-	-	1,500,000	-	-	1,500,000
Parks and Recreation	General Fund	Activity Pool Feature	-	-	-	100,000	-	100,000
Parks and Recreation	General Fund	Pool Painting (All - Ongoing 3 Year Cycle)	-	-	50,000	-	-	50,000
Parks and Recreation	General Fund	Community Center HVAC Replacement	73,100	-	-	-	-	73,100
Parks and Recreation	General Fund	Central Park - Court Resurfacing	-	200,000	-	-	-	200,000
Parks and Recreation	General Fund	Proesel Park - Court Resurfacing	-	-	300,000	-	-	300,000
Parks and Recreation	General Fund	Tennis Court Resurfacing Design - Proesel	-	30,000	-	-	-	30,000
Parks and Recreation	General Fund	Centennial Park Erosion & Path Resurfacing	22,000	445,000	-	-	-	467,000
Parks and Recreation	General Fund	Proesel Park Signs	20,000	-	-	-	-	20,000
Parks and Recreation	General Fund	Centennial Park Sign	10,000	-	-	-	-	10,000
Parks and Recreation	General Fund	Tennis Court Resurfacing Design - Central	20,000	-	-	-	-	20,000
Parks and Recreation	General Fund	Pool Chairs	50,000	-	-	-	-	50,000
Parks and Recreation	General Fund	Pool Shade Structures	30,000	-	-	-	-	30,000
Parks and Recreation	General Fund	Parks/Rec Master Plan	100,000	-	-	-	-	100,000
Parks and Recreation	General Fund	Flowers Park - if OSLAD grant received	-	800,500	-	-	-	800,500
Parks and Recreation	General Fund	Dog Park Public Input Process and Planning	15,000	-	-	-	-	15,000
Police Department	General Fund	Police Lockup Facility Repair	-	-	100,000	-	-	100,000
Police Department	General Fund	Public Safety Intersection Cameras/LPR & Maintenance	-	18,000	12,000	12,000	12,000	54,000
Police Department	General Fund	Cameras for Centennial Park and Pedestrian Bridge	-	-	25,000	5,000	5,000	35,000
Police Department	General Fund	Firearms Replacement	18,000	-	-	-	-	18,000
Police Department	General Fund	In Car Camera Replacement (Works with Body Camera Integration)	53,000	30,000	30,000	30,000	30,000	173,000
Police Department	General Fund	Police Body Worn Cameras/Operational Mandate by State Law (1/1/2025)	-	70,000	70,000	70,000	70,000	280,000
Police Department	General Fund	Vehicle Replacements	145,500	145,500	194,000	194,000	194,000	873,000
Public Works	Devon Lincoln TIF	Tree Planting	15,000	15,000	15,000	15,000	15,000	75,000
Public Works	Devon Lincoln TIF	Sidewalk Improvements	15,000	15,000	15,000	15,000	15,000	75,000
Public Works	Devon Lincoln TIF	Devon/Lincoln TIF Street Lighting	420,000	-	-	-	-	420,000
Public Works	Devon Lincoln TIF	Devon Avenue Streetscape	325,000	4,125,000	-	-	-	4,450,000
Public Works	General Fund	Facility Improvements	166,364	209,577	93,620	92,100	32,635	594,296
Public Works	General Fund	Roof Replacements	-	246,000	-	-	-	246,000
Public Works	General Fund	Village Hall Generator Project	25,000	365,000	-	-	-	390,000

# Village of Lincolnwood

## Capital Improvement Program

### Fiscal Year 2023-2027

Department	Fund	Program Item Name	Year 1 FY 2023	Year 2 FY 2024	Year 3 FY 2025	Year 4 FY 2026	Year 5 FY 2027	Total 5-Year
Public Works	General Fund	Tree Planting	45,000	45,000	45,000	45,000	45,000	225,000
Public Works	General Fund	Sidewalk Improvements	60,000	60,000	60,000	60,000	60,000	300,000
Public Works	General Fund	Vehicle Replacements	-	89,200	176,700	117,400	506,900	890,200
Public Works	General Fund	Tractor 1 (replacing 1 and 8)	56,000	-	-	-	-	56,000
Public Works	General Fund	Truck 8	39,400	-	-	-	-	39,400
Public Works	General Fund	Truck 1	200,000	-	-	-	-	200,000
Public Works	General Fund	Snow Removal Tractor	55,000	-	-	-	-	55,000
Public Works	Motor Fuel Tax Fund	Street Light Replacement Program (Hamlin/Touhy)	-	57,000	922,000	-	-	979,000
Public Works	Motor Fuel Tax Fund	Street Lights - IDOT relocations	40,000	-	-	-	-	40,000
Public Works	Motor Fuel Tax Fund	Pratt Avenue Bike Lane	-	50,000	-	590,000	-	640,000
Public Works	Motor Fuel Tax Fund	Roadway Resurfacing	2,803,000	4,172,000	4,480,000	3,982,000	4,219,000	19,656,000
Public Works	Motor Fuel Tax Fund	Roadway Resurfacing - Northeast Parkway Resurfacing	745,000	-	-	-	-	745,000
Public Works	Motor Fuel Tax Fund	Pratt Avenue Pedestrian Overpass	140,000	115,000	1,555,000	-	-	1,810,000
Public Works	North Lincoln TIF	North Lincoln Medians	594,000	-	-	-	-	594,000
Public Works	Transportation Improvement Fund	ADA Transition Plan	25,000	-	-	-	-	25,000
Public Works	Transportation Improvement Fund	Devon Avenue Bridge Enhancements	58,000	-	-	-	-	58,000
Public Works	Transportation Improvement Fund	Touhy/Cicero Intersection Improvements	180,000	2,630,000	-	-	-	2,810,000
Public Works	Water Fund	Pump House Improvements	200,000	190,700	50,000	-	-	440,700
Public Works	Water Fund	Leak Detection System	80,000	783,000	-	-	-	863,000
Public Works	Water Fund	Water Meter Upgrades	-	240,000	240,000	240,000	240,000	960,000
Public Works	Water Fund	Vehicle Replacements	-	243,700	111,800	74,900	-	430,400
Public Works	Water Fund	Chicago Emergency Interconnect	146,000	-	-	-	-	146,000
Public Works	General Fund	Space Needs Analysis	150,000	-	-	-	-	150,000
Stormwater Infrastructure Fund	Stormwater Infrastructure Fund	Street Storage Program	175,000	3,330,000	-	-	-	3,505,000
Stormwater Infrastructure Fund	Stormwater Infrastructure Fund	Stormwater Master Plan Update	-	-	100,000	-	-	100,000
Water Fund	Water Fund	LSLRNA Required Lead Service Line Replacements	45,000	1,027,000	1,242,000	1,269,000	1,432,000	5,015,000
Water Fund	Water Fund	Water Main Improvements- Various Locations	238,000	5,333,000	4,685,000	4,667,000	3,998,000	18,921,000
<b>GRAND TOTAL:</b>			<b>\$ 7,710,064</b>	<b>\$ 25,543,332</b>	<b>\$ 16,480,583</b>	<b>\$ 11,962,577</b>	<b>\$ 11,876,065</b>	<b>\$ 73,542,621</b>



# **PUBLIC WORKS DEPARTMENT**

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

Department: Public Works

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Facility Security and Space Improvements	150,000	-	-	-	-
Street Lighting Funded by: Motor Fuel Tax Funds	-	57,000	922,000	-	-
Street Light IDOT Relocations	40,000	-	-	-	-
Facility Improvements	103,256	209,577	93,620	92,100	32,635
Roadway Resurfacing Funded by: Transportation Improvement Funds and MFT Funds, STP Grant	3,548,000 (596,000)	4,172,000	4,480,000	3,982,000	4,219,000
Roof Replacements	-	246,000	-	-	-
Touhy/Cicero Intersection Improvements Grant Funded	180,000 (180,000)	2,630,000 (2,630,000)	-	-	-
Village Hall Campus Generator Replacement	25,000	365,000	-	-	-
Pratt Avenue Bike Lane Grant Funded		50,000	-	590,000	-
Devon Avenue Bridge Enhancements Funded by: Transportation Improvement Funds	58,000	-	-	-	-
Pratt Avenue Pedestrian Overpass Bridge Grant Funded	140,000 (70,000)	115,000	1,555,000	-	-
Tree Planting	45,000	45,000	45,000	45,000	45,000
Sidewalk Improvements	60,000	60,000	60,000	60,000	60,000
<b>Totals</b>	<b>\$ 3,503,256</b>	<b>\$ 5,319,577</b>	<b>\$ 7,155,620</b>	<b>\$ 4,769,100</b>	<b>\$ 4,356,635</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Facility Security and Space Improvements

Name of Contractor: To be determined.

