

## **Village of Lincolnwood**

**2012-2013 ~ Budget**

Village Board of Trustees

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**Village of Lincolnwood  
Illinois**

For the Fiscal Year Beginning

**May 1, 2011**

*Linda C. Danson Jeffrey R. Enos*

President

Executive Director

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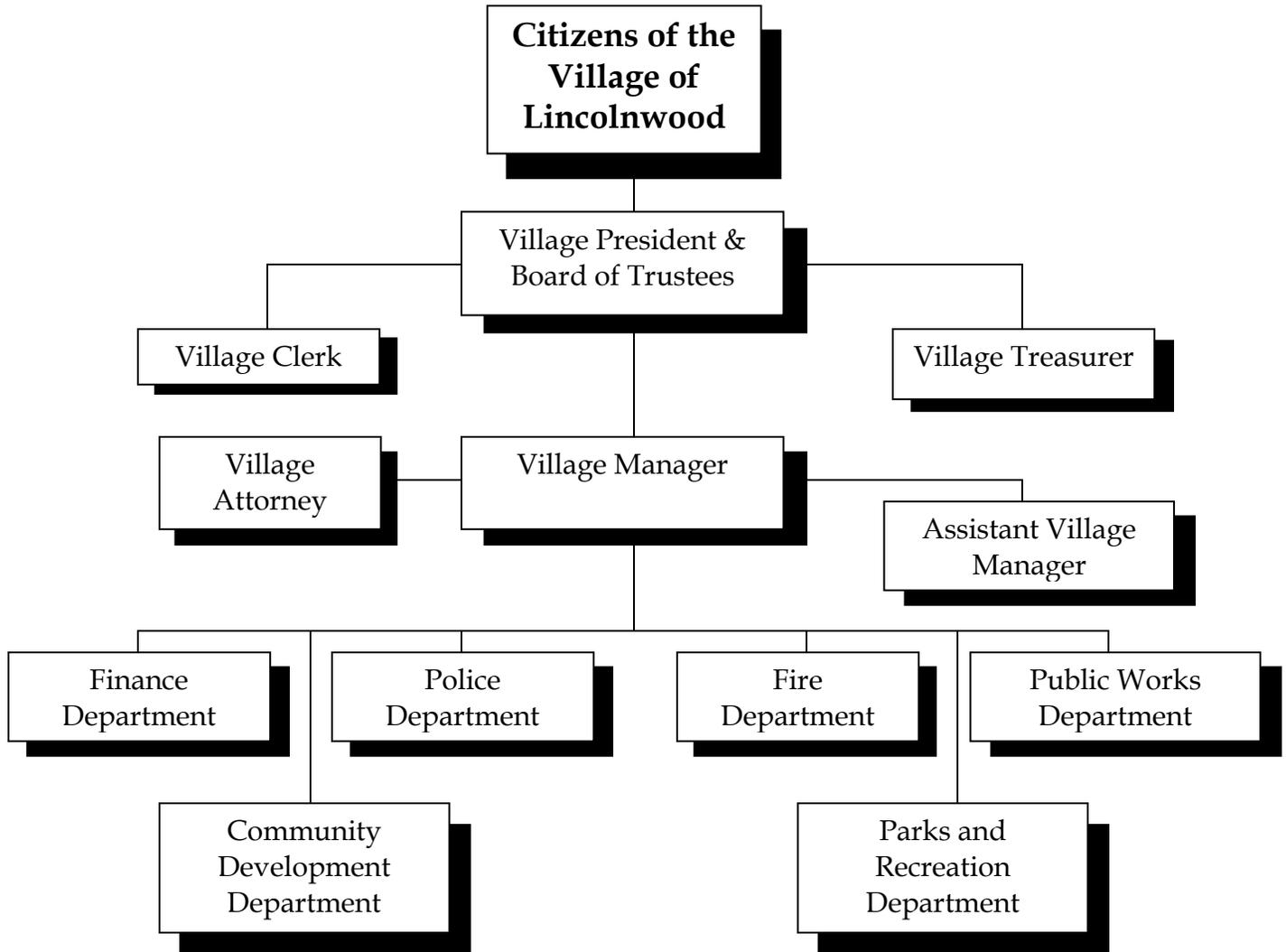
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**VILLAGE OF LINCOLNWOOD  
FY2012-13 BUDGET**

**BUDGET OVERVIEW**

The Fiscal 2013 Village budget strives to be a policy document which includes organizational financial policies and goals that address long-term concerns and issues; a financial plan that includes in detail all funds that are subject to appropriation; a communication device which provides summary information identifying budgetary issues; and an operations guide that describes all activities, services and functions in the organization.

A statement of financial policies approved by the Village Board was used as a guide to prepare the annual Village budget. The Fiscal 2013 budget meets all the operating budget procedures. The General Fund meets the unreserved fund balance policy which is to maintain a balance of 25% of current revenues. Capital budget policies have also been met, as funding for infrastructure equals annual funding requirements.

The Village's budget parameters are reviewed annually, prior to the initiation of the budget process. The ongoing economic recovery has seen slow revenue growth and this trend is expected to be maintained over the next few years. Village staff was again challenged to present departmental budgets with no increase in non-personnel expenditures and successfully met the challenge.

About the Budget Document

The budget document is organized into several sections with the goal of presenting information in an easily understandable format and consists of the following:

Budget Summary

The Budget Summary consists of the Fiscal 2013 budget message which provides an overview of Fiscal 2012 year-end results and an overview of the adopted Fiscal 2013 budget. Key issues for the General Fund and other operating funds are also discussed.

This section also explains the budget structure and budget process of the Village and lists details of budgeted revenue, expense, transfers and estimated change in fund balance for all funds for the proposed Fiscal 2013 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

### Personnel Summary

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

### Revenue Summary

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

### Fund Expenditures Section

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

### Appendix

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

### Five-Year Capital Improvement Program

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

# **Budget Message**

VILLAGE PRESIDENT  
Gerald C. Turry

VILLAGE CLERK  
Beryl Herman

VILLAGE MANAGER  
Timothy C. Wiberg



TRUSTEES  
Lawrence A. Elster  
John Swanson  
Thomas Heidtke  
Nicholas Leftakes  
Jesal B. Patel, Sr.  
Renee Sprogis-Marohn

May 1, 2012

TO: President Turry and Members of the Village Board

SUBJECT: **Adopted Budget for Fiscal Year 2012/13 (Fiscal 2013)**

On behalf of the entire staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2013 budget. The adopted budget maintains the quality of services our residents have come to expect and reflects the general priorities and policy direction provided by the Village Board at the February 8, 2012 Budget Workshop and furthers the initiatives in the 2012 – 2015 Strategic Planning Report which was adopted on February 21, 2012.

The total budget adopted for Fiscal 2013 is \$31,417,719. This represents an increase of 8.3% from last year's budget. A large part of the increase is attributable to an increase in capital expenditures for the year. The General Fund operating budget is \$19,046,941, which amounts to an increase of 4% over last year's adopted budget and it is balanced. The financial condition of the Village remains strong despite the slow economic recovery the United States and local economy is experiencing. Infrastructure improvements, such as the continuation of the Streetlight Replacement Program and Water and Sewer Improvements will proceed, and new improvements to Channel Runne Park and the Village Campus will also be completed.

### **Fiscal 2012 Review**

Last year's Budget Message suggested that Fiscal 2012 would be a year of uncertain economic conditions where the Village would need to closely monitor revenue estimates and adjust expenditures when necessary. While the local economy has not regained the revenue of three years ago, local sales tax receipts and other economy-related revenue continue in a positive upward trend as forecasted. Economic development has shown some improvement as evidenced by an increase of new building permits and business licenses. In addition, the Village issued five building permits for new home construction which is an increase over last year and has issued building permits for commercial development for two standalone out-lots at the Lincolnwood Town Center Mall. Due to the slow growth in revenues, the Village continued to carefully monitor revenues and held expenditures at or below budgeted amounts.

### **Other Items of Note in Fiscal 2012**

- Due to the slow pace of the economic recovery the Village continued the hiring freeze in effect for two full-time positions.
- The Village completed engineering and design work for Phase II of the Channel Runne Park improvements and commenced with construction. When completed in Fiscal 2013, the



new park will have an outdoor amphitheatre, a parking lot, fishing platform, and a disc golf course.

- The Village completed development of Phase II of the Storm Water Management Plan. The initial phase created a computerized model of the Village's sewer system to identify capacity issues which could lead to sewage discharging into basements during heavy storms. Phase II of the modeling process includes utilizing the model to identify system problems and potential solutions to eliminate sewer discharging during rain storms of up to the 10-year intensity.
- The Village again received the distinguished budget presentation and excellence in financial reporting awards from the Government Finance Officers Association.
- On December 6, 2011 the Village Board approved a New Village Code, making several improvements over the previous Village Code, including a change in its form of government that is in the spirit of the Council-Manager form and modernized regulations. A comprehensive revision had not been performed to the Village Code since 1977.
- The Village completed design and engineering work for the Village Hall Promenade Improvement Project that will include replacing an old and deteriorating concrete walkway on the Municipal Center Campus with brick pavers, enhanced landscaping, trees, and stone seating areas. The Promenade Improvement Project will be complete in Fiscal 2013.

### **Fiscal 2013 Key Issues**

The Fiscal 2013 budget represents the Village's plan for expected expenditures over the coming year and identifies the means by which those expenditures will be funded. The budget has been prepared, as in past years, in conjunction with the goals that were established in the Village's Strategic Plan.

Strategic planning is an organization's process for defining its vision and direction. The first plan was adopted in 2005 and continued to be revised every two years with the assistance of a professional facilitator. On December 15, 2011, the Village Board met to develop a new plan. The Village Manager updated the Village Board on the pursuit of the goals and objectives contained in the 2010 report, and then the Village Board discussed desired additions to the plan, and included additional goals and objectives. On February 21, 2012 the Strategic Planning Report for 2012 – 2015 was adopted by the Village Board. The report identifies the strengths and weaknesses of the Village and opportunities to improve Village life for residents and businesses. The full report is included in the Fiscal 2013 budget document and immediately follows this letter. Fiscal 2013 provides an emphasis on the following goals:

- 1) Use Lincolnwood's Economic Development Commission to drive the Village's vision for economic development.

*The Village's Economic Development Commission (EDC) meets every month to discuss ongoing economic development initiatives and activities in the Village. In Fiscal 2013 the EDC will meet with businesses to discuss development options for their properties, review applications for Property Enhancement Grant funding, and*

*make recommendations to utilize TIF District funds. The EDC has also been charged with the task of reviewing and recommending strategies for improvement for the Devon Avenue corridor between Lincoln Avenue and McCormick Boulevard which has been experiencing an increasing number of vacancies. The EDC is also responsible for reviewing Property Enhancement Program applications. As described in detail in number seven below, program participants are eligible to receive up to \$10,000 in a dollar-for-dollar cost matching grant program for physical improvements to their storefronts. This has been reinstated after being suspended for three years.*

- 2) Become a “friendly to do business with” government, assisting in attracting and developing business.

*The Fiscal 2013 budget includes the Property Enhancement Program (PEP) and Green Improvements for Tomorrow (GIFT) Program in the amount of \$50,000. In this program participants are eligible to receive up to \$10,000 in a dollar-for-dollar cost matching grant program for physical improvements to their storefronts. This is a General Fund expense the Village eliminated from its last three budgets because of the economic downturn. Funds in the amount of \$300,000 are also included in the Northeast Industrial TIF District Fund for PEP and GIFT programs for those businesses located in the TIF District boundaries. The TIF District PEP and GIFT program was not reduced as a result of the economic downturn but the allocation has increased three fold in Fiscal 2013. Finally, staff will improve communication and relationships with the business community by hosting quarterly meetings with various industry sectors. The Village will enhance communication by providing information on Village projects and solicit feedback from the business community.*

- 3) Review Lincolnwood’s economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer.

*The Economic Development Commission recommended approval of a new tax-incentive policy to the Village Board. The purpose of this policy is to provide the Village and prospective retailers with the knowledge of what the Village is willing to agree to in regards to sales tax sharing. The substantive elements of the policy include a cap on the number of years of the agreement, an inflation clause that will protect the Village’s sales tax base in future years, a new business qualifying sales base, and a requirement to present a development plan. The Village Board will consider adoption of this policy in Fiscal 2013.*

- 4) Since government cannot afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications.

*Village staff support a number of employee committees whose purpose is to ensure that services are being performed efficiently and to strategize ways to improve service delivery. The Village communicates its services to residents through a variety of means including the Village Connections Newsletter that is published six times a year and is mailed to each home in the Village, the Village website, press releases, and email distribution lists. These efforts will continue in Fiscal 2013. The Village is*

*also considering elimination of mailing the Connections Newsletter which would save \$14,500 per year.*

- 5) Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding municipalities, schools, county, etc.).

*In addition to various intergovernmental agreements the Village has with overlapping and surrounding taxing bodies the Village will continue to seek to improve service delivery gaps and overlap that can be remedied through public-public partnerships. Four items of note include the following initiatives. First, Fiscal 2013 includes \$15,000 in engineering expenses that are recovered by the "Safe Routes to School" grant program which is performed in cooperation with Lincolnwood School District 74. Second, \$35,000 is included in Fiscal 2013 for a part-time Code Enforcement Officer. The Village is seeking to develop a partnership with an area municipality to share in the cost for the position. Third, the Parks and Recreation Department is researching fitness programs in the area for residents to gain access to fitness centers at reduced rate. Finally, the Village has partnered with several area municipalities to cooperatively bid unit-priced contracts, such as sidewalk replacement and cold-patch, to gain pricing advantages through the economies of scale.*

### **Fiscal 2013 Adopted Budget Overview**

The total projected deficit for Fiscal 2013 is \$572,595. The Village Board endorsed the use of designated fund balance to pay for the budget deficit. The fund balance is a set of reserves that were established by policy to ensure a balanced budget in years of unexpected revenue declines and/or unexpected expenditures. Despite utilizing current fund balance to pay for the deficit, adequate fund balance remains in excess of the maximum balance required in the Village's Financial Policies, which is 25% to 35% of total budgeted General Fund revenues.

The majority of the budgeted deficit is due to improvements to Channel Runne Park which will be split with a grant from the Open Space Land and Development (OSLAD) and other capital improvements. This includes replacement of the failing 22 year-old Heating, Ventilation, and Air Condition (HVAC) system at the Village Hall Campus and the 22-year old Village Hall Promenade which has deteriorated, is becoming unsafe, and is in need of beautification. The costs of these projects were split between Fiscal 2012 and Fiscal 2013 to offset the impact to the General Fund. In addition, the purchase of a new ambulance is included that replaces one that was purchased in 1997. These projects, as well as others, had been deferred from previous fiscal years because of the recent economic downturn.

Fiscal 2013 include an increase to the Village's Gasoline Sales Tax from two cents per gallon to three cents per gallon. This additional once cent per gallon tax is estimated to yield an additional \$190,000 in revenue and will be used to offset operational expenses for street maintenance and other expenditures.

The adopted total budget is summarized below. Per accepted governmental financial standards, the Village's finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources in one fund can not be allocated to cover

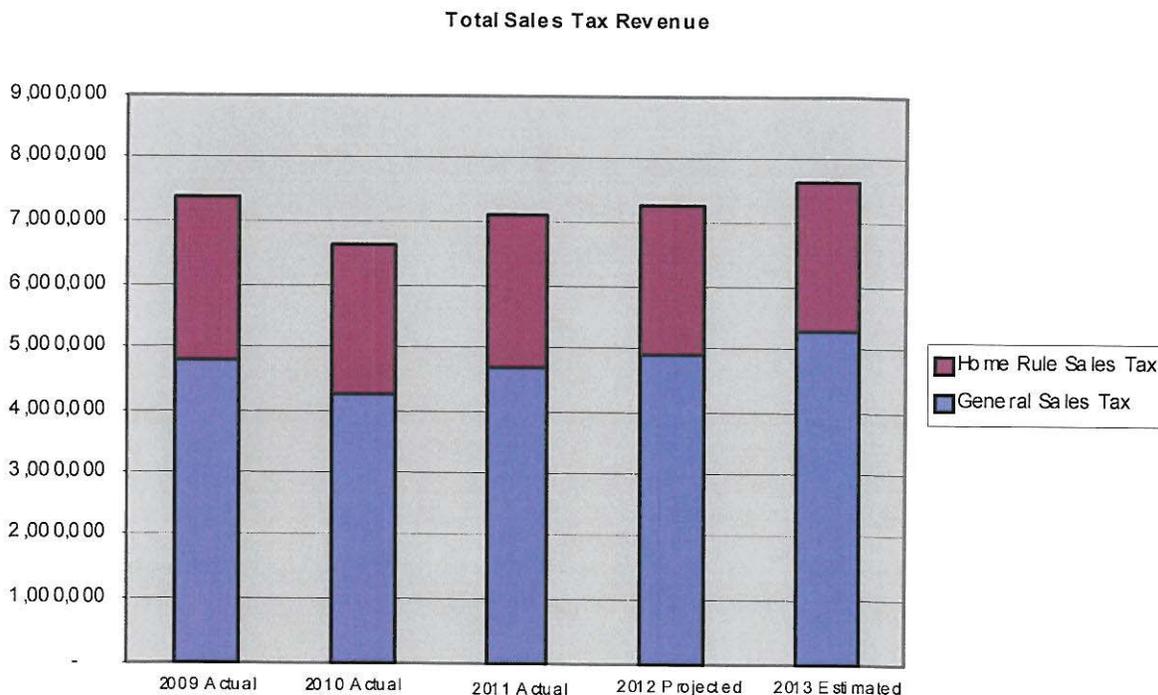
shortfalls in another fund. The General Fund is the largest fund and includes the expenditures necessary to support the general operations of the Village including Police and Fire protection, snow removal, refuse collection, etc. This fund supports virtually all personnel expenses.

	FY12/13	FY11/12	% Change
All Funds	31,417,719	\$29,012,772	8.3
General Fund	19,046,941	\$18,303,240	4.0

The total budget increase is primarily the result of an increase in capital outlays from the previous year. The budget for the General Fund increased 4% from the previous year.

### Other Items of Note in Fiscal 2013

▪ Sales Tax – Total sales tax revenue, including the State and Home Rule sales taxes is budgeted for \$7,655,163. This is an increase of approximately \$389,054 (5.3%) from the prior year’s budget. Sales tax receipts have increased mainly due to the sale of automobiles, which comprise a large portion of the Village’s sales tax base. The chart below traces the trend in sales tax over the past five years.



	Actual 4/30/2009	Actual 4/30/2010	Actual 4/30/2011	Projected 4/30/2012	Estimated 4/30/2013
<b>Home Rule Sales Tax</b>	2,633,734	2,333,767	2,409,077	2,359,988	2,407,188
<b>General Sales Tax</b>	4,768,281	4,280,918	4,718,393	4,906,121	5,247,975
<b>Total</b>	7,402,015	6,614,685	7,127,470	7,266,109	7,655,163

- Water and Sewer Fund – The Village has continued with the investment in its water and sewer system by starting repairs to critical areas identified by sewer televising performed two years ago. The Fiscal 2013 budget includes a water rate adjustment of 15% to offset the 25% water rate increase from the City of Chicago (the Village’s water supplier) which went into effect on January 1, 2012. Although the current policy is to pass on the total water rate increases from the City of Chicago to its water customers, the Village Board limited the adjustment to 15% effective May 1, 2012. In light of this and previous water rate adjustment from the City of Chicago, staff is reviewing alternative water suppliers.
  
- Refuse – The Village expenditures relating to the solid waste, recycling, and yard waste collections are accounted for in the General Fund. The total budget for this expense is \$1,077,513. The funding for refuse collection is property taxes. Of this amount \$801,513 is paid to Groot Industries, Inc. for collection and \$276,000 is paid to the Solid Waste Agency of Northern Cook County for landfill deposits. The Groot contract expires on August 31, 2012. In Fiscal 2012 the Village executed a seven year extension to the contract with a reduction in rates that will not exceed the current rate for Single Family Collection until 2015.
  
- Personnel Costs – Personnel costs in Fiscal 2013 are budgeted to be \$11,297,075. The Village continues a hiring freeze for one full-time position in the Police Department and one full-time position in the Public Works Department. The Village has budgeted for a new part-time Code Enforcement Officer that may be shared with a neighboring municipality. There is also a 2% cost of living wage increase for non-union employees included in the Fiscal 2013 budget. Contractually obligated wage increases for the Police Officers and Communication Operators collective bargaining units are set at 2%. The Public Works Teamsters collective bargaining agreement is set to expire on April 30, 2012. The wage increase will be determined by contract negotiations that are expected to be complete in Fiscal 2013.

### **Capital Improvements**

The Fiscal 2013 budget includes the following capital improvements projects:

- \$1,253,083 is budgeted in the Transportation Improvement Fund for Year Two of the replacement of all Village street lighting, excluding the Northeast Industrial Tax Increment Financing (TIF) district. This includes replacements on Pratt Avenue west of Hamlin Avenue. This program is anticipated to be complete in four years.
  
- The Village budgeted \$1,200,000 in the Lincoln-Touhy TIF District Fund for the demolition of the Purple Hotel building. The Village Board awarded a bid to a demolition contractor on December 20, 2011 and the building is anticipated to be demolished by July of 2012.
  
- \$120,000 is budgeted for the replacement of the playground at Springfield Park. This project calls for the reinstatement of the annual playground replacement program which ended in Fiscal 2010 due to the economic downturn.

- \$300,000 is budgeted in the Northeast Industrial TIF District Fund to design and install generators for the Standpipe and Main Public Works Facility. Village facilities experienced three power outages during Fiscal 2012. This expense will prevent outages at two of the Village's most critical facilities so that they can operate in the event of a weather emergency which is when power outages are common.

### **Adherence to Financial Policies**

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

- The budget is balanced.
- The General Fund (GF) unreserved fund balance has been maintained above the 35% of annual GF revenue that is required, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 1.5% property tax levy increase included in the Fiscal 2013 budget. This is in accordance with the financial policy to limit the property tax levy increase to the annual Cook County consumer price index (the same limit for Non-Home Rule communities).
- There will be no transfer into the GF from the State Motor Fuel Tax (MFT) Fund. This will leave the entire allotment of State MFT funds to be utilized for street light replacement.
- The GF's support of the Parks and Recreation Department is limited to \$1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Debt Service - Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses. The Village has not issued any new bond debt since Fiscal 2003 when the Village issued General Obligation bonds to fund the construction of the Aquatic Center and a new street known as Northeast Parkway.
- On December 1, 2011 the Village refunded the 2002A and 2002B Bonds. The purpose of refunding an existing bond issue is to lower the debt service obligation for the balance of the term of the bond issue. This bond refunding is estimated to save the Village \$360,000 in future debt service obligation.

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

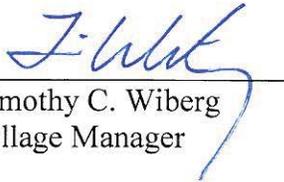
The Village continues to be in solid financial condition despite the uncertain economic times. Debt levels are low compared to national levels. As a part of the above bond refunding process described above, on October 11, 2011 the Village received an upgrade its bond rating from Aa3 to Aa1 as provided by Moody's Investor Services. The Village also continues to make its annual required pension contributions, maintain Village facilities and equipment, and make vehicle and equipment purchases on a scheduled basis.

## Conclusion

As the Village moves into the new Fiscal Year, staff will again be closely monitoring revenue estimates due to the challenging economic conditions and make expenditure adjustments as necessary. It is imperative to also begin planning for Fiscal 2014 as we strive to maintain the financial health of the Village.

The preparation of the Fiscal 2013 budget could not have been achieved without the hard work and assistance of many throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. The President and Village Board continue to provide stable and visionary leadership that has made all the accomplishments achieved this past year, and those that are planned for next year, possible. Finally, particular thanks are extended to Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



Timothy C. Wiberg  
Village Manager

**Strategic Planning Report  
2011-2015**



# VILLAGE OF LINCOLNWOOD

## Strategic Planning Report 2012 - 2015





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## VISION STATEMENT

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

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

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



# SWOT ANALYSIS – WHERE WE ARE TODAY?

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>▪ Good public service – public works, police, and fire</li> <li>▪ Good parks &amp; recreation</li> <li>▪ Good municipal management</li> <li>▪ Conservative fiscal policies</li> <li>▪ Good staff/board relations</li> <li>▪ Strong tax base</li> <li>▪ Good population diversity</li> <li>▪ Close proximity to airport/city, etc.</li> <li>▪ Development of medical &amp; senior care capabilities within the community</li> <li>▪ Staff involved regionally</li> <li>▪ Community pride</li> <li>▪ Seeking alternative funding sources</li> <li>▪ Non resident involvement in park programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Economy</li> <li>▪ Declining property values</li> <li>▪ Policy on taxes</li> <li>▪ Dependence on auto industry</li> <li>▪ Lack of central downtown</li> <li>▪ Lack of public transportation</li> <li>▪ Dependence on Chicago water</li> <li>▪ Diversity not as well represented within the bureaucracy</li> <li>▪ Sewer system</li> <li>▪ Lack of new development sites</li> <li>▪ Based on Village size, we can't be everything to everyone</li> <li>▪ District 74 school board relationship</li> <li>▪ Getting the uninformed, involved</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>▪ Better use of technology</li> <li>▪ Home revenue through garbage</li> <li>▪ Take advantage of technology park</li> <li>▪ Purple hotel and Lincoln Avenue redevelopment</li> <li>▪ Alternative water sources</li> <li>▪ Mall campus (klen)</li> <li>▪ Use of TIF districts</li> <li>▪ Demographics analysis and strategy</li> <li>▪ Increased revenue over next several years</li> <li>▪ Channel Runne park</li> <li>▪ Privatization of services</li> <li>▪ Shared services with other municipalities</li> <li>▪ Intergovernmental agreements</li> <li>▪ Contiguous boundaries with school district</li> <li>▪ Sponsorship and advertising</li> <li>▪ Lincolnwood high profile businesses</li> <li>▪ Further development of chamber relationship</li> <li>▪ Further definition of Lincolnwood brand and marking of boundaries</li> <li>▪ Public private partnerships</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fiscal state of the State of Illinois, Washington</li> <li>▪ School board fiscal policies</li> <li>▪ Cook County fiscal policies</li> <li>▪ Lowes #'s falling</li> <li>▪ Mandates around pensions</li> <li>▪ Next election – continue working together</li> <li>▪ Pension obligations</li> <li>▪ Mortgage foreclosures</li> <li>▪ Store front vacancies</li> <li>▪ Water supply</li> <li>▪ Post office changes</li> </ul>





- Our shrinking piece of the tax pie
- Economy is in a global transition
- Rising E-commerce without taxing ability
- Community housing market influx
- More diversity within the community
- Public apathy
- More municipal marketing creating business, consumer, and resident competition
- More tax incentives being utilized to attract business
- Manufacturing exodus from Cook County
- Stagnant tax base/rising costs
- Deferral on capital improvements
- More self service approaches





- Lincoln Avenue mirrors Touhy and Crawford – Lincoln streetscape, slow traffic, visually appealing
- Lincolnwood is a destination – a draw for shopping, socializing, business, church, etc.
- Touhy and Lincoln are more pedestrian-friendly with traffic diverted from the area
- The purple hotel site has become a destination
- Lincolnwood has a brand and, within the municipality, has a certain look and feel – we are distinguished from Chicago and Skokie
- B&H site is fully developed or created into green space as a part of Channel Runne
- Parks are a jewel
- Great housing stock
- Positive, diverse community
- New, expanded community center
- Channel Runne is developed
- School District 74 has a great reputation for quality education and fiscally sound operations
- Lincolnwood is business-friendly, attracting more businesses
- Well managed fiscal approach and lower taxes than our neighbors
- Lincolnwood's government has customer friendly service
- Lincolnwood has thorough enforcement of consistent rules – will provide help along the way – instills pride of ownership
- Citizens involved and glad to live in Lincolnwood





1. Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities
2. Develop the purple hotel site as a central gathering destination
3. Further define and develop the brand and identity for the Village of Lincolnwood
4. Use Lincolnwood's Economic Development Commission to drive Village's vision for economic development
5. Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area
6. Bring more restaurants to the community
7. Become a "friendly to do business with" government, assisting in attracting and developing business
8. Review Lincolnwood's economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer
9. Since government can not afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications
10. Create destinations around the pool, attracting Lincolnwood residents and visitors
11. Reexamine public transportation opportunities and connect to the new Skokie station
12. Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding municipalities, schools, county etc)





**Goal 1:** Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities

***Objectives:***

- A. Continue to present realistic budgets
- B. Identify capital improvement priorities
- C. Develop a plan for alternative revenue sources and begin implementation (partnerships, sponsoring, etc)

**Goal 2:** Develop the purple hotel site as a central gathering destination

***Objectives:***

- A. Define with the Village Board the desired use of the site and timeframe
- B. Engage EDC to drive and coordinate purple hotel site

**Goal 3:** Further define and develop the brand and identify for the Village of Lincolnwood

***Objectives:***

- A. Establish a workshop with the Village Board to further define the Village of Lincolnwood's brand
- B. Staff to design branding exercise and subsequent branding plan





**Goal 4:** Use Lincolnwood's Economic Development Commission to drive Village's vision for economic development

**Objectives:**

- A. Conduct a planning workshop session with EDC and Village Board
- B. In preparation for above, benchmark other community economic development models and arrange for board and EDC community drive around
- C. Gather input from the business community through breakfast/lunch meetings
- D. Establish dollars in the budget for economic development and supporting activities

**Goal 5:** Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area

**Objectives:**

- A. Work with EDC regarding connector road
- B. Staff to workshop with property owners to explore use options

**Goal 6:** Bring more restaurants to the community

**Objectives:**

- A. Staff to conduct webinars to promote community development and restaurants
- B. Staff to meet with Village Board to define desired sites for restaurant development
- C. Attend Restaurant Association conference to explore current restaurant trends and needs





**Goal 7:** Become a “friendly to do business with” government, assisting in attracting and developing business

**Objectives:**

- A. Staff to create plans to identify and streamline key processes to do business/development in Lincolnwood
- B. Effectively communicate the business/development friendly philosophy to staff – Empower for continuous improvement
- C. Staff to develop plan to continue marketing the village’s economic development needs and business friendly environment

**Goal 8:** Review Lincolnwood’s economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer

**Objectives:**

- A. Staff to develop data, benchmarks, and policy document for Village Board discussions and action
- B. Review with EDC for input prior to Village Board review

**Goal 9:** Since government can not afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications

**Objectives:**

- A. Involve multiple departments speaking at various community meetings, promoting the needs and operation of the municipal government
- B. Gather input from the Passport Committee to determine methods to further involve and engage Lincolnwood’s diverse population
- C. Consider methods in the development of the website for attracting and involving citizens
- D. Staff to discuss these topics (A, B, C) and other topics when meeting with school district staff
- E. Engage with the various religious groups within the community to gather input and assist with event development





**Goal 10:** Create destinations around the pool, attracting Lincolnwood residents and visitors

***Objectives:***

A. Consider these sites in other planning activities

**Goal 11:** Reexamine public transportation opportunities and connect to the new Skokie station

***Objectives:***

A. Explore the possibility of a public transportation loop within the community

B. Appoint a staff member to be responsible for transportation planning

C. Survey citizens regarding transportation needs and concerns

**Goal 12:** Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding, municipalities, schools, county etc.)

***Objectives:***

A. Meet with taxing body boards in 2013 to discuss mutual interests

B. Staff to meet with taxing body boards staff prior, to discuss mutual interests



# **Financial Policies**

**VILLAGE OF LINCOLNWOOD**  
**FINANCIAL POLICIES**  
**ADOPTED – JANUARY 19, 2006**

**Introduction**

Financial policies are the key elements of sound fiscal administration and responsibility. The Village Board should establish and follow financial policies when making financial decisions about the future of Lincolnwood. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision-making process.

Financial policies allow the Village Board to view their current approach to financial management from an overall and long-range vantage point.

**Financial Reporting Policies**

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.

**The Budget Process**

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

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

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

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

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

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

The Department Director within the Village 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.

## **Estimating Revenues**

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

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 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 extra 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.

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.

The Village shall not increase the annual property tax levy in excess of the Cook County consumer price index increase applicable as of the prior December.

One-time revenues shall be used only for one-time expenditures. The Village shall avoid using temporary revenues to fund routine operating expenses.

### **Expenditure Policy**

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.

Within the resources available each year the Village shall maintain the Capital Assets and Infrastructure at a level to protect the Village's investment, to minimize future replacement and maintenance costs and to continue appropriate service levels.

### **Unreserved Fund Balance**

Adopting a viable unreserved fund balance is critical to maintain or improve the Village's current bond rating and credit rating standing with agencies, to plan for contingencies and emergencies, avoid borrowing on a short-term basis and ensure a balanced budget in years of unexpected revenue decreases and/or unexpected expenditures.

Unreserved fund balance shall be maintained at 25 to 35 percent of annual general fund revenue to ensure service continuity. If the unreserved fund balance is less than 25 percent, the Village shall set aside a sufficient portion of the next year's budgeted revenue to maintain the required reserve amount.

If the unreserved fund balance is greater than 35 percent then the Village shall designate the excess amount to provide available funds for the purchase of new or replacement capital equipment.

### **Debt Service Policy**

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.

### **Capital Improvement Program (CIP) Policy**

For the capital improvement program all land and land improvements and building projects costing \$50,000 or more shall be classified as capital assets. Equipment costing \$5,000 or more with an estimated useful life of two or more years shall be considered capital assets.

A CIP shall be developed for a period of six 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 shall fund a Capital Improvement Fund which will be coordinated with the operating budget. This improvement fund shall build a reserve of \$1,000,000 for the replacement and/or construction of capital assets on a pay-as-you-go basis. Therefore, if the balance drops below the \$1,000,000 fund balance the Village shall attempt to allocate approximately 1 percent or \$100,000, whichever is less, of the annual general fund budgeted revenue for additional and replacement capital assets.

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.

### **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 Trustees 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.

## **General Village Policies**

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.

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.

## **Ethics**

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.

# **Investment Policy**

Village of Lincolnwood  
Investment Policy  
Adopted – January 19, 2006

**Investment Policy:**

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

**Prudence:**

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

**Objective:**

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

**Authority:**

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

**Ethics and Conflicts of Interest:**

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

**Authorized Investments:**

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

**Internal Control:**

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

**Investment Policy Adoption:**

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

# **Budget Structure and Process**

**Budget Structure**

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

**Major Governmental Funds**

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

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

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

**Major Proprietary Fund**

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

**Non Major Governmental Funds**

**Special Revenue Funds**- Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village budgets for five Special Revenue Funds: Motor Fuel Tax

Fund, Transportation Improvement Fund, E-911 Fund, Touhy/Lawndale TIF Fund and the Lincoln/Touhy TIF Fund.

**Capital Projects Funds**- Capital Projects Funds are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by the Enterprise Fund). The Village currently budgets for four capital project funds.

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

**Budget by Fund Structure**

<b><u>General Fund</u></b>	<b><u>Special Revenue</u></b>	<b><u>Debt Service</u></b>	<b><u>Enterprise</u></b>	<b><u>Capital Projects</u></b>	<b><u>Pension Trust</u></b>
Departments:	Motor Fuel Tax	All Debt	Water and Sewer	Channel Runne	Police Pension
Administration	Transportation Improv.			ROW Bike Path	
Finance	E-911			Village Campus Imprv.	
Development	NEID TIF			Property Enhancement Program	
Police	Touhy/Lawndale TIF				
Fire	Lincoln/Touhy TIF				
Public Works					
Parks and Recreation					

**Budget Process**

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

**Long-Term Non-Financial Goals and Objectives**

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

During 2011, the Board of Trustees, the Village Manager and Department Directors met to update the Strategic Planning Report process that started in 2005. The session was to review the prior plan and update where necessary goals that would 1) fulfill the Village's mission, 2) adapt to our changing environment, and 3) meet the needs of our residents and businesses. The Village feels that a comprehensive strategic plan will improve on existing budgeting and planning issues and link these goals into the individual department goals.

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

### **The Capital Improvement Plan**

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of \$10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the 2013 budget workshop, the 2013-2017 CIP was prepared.

The CIP process begins in November with the Finance Department distributing CIP project request forms to the operating departments. The departments complete a request form for each proposed project and return their requests to the Finance Department in December for compilation. A CIP project request must include the following:

- Description of the project
- Justification for the project
- Estimation of project costs
- Identification of possible revenues sources
- Annual dollar impact upon operating budget if project is undertaken

After the Finance Department compiles the information, the Village Manager and Finance Director meet with each department for the purpose of conducting an administrative review and clarify any project particulars. Upon conclusion of these meetings, the CIP is revised and submitted by the Village Manager to the Village Board at the February budget workshop. The CIP is again reviewed at the budget meeting in March and submitted to the Village Board for final approval in April.

As stated above, the CIP covers the next five years. This long-term perspective helps the Village foresee both future capital expenditure needs and the anticipated revenue sources for funding purposes.

**Budgetary/Accounting Basis**

The budgets of the General Fund, governmental type funds and agency funds are prepared on a modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available.

Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. The governmental fund measurement focus is on the determination of financial position and changes in financial position, rather than on net income determination.

The Water and Sewer Fund, except for two exceptions (depreciation and compensated absences) is budgeted on a full accrual basis. The accrual basis of accounting is used by proprietary and the pension trust fund, with the measurement focus on determination of net income, financial position and cash flows. Revenues are recognized when earned and expenses are recognized when incurred.

**Budget Process with Dates of Budget Hearings and Notices**

October 2011	Evaluate fiscal year financial forecasts and develop FY 2012/13 budgetary assumptions.
November	Village Manager (VM) discusses budgetary guidelines with department heads.
December	Department heads meet with Finance Director to discuss CIP. Staff prepares preliminary revenue estimates along with departmental expenditure targets.
December	Public hearing to approve 2011 Property Tax Levy.
January 2012	VM meets with each department head to discuss proposed budgets. Budgets revised following VM's approval.
February	Village Board workshop. Staff presents policy issues and CIP Funding requests. Budget is revised to incorporate Village Board direction. Village Board Finance Committee meets to review draft budget.
March	FY 2012/13 public meeting. After the proposed budget is placed for public viewing, a meeting is held with the Village Board to allow for public and Village Board discussion.
April	FY 2012/13 budget is presented for formal consideration to the Village Board.
May 1	New fiscal year begins. Implementation of the budget is monitored by the issuance of monthly reports with budget analysis data. During the year, the (VM) may revise the budget for the Village. Revision requests by Department Heads must be submitted to the VM. The VM reviews all request for budget revisions as to their effect on the total budget and presents them to the Village Board for approval. No revision of the budget shall be made if funds are not available.
July	FY2013 appropriation ordinance is presented at public meeting to allow for public and Village Board discussion. After meeting, appropriation ordinance is presented for formal consideration to the Village Board.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its annual budget for the fiscal year beginning May 1, 2011. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our Fiscal 2013 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

## **Total Budget Comparison**

### Financial Summary - All Funds

The following is a summary of revenues and expenses for the Village from FY2009/10 through FY2012/13 by Fund type.

	2009/10 Actual	2010/11 Actual	2011/12 Projected	2012/13 Adopted
<b>Revenues by Fund</b>				
General	16,909,590	17,758,552	17,787,988	18,749,140
Motor Fuel	316,210	370,231	360,671	306,000
Transportation Improvement E911	392,232	372,853	346,000	346,000
NEID TIF	185,213	184,578	180,800	180,800
Touhy/Lawndale TIF	2,449,706	1,416,794	1,747,500	1,761,000
Lincoln/Touhy TIF	620,743	330,774	480,400	487,000
Debt Service	-	-	-	-
Capital Projects	1,213,059	1,213,240	1,216,042	1,186,517
Water and Sewer-Enterprise	260	493,180	30,000	466,000
Police Pension	2,681,003	3,582,332	3,580,502	3,848,000
	2,405,253	2,343,380	1,856,911	2,073,500
<b>Total</b>	<b>27,173,269</b>	<b>28,065,914</b>	<b>27,586,814</b>	<b>29,403,957</b>
<b>Expenses by Fund</b>				
General	17,313,061	17,908,297	18,052,125	19,046,941
Motor Fuel	30,770	49,420	59,695	39,000
Transportation Improvement E911	38,194	746,991	250,000	1,253,083
NEID TIF	233,400	223,232	246,477	280,189
Touhy/Lawndale TIF	1,769,767	2,358,495	532,160	973,981
Lincoln/Touhy TIF	577,067	427,207	486,000	492,000
Debt Service	-	38,829	17,000	1,321,000
Capital Projects	1,212,606	1,225,490	1,335,836	1,306,311
Water and Sewer-Enterprise	-	125,265	1,204,736	956,000
Police Pension	3,010,490	3,317,525	3,701,762	4,033,484
	1,465,127	1,488,004	1,718,511	1,715,730
<b>Total</b>	<b>25,650,482</b>	<b>27,908,755</b>	<b>27,604,302</b>	<b>31,417,719</b>
Excess (Deficit) of Revenues over Expenses	1,522,787	157,159	(17,488)	(2,013,762)
Other financing - loan proceeds	250,000	592,652	160,500	1,200,000
Use of fund balance reserves	-	-	-	813,762
Excess (Deficit) of Revenues over Expenses after Other Financing	<b>1,772,787</b>	<b>749,811</b>	<b>143,012</b>	<b>-</b>

**FY2012/2013 Budget Summary  
Total Village Budget**

The following is a summary of revenues and expenses for the Village from FY2009/10 through FY2012/13.