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

Description of Project

Various Village facilities currently experience space efficiency issues. For example, the Fire Department lacks sufficient quarter space for female fire fighters; the Community Development Department is split between two facilities, creating inefficient customer service; and the Public Works facility lacks sufficient indoor space for material, tool, and equipment storage.

Project Benefits

Ensuring that the Village is utilizing its facilities in the most efficient manner will improve the effectiveness of the Village's operations.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23</u>	<u>Space Needs and Facilities analysis</u>



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Street Lighting

Name of Contractor: Project to be bid out.

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

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>FY 24</u>	<u>Design - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)</u>
<u>FY 25</u>	<u>Construction - Touhy Avenue (Hamlin to McCormick, coordinate with Skokie)</u>

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Street Lighting

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design			57,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			-	865,000		
Other Costs			-	57,000		
Total Project Cost	-		57,000	922,000	-	-
<b>Funding</b>						
Cost to Village	-		57,000	922,000		
Grant/Donation			-	-		
Total Funding	-		57,000	922,000		

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

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Financing Other than Current Revenue Sources and Other Information:

Funded by the Village Motor Fuel Tax Fund

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Impact on Operating Costs:

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

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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Street Light Relocation

Name of Contractor: Unknown

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

Description of Project

As part of the Illinois Department of Transportation's (IDOT) Devon Bridge reconstruction, the state has informed the Village adjacent Streetlights will need to be relocated.

Project Benefits

Completion of this project will allow IDOT to reconstruct the Devon bridge.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY23</u>	<u>Construction</u>

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

Date: 1/5/2022 Department: Public Works Department

Project Name and Location Street Light Relocations

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		40,000	-			
Other Costs						
Total Project Cost		40,000	-	-	-	-
<b>Funding</b>						
Cost to Village		40,000	-	-	-	-
Grant/Donation						
Total Funding		40,000	-	-	-	-

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

Discuss Basis of Project Costs:  
 Costs are based on contractor and/or engineer estimates.

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Financing Other than Current Revenue Sources and Other Information:  
 Motor Fuel Tax Fund

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Impact on Operating Costs:  
 Village would be responsible for ongoing maintenance.

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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Facility Improvements

Name of Contractor: Unknown

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

Description of Project

Various projects based on five year facility improvement plan

FY 2023 projects include replacement of the Village Hall compressor, dryer and boiler, control system, overhead doors, refurbishment of the Public Works locker room, and other minor improvements.

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23 - FY 27</u>	<u>Construction</u>

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Facility Improvements

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		103,256	209,577	93,620	92,100	32,635
Other Costs						
Total Project Cost		103,256	209,577	93,620	92,100	32,635
<b>Funding</b>						
Cost to Village		103,256	209,577	93,620	92,100	32,635
Grant/Donation						
Total Funding		103,256	209,577	93,620	92,100	32,635

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

Discuss Basis of Project Costs:  
 Costs are based on contractor and/or engineer estimates  
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Financing Other than Current Revenue Sources and Other Information:  
 General Fund  
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Impact on Operating Costs:  
 Replacement of aging equipment reduces repair costs and down time  
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 \_\_\_\_\_

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/16/2021 Department: Public Works Department

Project Name and Location: Roadway Resurfacing

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

Resurfacing of asphalt roadways throughout the community to prolong their useful life.

Roadways are selected for resurfacing by the Village Engineer, based on their condition.

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#### Project Benefits

Resurfacing of roadways is a maintenance process that prolongs the useful life of the street.

Best engineering practices recommend resurfacing of asphalt roadways every 15 to 20 years

in northern climates. Degradation of the roadway's surface can allow for water infiltration

which can eventually damage the base of the roadway, requiring complete reconstruction.

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#### Implementation Schedule

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

FY 23 \_\_\_\_\_ Construction \_\_\_\_\_

FY 24 \_\_\_\_\_ Construction \_\_\_\_\_

FY 25 \_\_\_\_\_ Construction \_\_\_\_\_

FY 26 \_\_\_\_\_ Construction \_\_\_\_\_

FY 27 \_\_\_\_\_ Construction \_\_\_\_\_

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

Date: 12/16/2021

Department: Public Works Department

Project Name and Location Roadway Resurfacing

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design		184,000	200,000	176,000	185,000	238,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		3,102,000	3,677,000	3,985,000	3,515,000	3,686,000
Other Costs		262,000	295,000	319,000	282,000	295,000
<b>Total Project Cost</b>		<b>3,548,000</b>	<b>4,172,000</b>	<b>4,480,000</b>	<b>3,982,000</b>	<b>4,219,000</b>
<b>Funding</b>						
Cost to Village		2,952,000	4,172,000	4,480,000	3,982,000	4,219,000
Grant/Donation		596,000				
<b>Total Funding</b>		<b>2,952,000</b>	<b>4,172,000</b>	<b>4,480,000</b>	<b>3,982,000</b>	<b>4,219,000</b>

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

Discuss Basis of Project Costs:  
 Engineer estimates based on historical costs and the scope of work  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Financing Other than Current Revenue Sources and Other Information:  
 Projects to be financed by bonds, to be funded by revenue enhancement as outlined in the 2018  
 Infrastructure Report developed by the Ad-Hoc Infrastructure Committee.  
 Fiscal Year 2023 includes the resurfacing of Northeast Parking using Federal Surface Transportation Program  
 (STP) funds covering 80% of the project costs.  
 \_\_\_\_\_  
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Impact on Operating Costs:  
 Resurfacing roadways reduces short-term maintenance costs associated with patching and pothole  
 repairs.  
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/16/2021 Department: Public Works Department

Project Name and Location: Roof Replacements

Name of Contractor: Unknown

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

Description of Project

The Village Hall was constructed in 1989. The roof at Village Hall has only received minor repairs, repairs, and has shown signs of deterioration. The roofs were evaluated in 2017 and have received recommendation for replacement.

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY23	Design
FY 24	Village Hall Roof Replacement

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

Date: 12/16/2021 Department: Public Works Department

Project Name and Location Roof Replacements

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design		-				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		-	246,000			
Other Costs						
Total Project Cost		-	246,000	-	-	-
<b>Funding</b>						
Cost to Village		-	246,000	-	-	-
Grant/Donation						
Total Funding		-	246,000	-	-	-

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

Discuss Basis of Project Costs:  
 Engineer's estimate.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Financing Other than Current Revenue Sources and Other Information:  
 General Fund  
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Impact on Operating Costs:  
 Village would be responsible for ongoing maintenance.  
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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Touhy/Cicero Intersection Improvements

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

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

Project Benefits

Improvements to the Touhy/Cicero intersection will reduce traffic congestion at this intersection caused by vehicles seeking to head eastbound on Touhy Avenue following exiting from the I-94 Edens Expressway.

Implementation Schedule

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

FY 23 \_\_\_\_\_ Design/Land Acquisition

FY 24 \_\_\_\_\_ Construction



## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Village Hall Campus Generator Replacement

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ x ]

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

#### Description of Project

The Village Hall Campus generator is original to the facilities, having been installed in 1990.  
In recent years, it has experienced a number of issues including a failed fuel tank, failing  
radiator, and overall wear and tear. The generator is critical during emergency situations to  
ensure that the Police, Fire, and Village Hall facilities have a reliable source of power.

#### Project Benefits

A replacement generator will provide a reliable backup power supply in the event of a power  
failure during an emergency situation.

#### Implementation Schedule

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

FY 23 Phase II Design

FY 24 Construction

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Village Hall Campus Generator Replacement

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design		25,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			350,000			
Other Costs			15,000			
Total Project Cost	-	25,000	365,000	-	-	-
<b>Funding</b>						
Cost to Village	-	25,000	365,000	-	-	-
Grant/Donation						
Total Funding	-	25,000	365,000	-	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Pricing is based upon an engineering estimate.

Financing Other than Current Revenue Sources and Other Information:

General Fund

Impact on Operating Costs:

Replacement of the existing generator will reduce annual maintenance costs as parts will be newer and less likely to fail.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Pratt Avenue Bike Lane

Name of Contractor: To be determined.