	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Projected</b>	<b>2012/13 Adopted</b>
<b>Revenues</b>				
Local Taxes	17,100,349	16,201,040	16,161,109	17,367,163
Intergovernmental Taxes	1,736,886	1,835,276	2,387,000	1,920,000
Licenses and Permits	922,356	1,007,370	1,002,891	1,036,291
Charges for Services	4,311,868	5,126,075	5,280,229	5,660,903
Fines and Forfeitures	176,706	265,214	313,500	356,000
Rent	91,433	97,171	91,500	101,500
Grants	80,817	842,356	177,171	656,400
Interest Income	218,685	244,600	165,200	132,800
Reimbursements	86,176	65,044	72,590	66,000
Police Pension	2,405,253	2,401,688	1,856,911	2,073,500
Other	42,740	38,388	78,713	33,400
<b>Total</b>	<b>27,173,269</b>	<b>28,124,222</b>	<b>27,586,814</b>	<b>29,403,957</b>
<b>Expenses</b>				
Personnel	10,156,497	10,445,268	11,035,173	11,297,075
Contractual	4,829,527	4,748,745	4,892,699	6,439,628
Commodities	3,311,229	4,018,688	3,885,461	4,594,351
Economic Development	1,350,358	923,012	1,016,000	1,387,000
Debt Service	1,930,728	1,861,855	2,044,452	2,038,447
Capital Outlay	2,607,016	4,423,182	3,012,006	3,945,488
Police Pension Expenses	1,465,127	1,546,313	1,718,511	1,715,730
<b>Total</b>	<b>25,650,482</b>	<b>27,967,063</b>	<b>27,604,302</b>	<b>31,417,719</b>
Excess (Deficit) of Revenues over Expenses	1,522,787	157,159	(17,488)	(2,013,762)
Other financing - loan proceeds	250,000	592,652	160,500	1,200,000
Excess (Deficit) of Revenues over Expenses after Other Financing	1,772,787	749,811	143,012	(813,762)
<b>Fund Balances</b>				
Start of Budget Year	41,829,254	43,602,041	44,351,852	44,494,864
End of Budget Year	43,602,041	44,351,852	44,494,864	43,681,102
Less: Pension Fund Balance (a)	(15,182,164)	(16,037,540)	(16,120,339)	(16,478,109)
<b>Available Fund Balances</b>	<b>28,419,877</b>	<b>28,314,312</b>	<b>28,374,525</b>	<b>27,202,993</b>

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

**Budget Notes:**

**2009/10-** Revenues and other sources exceeded expenses by \$1,772,787. The NEID TIF experienced a net increase of \$679,939. This was due to both tax receipts and interest income exceeding projected amounts. The Police Pension Fund also experienced a substantial increase in fund balance (\$940,126) as investment income rebounded due to the increase in the financial markets. The General Fund increased \$153,471 for the year. The Village again reduced expenses as sales tax revenue was less than projected.

**2010/11-** Revenues and other financing sources exceeded expenses by \$749,811. The Village has started the streetlight replacement program this year. The program is being financed by fund reserves in both the Motor Fuel Fund and the Transportation Improvement Fund. The Transportation Improvement Fund experienced a fund balance decrease of \$374,138 due to the program. Other capital projects were started which included engineering for a new bike path on the Commonwealth Edison right-of-way and preliminary work on Channel Runne park improvements. The total expenditures for these projects totaled \$107,274. The General Fund finished the fiscal year with an increase of \$640,813. This amount is significantly less than the projected deficit of \$726,979 that was budgeted for the year. Increases in both sales tax revenue and building permit revenue were realized and show signs that the U.S. and the local economies are slowly rebounding from the recession. The Police Pension Fund also experienced an increase in revenue as investment income was greater than budgeted due to the recovery in the financial markets.

**2011/12 -** Revenues are projected to exceed expenses and other financing sources by \$143,012. The General Fund is estimated to have a net decrease in fund balance of \$941,097. The majority of the decrease (\$735,000) is due to the funding of capital projects occurring in Channel Runne park, the continuation of engineering of the new bike path located in the Comm. Ed right-of-way and the replacement of the HVAC system in the Police and Fire building and the replacement of the Village Promenade. The Village is continuing the streetlight replacement program. \$250,000 is budgeted in the Transportation Improvement Fund to replace streetlights on Pratt ave. The Village also received a grant to fund the partial re-surfacing of Pratt ave. This project will cost \$469,736 with the total expenditures covered by a grant received in the prior fiscal year.

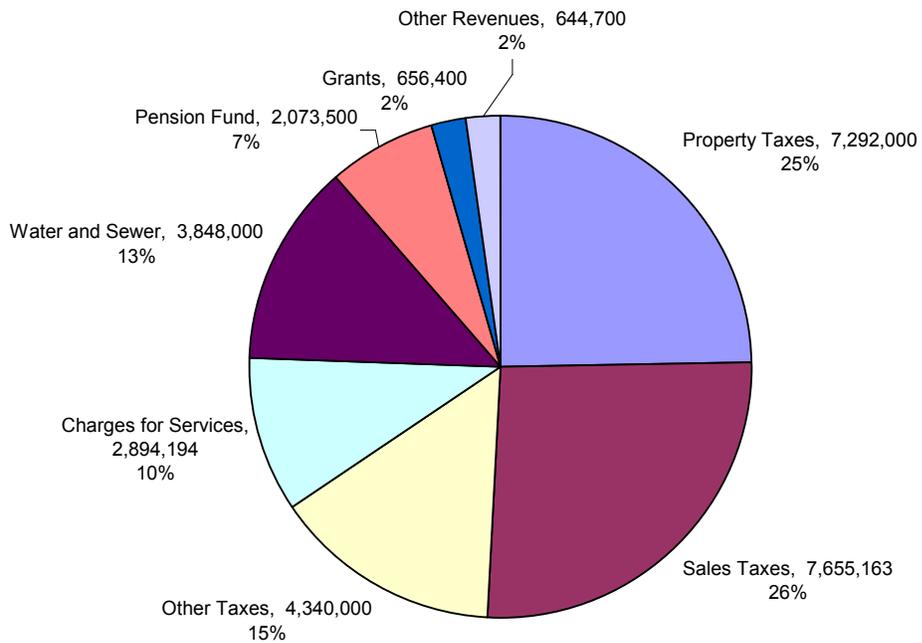
**2012/13 -** Expenses are estimated to exceed revenues and other financing sources by \$813,762. The General Fund is estimated to have a net decrease in fund balance of \$572,595. The majority of the decrease is due to transfers to funding the final construction of Channel Runne Park and the improvements to the Village Campus. The Village has also funded \$50,000 in the budget to resume the Property Enhancement Program for improvement to business's facades. The Village is continuing the streetlight replacement program with \$1,253,083 budgeted for replacement of streetlights on Pratt Ave. The Water and Sewer Fund has budgeted \$348,700 for the second year of the sewer repair program.

## **Fund Type Summary**

**Fiscal 2013 Revenues**

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2012 and ending April 30, 2013 is \$29,403,957. Total revenues have increased \$613,478 (2.1%) from the prior year's budget.

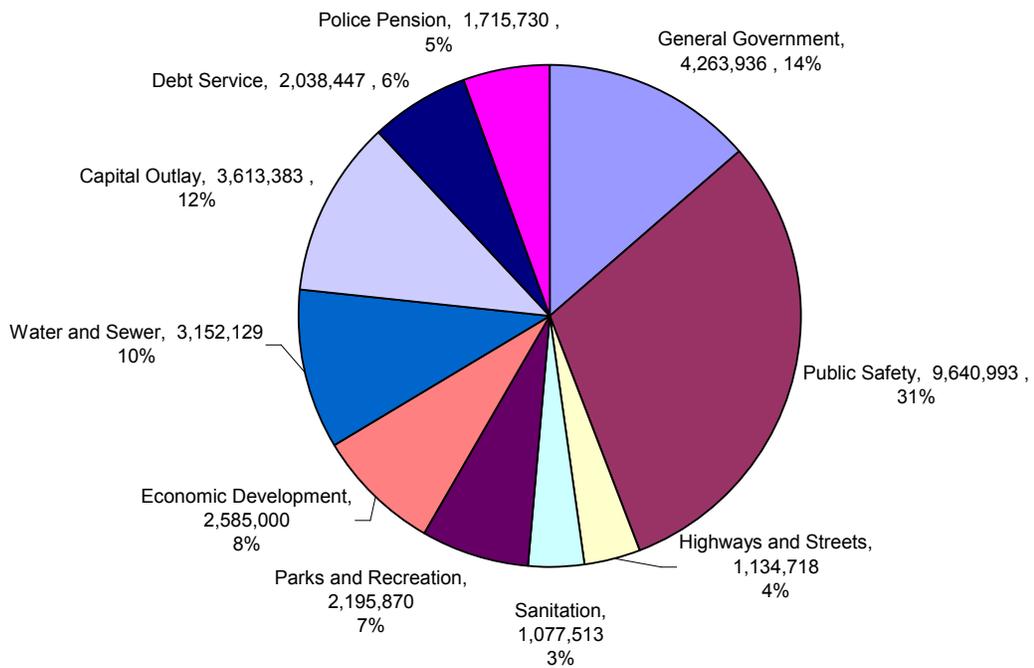
**FY2012/13 Budgeted Total Revenues - All Funds - \$29,403,957**



**Fiscal 2013 Budgeted Expenditures**

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2012 and ending April 30, 2013 is \$31,417,719. This is an increase of \$2,404,947 (8.3%) from the previous year's budget. The budget consists of \$25,765,889 of operating expenses, \$2,038,447 of debt service and \$3,613,383 of capital improvements. Operating expenses are budgeted to increase 12.5% while capital improvements will decrease 11.8%.

**FY2012/13 Budgeted Total Expenditures - All Funds - \$31,417,719**



The schedule on the following page summarizes the various revenues and expenditures and changes in fund equity for the various funds of the Village for the Fiscal 2013 budget.



Village of Lincolnwood, Illinois  
 Operating Budget  
 Fiscal Year May 1, 2012 to April 30, 2013

	General Fund	Motor Fuel Tax Fund	Transportation Improvement Fund	E-911 Fund	Northeast Industrial Dist TIF Fund	Touhy / Lawndale TIF Fund	Lincoln-Touhy TIF Fund	Total - Special Revenue Funds	Debt Service Fund	Property Enhancement Program Fund	ROW Bike Path Fund	Channel Runne Imprv Fund	Village Campus Imprv. Fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2012-2013	Budget Total - All Funds 2011-2012	Increase (Decrease)
<b>Revenue</b>																				
Local Taxes	\$ 11,548,646	0	345,000	180,000	1,725,000	487,000	0	2,737,000	1,186,517		0	0	0	0	15,472,163	0	0	\$ 15,472,163	16,812,109	(1,339,946)
Intergovernmental Taxes	3,510,000	305,000	0	0	0	0	0	305,000	0	0	0	0	0	0	3,815,000	0	0	3,815,000	2,217,000	1,598,000
Licenses and Permits	1,036,291	0	0	0	0	0	0	0	0	0	0	0	0	0	1,036,291	0	0	1,036,291	928,772	107,519
Charges for Services	526,400	0	0	0	0	0	0	0	0	0	0	0	0	0	526,400	3,803,000	0	4,329,400	4,000,500	328,900
Charges for Services-Culture and Recreation	1,331,503	0	0	0	0	0	0	0	0	0	0	0	0	0	1,331,503	0	0	1,331,503	1,296,850	34,653
Fines and Forfeitures	316,000	0	0	0	0	0	0	0	0	0	0	0	0	0	316,000	40,000	0	356,000	262,600	93,400
Rent	101,500	0	0	0	0	0	0	0	0	0	0	0	0	0	101,500	0	0	101,500	91,500	10,000
Grants	170,400	0	0	0	20,000	0	0	20,000	0	0	103,000	363,000	0	466,000	656,400	0	0	656,400	1,102,300	(445,900)
Investment Income	109,000	1,000	1,000	800	16,000	0	0	18,800	0	0	0	0	0	0	127,800	5,000	400,000	532,800	440,500	92,300
Reimbursements	66,000	0	0	0	0	0	0	0	0	0	0	0	0	0	66,000	0	0	66,000	65,590	410
Pension Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,673,500	1,673,500	1,539,200	134,300
Other Revenue	33,400	0	0	0	0	0	0	0	0	0	0	0	0	0	33,400	0	0	33,400	33,558	(158)
<b>Total Revenues</b>	<b>18,749,140</b>	<b>306,000</b>	<b>346,000</b>	<b>180,800</b>	<b>1,761,000</b>	<b>487,000</b>	<b>0</b>	<b>3,080,800</b>	<b>1,186,517</b>	<b>0</b>	<b>103,000</b>	<b>363,000</b>	<b>0</b>	<b>466,000</b>	<b>23,482,457</b>	<b>3,848,000</b>	<b>2,073,500</b>	<b>29,403,957</b>	<b>28,790,479</b>	<b>613,478</b>
<b>Expenditures</b>																				
Current Operating Expenditures																				
General Government	4,160,936	0	0	0	20,000	2,000	81,000	103,000	0	0	0	0	0	0	4,263,936	0	0	4,263,936	3,994,262	269,674
Public Safety	9,360,804	0	0	280,189	0	0	0	280,189	0	0	0	0	0	0	9,640,993	0	0	9,640,993	9,109,793	531,200
Highway and Streets	1,095,718	39,000	0	0	0	0	0	39,000	0	0	0	0	0	0	1,134,718	0	0	1,134,718	1,146,532	(11,814)
Sanitation	1,077,513	0	0	0	0	0	0	0	0	0	0	0	0	0	1,077,513	0	0	1,077,513	1,061,589	15,924
Culture and Recreation	2,195,870	0	0	0	0	0	0	0	0	0	0	0	0	0	2,195,870	0	0	2,195,870	2,165,579	30,291
Economic Development and Assistance	545,000	0	0	0	300,000	490,000	1,200,000	1,990,000	0	50,000	0	0	0	50,000	2,585,000	0	0	2,585,000	1,264,500	1,320,500
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,152,129	0	0	3,152,129	2,523,949	628,180
Capital Outlay Expenditures	611,100	0	1,253,083	0	342,000	0	0	1,595,083	0	126,000	380,000	400,000	906,000	3,112,183	501,200	0	0	3,613,383	4,099,167	(485,784)
Debt Service Expenditures	0	0	0	0	311,981	0	40,000	351,981	1,306,311	0	0	0	0	0	1,658,292	380,155	0	2,038,447	2,044,452	(6,005)
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,715,730	1,715,730	1,715,730	1,602,949	112,781
<b>Total Expenditures</b>	<b>19,046,941</b>	<b>39,000</b>	<b>1,253,083</b>	<b>280,189</b>	<b>973,981</b>	<b>492,000</b>	<b>1,321,000</b>	<b>4,359,253</b>	<b>1,306,311</b>	<b>50,000</b>	<b>126,000</b>	<b>380,000</b>	<b>400,000</b>	<b>956,000</b>	<b>25,668,505</b>	<b>4,033,484</b>	<b>1,715,730</b>	<b>31,417,719</b>	<b>29,012,772</b>	<b>2,404,947</b>
Excess revenues over expenditures	(297,801)	267,000	(907,083)	(99,389)	787,019	(5,000)	(1,321,000)	(1,278,453)	(119,794)	(50,000)	(23,000)	(17,000)	(400,000)	(490,000)	(2,186,048)	(185,484)	357,770	(2,013,762)	(222,293)	(1,791,469)
<b>Other Financing Sources and Uses</b>																				
Transfers In	335,000	0	0	0	0	0	0	0	119,794	50,000	23,000	17,000	400,000	490,000	944,794	0	0	944,794	1,213,113	(268,319)
Transfers Out	(609,794)	0	0	0	(130,000)	(5,000)	0	(135,000)	0	0	0	0	0	0	(744,794)	(200,000)	0	(944,794)	(1,213,113)	268,319
Loan Proceeds							1,200,000	1,200,000							1,200,000			1,200,000	160,500	
<b>Total Other Financing Sources and Uses</b>	<b>(274,794)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(130,000)</b>	<b>(5,000)</b>	<b>1,200,000</b>	<b>1,065,000</b>	<b>119,794</b>	<b>50,000</b>	<b>23,000</b>	<b>17,000</b>	<b>400,000</b>	<b>490,000</b>	<b>1,400,000</b>	<b>(200,000)</b>	<b>0</b>	<b>1,200,000</b>	<b>160,500</b>	<b>1,039,500</b>
<b>Net change to fund equity</b>	<b>(572,595)</b>	<b>267,000</b>	<b>(907,083)</b>	<b>(99,389)</b>	<b>657,019</b>	<b>(10,000)</b>	<b>(121,000)</b>	<b>(213,453)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(786,048)</b>	<b>(385,484)</b>	<b>357,770</b>	<b>\$ (813,762)</b>	<b>(61,793)</b>	<b>(751,969)</b>
<b>Estimated Fund Balances May 1</b>	<b>9,327,740</b>	<b>2,664,128</b>	<b>1,615,534</b>	<b>86,551</b>	<b>6,292,112</b>	<b>219,147</b>	<b>(55,829)</b>	<b>10,821,643</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,149,383</b>	<b>8,225,142</b>	<b>16,120,339</b>	<b>44,494,864</b>	<b>44,556,657</b>	<b>(61,793)</b>
<b>Projected Fund Balances April 30</b>	<b>8,755,145</b>	<b>2,931,128</b>	<b>708,451</b>	<b>(12,838)</b>	<b>6,949,131</b>	<b>209,147</b>	<b>(176,829)</b>	<b>10,608,190</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,363,335</b>	<b>7,839,658</b>	<b>16,478,109</b>	<b>43,681,102</b>	<b>44,494,864</b>	<b>(813,762)</b>

## **Summary of Transfers**



**Village of Lincolnwood**  
**Schedule of Operating Transfers**  
**Fiscal Year May 1, 2012 to April 30, 2013**

**Proposed Fiscal Year 2012-13:**

**Transfer To:**

<b>Transfer From</b>	<b>General Fund</b>	<b>Property Enhancement Fund</b>	<b>Channel Runne Improvement Fund</b>	<b>ROW Com Bike Path Fund</b>	<b>Village Campus Imprv. Fund</b>	<b>Debt Service Fund</b>	<b>Total</b>
NEID TIF Fund	\$ 130,000						130,000
Touh/Lawndale TIF Fund	5,000						5,000
Water & Sewer Fund	200,000						200,000
General Fund		50,000	17,000	23,000	400,000	119,794	609,794
<b>Total</b>	<b>\$ 335,000</b>	<b>50,000</b>	<b>17,000</b>	<b>23,000</b>	<b>400,000</b>	<b>119,794</b>	<b>\$ 944,794</b>

## **Summary of Personnel Services Cost-All funds**



**Village of Lincolnwood, Illinois**  
**Personnel Services Worksheet**  
**Fiscal Year May 1, 2012-April 30, 2013**  
**Expected Payroll**

Number	Fund / Department	2012-2013 Total Personnel Services	2011-2012 Total Personnel Services	Increase/ Decrease
<b>101</b>	<b><u>General Fund Departments</u></b>			
100	Village President and Board of Trustees	\$ 63,023	62,879	\$ 144
110	Village Clerk	8,852	8,852	0
200	Village Manager	596,775	607,148	(10,373)
210	Finance Department	439,040	419,955	19,085
240	Community Development Department	401,505	389,219	12,286
250	Information Technology	8,852	8,852	0
300	Police Department	4,419,326	4,377,475	41,851
350	Fire Department	74,541	72,735	1,806
400	Public Works Department	324,083	310,494	13,589
410	Vehicle Maintenance Division	217,704	211,591	6,113
420	Building Maintenance Division	113,528	110,551	2,977
440	Street Maintenance Division	673,158	649,967	23,191
	<b>Total General Fund Departments</b>	<b>\$ 7,340,387</b>	<b>7,229,718</b>	<b>110,669</b>
<b>205</b>	<b><u>Parks and Recreation Department</u></b>			
430	Park Maintenance Division	\$ 431,463	419,831	11,632
500	Parks and Recreation Department	337,034	377,785	(40,751)
502	Youth/Tot	7,027	7,027	0
503	Adult Fitness	1,799	1,799	0
504	Special Events	2,213	2,213	0
505	Athletic	2,766	2,766	0
506	Teen	110	110	0
508	Park Patrol	60,086	62,683	(2,597)
509	Turkey Trot	12,270	0	12,270
520	Club Kid Program	22,130	35,673	(13,543)
530	Day Camp Program	216,698	171,059	45,639
540	Softball Program	0	0	0
560	Pool Program	281,154	275,832	5,322
561	Swim Lessons	15,547	17,261	(1,714)
562	Swim Team	17,760	15,430	2,330
563	Concessions	27,746	24,531	3,215
571	Community Center	7,746	7,746	0
570	Seniors Program	5,753	5,753	0
	<b>Total Parks and Recreation Department</b>	<b>\$ 1,449,302</b>	<b>1,427,499</b>	<b>21,803</b>
<b>215</b>	<b><u>E911 Fund</u></b>	<b>\$ 167,229</b>	<b>166,757</b>	<b>472</b>
<b>660</b>	<b><u>Water and Sewer Fund</u></b>	<b>\$ 766,280</b>	<b>737,919</b>	<b>28,361</b>
<b>801</b>	<b><u>Police Pension Fund</u></b>	<b>\$ 1,645,255</b>	<b>1,496,974</b>	<b>148,281</b>
	<b>Total - All Funds</b>	<b>\$ 11,368,453</b>	<b>11,058,867</b>	<b>309,586</b>

# **Staffing Schedule**

**Staffing Schedule**  
**Full Time Equivalents - Departmental Breakdown**

<b>Village Manager's Office</b>	<b>FY 07/08</b>	<b>FY 08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>Budget FY 12/13</b>
Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	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
Administrative Secretary	-	1.00	1.00	-	-	-
Executive Secretary*	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	1.00	-	-	-	-	-
Intern	0.50	0.50	0.50	-	-	-
<b>Total - Village Manager's Office</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**\*Shares with Village President and Board**

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

<b>Comm/Econ Development Department</b>						
Director	1.00	1.00	-	-	-	-
<b>Total - Economic Development Department</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Community Development Department</b>						
Director	-	-	1.00	1.00	1.00	1.00
Building Commissioner	1.00	1.00	-	-	-	-
Development Manager	-	-	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	-	-	-
Plumbing Inspector	0.25	0.25	0.25	-	-	-
Electrical Inspector	0.25	0.25	0.25	-	-	-
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	-	-	1.00	1.00	1.00	1.00
Clerk/Scheduler	1.00	1.00	-	-	-	-
Intern	0.50	0.50	-	-	0.50	0.50
<b>Total - Community Development Department</b>	<b>8.00</b>	<b>8.00</b>	<b>6.50</b>	<b>4.00</b>	<b>4.50</b>	<b>4.50</b>