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

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 22</u>	<u>Phase I</u>
<u>FY 24</u>	<u>Phase II</u>
<u>FY 26</u>	<u>Construction</u>
<u></u>	<u></u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 1/5/22

Department: Public Works Department

Project Name and Location Pratt Avenue Bike Lane

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design	60,000		50,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				-	55,000	
Other Costs					40,000	
Total Project Cost	60,000		50,000	-	590,000	
<b>Funding</b>						
Cost to Village	18,000		50,000	-	590,000	
Grant/Donation	42,000		-	-	-	
Total Funding	60,000		50,000	-	590,000	

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer's estimate. Project costs will be further developed during the Phase I study.

Financing Other than Current Revenue Sources and Other Information:

The project may be eligible for grant funds through the Congestion Mitigation and Air Quality Improvement Program (CMAQ), Illinois Transportation Enhancement Program (ITEP) , or Surface Transportation Program(STP). Phase I will be funded in part through an Invest in Cook grant.

Impact on Operating Costs:

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Devon Avenue Bridge Enhancements

Name of Contractor: To be determined.

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

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 22</u>	<u>Phase I</u>
<u>FY 23</u>	<u>Phase II</u>
<u>FY 23</u>	<u>Construction</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Devon Avenue Bridge Enhancements

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design	6,000	3,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		50,000				
Other Costs		5,000				
Total Project Cost	6,000	58,000				
<b>Funding</b>						
Cost to Village	6,000	58,000				
Grant/Donation						
Total Funding	6,000	58,000				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer's estimate. Project costs will be further developed during the Phase I study.

Financing Other than Current Revenue Sources and Other Information:

This project will be funded through existing revenue in the Transportation Improvement Fund.

Impact on Operating Costs:

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Pratt Avenue Pedestrian Overpass Bridge

Name of Contractor: To be determined.

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

Description of Project

Phase I design of the installation of a pedestrian overpass over the Channel at Pratt Avenue

Project Benefits

Installation of the pedestrian overpass would bring regional benefit for non-vehicular transportation.

This project has been awarded an Invest in Cook Grant.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23</u>	<u>Phase I</u>
<u>FY 24</u>	<u>Phase II</u>
<u>FY 25</u>	<u>Construction</u>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Cost Summary**

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Pratt Avenue Pedestrian Overpass Bridge

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design	-	140,000	115,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		-		1,400,000		
Other Costs		-		150,000		
<b>Total Project Cost</b>	-	140,000	115,000	1,550,000		
<b>Funding</b>						
Cost to Village	-	70,000	115,000	1,550,000		
Grant/Donation		70,000				
<b>Total Funding</b>	-	70,000	-	-		

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer's estimate.

Financing Other than Current Revenue Sources and Other Information:

This project will be funded through MFT and an Invest in Cook Grant.

Impact on Operating Costs:

The Village will be responsible for maintenance of any improvements and ongoing lease fees.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Tree Planting

Name of Contractor: To be determined

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

As part of the Village's commitment to being a Tree City, the Village plants replacement trees in the Village parkways.

Project Benefits

Improved environment and aesthetics for the Village.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23 - FY 27</u>	<u>Planting</u>

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Tree Planting

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		45,000	45,000	45,000	45,000	45,000
Other Costs						
Total Project Cost		45,000	45,000	45,000	45,000	45,000
<b>Funding</b>						
Cost to Village		45,000	45,000	45,000	45,000	45,000
Grant/Donation						
Total Funding		45,000	45,000	45,000	45,000	45,000

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Costs are based upon Suburban Tree Consortium prices.

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Financing Other than Current Revenue Sources and Other Information:  
 General Fund

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Impact on Operating Costs:  
 Replacement of parkway trees.

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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Sidewalk Replacement

Name of Contractor: To be determined

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

The Village annually replaces sidewalk up to the budget amount throughout the entire Village.  
The sidewalk replaced is based upon sidewalk identified throughout the year as hazardous or  
complaints.

Project Benefits

Improved safety on sidewalks.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23 - FY 27</u>	<u>Sidewalk Replacement</u>

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Sidewalk Improvements

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		60,000	60,000	60,000	60,000	60,000
Other Costs						
Total Project Cost		60,000	60,000	60,000	60,000	60,000
<b>Funding</b>						
Cost to Village		60,000	60,000	60,000	60,000	60,000
Grant/Donation						
Total Funding		60,000	60,000	60,000	60,000	60,000

**Basis of Project Costs:**

<input type="checkbox"/> Comparable Costs	<input checked="" type="checkbox"/> Bids Received	<input type="checkbox"/> Engineer, Architect, Etc.
<input type="checkbox"/>	<input checked="" type="checkbox"/> X Contractor/Vendor Estimate	<input type="checkbox"/> Other Basis

Discuss Basis of Project Costs:  
 Costs are based upon past contract estimates.

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Financing Other than Current Revenue Sources and Other Information:  
 General

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Impact on Operating Costs:  
 Replacement of sidewalk.

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# POLICE DEPARTMENT

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

Department: Police

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Vehicles (3)	145,500	145,500	194,000	194,000	194,000
In- Car Camera System	53,000	30,000	30,000	30,000	30,000
Firearms Replacement / Taser Replacement	18,000				
Police Body Worn Cameras		70,000	70,000	70,000	70,000
Police Lock up Facility Repair	-	-	100,000	-	-
Public Safety Cameras & Maintenance			25,000	5,000	5,000

**Totals: \$ 216,500 \$ 245,500 \$ 419,000 \$ 299,000 \$ 299,000**

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/8/2021 Department: Police

Project Name and Location: Police Vehicle Replacement

Name of Contractor: Currie Motors - Approved Bid - NWMC Purchasing Cooperative

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

Description of Project

Police vehicle replacement plan is based on mileage and repair costs. Replacement for FY2022-23 are marked police vehicles.  
All vehicles will be replaced with all wheel drive Ford Police Interceptor SUV Hybrid except for Vehicle #2 which will be the traditional SUV.  
#2  
#210  
#214

Project Benefits

Vehicles that operate for law enforcement purposes have long running hours, wear and tear beyond normal vehicle use such as emergency response to calls, potential for police pursuits, driving in all climates and conditions and the requirement to provide a safe environment for the personnel that operate the vehicles.

Proper vehicle rotation is essential to optimal performance for law enforcement in the field and adequate response times in emergency situations.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY2022-23	Vehicle replacement should occur as soon as purchase is approved by Village Board. Delivery usually takes 4 - 5 months for delivery.

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

Date: 12/8/2021

Department: Police

Project Name and Location Police Vehicle Replacement Costs

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment		145,500	145,500	194,000	194,000	194,000
Construction/ Repair						
Other Costs						
<b>Total Project Cost</b>		<b>145,500</b>	<b>145,000</b>	<b>194,000</b>	<b>194,000</b>	<b>194,000</b>
<b>Funding</b>						
Cost to Village		145,500	145,500	194,000	194,000	194,000
Grant/Donation						
<b>Total Funding</b>		<b>145,500</b>	<b>145,000</b>	<b>145,500</b>	<b>194,000</b>	<b>194,000</b>

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Costs are based on the vehicle replacement plan over (5) years and the contract pricing through the Northwest Municipal Conference for the Ford Police SUV Interceptor. Budget year FY2022-23 has a planned replacement of (3) vehicles.  
 Any equipment that can be retrofitted or used in the new vehicles will be utilized.

Financing Other than Current Revenue Sources and Other Information:  
 General Fund

Impact on Operating Costs:  
 FY 2022-2023 from Police Budget for CIP

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/8/2021 Department: Police

Project Name and Location: Police In-Car Camera System - Replacement

Name of Contractor: Axon

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

Description of Project

The current vehicle in-car camera system is approaching the end of life maintenance agreement in September of 2022. An integrated in-camera system needs to be brought on-line to work properly and mesh with the state law requirement of body worn cameras that is soon mandated. Other issues with the current system is ability to share images, redaction and staff time in duplicating for FOIA, legal process and other administrative needs.