<b>Police Department</b>	<b>FY 07/08</b>	<b>FY 08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>Budget FY 12/13</b>
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00
Sergeant	3.00	3.00	3.00	3.00	3.00	3.00
Patrol Officer	24.00	24.00	23.00	23.00	23.00	23.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Communications Operator	7.50	7.50	7.50	7.50	7.50	7.00
PIMS Clerk	1.00	1.00	-	-	-	-
Records Clerk	-	-	1.00	1.00	1.00	1.00
Community Service Officer	2.00	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	0.50	0.50
<b>Total - Police Department</b>	<b>46.00</b>	<b>45.50</b>	<b>44.50</b>	<b>44.50</b>	<b>44.50</b>	<b>44.00</b>

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

<b>Public Works Department</b>	<b>FY 07/08</b>	<b>FY 08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>Budget FY 12/13</b>
Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	-	-	-	-	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	-	-
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50	0.50
<i>Vehicle Maintenance Division:</i>						
Chief Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	0.25	0.25	0.25	0.25	-	-
Laborer	1.00	1.00	1.00	1.00	1.25	1.25
<i>Building Maintenance Division:</i>						
Foreman	0.25	0.25	0.25	0.25	0.25	0.25
Equipment Operator	-	-	-	-	0.50	0.50
Laborer	1.25	1.25	1.25	1.25	1.00	1.00
<i>Street Maintenance Division:</i>						
Foreman	1.50	1.50	1.50	1.50	1.50	1.50
Supervisor	-	-	-	-	0.50	0.50
Equipment Operator	5.25	5.25	5.25	5.25	3.00	3.00
Laborer	2.50	2.50	1.50	1.50	1.75	1.75
<i>Water and Sewer Division:</i>						
Foreman	0.50	0.50	0.50	0.50	0.50	0.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Water System Operator	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Operator	1.50	1.50	1.50	1.50	2.00	2.00
Laborer	2.50	2.50	2.50	2.50	3.00	3.00
<b>Total - Public Works Department</b>	<b>23.50</b>	<b>23.50</b>	<b>22.50</b>	<b>22.50</b>	<b>22.25</b>	<b>22.25</b>

<b>Parks And Recreation Department</b>	<b>FY 07/08</b>	<b>FY 08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>Budget FY 12/13</b>
Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendents - Recreation, Facilities	-	-	2.00	2.00	2.00	2.00
Supervisor - Recreation	3.00	3.00	-	-	-	-
Communications Manager	-	-	1.00	1.00	-	-
Community Center Program Supervisor	-	-	-	-	1.00	1.00
Youth Program Coordinator	-	-	-	-	0.50	0.50
Community Outreach Coordinator	-	-	-	-	0.50	0.50
Recreation Coordinator	1.00	1.00	1.00	-	-	-
Clerk/Receptionist	1.50	1.50	1.50	1.50	1.00	1.00
<i>Maintenance Division:</i>						
Foreman	0.75	0.75	0.75	0.75	0.75	0.75
Equipment Operator	-	-	-	-	0.50	0.50
Laborer	4.25	4.25	4.25	4.25	3.00	3.00
<b>Total - Parks and Recreation Department</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>10.50</b>	<b>10.25</b>	<b>10.25</b>
<b>Total - All Departments</b>	<b>100.50</b>	<b>100.00</b>	<b>96.50</b>	<b>92.50</b>	<b>92.50</b>	<b>92.00</b>

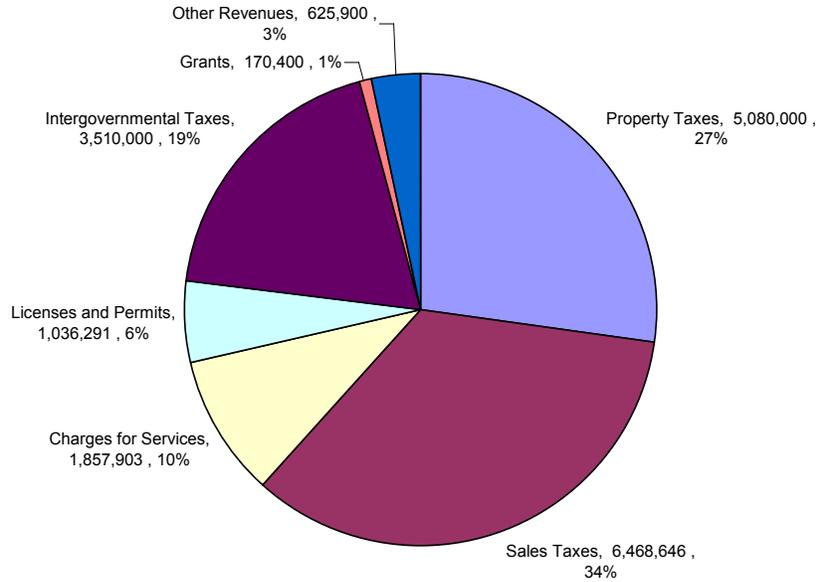
**For Fiscal Year 2012/13, the Village continued to freeze two full-time positions.**

## **Major Revenue Descriptions-All Funds**

*Fiscal 2013 Budget- Revenues*

**General Fund Revenues**

FY2012/13 Budgeted General Fund Revenues - \$18,749,140



**Revenue Overview**

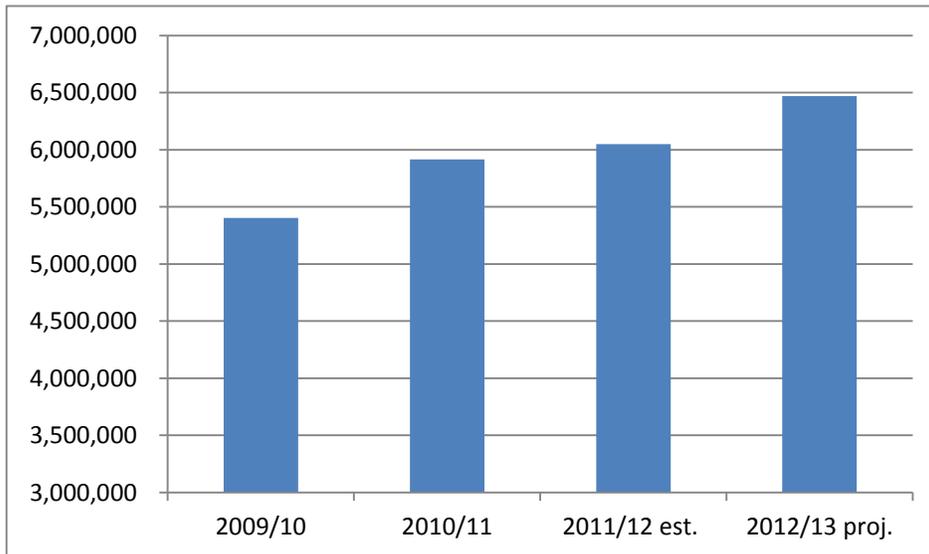
	<b>FY2009/10 Actual</b>	<b>FY2010/11 Actual</b>	<b>FY2011/12 Projected</b>	<b>FY2012/13 Adopted</b>
Property Taxes	5,144,071	5,014,302	5,030,000	5,080,000
Sales Taxes	5,401,629	5,914,230	6,050,067	6,468,646
Charges for Services	1,654,481	1,789,585	1,704,727	1,857,903
Licenses and Permits	922,356	1,007,370	1,002,891	1,036,291
Intergovernmental and other Taxes	3,240,982	3,351,862	3,241,000	3,510,000
Grants	80,817	32,309	60,000	170,400
Other Revenues	465,254	648,894	699,303	625,900
<b>Total</b>	<b>16,909,590</b>	<b>17,758,552</b>	<b>17,787,988</b>	<b>18,749,140</b>

**Revenue Comments**

The total General Fund revenue increased from \$17,726,437 to \$18,749,140, an increase of \$1,022,703 or 5.8 % from last year’s budget. This increase is mainly due to the recovery in sales tax the Village is experiencing and an adjustment to the Village’s motor fuel tax effective May 1, 2012. Sales taxes and building permit revenues along with intergovernmental taxes have all increased over the prior year’s budget due to the overall economic recovery in the U.S. economy.

**Local Taxes**

**Sales Tax**



The above chart shows the results of the economic recovery that has affected the amount of sales tax revenue the Village receives. Sales tax revenue has been estimated to increase \$418,579 from Fiscal 2012 budget. The Village largest source of sales tax revenue is derived from the various auto dealerships located in the Village boundaries. Sales of autos have increased as pent up demand from the past recession has spurred a buying opportunity to consumers.

**Revenue Comments**

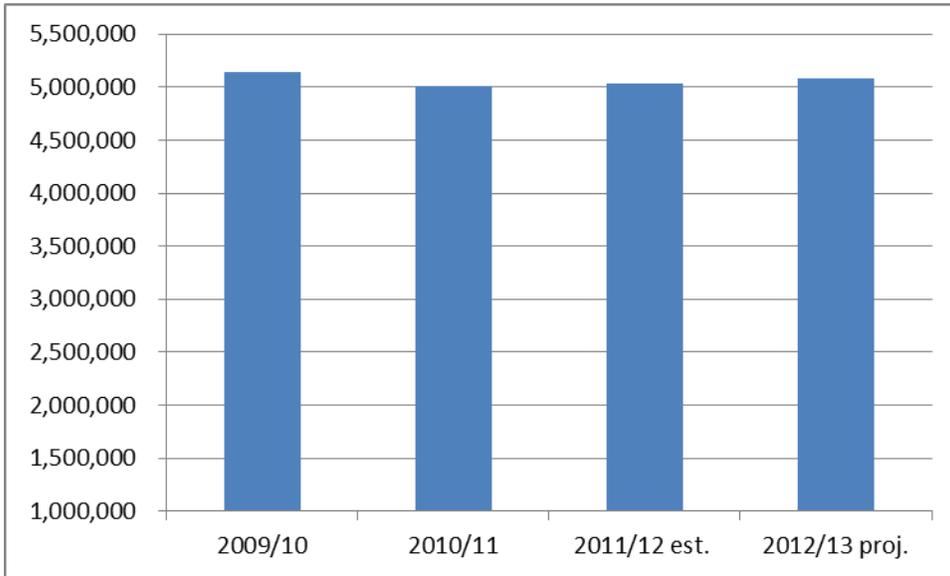
Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores),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

A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to increase (5%) from Fiscal 2013 budget. The Fiscal 2013 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow but steady pace as the U.S. economy continues to deal with lingering high unemployment rates.

1% regular share of retail sales	\$ 5,247,975	
1% home rule sales tax	<u>2,407,188</u>	
Total budgeted		\$ 7,655,163
Total transferred to debt service fund		<u>(1,186,517)</u>
Net sales taxes available to the General Fund		\$ 6,468,646

**Revenue Comments**

**Property Taxes**

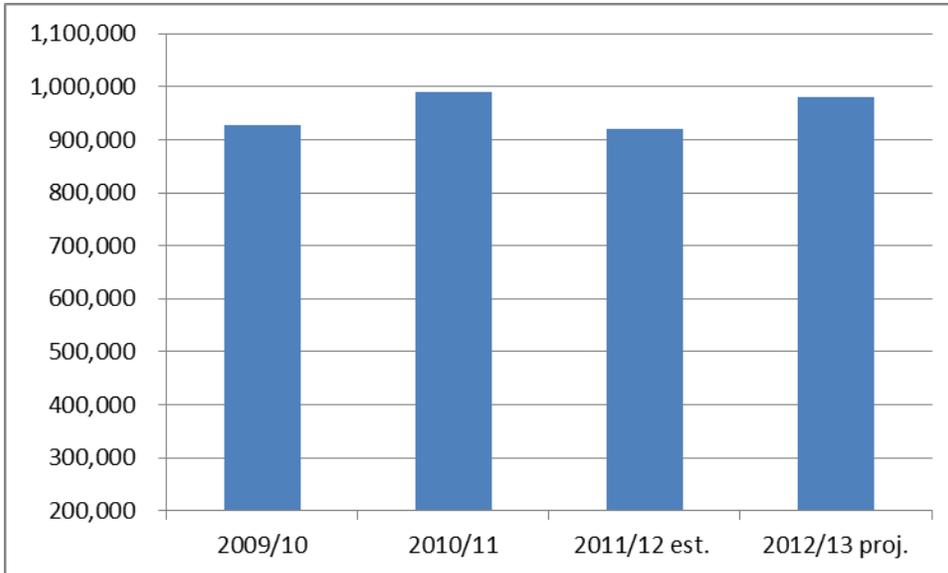


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.4% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.3% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2013 budget was levied prior to December 31, 2011 and contained a 1.5% increase.

Total budgeted \$5,080,000

Revenue Comments

Utility Taxes

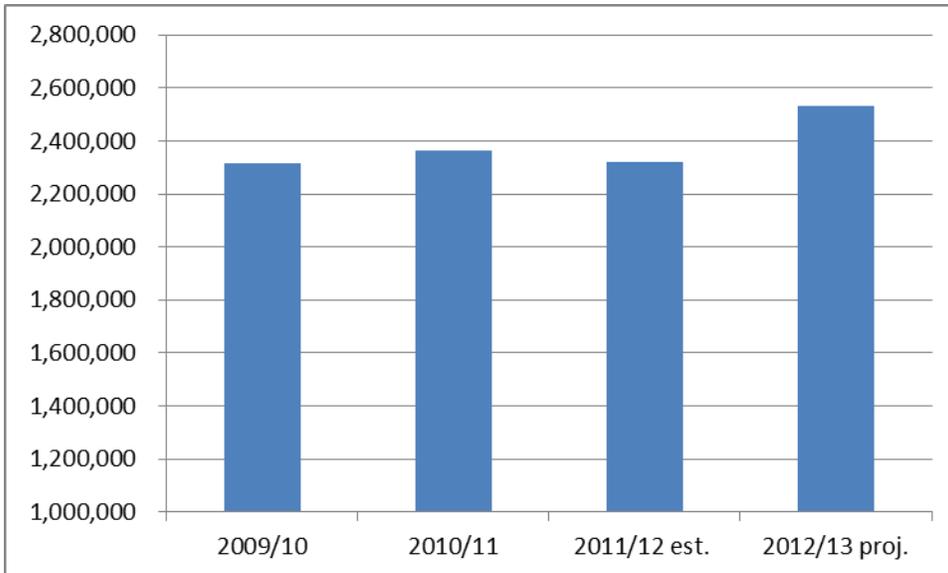


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax rates. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source is difficult. The Fiscal 2013 budget does reflect a decrease in the electric use tax. The Village has entered into an intergovernmental agreement to purchase electric through a consortium of Villages which will reduce electric rates for the residents of Lincolnwood. The reduction in rates will translate to lower electric use tax receipts for the Fiscal 2013 budget year.

Electric Use	\$570,000	
Gas Utility Tax	<u>410,000</u>	
Total budgeted		\$980,000

**Revenue Comments**

**Intergovernmental Taxes**



The Village collects various taxes from the State of Illinois. The major item is the state income tax. Income taxes are distributed by the State on a per capita basis. This revenue source had increased in the last few years, but is projected to stabilize for Fiscal 2013 due to recovery in the economy. Revenues from income taxes are expected to increase about 2% in the Fiscal 2013 budget.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last years and we have projected a 3% decrease for Fiscal 2013.

The Use tax applies to the privilege of using tangible personal property purchased at retail from a retailer outside of the state of Illinois. Revenue has not fluctuated much in the prior two years. With the increase in spending as the U.S. economy recovers, we estimate that this tax will increase by 7% in Fiscal 2013.

**Revenue Comments**

Many years ago, there was a personal property tax in Illinois. This tax was abolished for individuals by the 1970 Illinois Constitution and phased out for corporations in 1979. The personal property replacement tax “replaced” the original tax. This tax has fluctuated over the last few years. The budgeted amounts for Fiscal 2013 remains unchanged from the prior budget..

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

State income tax	\$960,000	
Telecommunication tax	640,000	
Local use tax	150,000	
Personal property replacement tax	130,000	
Other	<u>40,000</u>	
Total budgeted		<u>\$1,920,000</u>

The Village enacted a food and beverage tax for the Fiscal 2009. This tax of 1% is assessed on all businesses which prepare food and alcohol on their premise. This amount has been budgeted to remain flat in Fiscal 2013. The Village adjusted the Motor Fuel Tax by one cent (\$0.01) effective May 1, 2012. These additional funds estimated to generate \$190,000 will be used to fund General Fund operating costs.

Food and beverage tax	\$420,000	
Motor Fuel tax	<u>190,000</u>	
Total budgeted		<u>\$610,000</u>

Total budgeted utility and intergovernmental taxes \$3,510,000

**Licenses and Permits**

The Village collects various fees for the following:

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

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

**Revenue Comments**

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

The Village collects various fees for construction or rehabilitation of commercial and residential units throughout the Village. This revenue source is subject to the amount of building activity that occurs in the Village and is estimated to increase by a small amount for the Fiscal 2013 budget as the economy continues its slow recovery and new business development has started to occur.

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

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

Motor Vehicles	\$346,450	
Liquor Licenses	35,850	
Business Licenses	127,966	
Permits	379,025	
Franchise fees-cable services	<u>147,000</u>	
Total budgeted		\$1,036,291

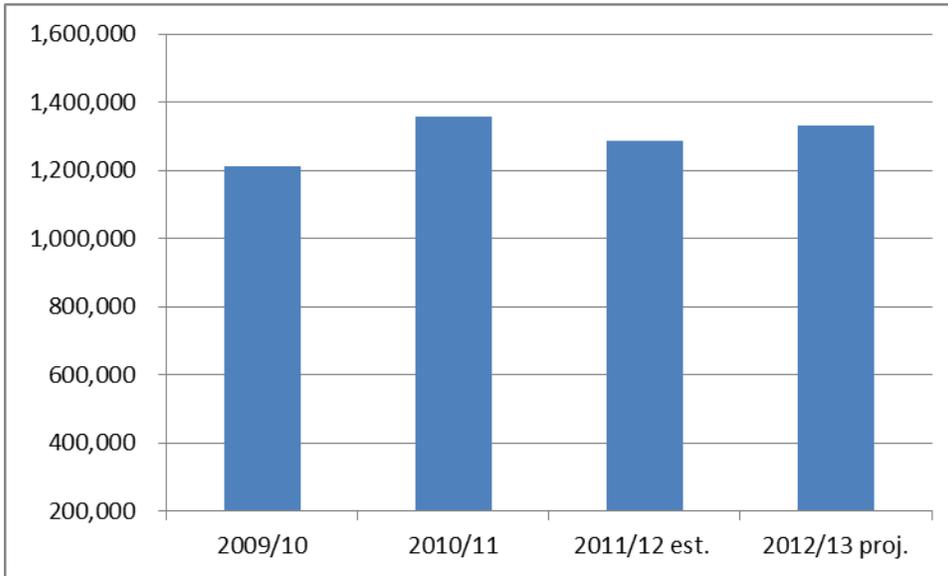
**Charges for Services**

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

Ambulance fees	\$350,000	
Alarm service fees	91,000	
Filing and variance	5,000	
Tree replacement	1,000	
Other	<u>79,400</u>	
Total budgeted		\$526,400

Revenue Comments

Park and Recreation Program Fees



The Village charges fees for various programs for individuals of all ages in the areas of sports, trips, after school, camps, teens, adults, seniors, swimming, concerts and special events. Camp fee revenues are budgeted with no increase from prior year costs. Pool fees have increased between 2-5% depending on resident status. Revenues for Fiscal 2013 are budgeted to reflect more normal summer weather conditions. Below is a breakdown by category of these charges:

Camps	\$316,305	
Pool and concessions	712,148	
Community Center Rental	31,500	
Seniors	21,850	
Other	<u>249,700</u>	
Total budgeted		\$1,331,503

**Revenue Comments**

**Fines and Forfeitures**

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

Red light camera fines	\$115,000	
Circuit court fines	65,000	
Parking fines	93,000	
False alarm fines	18,000	
Other	<u>25,000</u>	
Total budgeted		\$ 316,000

**Grants**

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

**State Grant**

Fire Fighters Assistance grant	\$135,400	
Traffic grants	<u>35,000</u>	
Total budgeted		\$170,400

**Other Revenue**

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

Rent	\$ 101,500	
Investment	109,000	
Reimbursements	66,000	
Miscellaneous	<u>33,400</u>	
Total budgeted		<u>\$ 309,900</u>

**Total revenues from General Fund for Fiscal 2013 budget - \$18,749,140.**

**Revenue Comments**

**Special Revenue Funds**

**Revenue Comments**

	<b>FY2009/10 Actual</b>	<b>FY2010/11 Actual</b>	<b>FY2011/12 Projected</b>	<b>FY2012/13 Adopted</b>
Local Taxes	2,648,875	2,046,506	2,525,000	2,557,000
Intergovernmental Taxes	498,661	496,176	486,000	485,000
Grant	-	76,867	87,171	20,000
Interest	181,849	55,681	17,200	18,800
<b>Total</b>	<b>3,329,385</b>	<b>2,675,230</b>	<b>3,115,371</b>	<b>3,080,800</b>

The following are the major revenue sources budgeted for Fiscal 2013 for the six special revenue funds of the Village.

**Motor Fuel Tax Fund:**

Projected motor fuel tax allotment from the State of Illinois. Allotments are based on the municipal share of state-wide gasoline sales. The monies are distributed on a per-capita basis. Amounts are based on IML projections. For Fiscal 2013, the Village estimates a per-capita amount of \$24 for a total of \$305,000. This revenue source has been very consistent over the prior years. The Village also estimates \$1,000 will be earned on the investments of the fund for Fiscal 2013.

**Transportation Improvement Fund**

The Village instituted a gas tax in July 2005. This revenue will be used to improve the transportation systems in the Village. The tax is currently set at 2 cents per gallon. For Fiscal 2013, the Village estimates revenues will remain flat as problems in other Countries have affected the current price of oil which has a direct impact on the transportation habits of auto drivers. The Village estimates \$345,000 will be received from the gas tax and \$1,000 will be earned on the fund's investments for Fiscal 2013.

**E- 911 Fund**

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

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

For Fiscal 2013, the Village estimates revenue of \$180,000. This revenue has been slowing decreasing over the past few years as less households are using landlines as their primary phone line. The Village also estimates \$800 will be earned on the investments of the fund for Fiscal 2013.

**NEID TIF Fund, Touhy/ Lawndale TIF Fund and Lincoln/Touhy TIF**

Property tax revenue for all three TIF districts is estimated based on the EAV of the property in the TIF districts as established by the County Clerk’s office. This projection is based upon the amount collected during the 2011 and 2012 fiscal years. For Fiscal 2013, the Village estimates \$1,725,000 and \$487,000 of property tax revenues for the NEID TIF and Touhy Lawndale TIF Funds, respectively. The Lincoln/Touhy TIF has not budgeted any property tax revenue for Fiscal 2013 as there is not any expected increase of the EAV of the property in the TIF. The Village also estimates \$16,000 of income will be earned on the NEID TIF Fund investments for Fiscal 2013.

**Total revenue from all Special Revenue Funds for Fiscal 2013 budget - \$3,080,800.**

**Bond Debt Service Fund Revenues**

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

**Total revenue bond Debt Service Fund for Fiscal 2013 budget - \$1,186,517.**

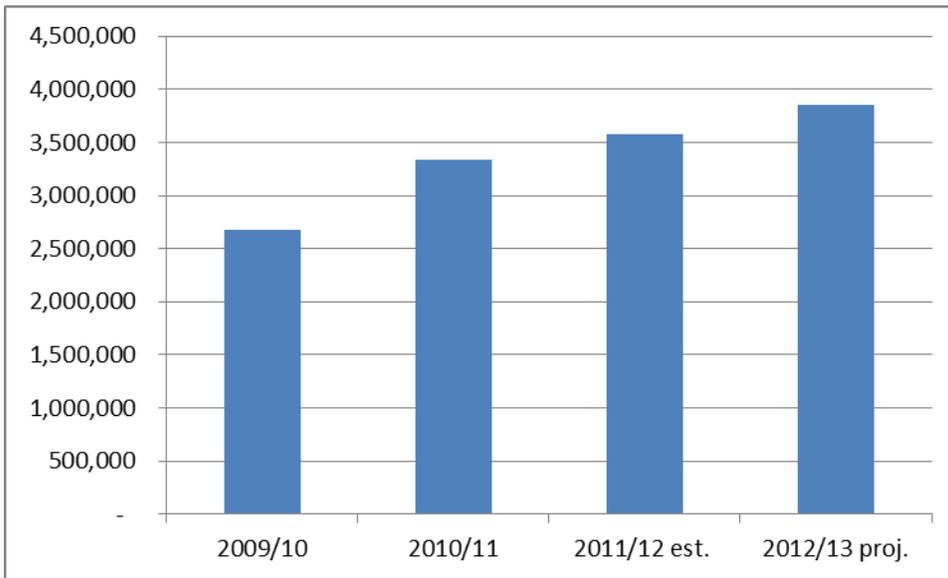
**Capital Project Funds Revenues**

The Village Budgeted \$363,000 for Fiscal 2013 for grant revenue for the construction of Channel Runne Park and \$103,000 for the engineering phase of the Comm.Ed.ROW bike path.

**Total revenue from all Capital Project Funds for Fiscal 2013 budget - \$466,000.**

Revenue Comments

**Water and Sewer Fund Revenues (Enterprise Fund)**



The following are the major revenue sources budgeted for Fiscal 2013 for the Water and Sewer Fund.

	<b>FY2009/10 Actual</b>	<b>FY2010/11 Actual</b>	<b>FY2011/12 Projected</b>	<b>FY2012/13 Adopted</b>
Water/Sewer Charges	2,662,787	3,336,490	3,575,502	3,843,000
Interest	18,216	5,842	5,000	5,000
Loan Proceeds	797,197	-	-	-
Grant	-	240,000	-	-
<b>Total</b>	<b>3,478,200</b>	<b>3,582,332</b>	<b>3,580,502</b>	<b>3,848,000</b>

**Revenue Comments**

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village’s water provider did increase the cost of water purchases to the Village for next year’s budget by 25%. The Village has only adjusted the water rates by 15% in the Fiscal 2013 budget. An estimated increase of \$40,000 is also factored for the sewer charge based on estimated usage for the prior budget year. The sewer charge of \$1 dollar per unit of water was instituted in Fiscal 2011. The Village estimates \$5,000 will be earned on the investments of the fund for Fiscal 2013.

**Total revenue for the Water and Sewer Fund for Fiscal 2013 budget - \$3,848,000.**

**Police Pension Fund Revenues**

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

This year’s pension outlay reflects the funding requirement as determined by the Illinois Department of Insurance actuarial study. Also, current officers contribute 9.91% of their base salary to the Fund. Total contributions from both the Village and employee contributions total \$1,673,500 for the Fiscal 2013 budget year. The fund also budgeted \$400,000 in investment income from the police pension investment portfolio.

**Total revenue for the Police Pension Fund for Fiscal 2013 budget - \$2,073,500.**

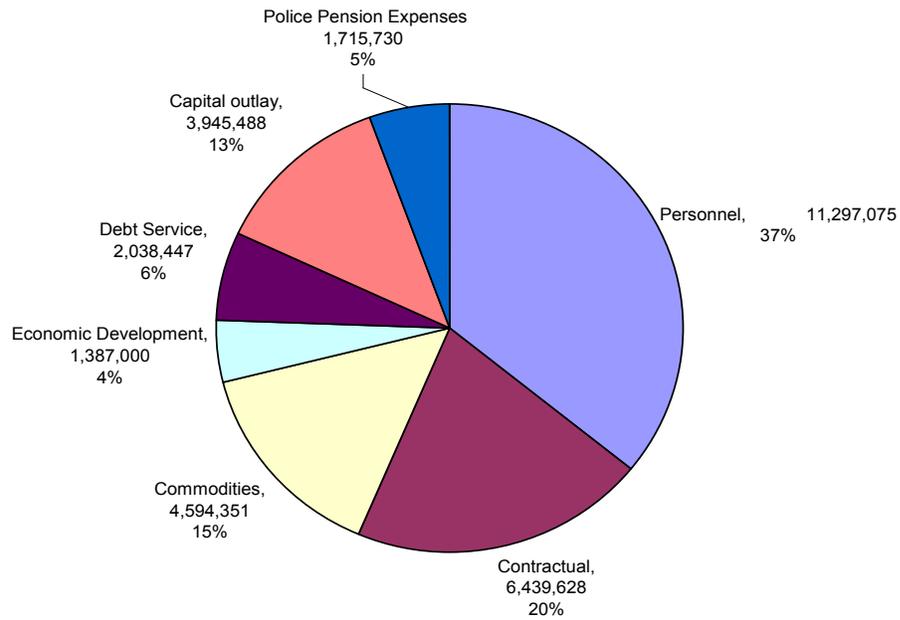
**Total Revenue - All Funds Fiscal 2013 budget - \$29,403,957.**

# **Expenditure Analysis and Overview**

### Analysis of Expenditures

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

FY2012/13 Total Budgeted Expenditures



### Expenditures by Type

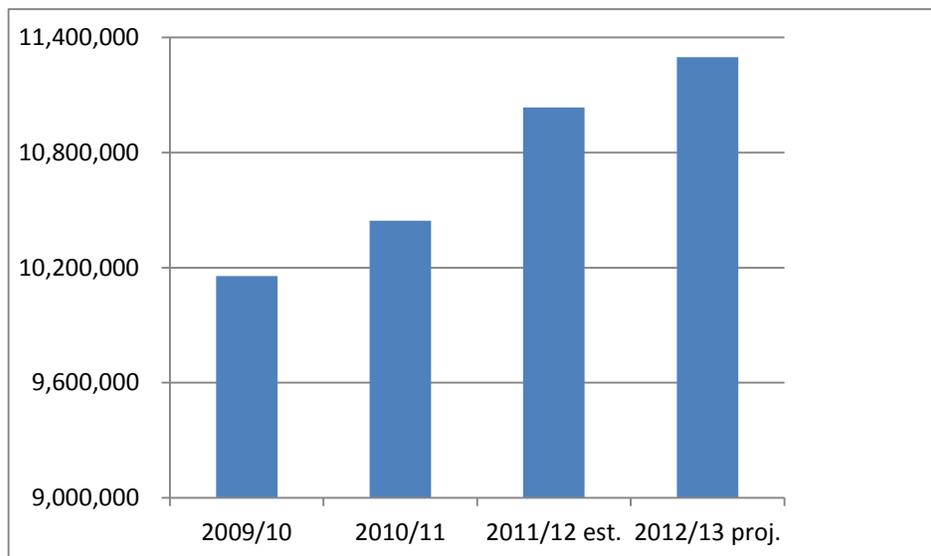
Figures are shown at the budgeted amounts.

#### Expenditures by Classification

	FY2009/10 Actual	FY2010/11 Actual	FY2011/12 Projected	FY2012/13 Adopted
Personnel	10,156,497	10,445,268	11,035,173	11,297,075
Contractual	4,829,527	4,748,745	4,892,699	6,439,628
Commodities	3,311,229	4,018,688	3,885,461	4,594,351
Economic Development	1,350,358	923,012	1,016,000	1,387,000
Debt Service	1,930,728	1,861,855	2,044,452	2,038,447
Capital outlay	2,607,016	4,423,182	3,012,006	3,945,488
Pension Expenses	1,465,127	1,546,313	1,718,511	1,715,730
<b>Total</b>	<b>25,650,482</b>	<b>27,967,063</b>	<b>27,604,302</b>	<b>31,417,719</b>

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2012 and ending April, 30, 2013 is \$31,417,179. Total expenditures have increased \$2,404,947 (8.3 %) from the prior's year budget. The majority of the increase is due to capital equipment replacement, funding of Village pension plans, and amounts budgeted in one of the Village TIF funds for demolition costs. The following narratives explain the major expenditure classifications. A detailed analysis by each fund is provided following the narratives.

**Personnel Services**



Personnel costs consists of wages, medical, dental, life and workers compensation, pensions, and other benefits for the Village's work force. We have projected a 4.8% increase in personnel costs for Fiscal 2013. The majority of the increase was due to the amounts projected to fund the various pension plans of the Village.

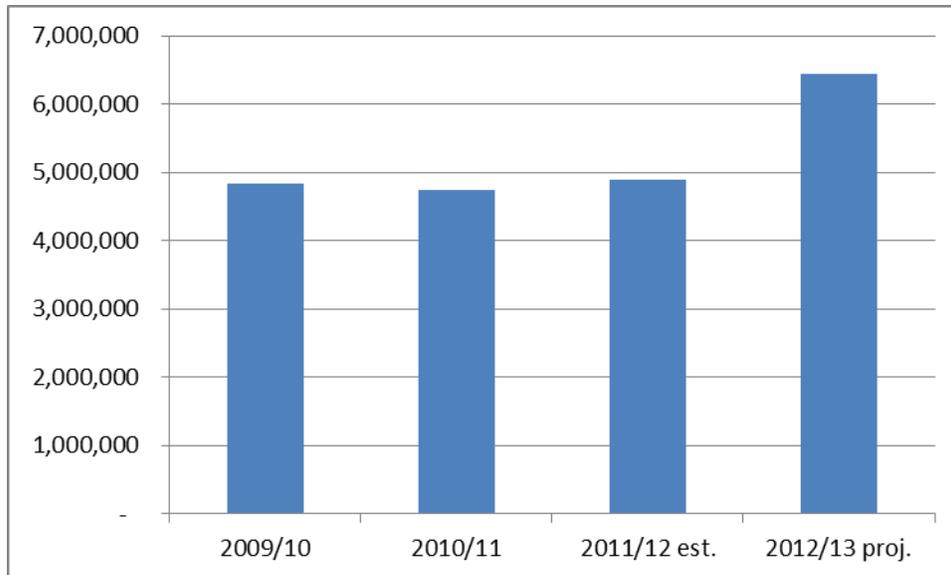
Non-union employees are on a merit based pay plan. There was a 2% cost of living increase budgeted in Fiscal 2013 for non-union employees. The Village has contracts with three collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2011 through April 30, 2014. The contract with the communication workers with the FOP is in effect from May 1, 2010 through April 30, 2013. The contract with the International Brotherhood Teamsters Local 714 expired on April 30, 2012 and is currently in negotiations.

The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) increased from 9.87% to 10.92%. This rate is determined on a calendar basis and IMRF contributions amount to \$425,408 for the Fiscal 2013 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate increased 13% from the previous year. The contribution to the police pension fund is actuarially determined and the Village funds 100% of the required contribution. This amount totals \$1,410,184 for Fiscal 2013 and is included in the Police Department budget.

The insurance line in the budget shows the cost of employee medical, dental and life insurance. The Village provides the employees two choices for medical coverage: a preferred provider option (PPO) or a health maintenance organization (HMO). PPO costs did not increase from the prior year and HMO costs are expected to increase 9%. Exact increases are subject to change. The Village is a member of an insurance cooperative and rates are based on actual claims experience of the cooperative. Dental costs and life insurance costs have increased 4% from the prior year. Total insurance costs amount to \$1,012,026 for Fiscal 2013 and are allocated to each department based on employee eligibility.

Workers compensation costs have minimum increases from the previous year. The Village is a member of group of municipalities and special districts in Northeastern Illinois which have formed an association to pool its risk management. Total insurance costs amount to \$223,094 for Fiscal 2013 and are allocated to each department based on total wages.

**Contractual Services**



Contractual services consist of services of outside private and public agencies, contributions to community organizations, and liability insurance. Contractual services are second to personal services as a percentage of total operating expenses in the General Fund. The Village has an increase to contractual services mainly due to costs of \$1,200,000 budgeted in the Lincoln/Touhy TIF District for demolition of property in the TIF boundaries.

The largest portion of the contractual budget is for fire protection for the Village. The Village contracts with Paramedic Services of Illinois to provide both fire and paramedic services. The contract is for a three year period. The amount budgeted for Fiscal 2013 is \$2,555,203 which represents a 2% increase over the prior budget and is included in the Fire/Paramedics Departments’ budget.

Liability and property insurance are recorded in the contractual services section of the Finance Department and Water and Sewer Fund budgets. The Village is a member of IRMA, which is an organization of municipalities which have formed together to pool its risk management. The deductible on the policy is \$10,000 per occurrence. The Village has budgeted \$300,000 for liability and property insurance for Fiscal 2013.

The Village contracts for inspection and planning services for our Community Development Department. The cost of \$233,637 is included in their budget for these services for Fiscal 2013.

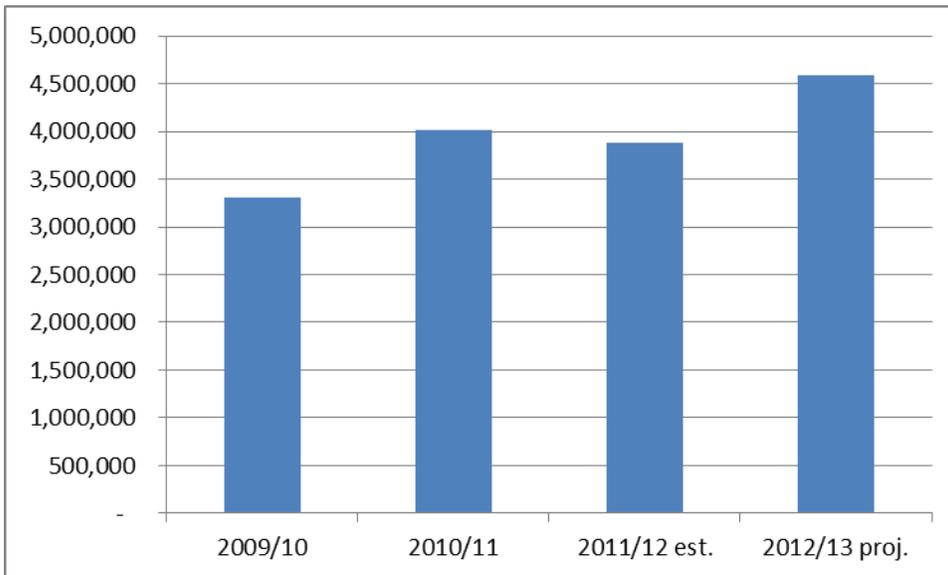
The Village also contracts for legal, engineering, and information technology services. These contracts are renewed annually and total \$426,347 in the Fiscal 2013 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$22,444 as payment to the GIS consultant.

The Village contracts for refuse and recycling. The contract is for a seven year period and expires in Fiscal 2013. The amount budgeted for Fiscal 2013 is \$1,077,513 which represents a minimal increase over the prior year. This amount is included in the Public Works Streets and Maintenance Department.

Public Works has contracted with a company at a cost of \$40,000 to assist the department in tree replacement. This budget also includes \$38,800 for repairing Village streetlights.

The Water and Sewer Fund has budgeted \$190,000 for phase three of a stormwater management study.

**Commodities**



Commodities consist of minor equipment items, supplies and materials, and utilities. We have projected a 17% increase in commodity spending from the previous year for the Fiscal 2013 budget. A majority of this increase is due to the increase in water rates that the City of Chicago (the Village provider of potable water) has implemented.

The Police Department has budgeted \$38,100 for various dues and memberships in organizations which will help them to improve public safety. \$18,000 will be spent on training our officers. Also, \$61,540 has been budgeted for program supplies that include body armor and protective gear and liquor license inspections. The Village will also continue the Red Light Camera Monitoring System. The annual cost of leasing the system is \$56,400.

The Fire Department will spend \$125,000 for the dispatching of Fire and EMS related calls. Also, \$10,480 will be budgeted for dues and training for firefighting.

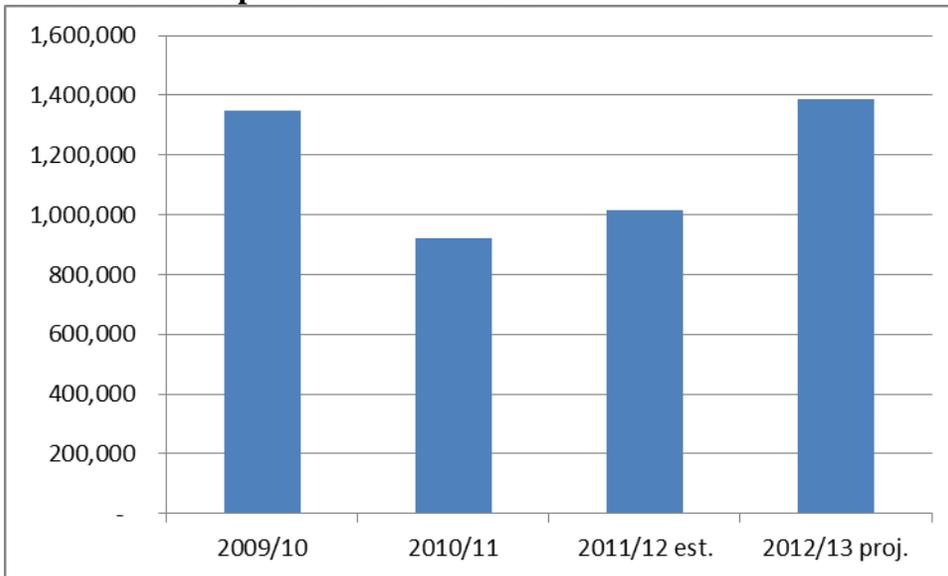
Public Works will spend \$157,550 for upkeep of our Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. Also included are roof repairs to various Village buildings and the installation of back-up power sources for Village computer rooms. The Village spends at least \$125,000 per year for electricity for streetlights. The Village expects electric rates to remain flat for Fiscal 2013. This will affect the costs of operating streetlights, sewer maintenance, the water supply system, and other village resources. The Village also plans to spend \$65,000 on snow removal supplies as the cost of street salt has remained stable from last fiscal year. The Village plans to increase spending by approximately \$30,000 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$33,000 as part of the ongoing computer replacement program and \$105,976 to upgrade the Village enterprise software.

The Parks and Recreation department will spend \$128,000 for the Village's share to be a member of MNASR. This agency provides programs for handicapped residents of the Village.

The Water and Sewer Fund has budgeted \$1,631,500 for water purchases from the City of Chicago. This amount is difficult to estimate based on changing weather patterns that have experienced over the last years. There is a 25% increase budgeted in the rate that the Village pays to the City of Chicago for water in Fiscal 2013.