Project Benefits

Police officers rely on in-car systems to validate the law enforcement process, hold personnel accountability in adhering to proper conduct, policies and response.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 22-23</u>	<u>Prioritized CIP initiative after other more essential projects within the Department.</u>

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

Date: 12/8/2021

Department: Police

Project Name and Location Police In-Car Camera System

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		53,000	30,000	30,000	30,000	30,000
Total Project Cost		53,000	30,000	30,000	30,000	30,000
<b>Funding</b>						
Cost to Village			30,000	30,000	30,000	30,000
Grant/Donation		53,000				
Total Funding		53,000	30,000	30,000	30,000	30,000

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 The current vehicle in-car camera system is approaching the end of life maintenance agreement in September of 2022. An integrated in-camera system needs to be brought on-line to work properly and mesh with the state law requirement of body worn cameras that is soon mandated. Other issues with the current system is ability to share images, redaction and staff time in duplicating for FOIA, legal process and other administrative needs.

Financing Other than Current Revenue Sources and Other Information:  
 General Fund

Impact on Operating Costs:  
 FY 2022-2023 from Police Budget for CIP

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/8/2021 Department: Police

Project Name and Location: Firearm and Taser Replacement Program

Name of Contractor: Glock (Kiesler Police Supply Lowest Formal Quote)

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

Description of Project

Costs are based on estimates from direct vendors for replacing the department side arms that have been issued 11 years ago and are in need of repairs and are costly due to .357 ammunition  
Taser replacement will be avoided through the planned Body Worn Camera Program.

Project Benefits

Reducing costs overall due to sidearms becoming older and the current issues Sig Sauer needing repairs and the excessive cost of .357 ammunition to the department. The department has done testing and Glock is the recommended firearm and is the most cost effective for the reliability.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 22-23</u>	<u>Prioritized CIP initiative after other more essential projects within the Department.</u>

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

Date: 12/8/2021

Department: Police

Project Name and Location Firearm & Taser Replacement Program

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		18,000				
Total Project Cost						-
<b>Funding</b>						
Cost to Village			-	-		-
Grant/Donation						
Total Funding		18,000	-	-	-	-

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 The issued firearm currently is a Sig Sauer P226 .357 auto for all sworn personnel in the Department. his firearm is 11 years old and in some instances there have been malfunctions that have needed replacement parts to make the firearm operational. The Sig Sauer P226 model is dated model of firearm and very costly to the Department to provide ammunition. Ammunition in general has increased in cost but the .357 auto is one of the most expensive handgun ammunition for not only range ammunition for training but also for duty use.  
 To alleviate elevated costs and officer safety issues, replacing the firearm is more cost effective.  
Financing Other than Current Revenue Sources and Other Information:  
 General Fund

No Taser replacements will need to take place due to the integrated body worn camera program that will absorb this with Axon.

Impact on Operating Costs:  
 FY 2022-2023 from Police Budget for CIP

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/8/2021 Department: Police

Project Name and Location: Body Worn Camera Program

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

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

Site Acquisition [ ] Facility Repair [ ]

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

#### Description of Project

Body Worn Cameras are being mandated through recently passed legislation for all officers.

A recommended vendor based on previous experience, sole source integration, and partnering agencies.

#### Project Benefits

This will help to provide a perspective of day to day interactions that the officers encounter.

These videos can be used for investigations, compliance with internal policies, training, overall accountability with policing and now compliance with State law.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
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<u>FY2023-24</u>	<u>The most expensive piece of this item is the storage of the media not the actual device itself. Cloud storage could be the most cost effective method for this product and combining this with less than lethal weapons, the in car camera system and CAD integration is the best approach.</u>
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**CAPITAL IMPROVEMENT PROGRAM (CIP)  
Project Cost Summary**

Date: 12/8/2021

Department: Police

Project Name and Location Body Worn Camera Program

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs			70,000	70,000	70,000	70,000
Total Project Cost			70,000	70,000	70,000	70,000
<b>Funding</b>						
Cost to Village			70,000	70,000	70,000	70,000
Grant/Donation			Unknown			
Total Funding		-	70,000	70,000	70,000	70,000

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Costs are based on estimates from direct vendors for the purchase of body worn cameras to be used in the implementation will also have to account for the storage of the media and server purchase. Axon has the most integrated plan that becomes overall cost effective due to redaction, legal process, internal investigations, and integration with partner agencies.

Financing Other than Current Revenue Sources and Other Information:  
 General Fund

Impact on Operating Costs:  
 FY 2023-2024 from Police Budget for CIP

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/8/2021 Department: Police

Project Name and Location: Police Lock-up Facility Repair

Name of Contractor: Unknown

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

Description of Project

Electronic locking mechanism for the police lock-up has failed and has been out of service for several years. Personnel must use a manual key system which is inefficient and designed as a back-up. Electronic locking mechanisms allows for enhanced officer safety and safety precautions for dealing with prisoner processing and multiple prisoners.

Project Benefits

Automated lock--up and booking facility to allow for more efficient and safe prisoner processing. Original installation took place when building was constructed and system failed. Having electronic usage prides for a higher level of security and officer safety while handling individuals in custody.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 24-25</u>	<u>Prioritized CIP initiative after other more essential projects within the Department.</u>

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

Date: 12/8/2021

Department: Police

Project Name and Location Police Lock-up Facility Repair

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				100,000		
Other Costs						
Total Project Cost				100,000	-	-
<b>Funding</b>						
Cost to Village				100,000	-	-
Grant/Donation						
Total Funding				100,000	-	-

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Project costs are based on replacing the circuit board that operates the police lock-up prisoner cells, processing area and entrance from the sally port to the lock-up facility. Currently, system is not operational as originally designed and must be operated manually with cell keys.

Financing Other than Current Revenue Sources and Other Information:  
 General Fund

Impact on Operating Costs:  
 FY 2024-2025 from police budget for CIP

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/8/2021 Department: Police

Project Name and Location: Surveillance Camera Centennial Park & Pedestrian Bridge

Name of Contractor: Unknown

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

Description of Project

With the development of a pedestrian bridge connecting Lincolnwood & Chicago a camera should be placed along the length of the park in strategic locations including a camera at along the westside of the bridge for safety purposes.

Project Benefits

Added safety and police response to residents and vistors that use this pathway bridge between Lincolnwood and the West Rogers Park neighborhood.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2024-2025</u>	<u>Prioritized CIP initiative after other more essential projects within the Department.</u>

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

Date: 12/8/2021

Department: Police

Project Name and Location Surveillance Camera Centennial Park and Pedestrian Bridge

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment				25,000		
Construction/ Repair						
Other Costs					5,000	5,000
Total Project Cost				25,000	5,000	5,000
<b>Funding</b>						
Cost to Village				25,000	5,000	5,000
Grant/Donation				Unknown		
Total Funding				25,000	5,000	5,000

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 With the establishment of pedestrian bridge at Pratt Ave. between Lincolnwood & Chicago  
 a surveillance camera is recommend to add safety and the ability for police to monitor the area.  
 A blue light camera or similar platform integrated with surveillance technology is recommended.

Financing Other than Current Revenue Sources and Other Information:  
 General Fund

Impact on Operating Costs:  
 FY 2024-2025 from police budget for CIP



**PARKS AND RECREATION  
DEPARTMENT**

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

Department: Parks and Recreation

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
<b>Playground Replacement Program</b>					
Flowers Park (last park to renovate)		130,000			
Possible Donation-friends of CC		(20,000)			
<b>Aquatic Center</b>					
Locker Room Renovation			1,500,000		
Activity Pool Feature				100,000	
Pool Painting (All - Ongoing 3 Year Cycle)			50,000		
Chairs for Pool Deck	50,000				
Shade Structure Replacement	30,000				
<b>Tennis &amp; Basketball Courts</b>					
Flowers Park - Reconstruction and Resurfacing	800,500				
OSLAND Grant	(400,000)				
Central Park - Resurfacing		200,000			
Central Park - Tennis Court Design	20,000				
Proesel Park - Resurfacing			300,000		
Proesel Park - Tennis Court Design		30,000			
<b>Centennial Park Erosion &amp; Partial Path Resurfacing</b>					
Detailed Design	22,000				
Resurfacing and Addressing Erosion		445,000			
<b>Potential Dog Park</b>					
Public Input Process and Planning	15,000				
<b>Park Sign Repair &amp; Replacement</b>					
Proesel Park Signs	20,000				
Centennial Park Sign	10,000				
<b>Parks and Recreation Master Plan</b>	100,000				
<b>Community Center HVAC Replacement</b>	73,100				
<b>Totals:</b>	<b>\$ 740,600</b>	<b>\$ 785,000</b>	<b>\$ 1,850,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 12/1/2021 Department: Parks and Recreation

Project Name and Location: Flowers Park Playground Renovation

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

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

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

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

This project is part of the Playground Replacement Plan that was established in 2005-2006.  
Flowers Park playground is the final playground that is in need of replacement as part of this  
project. The purpose of the equipment replacement is to ensure that the playground is safe,  
up to ADA Standards, and continues to provide play value for the community.

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

The park will be updated with new equipment to meet national playground safety standards and to  
comply with ADA regulations.

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

Dates	Explanation
2023	RFP, bid process
2023/2024	Park Installation

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location Flowers Park Playground Renovation

Cost Elements	Cost to Date	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				130,000		
Other Costs						
Total Project Cost				130,000		
<b>Funding</b>						
Cost to Village				130,000		
Grant/Donation						
Total Funding		-		130,000		

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

Discuss Basis of Project Costs:  
 This project is part of the Playground Replacement Plan that was established in 2005-2006.  
 Flowers Park playground is the final playground that is in need of replacement as part of this  
 project. The purpose of the equipment replacement is to ensure that the playground is safe,  
 up to ADA Standards, and continues to provide play value for the community.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:  
 This is a drop-in facility, so no revenue is generated.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/13/2021 Department: Parks and Recreation

Project Name and Location: Proesel Park Aquatic Center Locker Room Renovation

Name of Contractor: TBD

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

Description of Project

While the pool was renovated in 2004, the bathhouse was not. This has resulted in an outdated facility and inefficient use of space, as well as outdated plumbing. Updates, repairs, and added features have been planned to keep the facility viable, safe, ADA compliant, and appealing to residents and patrons.

A front entrance/family changing room renovation study was conducted in 2018; an updated plan is recommended to be developed prior to advancing this project.

Project Benefits

Updates and renovations will keep the pool safe, appealing, and up to ADA standards. This is one of the most valuable assets in the Parks and Recreation Department and by planning for the future it will remain a viable facility. The pool was renovated in 2004 and the estimated life of a pool is approximately 30 years, which means the pool is half way through its useful life.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2023	Conduct front entrance/family changing room study/locker room update study
2023	Search for grant funding for family changing room project
2024	Begin Renovations
2025	Complete renovations

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Prosel Park Family Aquatic Center Locker Room Renovation

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				1,500,000		
Other Costs						
Total Project Cost		-	-	1,500,000	-	-
<b>Funding</b>						
Cost to Village		-		1,500,000	-	-
Grant/Donation						
Total Funding		-	-	1,500,000	-	-

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Included in the Master Plan that was developed for the Aquatic Center in 2015 was a goal to add family restrooms/changing areas. The locker rooms are also in need of renovation because the plumbing is in poor condition and the locker rooms were not renovated in 2004 when the aquatic center was last renovated. Finally, the front entrance area needs to be reconfigured to provide customer service and control.

Financing Other than Current Revenue Sources and Other Information:

Staff will pursue grant funding, if available given the scope of this project.

Impact on Operating Costs:

Revenue is generated through season pass, daily fees and swim lessons. This project is not anticipated to generate new revenue, but may assist in gaining membership.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Aquatic Center Activity Pool Water Play Feature

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

### Description of Project

Update the activity pool with the purchase of a new water play feature that would be placed/installed in pool.

### Project Benefits

The Proesel Park Family Aquatic Center is a premier destination in Lincolnwood. To continue to provide a quality and updated facility to the community it's important to continue implement facility updates/new additions to keep things fresh in an effort to increase retention.

### Implementation Schedule

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

2025/2026 \_\_\_\_\_ Purchase and install new water play feature.

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location Aquatic Center Activity Pool Feature

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment					100,000	
Construction/ Repair						
Other Costs						
Total Project Cost		-			100,000	
<b>Funding</b>						
Cost to Village					100,000	
Grant/Donation						
Total Funding		-			100,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

It's important to continue to add new features within the aquatic center to keep the aquatic center fresh and current and to add value to the season pass in an effort to increase pass holder retention.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Aquatic Center Pool Painting (All - Ongoing 3 Year Cycle)

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

The pools are painted every three years. Minor patching and repairs are conducted annually.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Benefits

The purpose of this project is to protect and maintain the Village's equipment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Implementation Schedule

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

2024/2025 \_\_\_\_\_ Gather quotes and complete the project.  
\_\_\_\_\_

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location Aquatic Center Pool Painting (All - Ongoing 3 Year Cycle)

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				50,000		
Other Costs						
Total Project Cost				50,000		
<b>Funding</b>						
Cost to Village				50,000		
Grant/Donation						
Total Funding				50,000		

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

**Comparable Costs**

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The pools are painted every three years. Due to the exposure of the outdoor facility to weather elements the condition of the surface may vary, which will have an impact on repair and surface prep needs.

Financing Other than Current Revenue Sources and Other Information:

This project maintains the Village's equipment and investment, and is not associated with an opportunity for increased revenue through programming or facility fees.

Impact on Operating Costs:

This project involves a cyclical expense. Annual inspections and/or maintenance will continue to be conducted as needed.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Pool Loungers and Chairs

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

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

Description of Project

Replace the chairs on the pool deck that are unsafe, broken, worn out or have been thrown out.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Benefits

The Proesel Park Family Aquatic Center is a premier destination in Lincolnwood. To continue to provide a quality and comfortable experience, it is necessary to replace the chairs.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2022/2023</u>	<u>Purchase and install new chairs on the pool deck.</u>

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

Date: 12/13/2021 \_\_\_\_\_

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

Project Name and Location Pool Chairs \_\_\_\_\_

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment		50,000				-
Construction/ Repair						
Other Costs						
Total Project Cost		50,000				-
<b>Funding</b>						
Cost to Village		50,000				-
Grant/Donation						
Total Funding		50,000				-

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

Discuss Basis of Project Costs:  
 It is critical to provide safe equipment and a comfortable experience for our pool users.  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Revenue is generated through daily fees, season passes and swim lessons.  
 \_\_\_\_\_  
 \_\_\_\_\_

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Pool Shade Structures

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

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

Replace the damaged and weathered shade structure fabric to reduce the harmful effects of the sun.

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

The Proesel Park Family Aquatic Center is a premier destination in Lincolnwood. To continue to provide a quality experience, it is important to replace the damaged fabric to provide better shade access to the pool users.

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

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

2022/2023 Purchase and install new shade structure fabric.

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Pool Shade Structures

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment		30,000				
Construction/ Repair						
Other Costs						
Total Project Cost						
<b>Funding</b>						
Cost to Village		30,000				
Grant/Donation						
Total Funding		30,000				

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:

It's important to provide a quality experience to our pool users and replace the damaged and weathered shade structure fabric to reduce the harmful effects of the sun.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Flowers Park Tennis and Basketball Court Resurfacing Project

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

The Flowers Park tennis courts are cracked and are showing signs of needing to be reconstructed and the basketball courts are in need of resurfacing. Sport courts should be resurfaced every 8-10 years depending on wear and tear. The Flowers Park courts are used mainly for open recreational play on a daily basis and resurfacing would result in an improved and safer playing surface.

The bid process for this project started in fiscal year 2020/2021; it was put on hold due to the COVID-19 pandemic. The Village applied for an OSLAD Grant in 2021 and is currently waiting to see if funding is available.

The grant also includes funding for a new play structure

Project Benefits

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

Implementation Schedule

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

2022/2023 Start and complete project

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

Date: 12/20/2021

Department: Parks and Recreation

Project Name and Location Flowers Park Tennis and Basketball Court Resurfacing Project

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design	24,200	57,200				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		735,900				
Other Costs	2,875					
Total Project Cost		793,100				
<b>Funding</b>						
Cost to Village	27,075	393,100				
Grant/Donation		400,000				
Total Funding	27,075	793,100				

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 The Flowers Park tennis courts are cracked and are showing signs of needing to be reconstructed and the basketball courts are in need of resurfacing. Sport courts should be resurfaced every 8-10 years depending on wear and tear. The Flowers Park courts are used mainly for open recreational play on a daily basis and resurfacing would result in an improved and safer playing surface. The project also includes a play structure as part of the OSLAD grant application

Financing Other than Current Revenue Sources and Other Information:  
 The Village is seeking OSLAD grant funding for 50% of the project

Impact on Operating Costs:  
 A small amount of revenue is generated through the Parks and Recreation Department tennis program, but most of the time tennis courts are used for open recreational play.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Central Park Tennis Court Resurface

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

This project is part of the effort to maintain the tennis courts and basketball courts in Central Park.  
The tennis courts and basketball courts would be resurfaced to provide an improved playing surface  
and to maintain the structure.