**Economic Development and Assistance**

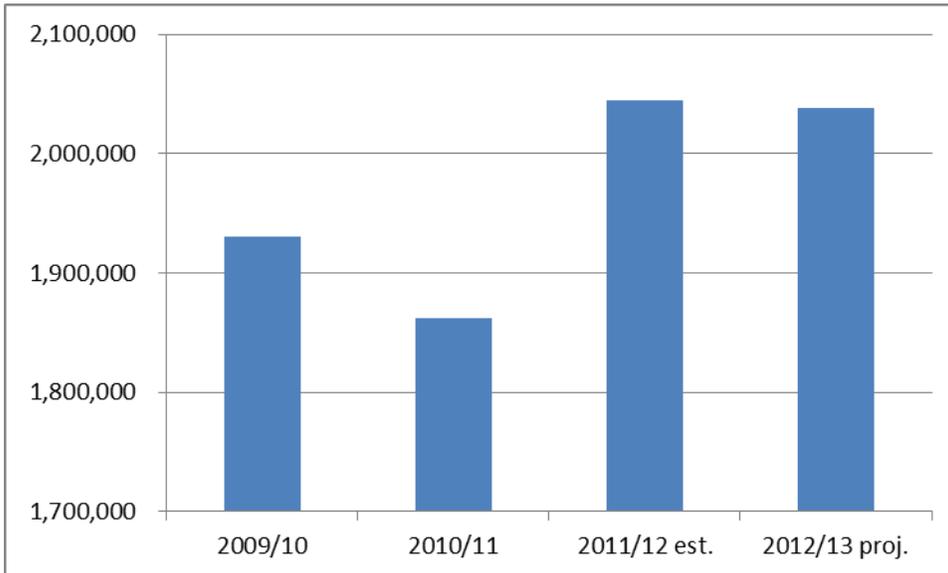


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses' facilities in the Village. These amounts total \$545,000 in the Fiscal 2013 budget and are included in the Community Development department.

The Village budgets \$350,000 for businesses to improve their building's exteriors or other property enhancements that will improve the appearance of a business district. This amount is funded by both the General Fund (\$50,000) and the NEID TIF Fund (\$300,000).

The Village also has an agreement with Lowes. Pursuant to the development agreement executed with them, the tax increment revenue generated from the property within the boundaries of the Touhy-Lawndale TIF will be rebated to them. This amount is estimated at \$490,000 for the Fiscal 2013 budget year.

**Debt Service**

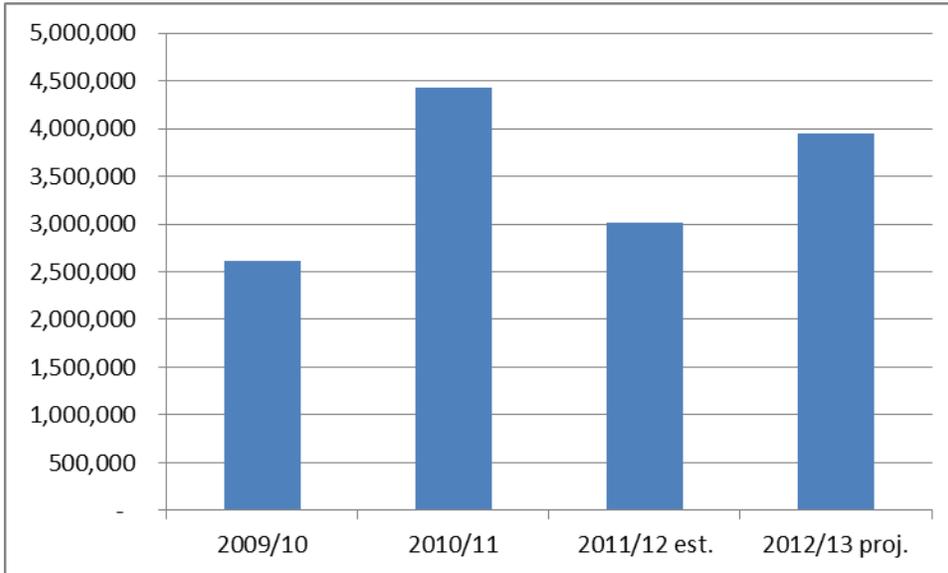


This category accounts for all multi-year principal and interest obligations of the Village. A majority of the debt is from General Obligation Bonds (GOB) issued in 2002 and subsequently refunded in 2011 and a refunding issue in 2004. Total amount budgeted for Fiscal 2013 principal and interest payments are \$1,185,817.

The Village also received loans from the Illinois Finance Authority and Oshkosh Capital to finance the purchase of a fire truck. Principal and interest payments totaling \$87,694 are budgeted for repayment in Fiscal 2013.

The Water and Sewer Fund received a loan from the Illinois Environmental Protection Agency (IEPA) in Fiscal 2010. \$380,155 has been budgeted as a repayment of principal and interest for this loan in Fiscal 2013.

**Capital Improvements Projects and Operating Budget Impacts**



Capital improvements are projects with expenditures of \$10,000 or more. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time programs.

For Fiscal 2013 the Village has continued with major programs to replace aging infrastructure. The Village is continuing the street light replacement program which should take five years to complete. \$1,228,083 is budgeted in the Transportation Improvement Fund to replace the street lights on Pratt Avenue. Minimal additional operating costs are expected to be incurred due to the street light replacement projects. The Village is expected to save approximately \$10,000 per year on streetlight maintenance once the project is completed.

The Village has budgeted \$380,000 for Phase II in the Channel Runne Project Fund. The improvements will include a new parking lot, an outdoor area for an amphitheatre, a wheelchair accessible path to the base of the amphitheatre, and a disc golf course. The total cost of the project will be approximately \$760,000 with 50% of the cost funded through a grant. This project will be completed in Fiscal 2013.

The Village has budgeted \$126,000 for Fiscal 2013 for engineering expenses in conjunction with the construction of a bike path on the Commonwealth Edison right-of-way. This project will also be funded with a grant that reimburses the Village for 80% of the total cost of the bike path. The bike path should be completed in Fiscal 2016. When the project is completed, additional maintenance costs of approximately \$7,000 are expected to be incurred on an annual basis.

Finally, the Village has budgeted \$400,000 in Fiscal 2013 to replace the HVAC in the Police and Fire building and the Village Promenade. The current HVAC system is in need of constant repair and the Promenade is becoming a safety issue as the sidewalks are deteriorating. The Village expects to save \$30,000 annually in maintenance costs for parts and labor that were needed to operate the original HVAC system.

The Village has also budgeted \$348,700 in the Water and Sewer Fund for sewer repairs.

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

<b>Project</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
<b>Street lighting</b>	\$5,000	\$5,000	\$5,000	\$5,000
<b>Channel Runne</b>	\$6,000	\$6,000	\$6,000	\$6,000
<b>Comm. Bike Path</b>	-	-	-	\$7,000
<b>Campus Improvements</b>	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)
<b>Total Net Budget Savings</b>	<b>(\$19,000)</b>	<b>(\$19,000)</b>	<b>(\$19,000)</b>	<b>(\$12,000)</b>

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

### **Police Pension**

The Police Pension Fund accounts for payments of pensions to the retired or disabled police personnel and their families. These amounts are estimated at \$1,645,255 for the Fiscal 2013 budget. The other significant expense is investment management fees totaling \$50,000 paid to consultants to manage the investments of the Police Pension Fund.

# **General Fund**

## **Village President and Board of Trustees**

### **Department/Activity Description**

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

# 2012-2013 Operating Budget

## Budget Analysis

## President and Village Board

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2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
41,867	44,000	42,000	42,000	Salary - elected/apntd	42,000
11,147	11,338	12,069	12,069	Wages - full time hourly	12,185
3,245	3,407	3,352	3,352	Employer FICA	3,387
759	797	784	784	Employer Medicare	786
2,550	2,861	3,165	3,165	Employer IMRF	3,177
35	35	37	37	Insurance - group life & AD&D	37
1,074	1,003	1,010	1,010	Insurance - group medical	980
91	99	100	100	Insurance - group dental	105
336	351	362	362	Insurance - workers compensation	366
<b>61,105</b>	<b>63,891</b>	<b>62,879</b>	<b>62,879</b>	<b>Personnel Services</b>	<b>63,023</b>
1,462	2,541	5,800	4,000	Purchased program services	5,800
4,050	-	1,500	8,500	Consulting	1,500
4,500	4,500	4,500	4,500	Other professional services	4,500
<b>10,012</b>	<b>7,041</b>	<b>11,800</b>	<b>17,000</b>	<b>Contractual Services</b>	<b>11,800</b>
-	-	50	50	Advertising	-
9,567	9,975	10,000	10,000	Intergovernmental fees & dues	10,000
1,117	797	1,000	1,500	Printing & copying services	1,000
11,677	14,666	14,500	15,000	Village Newsletter	15,000
95	10,550	6,000	6,000	Other contractual	3,000
32	32	25	60	Books & publications	30
335	206	500	500	Office supplies	500
2,990	3,596	3,000	3,000	Other materials & supplies	15,000
<b>25,813</b>	<b>39,823</b>	<b>35,075</b>	<b>36,110</b>	<b>Commodities</b>	<b>44,530</b>
500	250	600	600	Conference & meeting registrat	600
814	569	400	500	Local mileage, parking & tolls	400
1,200	304	500	500	Lodging	500
6,757	7,121	6,500	6,500	Meals	7,000
-	190	100	200	Purchased Transportation	200
<b>9,272</b>	<b>8,434</b>	<b>8,100</b>	<b>8,300</b>	<b>Meetings and Travel</b>	<b>8,700</b>
<b>106,202</b>	<b>119,190</b>	<b>117,854</b>	<b>124,289</b>	<b>Total</b>	<b>128,053</b>

<b>Budget Highlights</b>
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No increase in Personnel

**Village of Lincolnwood  
2012/2013 Budget  
President and Board of Trustees**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Meetings Held</b>				
Committee of the Whole	20	21	23	24
Regular Business	21	22	22	22
Executive Session	15	20	20	20
Total Meetings Held	<u>56</u>	<u>63</u>	<u>65</u>	<u>66</u>
<b>Village Board Actions</b>				
Resolutions	67	61	65	63
Ordinances	46	62	61	62
Total Board Actions	<u>113</u>	<u>123</u>	<u>126</u>	<u>125</u>

## Village Clerk

### Department/Activity Description

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

# 2012-2013 Operating Budget

## Budget Analysis

### Village Clerk

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2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
8,031	8,000	8,000	8,000	Salary - elected/appntd	8,000
496	496	496	496	Employer FICA	496
116	116	116	116	Employer Medicare	116
240	240	240	240	Insurance - workers compensati	240
<b>8,883</b>	<b>8,852</b>	<b>8,852</b>	<b>8,852</b>	<b>Personnel Services</b>	<b>8,852</b>
2,841	-	8,000	8,395	Ordinance codification	8,000
200	151	100	100	Printing & copying services	100
-	40	360	300	Professional associations	360
13	130	200	200	Other materials & supplies	200
<b>3,054</b>	<b>321</b>	<b>8,660</b>	<b>8,995</b>	<b>Commodities</b>	<b>8,660</b>
-	-	150	-	Conference & Meeting Registrat	150
-	-	50	-	Local mileage, parking & tolls	50
-	-	100	-	Meals	100
-	-	<b>300</b>	-	<b>Meetings and Travel</b>	<b>300</b>
<b>11,937</b>	<b>9,173</b>	<b>17,812</b>	<b>17,847</b>	<b>Total</b>	<b>17,812</b>

<b>Budget Highlights</b>
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No increase in Personnel

**Village of Lincolnwood  
2012/2013 Budget  
Village Clerk**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Village Board Minutes Recorded</b>				
Total Minutes Recorded	21	22	22	22
<b>Board Actions</b>				
Resolutions	67	61	65	63
Ordinances	46	62	61	62
Total Board Actions	113	123	126	125

## **Board of Fire and Police Commissioners**

### **Department/Activity Description**

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 Lieutenant, Deputy Chief and Chief. The Board conducts disciplinary hearings when the Chief of Police brings formal charges against a non-collective bargaining sworn member of the Police Department.

The Commission currently handles matters related strictly to Police Department personnel since the Village has outsourced the Fire Department functions to a private contractor.

## *2012-2013 Operating Budget*

### Budget Analysis

### Fire/Police Commission

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2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
2,834	-	6,000	900	Other professional services	-
<b>2,834</b>	<b>-</b>	<b>6,000</b>	<b>900</b>	<b>Contractual Services</b>	<b>-</b>
-	-	500	19	Advertising	-
735	735	735	735	Professional associations	735
-	-	700	-	Books and publications	-
-	-	100	-	Office supplies	-
(452)	-	2,250	1,600	Program supplies	100
<b>283</b>	<b>735</b>	<b>4,285</b>	<b>2,354</b>	<b>Commodities</b>	<b>835</b>
<b>283</b>	<b>735</b>	<b>10,285</b>	<b>3,254</b>	<b>Total</b>	<b>835</b>

**Village of Lincolnwood  
2012/2013 Budget  
Fire and Police Commission**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Entry Level Testing</b>	1	0	1	0
<b>Entry Level Hire</b>	2	0	1	1
<b>Promotional Testing</b>	0	0	1	0
<b>Promotion</b>	2	0	1	1
<b>Discipline</b>	0	0	0	0

## **Human Relations Commission**

### **Department/Activity Description**

The Human Relations Commission serves as an advisory body to the Village Board and has been assigned the primary purpose of promoting understanding, ensuring mutual respect and neighborly cooperation among all Lincolnwood residents. Primary focus is dedicated to work to bridge differences among those who have different racial and religious backgrounds, as well as differences in age, educational and income levels. This Commission serves as a resource for diversity issues to all community groups.

*2012-2013 Operating Budget*

Budget Analysis

HR Commission

140

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
18	-	200	306	Purchased program services	200
<b>18</b>	<b>-</b>	<b>200</b>	<b>306</b>	<b>Contractual Services</b>	<b>200</b>
2,479	1,291	1,600	1,600	Other materials & supplies	1,600
<b>2,479</b>	<b>1,291</b>	<b>1,600</b>	<b>1,600</b>	<b>Commodities</b>	<b>1,600</b>
<b>2,497</b>	<b>1,291</b>	<b>1,800</b>	<b>1,906</b>	<b>Total</b>	<b>1,800</b>

Village of Lincolnwood  
2012/2013 Budget  
Human Relations Commissions

Performance Measures

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Meetings</b>	12	12	12	12

## **Parks and Recreation Board**

### **Department/Activity Description**

The Parks and Recreation Board is a policy advisory board, established by Village ordinance, and appointed by the Village President, with consent of the Board of Trustees. Seven appointed residents, one Board of Trustee liaison and the Director of Parks and Recreation staff liaison make up the Board. The Park Board meets on the second Tuesday of every month at 7:30 pm in the Council Chambers.

*2012-2013 Operating Budget*

Budget Analysis

Park/Rec Board

150

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
615	892	900	900	Professional associations	1,000
-	-	100	100	Training	50
-	-	100	50	Program supplies	50
<b>615</b>	<b>892</b>	<b>1,100</b>	<b>1,050</b>	<b>Commodities</b>	<b>1,100</b>
1,625	1,000	1,120	1,100	Conference & meeting registrat	1,200
-	-	240	150	Local mileage, parking & tolls	150
165	-	260	260	Meals	150
<b>1,790</b>	<b>1,000</b>	<b>1,620</b>	<b>1,510</b>	<b>Meeting and Travel</b>	<b>1,500</b>
<b>2,405</b>	<b>1,892</b>	<b>2,720</b>	<b>2,560</b>	<b>Total</b>	<b>2,600</b>

## Beautification Committee

### Department/Activity Description

The Lincolnwood Beautification Committee was established in FY1997-98 based on objectives developed by the Village's "Vision 2020" process. The Committee continues to seek enhancements to the appearance and aesthetics of the Village through community awareness and Board designated community beautification projects.

## *2012-2013 Operating Budget*

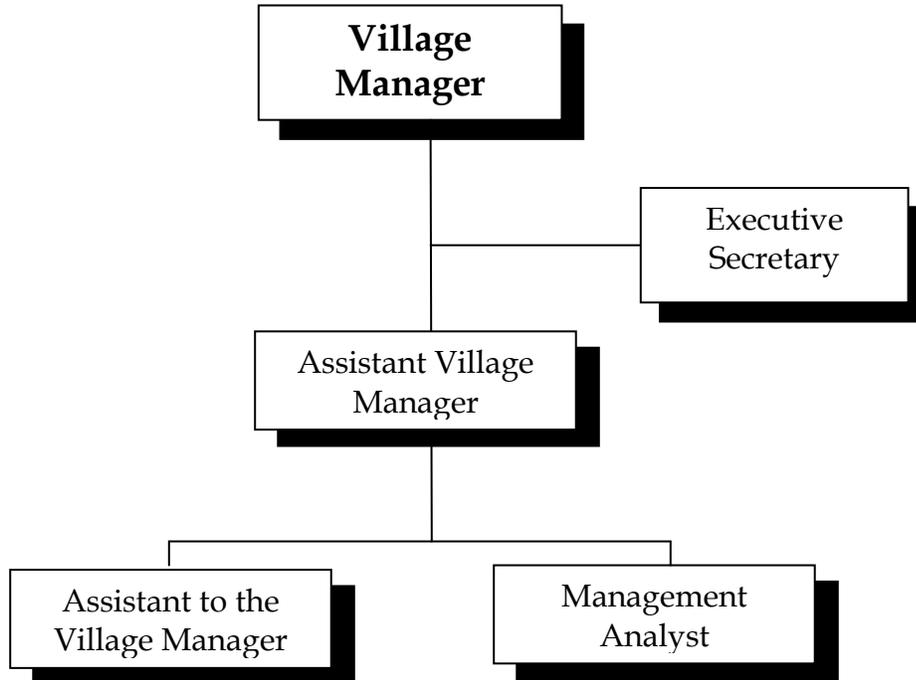
### Budget Analysis

#### Beautification Commission

160

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
-	-	2,500	2,500	Landscaping consulting	2,500
1,956	3,037	2,500	2,500	Landscaping supplies	2,500
<b>1,956</b>	<b>3,037</b>	<b>5,000</b>	<b>5,000</b>	<b>Commodities Total</b>	<b>5,000</b>

VILLAGE OF LINCOLNWOOD  
Fiscal Year 2012/13  
Organizational Chart  
Manager's Office



## Village Manager's Office

### Department/Activity Description

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

The Department is staffed by five full time personnel.

### Prior Year's Goals Status

- 1) The Village Manager's Office will enhance the Village's Geographic Information System and plat of surveys on record of public property in the Northeast Industrial Tax Increment Financing (TIF) District by conducting a public parcel consolidation process for the respective areas with the Village Engineer and the Village Attorney. This will improve the future land-use planning process of properties in the TIF as public parcels will no longer appear segmented.

*Staff anticipates this process to take place when the Union Pacific property in the TIF is acquired which will take place in the coming years. This will also likely receive better pricing for the project as it will consist of larger project area. Therefore, this project has been deferred.*

- 2) The Village Manager's Office will increase public education and awareness of Village events and activities by developing an information communication plan. Despite the Village newsletter and the Village website, communication gaps continue to exist between the Village and its residents. This plan will identify those gaps and enhance the Village's communications practices.

*Staff developed and implemented the Weekly Public Information Distribution Administrative Protocol. This includes a weekly distribution of press releases to 13 radio stations, newspapers, television stations, and newsletters and electronic updates to the Village's homepage, Facebook, and Twitter accounts. The protocol also includes sending press releases via email to all Village employees, Boards and Commissioners, and approximately 700 other residents and non-residents that have subscribed to the "Village News" email list accessible on the Village website. The Weekly Public Information Distribution Administrative Protocol utilizes all outreach efforts to enhance the Village's communication with residents.*

- 3) The Village Manager's Office will standardize the procurement process by developing a Purchasing Protocol. This goal will be completed as part of the Village Code update project. A Purchasing Protocol will provide clear guidance to staff on the limits and process to procure items and services.

*The Village Manager's Office developed and implemented a procurement protocol that serves as a guideline for effective and efficient means of purchasing materials, equipment, and services while adhering to legal requirements. The Village Manager's Office also developed a reference guide to assist employees with selecting the proper procurement practice. All purchasing requirements are in accordance with the New Village Code regulations that went into effect on January 1, 2012.*

- 4) The Human Resources Division of the Village Manager's Office will improve employee health and wellness by developing a Wellness Incentive program. This program will use incentives to motivate employees to live a healthy lifestyle.

*The Human Resources Division proposed a Wellness Incentive program that linked education and physical activity to rewarding employees for living a healthy lifestyle. This program was referred to the North Suburban Employee Benefit Cooperative for consideration. A wellness incentive program of this nature would have a greater impact if implemented co-op wide.*

- 5) The Information Technology Division will implement a new Voice over Internet Protocol telephone system. This will replace the existing phone system in all Village Buildings except the 9-1-1 system. The new system will improve reliability, efficiency, and communication between the Village and its residents. The system includes new handsets and network data switches.