Project Benefits

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

Implementation Schedule

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

2023/2024 \_\_\_\_\_ Start and complete resurface

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Central Park Tennis and Basketball Court Resurfacing Project

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design		20,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Repair			200,000			
Other Costs						
Total Project Cost			200,000			
<b>Funding</b>						
Cost to Village			200,000			
Grant/Donation						
Total Funding			200,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

**Comparable Costs**

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Central Park tennis and basketball courts are showing signs of needing to be resurfaced. Sport courts should be resurfaced every 8-10 years depending on the amount of wear and tear. The Central Park courts are used mainly for open recreation play on a daily basis and resurfacing would result in an improved and safer playing surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

A small amount of revenue is generated through tennis lessons. The tennis courts and basketball courts are available for open recreational play the majority of the time.

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 1/5/2022 Department: Parks and Recreation

Project Name and Location: Centennial Park Erosion Control and Partial Path Resurfacing

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

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

The purpose of this project is to address erosion issues along the North Shore Channel, as well as issues with the surfacing of the bike path in Centennial Park. The scope of this project represents a partial resurfacing of the path in areas of concern, not a complete resurfacing of the entire path. This project is intended to ensure a safe recreational path for users and to ensure the erosion is addressed before it has an impact on the existing bike path or more significant impact on the park land.

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

This project is intended to ensure a safe recreational path for users and to ensure the erosion is addressed before it has an impact on the existing bike path or more significant impact on the park land.

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

Dates	Explanation
2023	Detailed Design Process
2024	Resurfacing and Addressing Erosion

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

Date: 1/5/2022

Department: Parks and Recreation

Project Name and Location Centennial Park Erosion Control and Partial Path Resurfacing

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design		22,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost			445,000			
<b>Funding</b>						
Cost to Village		22,000	445,000			
Grant/Donation						
Total Funding		22,000	445,000			

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

Discuss Basis of Project Costs:  
 The purpose of this project is to address erosion issues along the North Shore Channel, as well as issues with the surfacing of the bike path in Centennial Park. The scope of this project represents a partial resurfacing of the path in areas of concern, not a complete resurfacing of the entire path. The cost estimates were developed based on the current condition of the erosion and path surface.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:  
 This is a drop-in facility, so no revenue is generated.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Potential Dog Park Public Input Process and Planning

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

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

### Description of Project

The Parks and Recreation Board has recommended the Village proceed in exploring the possibility of incorporating a dog park into Lincolnwood's park system. This will be done with the assistance of a consulting firm that will manage an interactive public input process, determine a location, and develop plans and cost estimates that will be utilized to determine feasibility.

### Project Benefits

This planning process is intended to gather community feedback and determine the feasibility of a future dog park project.

### Implementation Schedule

Dates	Explanation
<u>2022/2023</u>	<u>Conduct public input and planning process</u>

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Potential Dog Park Public Input Process and Planning

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design		15,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost		15,000				
<b>Funding</b>						
Cost to Village		15,000				
Grant/Donation						
Total Funding		15,000				

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

Discuss Basis of Project Costs:  
 The Parks and Recreation Board has recommended the Village proceed in exploring the possibility of incorporating a dog park into Lincolnwood's park system. This will be done with the assistance of a consulting firm that will manage an interactive public input process, determine a location, and develop plans and cost estimates that will be utilized to determine feasibility.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:  
 This planning process is intended to gather community feedback and determine the feasibility of a future dog park project. This aspect of the project represents a one-time cost.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Proesel Park Signs

Name of Contractor:

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

Description of Project

The Proesel Park signs are showing significant weathering and are in need of repair or replacement.

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Project Benefits

The purpose of this project is to protect and maintain the Village's equipment.

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Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2024	Gather quotes and complete the project.

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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Proesel Park Signs

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		20,000				
Other Costs						
Total Project Cost		20,000				
<b>Funding</b>						
Cost to Village		20,000				
Grant/Donation						
Total Funding		20,000				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

**Contractor/Vendor Estimate**

Other Basis

Discuss Basis of Project Costs:

The Proesel Park signs are showing significant weathering and are in need of repair or replacement.

The scope of the project will likely involve partial replacement and partial refurbishment of materials.

Financing Other than Current Revenue Sources and Other Information:

This project maintains the Village's equipment and investment, and is not associated with an opportunity for increased revenue through programming or facility fees.

Impact on Operating Costs:

This project involves a one-time expense. Annual inspections and/or maintenance will continue to be conducted as needed.

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: December 2021

Department: Parks and Recreation

Project Name and Location: Centennial Park Sign

Name of Contractor:

Type of Project: Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ X ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

The Centennial Park sign is showing significant weathering and is in need of repair or replacement.

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Project Benefits

The purpose of this project is to protect and maintain the Village's equipment.

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Implementation Schedule

Dates Explanation

2023 Gather quotes and complete the project.

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

Date: December 2021 \_\_\_\_\_

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

Project Name and Location Centennial Park Sign \_\_\_\_\_

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		10,000				
Other Costs						
Total Project Cost		10,000				
<b>Funding</b>						
Cost to Village		10,000				
Grant/Donation						
Total Funding		10,000				

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

**Comparable Costs** Contractor/Vendor Estimate \_\_\_\_\_ Other Basis \_\_\_\_\_

Discuss Basis of Project Costs:  
 The Centennial Park is showing significant weathering and is in need of repair or replacement.  
 The scope of the project will likely involve partial replacement and partial refurbishment of materials.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 This project maintains the Village's equipment and investment, and is not associated with  
 an opportunity for increased revenue through programming or facility fees.  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 This project involves a one-time expense. Annual inspections and/or maintenance will continue to  
 be conducted as needed.  
 \_\_\_\_\_  
 \_\_\_\_\_

# CAPITAL IMPROVEMENT PROGRAM (CIP)

## Project Description

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Parks and Recreation Master Plan

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

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

### Description of Project

The purpose of the master plan is to create a document that provides an inclusive framework for consistency, planning, acquisition, development, and administration of resources and programs.

### Project Benefits

The benefit of having a master plan is to create a roadmap for the department that provides community input for future planning and development.

### Implementation Schedule

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

2022/2023 Hire consultant and complete project

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

Date: 12/13/2021 \_\_\_\_\_

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

Project Name and Location Parks and Recreation Master Plan \_\_\_\_\_

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design		100,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost		100,000				
<b>Funding</b>						
Cost to Village		100,000				
Grant/Donation						
Total Funding		100,000				

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

Discuss Basis of Project Costs:  
 It is critical to the future of the Parks and Recreation Department to develop a master plan that is all encompassing and provides a roadmap for future programs and development of facilities and parks.  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Revenue is generated through our program registration, facility rentals, pool passes and special events.  
 \_\_\_\_\_  
 \_\_\_\_\_



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

Date: 12/13/2021

Department: Parks and Recreation

Project Name and Location: Community Center HVAC Replacement

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		73,100				
Other Costs						
Total Project Cost		73,100				
<b>Funding</b>						
Cost to Village		73,100				
Grant/Donation						
Total Funding		73,100				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project is part of the Public Works Facility Plan.

Financing Other than Current Revenue Sources and Other Information:

This facility maintenance budget is not tied to an opportunity for new sources of revenue.

Impact on Operating Costs:

This project is not anticipated to generate new revenue.



# FIRE DEPARTMENT

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

Department: Fire

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Auto Extrication Equipment	32,700	-	-	-	34,000
Replacement of Cardiac Monitors	-	40,000	40,000	40,000	-
Replacement of Air Packs		140,000	-	-	-
Vehicle/Equipment Replacement*	80,000	283,155	368,463	344,177	967,530
<b>Totals:</b>	<b>\$ 112,700</b>	<b>\$ 463,155</b>	<b>\$ 408,463</b>	<b>\$ 384,177</b>	<b>\$ 1,001,530</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/3/2022 Department: Fire Department

Project Name and Location: Auto Extrication Equipment  
Located at Fire Station on Tower

Name of Contractor: TBD

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

Description of Project

The Village's current extrication equipment is over 30 years old. Parts have become increasingly difficult to attain. When a particular part breaks on the equipment, the Fire Department can be without this life saving equipment for months at a time.

Project Benefits

During an auto accident, an individual may become stuck inside of a vehicle. When conventional means of exit are not possible, Fire Department staff will use this type of equipment, located on the tower, to safely remove the individual from the damaged vehicle.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2023</u>	<u>Purchase of new Extrication Equipment</u>

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

Date: 1/3/2022

Department: Fire Department

Project Name and Location: Auto Extrication Equipment  
Located at Fire Station on Tower

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment		32,700				34,000
Construction/ Repair						
Other Costs						
Total Project Cost		32,700	-	-	-	34,000
<b>Funding</b>						
Cost to Village		32,700	-	-	-	34,000
Grant/Donation						
Total Funding		32,700	-	-	-	34,000

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

Discuss Basis of Project Costs:  
 Costs are based on contractor and/or engineer estimates.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 General Fund.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Auto Extrication will be requested for FY 2023.  
 \_\_\_\_\_  
 \_\_\_\_\_

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/6/2022 Department: Fire Department

Project Name and Location: Cardiac Monitors  
Located at the fire station (in ambulance)

Name of Contractor: ZOLL Medical Corporation

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

One of the Fire Department's cardiac monitors will no longer be supported by the Food and Drug Administration (FDA) after February 3, 2021. As Emergency Medical Services (EMS) technology has rapidly advanced in the last 10 years, the current cardiac monitor is considered obsolete as it was discontinued in 2012. Replacing these machines as technology advances is essential to maintain EMS best practices. The new cardiac monitors will include new and potentially life-saving components and be supported by the FDA.

Project Benefits

By replacing the cardiac monitor, the Fire Department will be in compliance with FDA standards and guidelines. This monitor is an essential item for the Department's services as it serves as Advanced Life Support (ALS). The monitor is required by the Illinois Department of Public Health. The new monitor will allow first responders to get a more accurate initial diagnoses of a patient. This information can be instantly sent to the hospital. Additionally, this initial diagnoses can help first responders more appropriately administer the proper drugs to the patient.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2024	Purchase of Cardiac Monitors (1)
FY 2025	Purchase of Cardiac Monitors (1)
FY 2026	Purchase of Cardiac Monitors (1)

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

Date: 1/6/2022

Department: Fire

Project Name and Location: Cardiac Monitors (3)  
Located at the fire station (in ambulance)

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment			40,000	40,000	40,000	
Construction/ Repair						
Other Costs						
Total Project Cost		-	40,000	40,000	40,000	-
<b>Funding</b>						
Cost to Village		-	40,000	40,000	40,000	-
Grant/Donation						
Total Funding		-	40,000	40,000	40,000	-

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

Discuss Basis of Project Costs:  
 Costs are based on contractor and/or engineer estimates.  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 General Fund.  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Cardiac monitor replacement will be requested for FY 2024, 2025, and 2026.  
 \_\_\_\_\_  
 \_\_\_\_\_

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/6/2022 Department: Fire Department

Project Name and Location: Replacement of Air Packs  
Located at Fire Station

Name of Contractor: TBD

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

Description of Project

The Village currently has 20 air packs that were purchased in 2013. The useful life of air packs is roughly 10 years. When they were purchased, they were 1 year behind National Fire Protection Agency (NFPA) standards. All air packs must be within 2 editions within current NFPA standards for the life of the air pack.

Project Benefits

Air Packs allow firefighters to breathe while in toxic smoke conditions. Air Packs are rated for 30 minutes of service. They are used primarily on fires involving structures or hazardous materials.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2024</u>	<u>Purchase of Air Packs</u>

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

Date: 1/6/2021

Department: Fire Department

Project Name and Location: Replacement of Air Packs  
Located at Fire Station

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment			140,000			
Construction/ Repair						
Other Costs						
Total Project Cost			140,000	-	-	-
<b>Funding</b>						
Cost to Village		-	140,000	-	-	-
Grant/Donation						
Total Funding		-	140,000	-	-	-

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

Discuss Basis of Project Costs:  
 Costs are based on contractor and/or engineer estimates.  
 \_\_\_\_\_  
 \_\_\_\_\_

Financing Other than Current Revenue Sources and Other Information:  
 General Fund.  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:  
 Air Packs will be requested for FY 2024.  
 \_\_\_\_\_  
 \_\_\_\_\_



# **WATER AND SEWER FUND**

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

Department: Water Fund

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Water Main Repairs and Upgrades Various Locations	283,000	6,360,000	5,927,000	5,936,000	5,430,000
Pump House Improvements	200,000	190,700	50,000	-	-
Automated Leak Detection System	80,000	783,000	-	-	-
Vehicle Replacements	-	243,700	111,800	74,900	-
Chicago Emergency Interconnect	146,000	-	-	-	-
Water Meter Upgrades	-	240,000	240,000	240,000	240,000
<b>Totals:</b>	<b>\$ 709,000</b>	<b>\$ 7,817,400</b>	<b>\$ 6,328,800</b>	<b>\$ 6,250,900</b>	<b>\$ 5,670,000</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/17/2021 Department: Public Works Department

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

Name of Contractor: Unknown

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

Water main improvements in various locations. These improvements are a result of the Village's  
water distribution system analysis which was completed in 2020. The analysis  
will result in capital improvement recommendations for repairs and upgrades to the system.  
The projects will occur over time and will be part of future capital projects such as street  
resurfacing. The costs herein also include the replacement of lead water serviced per the Lead Service Line  
Replacement and Notification Act effective 1/22.

Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by ensuring that  
aging water mains are upgraded.

Implementation Schedule

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

FY 23 \_\_\_\_\_ Design Only per VB direction

FY 24 \_\_\_\_\_ Construction

FY 25 \_\_\_\_\_ Construction

FY 26 \_\_\_\_\_ Construction



## CAPITAL IMPROVEMENT PROGRAM (CIP)

### Project Description

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Pump House Improvements

Name of Contractor: Unknown

Type of Project: Facility Construction

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

#### Description of Project

Projects include replacement of pumps, cleaning of underground reservoirs, and valve controllers.

#### Project Benefits

The Pump House is used to control the flow of water into the Village's distribution system. In 2019 a study was conducted to identify improvements to prevent failures at the Pump House. Suggested improvements include upgrades to the SCADA system, replacement of pump starters, and miscellaneous electrical improvements.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23</u>	<u>Pump #2 Replacement, Boiler and Steam Pump Replacement, Pump Motor Upgrades</u>
<u>FY 24</u>	<u>Standpipe Pump Replacement, Control Improvements</u>
<u>FY 25</u>	<u>Pump House Evaluation and Resiliency Study Update</u>



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Automated Leak Detection System

Name of Contractor: Unknown

Type of Project:  Facility Construction  [ x ]

Site Acquisition  [ ] Facility Repair  [ ]

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

Description of Project

Installation of an automated leak detection system to identify ongoing water leaks in the distribution system. The initial phase of the project includes completion of a pilot project to identify a system that works best with the Village's water distribution system and ensure its success prior to full implementation.

Project Benefits

The Village currently has a water loss rate of greater than 14% of the water that was purchased from its wholesale supplier. The Illinois Department of Natural Resources (IDNR) has a requirement that the Village's water loss rate be less than 10% of the water that was purchased. The ability to identify water leaks in a timely basis will allow staff to reduce the water loss rate to comply with IDNR's requirements and reduce the overall wholesale water purchase cost.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 23	Pilot Project
FY 24	Full Implementation



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works

Project Name and Location: Public Works Vehicle Replacement

Name of Contractor: Various Joint Purchasing Contracts

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

Description of Project

Public Works vehicle replacement plan is based on mileage, hours, condition, and age.

Project Benefits

Vehicles that operate for Public Works operations have long running hours, wear and tear beyond normal vehicle use such as emergency response to for weather events, driving in all climates and conditions. Proper vehicle rotation is essential for optimal performance for Public Works staff in the field and efficient operations.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23</u>	<u>Vehicle replacement will occur as soon as purchase is approved by Village Board.</u>
<u></u>	<u></u>

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

Date: 1/5/2022

Department: Public Works

Project Name and Location Public Works Vehicle Replacement Costs

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment			243,700	111,800	74,900	-
Construction/ Repair						
Other Costs						
Total Project Cost		-	243,700	111,800	74,900	-
<b>Funding</b>						
Cost to Village		-	243,700	111,800	74,900	-
Grant/Donation						
Total Funding		-	243,700	111,800	74,900	-

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Costs are based on the vehicle replacement plan over five years and the contract pricing through joint purchasing contracts.