*The Village implemented a ShoreTel Voice over Internet Protocol system which provides increased capacity to receive phone calls, increased staff availability, call accounting tools, enhanced features, and software flexibility. The technology utilizes the existing data network instead of copper wires and has resulted in the elimination of phone lines that would have been billed from the Village's telephone service provider, Call One. The annual cost savings resulting from this project is \$6,000 per year.*

- 6) The Information Technology Division will digitize 15,000 documents in the Clerk's Office, Village Manager's Office, Human Resources Division, Finance Department, and other archived areas. In calendar year 2010, the Village Manager's Office digitized over 12,000 documents totaling over 120,000 pages. Digitizing documents greatly reduces the time spent on Freedom of Information Act (FOIA) requests as well as improved staff efficiency in researching documents.

*At the Half-way mark of the 2011-12 fiscal year staff scanned 6,456 documents consisting of 63,273 pages. Although this trend would indicate the output to be the same as last fiscal year, staff is confident that achieving the goal of scanning 15,000 documents is still attainable given that many of the documents scanned in the first half of the year were of a*

*larger format size, which take longer to scan. The documents anticipated for the second half of the fiscal year are of a smaller, 8.5" x 11" size and therefore scan faster.*

- 7) The Village Manager's Office will enhance supervisors' ability to manage projects by overseeing the implementation of a GIS based information mapping program. This program will display frequently requested information, such as traffic accidents and program participation registration, on GIS maps. Displaying this information on a map will assist supervisors understanding current and historical trends for events and programs.

*The Village implemented a GIS Business Intelligence program. This program provides the ability to link enterprise software (ie. The Police Department's New World and the Fire Department's Firehouse) to MapOffice Advanced, the Village's internal and interactive GIS application. Currently, Fire Department incidents and traffic accident data are linked to MapOffice Advanced. This allows staff to view and query incidents within a range of dates at anytime from their workstation which saves staff time over retrieving documents and entering data into spreadsheets on a project-by-project basis.*

- 8) The Executive Safety Committee will improve the Village's auto risk management and safety program by making every effort to equip all new vehicles with a rear backup camera. The likelihood of accidents occurring while a vehicle is backing up would be greatly reduced by installing equipment that displays objects in the rear blind spot of vehicles.

*The Executive Safety Committee developed and implemented a backup camera protocol. This protocol requires that all new vehicles purchased by the Village must include specifications for a backup camera system. The Village purchased three vehicles in FY 2011/12 with backup cameras, for little additional cost to the purchase price and no adverse impact to what was budgeted to purchase the vehicles. Staff reports that the backup cameras greatly improve the driver's ability to backup safely. To date, the vehicles with backup cameras have not been involved in an accident while backing up.*

- 9) The Village Manager's Office will investigate the Village's potential uses and benefits of social media such as Facebook, Twitter, YouTube, and LinkedIn. The use of social media has the potential for increased and improved communication between the Village and its residents along with improved marketing of Village programs and services.

*The Village implemented Facebook, Twitter, YouTube, and LinkedIn pages. Updates are made to Facebook and Twitter each week for press releases and other information. The Facebook page has 105 fans, the Twitter page has 23 followers, and the LinkedIn page has eight connections.*

### **Proposed Goals**

1. The Village Manager's Office will reduce costs and improve efficiency by transitioning to information-technology services that allow the GIS program to be accessed via the Web (cloud computing). Currently, the GIS program is hosted on Village servers and desktop

computers. By moving the GIS program to cloud computing, the Village will reduce costs associated with software, hardware, and licensing while improving the effectiveness of its membership in the GIS Consortium.

2. The Economic Development Team (ED Team) will improve communication and relationships with the business community by hosting quarterly meetings with various industry sectors. The Village will enhance communication by providing information on Village projects and solicit feedback from the business community. Currently, the Village receives feedback via formal programs such as the business license process and plan review process. By hosting informal meetings with the business community, the ED Team will promote Village initiatives and gather feedback on ways to enhance the services provided to the business community.
3. The Human Resources Division will enhance the knowledge, effectiveness, and efficiency of employees by implementing a comprehensive Village-wide training program. The comprehensive Village-wide training program will identify training gaps and ensure all employees have received basic to advanced training on customer service, software applications, and office practices. By providing uniform training to all employees, staff will be better able to provide excellent customer service to the public. Training will also increase the knowledge and effectiveness of all employees.
4. The Human Resources Division will initiate a study of private and public sector employee benefits and performance evaluation programs. Currently, the Village provides a comprehensive benefits package comparable to area municipalities and evaluates employee performance on an annual basis. This study will evaluate programs that are equitable and comparable to those offered by area private and public sector employers.
5. The Communication Committee will complete a website needs assessment and solicit Village Boards, Commissions, and staff members for feedback for a potential website redesign in FY 2013/2014. Reviewing the current website design will identify areas in which the site can improve communication with residents and offer more access to information. The current website design was implemented in 2006 and has not been comprehensively reviewed since its inception.
6. The Village Manager's Office will embark on a multi-phase initiative that will create the opportunity for enhanced online payment services, software integration, paperless process, and more efficient workflow by migrating the Village's Enterprise Resource Planning software known as "Springbrook" to its latest ".NET" technology. In the first year the Village will migrate all existing software programs to the ".NET" technology and will then deploy the new processes and features over the following years.
7. The Village Manager's Office will improve the overall services provided to its residents by seeking their input via a survey. The Village will collaborate with the National Research Center to conduct a Citizen Survey. This survey will ask residents' opinions on the quality of the Village's services and the overall quality of life in the community. The last Village-initiated Citizen Survey was performed using the National Research Center in 2007.

8. The Village Manager's Office will improve the Village's telecommunications regulations by working with the Telecommunications Advisory Commission to recommend to the Zoning Code amendments to Article X "Towers, Antennas, Antenna Support Structures and Personal Wireless Service Facilities". Article X has not been revised in over 15 years and needs to be updated to keep pace with the evolving world of technology.
9. The Village Manager's Office will enhance the connectivity between the Aquatic Center and the Municipal Center by installing an underground fiber-optic connection. This connection will ensure sufficient bandwidth capacity for future use and expansion of the Aquatic Center and will virtually eliminate any service interruption for data or voice traffic. Fiber-optic connections offer many more advantages over the existing wireless connection that is due for replacement. Fiber-optic connections are faster, more reliable, offer much greater capacity, and are more durable in that they have a 25-year life span.

# 2012-2013 Operating Budget

## Budget Analysis

### Village Manager 200

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
311,222	359,438	386,692	372,692	Wages - full time salaried	390,247
81,524	45,353	48,274	48,274	Wages - full time hourly	48,740
15,882	(495)	5,000	5,000	Wages - part time hourly	2,000
10,263	10,485	10,836	10,836	Deferred compensation	10,836
501	1,128	-	-	HSA Savings Accts	-
3,165	3,574	3,853	3,853	Educational stipend	3,874
-	225	-	660	Phone Stipend	720
21,587	21,464	23,649	23,000	Employer FICA	23,863
5,991	6,200	6,567	6,450	Employer Medicare	6,607
32,784	35,964	44,381	43,000	Employer IMRF	49,672
1,371	1,423	1,245	1,245	Insurance - group life & AD&D	1,254
51,157	54,030	59,840	56,000	Insurance - group medical	42,045
4,273	5,068	4,858	5,000	Insurance - group dental	4,885
11,680	11,782	11,953	11,953	Insurance - workers compensation	12,032
<b>551,400</b>	<b>555,638</b>	<b>607,148</b>	<b>587,963</b>	<b>Personnel Services</b>	<b>596,775</b>
5,000	-	-	-	Consulting	5,000
9,960	14,170	9,500	9,300	Other professional services	9,500
<b>14,960</b>	<b>14,170</b>	<b>9,500</b>	<b>9,300</b>	<b>Contractual Services</b>	<b>14,500</b>
1,369	3,159	3,500	2,500	Advertising	3,500
1,614	540	2,075	2,000	Printing & copying services	1,500
4,545	3,379	4,255	4,255	Professional associations	3,185
-	-	-	-	Telephone	-
2,448	1,565	2,000	1,800	Training	2,000
27,002	18,979	16,100	18,000	Other contractual	18,375
356	403	925	900	Books & publications	950
-	(1,080)	-	-	Computer supplies	-
3,548	2,765	3,000	3,000	Office supplies	3,000
9,070	6,729	7,260	6,750	Other materials & supplies	10,860
<b>49,952</b>	<b>36,439</b>	<b>39,115</b>	<b>39,205</b>	<b>Commodities</b>	<b>43,370</b>
1,680	2,455	2,644	2,500	Conference & meeting registration	2,955
10,398	9,499	9,500	9,500	Local mileage, parking & tolls	9,500
1,593	2,443	3,105	1,900	Lodging	3,380
1,955	2,177	2,625	2,300	Meals	2,705
-	1,012	325	60	Purchased transportation	850
<b>15,626</b>	<b>17,586</b>	<b>18,199</b>	<b>16,260</b>	<b>Meetings and Travel</b>	<b>19,390</b>
<b>631,938</b>	<b>623,833</b>	<b>673,962</b>	<b>652,728</b>	<b>Total</b>	<b>674,035</b>

#### Budget Highlights

No increase in Personnel

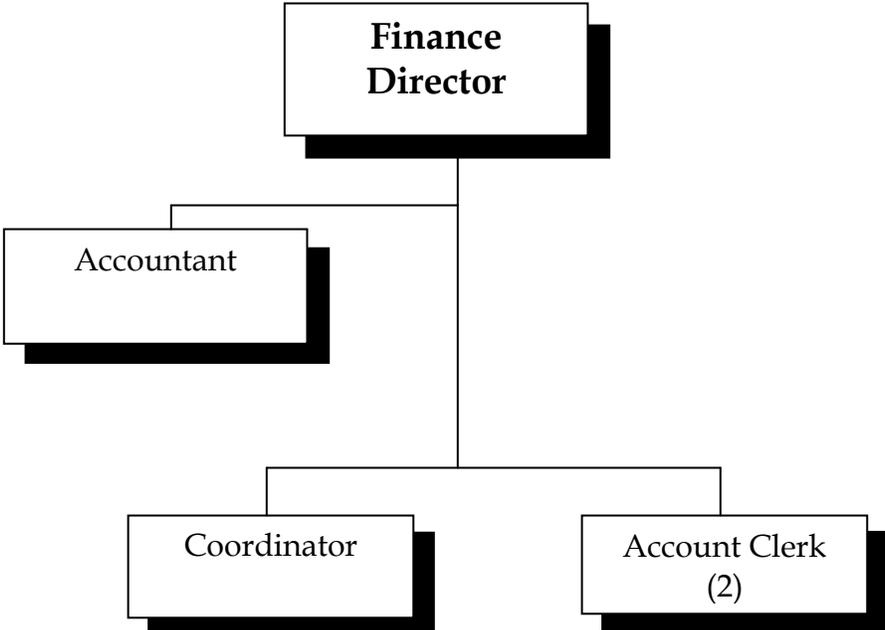
**Village of Lincolnwood  
2012/2013 Budget  
Village Manager's Office**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Newsletters</b>				
Village Connections	6	6	6	6
Employee Quarterly	4	4	4	4
Total Newsletters	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
<b>Freedom of Information Act Requests</b>				
Total Requests	<u>207</u>	<u>307</u>	<u>390</u>	<u>410</u>
<b>Broadcasting</b>				
Village Board	22	22	22	22
PC/ZBA*	6	0	0	0
Plan Commission	3	11	14	14
Zoning Board of Appeals	2	6	11	12
Total Meetings Broadcast	<u>33</u>	<u>39</u>	<u>47</u>	<u>48</u>
<b>Personnel</b>				
Budgeted Full-Time Positions	<u>92</u>	<u>88</u>	<u>88</u>	<u>88</u>
<b>Inspections</b>				
Food Service	<u>130</u>	<u>185</u>	<u>155</u>	<u>160</u>

\*Plan Commission/Zoning Board of Appeals was split into two separate bodies in January 2010

VILLAGE OF LINCOLNWOOD  
Fiscal Year 2012/13  
Organizational Chart  
Finance Department



## Finance Department

### Department/Activity Description

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

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

The Department is staffed by five full-time employees.

### Prior Year's Goals Status

- 1) The Finance Department will continue to closely monitor revenue estimates for the Fiscal 2012 budget due to the constantly changing economic outlook and report to the Village Board on a quarterly basis for possible expenditure adjustments.

*The Finance Department has provided quarterly budget updates to the Village Board during FY2012 budget year. In addition, the Department continually monitors Village revenue estimates due to the challenges the economy still provides as the economic recovery continues at a very slow pace.*

- 2) Research the cost benefit of upgrading the Springbrook accounting software to the latest version (.NET). This upgrade should make the system more user friendly and allow for better information for employees to manage their departments in a more efficient and cost effective manner.

*Finance has worked in conjunction with Administration to review the newest upgrade to the Springbrook system. The upgrade to the accounting software system will be installed in FY2013.*

- 3) Continue to work with the Community Development Department to establish benchmarks and guidelines on economic agreements that bring new sales tax generating businesses to the Village.

*Finance has completed new guidelines on sales tax sharing agreements and presented the*

*recommendations to the Economic Development Committee for their consideration.*

- 4) Prepare request for proposal for the audit of the Village's financial statements. The agreement with the current Village auditors expires after the April 30, 2011 audit. After these services are rendered, the Village will seek new proposals for the audit.

*Staff will send out the request for proposal for the audit of the Village's financial statements in February and will discuss the results with the Village Board for their approval in early May, 2012.*

- 5) Develop a strategic plan to identify ways the Village can effectively invest in rebuilding our infrastructure which has been deferred over the years due to the severity of the current recession.

*Finance has worked with staff to communicate with our State Representatives to assist the Village in receiving grants to improve infrastructure. Grants have been received to assist in the repair of the Village sewer system and sections of Village roadways. Staff is still seeking grant funding assistance for other projects and communicates on a quarterly basis with grant officials.*

### **Proposed Goals**

- 1) The Finance Department will continue to closely monitor revenue estimates for the Fiscal 2013 budget due to the constantly changing economic outlook and report to the Village Board on a quarterly basis for any possible budget adjustments.
- 2) The Finance Department will assist the Village Manager's Office with the installation of the latest upgrade to the Village's Enterprise Resource Planning software (Springbrook). The first phase will involve the migration of all existing Springbrook Software to the ".Net" version. Finance will also provide guidance and training to Village departments and employees regarding the implementation of the ".Net" version of the Village's software system.
- 3) The Finance Department will start planning for enhanced online payment capabilities and paperless processing after the installation of the new Springbrook .Net installation. These processes should create a more efficient workflow for the payment of bills and allow for additional payment capabilities for internet users.
- 4) The Finance Department will develop a financial plan that prioritizes future capital improvement projects and identify the financial resources available to fund these projects.
- 5) Continue to investigate additional services or service improvements that can be provided by the Finance Department that would improve efficiency and reduce Village operating costs.

*2012-2013 Operating Budget*

Budget Analysis

Finance  
210

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
167,119	169,849	178,449	178,449	Wages - full time salaried	184,796
121,882	123,858	128,337	128,337	Wages - full time hourly	129,538
3,664	840	2,500	2,820	Wages - seasonal hourly	2,500
-	-	450	-	Wages - overtime 1.5X	450
1,671	1,698	1,784	1,784	Educational stipend	1,848
-	1,520	-	4,800	Opt Out Insurance	4,800
-	120	-	360	Phone Stipend	360
452	-	-	-	Tuition Reimbursement	-
17,818	17,909	19,314	19,314	Employer FICA	19,786
4,121	4,188	4,517	4,517	Employer Medicare	4,627
23,521	26,643	30,500	30,500	Employer IMRF	34,576
920	947	980	980	Insurance - group life & AD&D	992
42,962	38,450	39,850	39,850	Insurance - group medical	41,376
3,521	3,794	3,990	3,990	Insurance - group dental	3,990
8,946	9,055	9,284	9,284	Insurance - workers compensati	9,399
89,269	98,081	90,050	95,000	Employee Benefit Expenses	80,000
<b>485,865</b>	<b>496,953</b>	<b>510,005</b>	<b>519,985</b>	<b>Personnel Services</b>	<b>519,038</b>
259,254	263,024	240,000	240,000	Liability insurance	240,000
28,900	29,800	31,500	30,900	Audit	32,000
4,400	3,000	1,500	-	Consulting	1,500
17,106	18,000	-	-	Data processing	-
7,201	686	5,000	5,000	Other professional services	5,000
<b>316,861</b>	<b>314,510</b>	<b>278,000</b>	<b>275,900</b>	<b>Contractual Services</b>	<b>278,500</b>
5,174	5,174	1,200	4,000	R&M - communications equipment	500
18,908	21,460	21,000	21,000	R&M - office equipment	21,000
572	306	600	600	Advertising	600
6,809	11,349	10,500	10,500	Printing & copying services	10,500
1,265	1,910	1,400	1,000	Professional associations	1,400
45,791	35,224	46,000	42,000	Telephone	52,000
917	319	2,000	1,200	Training	1,500
172	-	200	215	Books & publications	200
17,675	12,758	15,000	14,000	Office supplies	15,000
11,914	14,213	16,000	16,000	Postage	16,200
11,158	14,090	11,000	9,000	Bank & Credit Card Fees	9,000
1,100	1,138	2,300	3,100	Program supplies	2,300
<b>121,456</b>	<b>117,942</b>	<b>127,200</b>	<b>122,615</b>	<b>Commodities</b>	<b>130,200</b>
195	40	-	-	Conference & meeting registrat	600
647	397	400	400	Local mileage, parking & tolls	1,000
524	614	400	400	Meals and lodging	1,500
<b>1,366</b>	<b>1,051</b>	<b>800</b>	<b>800</b>	<b>Meetings and Travel</b>	<b>3,100</b>
<b>925,547</b>	<b>930,457</b>	<b>916,005</b>	<b>919,300</b>	<b>Total</b>	<b>930,838</b>

**Budget Highlights**

No increase in Personnel

**Village of Lincolnwood  
2012/2013 Budget  
Finance Department**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Licenses Issued</b>				
Vehicle Licenses Issued	8,790	8,462	8,600	8,700
Business	1,055	1,052	1,100	1,100
<b>Total Licenses Issued</b>	<u>9,845</u>			
<b>Billings</b>				
Water and Sewer	19,549	19,542	19,546	19,550
Rent, inspections and others	370	324	305	288
<b>Total Billings</b>	<u>19,919</u>			
<b>Vendor Checks Issued</b>	<u>4,645</u>	<u>3,734</u>	<u>3,966</u>	<u>4,100</u>
<b>Payroll Checks Issued</b>	<u>4,425</u>	<u>4,189</u>	<u>4,286</u>	<u>4,310</u>

## Legal Department

### Department/Activity Description

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

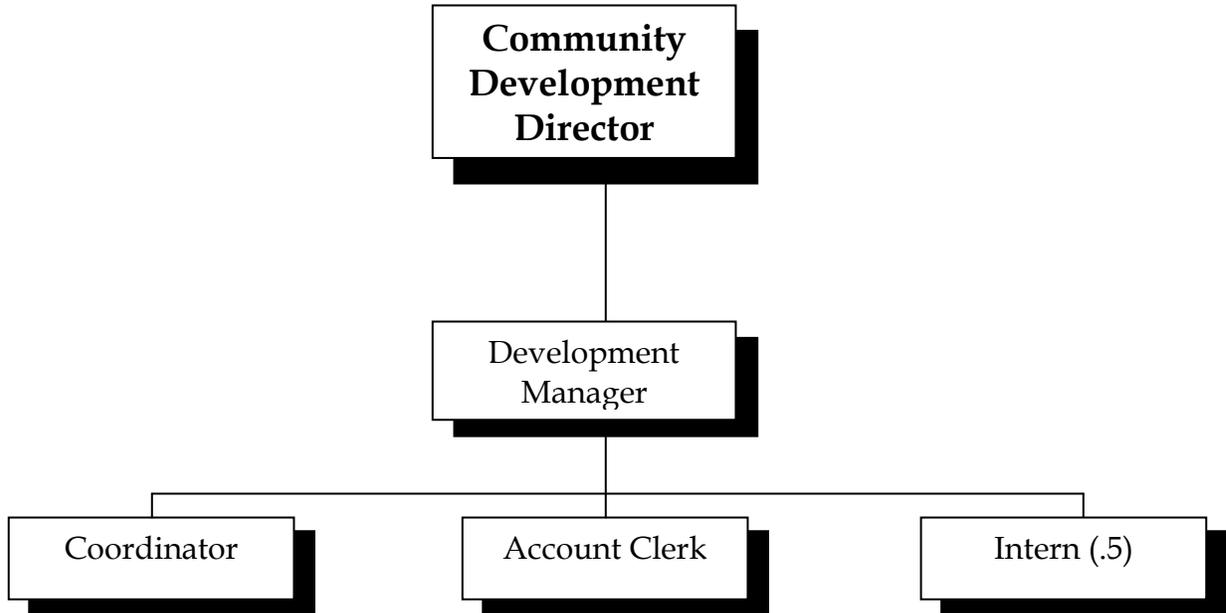
## *2012-2013 Operating Budget*

### Budget Analysis

Legal  
230

<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>Description</b>	<b>2013</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
111,420	117,300	125,000	124,570	Legal - retainer	130,347
26,448	41,480	30,000	35,000	Legal - litigation	30,000
79,935	80,855	65,000	70,000	Legal - review	50,000
41,124	46,375	57,000	32,000	Other professional services	61,000
<b>258,927</b>	<b>286,010</b>	<b>277,000</b>	<b>261,570</b>	<b>Contractual Total</b>	<b>271,347</b>

VILLAGE OF LINCOLNWOOD  
Fiscal Year 2012/13  
Organizational Chart  
Community Development Department



## Community Development Department

### Department/Activity Description

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

The department is staffed by four full-time positions.