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Financing Other than Current Revenue Sources and Other Information:  
 Water Fund

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Impact on Operating Costs:  
 FY 23 from Public Works Budget for CIP

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**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Establishment of an Emergency Interconnect with Chicago

Name of Contractor: Unknown

Type of Project:  Facility Construction

Site Acquisition  Facility Repair

Vehicle/Equipment Purchase  Planning/Design

Description of Project

Establishment of an emergency interconnect at the old water connection point at Crawford/Devon with the City of Chicago.

Project Benefits

The additional emergency interconnect will provide a redundant water source in the event the City of Evanston is unable to supply water to the Village.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 23	Establishment of Interconnect



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

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

Name of Contractor: Unknown

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

Description of Project

The Village replaced the vast majority of its water meters in 2008. As part of that project the meters were equipped with meter transmission units (MTUs) that send water usage data to a centralized collection point. This improves the efficiency of billing by eliminating the need to have employees physically read each meter. The existing meters were installed with "pulse" registers, which is an obsolete product and is being phased out by Badger Meters. The existing MTUs are nearing their end of life and staff has seen an increase in failed units. As such, it is recommended that all of the MTUs and registers be replaced. The meter bodies will remain in good condition until 2033-2038.

Project Benefits

The existing MTUs are exhibiting signs of failure with batteries dying, which has caused water bills to under represent the actual usage. Replacement of the MTUs and registers will reduce the amount of time that staff will need to spend in the field replacing failing MTUs and improve the accuracy of the Village's water billing.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 24	Installation
FY 25	Installation
FY 26	Installation
FY 27	Installation

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Water Meter Upgrades

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment		-	240,000	240,000	240,000	240,000
Construction/ Repair						
Other Costs						
Total Project Cost		-	240,000	240,000	240,000	240,000
<b>Funding</b>						
Cost to Village		-	240,000	240,000	240,000	240,000
Grant/Donation						
Total Funding		-	240,000	240,000	240,000	240,000

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Vendor estimate based on the replacement of 4,262 water meter registers and transmission units.

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Financing Other than Current Revenue Sources and Other Information:  
 Water and Sewer Fund

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Impact on Operating Costs:  
 Replacement of aging water meter registers and transmission units reduces downtime and metering inaccuracies.

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**DEVON/LINCOLN TIF**

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

Department: Public Works / Devon - Lincoln

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Devon Avenue Streetscape Funded by: Grant	325,000 (276,250)	4,125,000 (3,506,250)	-	-	-
Devon/Lincoln TIF Street Lighting	420,000	-	-	-	-
Sidewalk Replacement	15,000	15,000	15,000	15,000	15,000
Tree Planting	15,000	15,000	15,000	15,000	15,000
<b>Totals:</b>	<b>\$ 498,750</b>	<b>\$ 648,750</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Devon Avenue Streetscape

Name of Contractor: Unknown

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

Description of Project

The project will consist of landscaped medians, possible lane reductions, enlarged parkways, ornamental lighting and decorative refuse containers.

Project Benefits

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2023	Design
FY 2024	Construction



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works

Project Name and Location: Devon/Lincoln TIF Street Lighting

Hamlin Avenue, Arthur Avenue, Ridgeway Avenue

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

Installation of street lighting on the streets within the MB Zoning District between Lincoln Avenue,  
Devon Avenue, and the UP Path (Ridgeway, Arthur, Hamlin).

Project Benefits

Installation of new street lighting enhances the aesthetic and safety of the manufacturing district.

Implementation Schedule

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

FY 22 Design

FY 23 Construction



**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Sidewalk Replacement

Name of Contractor: To be determined

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

As part of the Devon/Lincoln TIF, the Village replaces the budgeted amount of sidewalk within the Devon/Lincoln TIF.

Project Benefits

Improved safety on sidewalks.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2023 - FY 2027</u>	<u>Sidewalk Replacement</u>

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Sidewalk Replacement

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		15,000	15,000	15,000	15,000	15,000
Other Costs						
Total Project Cost		15,000	15,000	15,000	15,000	15,000
<b>Funding</b>						
Cost to Village		15,000	15,000	15,000	15,000	15,000
Grant/Donation						
Total Funding		15,000	15,000	15,000	15,000	15,000

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Costs are based upon past contract estimates.

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Financing Other than Current Revenue Sources and Other Information:  
 TIF Funds

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Impact on Operating Costs:  
 Replacement of sidewalk.

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**CAPITAL IMPROVEMENT PROGRAM (CIP)**  
**Project Description**

Date: 1/5/2022 Department: Public Works Department

Project Name and Location: Tree Planting

Name of Contractor: To be determined

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

As part of the Village's commitment to being a Tree City, the Village plants replacement trees within the Devon/Lincoln TIF.

Project Benefits

Improved environment and aesthetics for the Village.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 23 - FY 27</u>	<u>Planting</u>

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Tree Planting

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		15,000	15,000	15,000	15,000	15,000
Other Costs						
Total Project Cost		15,000	15,000	15,000	15,000	15,000
<b>Funding</b>						
Cost to Village		15,000	15,000	15,000	15,000	15,000
Grant/Donation						
Total Funding		15,000	15,000	15,000	15,000	15,000

**Basis of Project Costs:**

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

Discuss Basis of Project Costs:  
 Costs are based upon Suburban Tree Consortium prices.

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Financing Other than Current Revenue Sources and Other Information:  
 TIF Funds

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Impact on Operating Costs:  
 Replacement of parkway trees.

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# NORTH LINCOLN TIF

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

Department: Public Works / North Lincoln

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
North Lincoln Ave Medians	594,000	-	-	-	-
<b>Totals:</b>	<b>\$ 594,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works

Project Name and Location: North Lincoln Medians

Lincoln Avenue medians, between Touhy and Jarvis

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

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

Project Benefits

Improves aesthetics of Village

Implementation Schedule

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

FY 23 Construction





# **STORMWATER MANAGEMENT FUND**

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

Department: Stormwater Infrastructure

<u>Project</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Street Storage Program	175,000	3,330,000		-	-
Stormwater Master Plan Update			100,000		
<b>Totals</b>	<b>\$ 175,000</b>	<b>\$ 3,330,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 12/17/2021 Department: Public Works

Project Name and Location: Street Storage Program

Various Locations

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

Installation of underground restrictors and on street berms to control the rate at which stormwater enters into the combined sewer system.

Project Benefits

Improves the overall quality of life for Village residents by increasing the Village's stormwater protection during heavy rain events and takes the Village closer to meeting the stated goal of reaching a 10 year level of protection.

Implementation Schedule

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

FY 23 Complete Design

FY 24 Construction of Stage III (\$3.33M)



**CAPITAL IMPROVEMENT PROGRAM (CIP)**

**Project Description**

Date: 1/5/2022 Department: Public Works

Project Name and Location: Stormwater Master Plan Update

Various Locations

Name of Contractor: Unknown

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

The Stormwater Master Plan was accepted by the Village Board in 2012 and seeks to bring the Village's sewer system to a 10-year level of protection. Since the completion of the plan, there have been changes that may impact the scope or feasibility of some of the projects. As such, an update of the plan is appropriate and will ensure that the goals will continue to be met.

Project Benefits

Re-evaluation of the Stormwater Master Plan is necessary to ensure that the proposed projects remain viable, continue to provide the level of protection desired, and have an adequate funding source.

Implementation Schedule

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

FY 25 Plan Update

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

Date: 1/5/2022

Department: Public Works Department

Project Name and Location Stormwater Master Plan Update

Cost Elements	Cost to Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Planning/ Design			-	100,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost	-	-	-	100,000	-	-
<b>Funding</b>						
Cost to Village	-	-	-	100,000	-	-
Grant/Donation						
Total Funding	-	-	-	100,000	-	-

**Basis of Project Costs:**

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Engineer estimate.

Financing Other than Current Revenue Sources and Other Information:

0.25% home rule sales tax

Impact on Operating Costs:

n/a



# GLOSSARY OF TERMS

# Glossary of Terms



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)** – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

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

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

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

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

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

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

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

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

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

**ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)** - State regulatory agency that provides for the protection of the environment.

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

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

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

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

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

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

**MOTOR FUEL TAX (MFT)** – Revenue allocated by the state to municipalities for funding street improvements.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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