### Prior Year's Goals Status

1. Revise/create certain zoning related documents including the public hearing application(s) and Zoning Certificate.

*All public hearing applications utilized by the department have been reformatted and updated and a zoning certificate letter has been implemented and now issued with all business licenses.*

2. Undertake various enhancements to the department's foyer area, including the front counter, so as to provide a more customer friendly environment and more efficient counter operation.

*Various improvements to provide an enhanced front counter environment have been completed including installation of new energy efficient lighting over the counter and installation of a bulletin board to provide Village/community information to persons waiting at the front counter. Actual modification/ reconstruction of the front counter/underneath shelving also envisioned as part of this initiative, has not thus far occurred.*

3. Continue to work with the Finance Department in streamlining the business license approval process including providing recommended changes for updates and revisions to the license issued to contractors and for instant license issuance to contractors.

*A new interdepartmental business license process has been implemented and is operating smoothly. Changes to the physical license issued to contractors have been made and the department now has taken from the Finance Department the issuance of contractor licenses, allowing for instant license issuance to contractor's while at the front counter.*

4. Propose periodic text amendment changes to the Zoning Code to eliminate unintentional conflicts among various provisions and removal of unintentional ambiguities.

*Thus far, during the fiscal year, six separate text amendments have been considered or are currently before the Plan Commission. The effort to remove conflicting provisions or unintentional ambiguities in the zoning code is ongoing and further text amendments will continue to be proposed on an ongoing basis.*

5. As a follow-up to the business park retail study, develop a plan to implement the study's recommendations.

*Redevelopment of the Capitol Drive area for retail was the primary recommendation of this report. The Economic Development Commission considered various iterations and layouts for possible redevelopment of the Capitol Drive area for retail. Upon consideration however, the Economic Development Commission determined that the needed land assembly to implement such redevelopment was too costly for the Village to undertake at this time.*

6. Undertake a comprehensive review of existing Village parking standards and requirements, including a survey of nearby/similar communities, review of nationally accepted standards and existing local off-street parking counts.

*Actual off-street parking counts for each multi-tenant business property in the Village's business zoning districts (B-1, B-2 and B-3) have been completed. A survey of parking requirements in neighboring suburbs is underway. It is expected that by May 2012 findings of this parking study will be presented to the Plan Commission for consideration.*

7. Coordinate the boundary amendment to the Lincoln-Touhy TIF District.

*A draft survey and legal description for the needed division of a Commonwealth Edison parcel has been completed and is being reviewed by the Village Attorney for accuracy. Once this step is completed an application needs to be submitted with the County to divide the tax parcel (this requires Commonwealth Edison's signature). It is currently anticipated that County approval of the tax parcel division will occur in late 2012/early 2013, after which the process to amend the TIF boundary may proceed.*

### **Proposed Goals**

1. Review the Village's existing Building Codes and consider recommending adoption of newer code editions. Model building codes are routinely updated periodically to account for new products and materials, improved construction methods and state of the art safety features. Currently, the Village uses a set of model international codes, most of the 2006 edition. Since Village adoption of the current 2006 editions, both 2009 and 2012 model code editions have been released. This task will involve reviewing the changes made to these later code editions, identifying appropriate local amendments and recommending if deemed appropriate, updates/modification and/or adoption of newer codes in order to keep the Village's set of building codes generally current in the marketplace.

2. Undertake a survey of department customers to ascertain service delivery satisfaction. This task will entail preparing the survey questions and format, analyzing returned survey results and assessing what changes can be made based on results to improve service delivery and satisfaction.
3. Prepare an updated comprehensive statistical Community Profile of the Village utilizing as a base recent 2010 census data and other updated data sources.
4. Review the Village's existing building board-up requirements and consider strengthening Village requirements. These requirements pertain to the boarding up of vacant structures in order to secure and weather-proof a structure. This task includes a review of whether permits should be required, when board up should be mandated and whether maximum time durations should be imposed.
5. Establish a seasonal, proactive, targeted code enforcement program to address ongoing, typical, or frequent maintenance and code violations, especially in business areas. Part of this enforcement program is anticipated to include review and enforcement of adopted special use conditions.
6. Assist the Economic Development Commission in reviewing the Lincoln/Devon/Proesel industrial Area. This task includes identification of potentially desirable area improvements and recommendation on next steps to take.
7. Initiate the process to amend the Lincoln Touhy TIF District boundary to include vacant property to the west of the Commonwealth Edison transmission line, once a necessary Commonwealth Edison parcel is divided by the County.
8. Assist the Economic Development Commission in reviewing the Devon Avenue corridor (McCormick-Devon). This task includes identification of area problems and strengths as well as to consider redevelopment potential and revitalization strategies for the corridor. It is anticipated this work will lead toward recommendations concerning what actions if any should be taken for the area
9. Continue to encourage Purple Hotel property redevelopment by meeting with interested developers, responding to inquires and marketing the site as appropriate.

*2012-2013 Operating Budget*

Budget Analysis

Community Development

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2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
111,285	202,046	192,763	200,056	Wages - full time salaried	198,338
687	90,436	94,685	94,685	Wages - full time Hourly	95,663
10,051	(633)	12,000	12,000	Wages- Part time hourly	14,000
1,113	2,446	2,357	2,357	Educational stipend	2,390
7,103	17,713	18,712	18,712	Employer FICA	19,244
1,733	4,189	4,376	4,376	Employer Medicare	4,501
10,034	26,726	29,788	29,788	Employer IMRF	33,895
359	913	892	892	Insurance - group life & AD&D	903
9,168	29,724	24,500	26,942	Insurance - group medical	22,855
957	2,975	2,675	2,810	Insurance - group dental	3,045
11,303	8,353	6,471	6,471	Insurance - workers compensation	6,671
<b>163,793</b>	<b>384,888</b>	<b>389,219</b>	<b>399,089</b>	<b>Personnel Services</b>	<b>401,505</b>
9,601	-	-	-	Consulting	-
73,838	210,951	225,500	185,147	Other professional services	233,637
<b>83,439</b>	<b>210,951</b>	<b>225,500</b>	<b>185,147</b>	<b>Contractual</b>	<b>233,637</b>
-	-	200	151	R&M - office equipment	200
-	151	200	150	R&M - vehicles	200
434	2,338	3,550	3,000	Advertising	3,500
63	283	1,000	800	Printing & copying services	1,000
2,078	2,266	2,676	2,744	Professional associations	2,585
299	195	500	500	Training	500
1,016	407	585	575	Books & publications	1,494
-	64	100	75	Fuel	100
-	1,464	2,200	2,200	Office supplies	2,000
137	422	550	550	Other materials & supplies	550
<b>4,027</b>	<b>7,590</b>	<b>11,561</b>	<b>10,745</b>	<b>Commodities</b>	<b>12,129</b>
104	1,785	2,281	1,100	Conference & meeting registrat	2,200
-	63	200	400	Local mileage, parking & tolls	500
	2,287	1,275	1,226	Lodging	-
274	577	720	450	Meals	700
	709	460	350	Purchased Transportation	-
<b>379</b>	<b>5,421</b>	<b>4,936</b>	<b>3,526</b>	<b>Meetings and Travel</b>	<b>3,400</b>
759,092	495,805	560,000	530,000	Sales Tax Sharing Agreements	545,000
<b>759,092</b>	<b>495,805</b>	<b>560,000</b>	<b>530,000</b>	<b>Sales tax Sharing Total</b>	<b>545,000</b>
<b>1,010,729</b>	<b>1,104,656</b>	<b>1,191,216</b>	<b>1,128,507</b>	<b>Total</b>	<b>1,195,671</b>

**Budget Highlights**

No increase in Personnel

\*\$35,000 budgeted for code enforcement

**Village of Lincolnwood  
2012/2013 Budget  
Community Development Department**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Grants Issued</b>				
Property Enhancement Programs	0	0	0	2
Green Initiatives for Tomorrow	1	0	0	1
<hr/>				
<b>Development Review Cases</b>	3			
<hr/>				
<b>Meetings Staffed</b>				
EDC	9	12	12	12
ZBA	N/A Combined Boards	10	12	11
Plan Commission	N/A Combined Boards	19	12	15
<hr/>				
<b>Permits Issued</b>				
Building Permits	814	822	818	818
Demolition Permits	3	1	6	5
Total Permits Issued	817	823	824	823
<hr/>				
<b>Building Code Inspections</b>	1516	1337	1427	1426
<hr/>				

## **Information Technology Division**

### **Division/Activity Description**

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

## 2012-2013 Operating Budget

### Budget Analysis

### Information Technology

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2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
-	7,101	8,000	8,000	Wages- Part time hourly	8,000
-	190	496	496	Employer FICA	496
-	44	116	116	Employer Medicare	116
-	240	240	240	Insurance - workers compensation	240
-	<b>7,575</b>	<b>8,852</b>	<b>8,852</b>	<b>Personnel Services</b>	<b>8,852</b>
64,676	55,640	55,000	55,000	Consulting	55,000
49,657	65,651	96,551	100,000	Data processing	98,042
-	-	-	-	Maintenance Agreement Expense	85,054
<b>114,333</b>	<b>121,291</b>	<b>151,551</b>	<b>155,000</b>	<b>Contractual Services</b>	<b>238,096</b>
9,662	11,922	13,200	13,000	Telephone	14,208
2,070	1,110	2,000	2,000	Training	4,000
53,075	16,871	14,667	15,000	Other contractual	22,444
7,137	3,559	2,833	3,000	Computer supplies	2,500
<b>71,944</b>	<b>33,462</b>	<b>32,700</b>	<b>33,000</b>	<b>Commodities</b>	<b>43,152</b>
58,022	47,136	99,137	98,000	Equipment - data processing	78,025
<b>58,022</b>	<b>47,136</b>	<b>99,137</b>	<b>98,000</b>	<b>Equipment</b>	<b>78,025</b>
12,889	-	152,892	153,000	Equipment - data processing	17,500
<b>12,889</b>	-	<b>152,892</b>	<b>153,000</b>	<b>Capital Outlay</b>	<b>17,500</b>
<b>257,188</b>	<b>209,465</b>	<b>445,132</b>	<b>447,852</b>	<b>Total</b>	<b>385,625</b>

#### **Budget Highlights**

No increase in Personnel

\$64,833 budgeted for upgrade of  
Village ERP system

\$30,000 budgeted to upgrade  
Village Fire records system

## **Engineering**

### **Department/Activity Description**

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

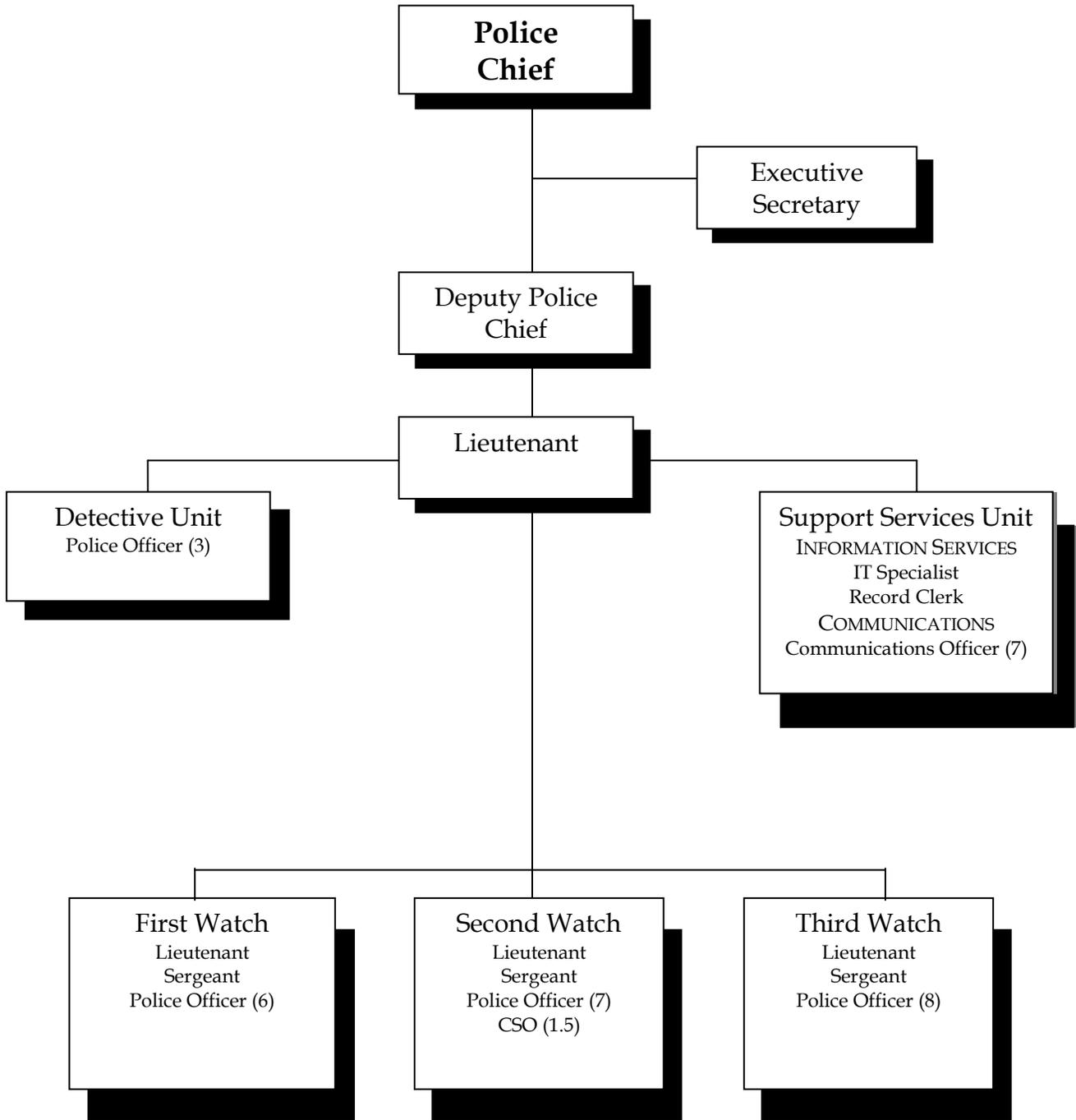
# *2012-2013 Operating Budget*

## Budget Analysis

## Engineering 290

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
4,882	28,518	25,000	23,000	Administration Engineer Costs	40,000
23,452	15,815	25,000	30,000	Building Engineering Costs	25,000
22,960	29,068	25,000	30,000	PW Building Engineer Costs	35,000
<b>51,293</b>	<b>73,400</b>	<b>75,000</b>	<b>83,000</b>	<b>Contractual Total</b>	<b>100,000</b>

VILLAGE OF LINCOLNWOOD  
Fiscal Year 2012/13  
Organizational Chart  
Police Department



## Police Department

### Department/Activity Description

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

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

### Prior Year's Goals Status

1. Staff will work with the Traffic Commission to formalize objective standards and procedures for requests involving traffic calming and traffic control devices to ensure that each recommendation to the Village Board is objective, uniform, and reasonable.

*Police Department staff worked with the Traffic Commission to review and formalize objective standards regarding traffic calming devices at the October 27, 2011 meeting. The standards apply to all types of traffic calming devices.*

2. Staff will work with the Fire and Police Commission to develop new objective standards during the selection and promotion process to ensure that the best candidates are hired and promoted.

*Police Department staff worked with the Fire and Police Commission to review and revise the Rules and Regulations for the entry level testing process. The Commission is scheduled to review the rules regarding the promotional process for police sergeant in January, 2012.*

3. Staff will work with the community to address quality of life concerns related to the Village Code through education and enforcement. Specifically, staff will conduct a public education campaign during the spring to inform the community regarding residential intersection line-of-sight violations and landscaping business licenses.

*The Police and Public Works Department staff worked with over 100 individual property owners (located at residential intersections) to correct a line of sight violation on their property. Following two letters to each property owner, an individual meeting with each property owner, several written warnings, and approximately five local ordinance citations; over 97 violations were corrected. To date, only three property owners remain in violation. The remaining violations will be addressed in the spring of 2012.*

4. Staff will continue to work with the Illinois Department of Transportation (IDOT) on the Safe Routes to School (SRTS) Grant. During FY2012, staff will work with the Village Engineer and Public Works Department to develop plans to calm traffic and increase visibility of the crosswalks and signage in and around the Lincolnwood School District 74 campus.

*The Police and Public Works Department staff worked with the Village Engineer, and staff from Lincolnwood School District 74 to purchase and distribute public education materials and t-shirts in an attempt to promote health, wellness and walking to school. Staff also reviewed and approved plans to improve the intersections of East Prairie and Pratt, and East Prairie and Morse. Two pole mounted speed display devices were purchased with grant funds and will be installed in the spring of 2012.*

5. Staff will increase public awareness of crime and traffic crash patterns by presenting crime data graphics for crimes such as Residential Burglary, Burglary to Motor Vehicle, and Motor Vehicle Traffic Crash data on the Village's website.

*In February 2012, maps depicting crime locations will be placed on the Village's website.*

6. The Police Department will work with IDOT to fund traffic safety initiatives such as Field Safety Check Points for the offenses of Driving Under the Influence (DUI), Occupant Restraint Devices (seatbelt), and speed related violations.

*The Police Department is current will all traffic safety grants awarded to the Village. Traffic safety initiatives were conducted in accordance with the schedule determined by IDOT which includes many national holidays such as Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. A complete description of all grant activity for the calendar year is reported each year in the Police Department's Annual Report.*

7. Staff will seek opportunities to improve the Village's Website and Employee Intranet to ensure maximum exposure of relevant information to the community and Village employees while improving organizational efficiency and business practices. Staff will: streamline the E-Gov Complaint process to make it more intuitive and user friendly; update the website with timely and relevant crime prevention information on a regular basis; and, conduct a thorough review and update of the Police Department's webpage.

*The Police Department has moved all relevant files including policies, directives, forms, and information from other law enforcement agencies from a shared drive to the Village's intranet. Staff has worked with several Village departments to streamline the Village's internal Egov process. Unnecessary forms have been eliminated, and internal procedures have been streamlined to improve organizational efficiency. The Police Department's website has been reviewed and revised to ensure relevant information is posted in a timely manner. Additional revisions to the website will be incorporated into the website throughout the remainder of the fiscal year.*

8. Staff will improve the Police Department's Use of Force Program by conducting firearms training eight out of twelve months, and scenario based training for each sworn employee.

*Staff conducted two scenario based training sessions, one in the spring and another in the fall. Staff is on track to conduct eight firearms training programs throughout the course of the fiscal year. In addition, the Police and Public Works Departments renovated parts of the range in between firearms training sessions.*

9. Staff will improve the Police Department's in-service training by conducting computer based training on current and relevant law enforcement training for 11 out of 12 months for each sworn employee.

*Staff is currently at 81% compliance. It is anticipated that the Police Department will be over 90% compliant by the end of the fiscal year.*

10. Staff will review, update, and standardize the Police Department's policy and procedures regarding requests for extra-duty patrols and/or requests for service above and beyond the services normally provided to the community.

*Staff mailed two letters to each of the neighboring synagogues and religious institutions regarding extra patrols and special watches during the Jewish Holidays in the fall. A third letter will be sent out in spring 2012 regarding requests for service above and beyond services normally provided to the community. Initial feedback from the clergy regarding the increased communications has been favorable.*

11. Staff will explore grant opportunities and options to partner with local and county governments in order to provide electronic ticket writing.

*Staff has researched grant opportunities regarding electronic traffic citation software and equipment. To date, the results have been negative. The police department is submitting a proposal for electronic traffic citation and motor vehicle traffic crash reporting in the FY2012-13 Budget.*

## 2012-13 Goals

1. During the past year, the Police Department conducted a critical review of its Use of Force Training. While the Police Department's current practices meet industry standards, staff recommended two improvements, which will enhance officer safety.

Staff will renew emphasis on lethal use of force training. All sworn personnel will participate in six separate firearms training sessions throughout the course of the year.

Staff will renew emphasis on scenario based training. Scenario based training, also known as Simunitions Training, allows police officers to use marking cartridges in

- their duty weapon (through the use of conversion kit) to conduct realistic, close-range training scenarios that are totally safe, when conducted properly. It is designed to help police officers practice deadly force situations when they are in great peril. All sworn personnel will participate in two separate scenario based training sessions throughout the course of the year.
2. Staff will renew emphasis on forensic science training for evidence technicians. All evidence technicians will participate in an eight hour forensic science training session. The training will include digital photography, fingerprinting, and use of alternative light source techniques.
  3. Staff will implement an in-car ticket and motor vehicle traffic crash reporting program. Preparing traffic citations and traffic crash reports will allow police officers to spend more time on the street, eliminate redundant data entry, reduce the number of data entry errors, allow for more efficient reporting to the Illinois Department of Transportation, and improve overall organizational efficiency.
  4. Staff will review the use of the Tactical Unit to more efficiently address current crime patterns and criminal investigations. The Tactical Unit is a specialty unit comprised of police officers assigned to the Patrol Division, except Tactical officers are generally in plain clothes and an unmarked squad car. Officers are assigned, as needed. Changes will come in the way of providing clearer direction and additional information with regard to pattern crimes such as residential burglary, retail theft, and covert drug investigations so as to increase organizational effectiveness.
  5. Through the use of the Lincolnwood Police Foundation, staff will deploy a ballistic shield in each of the 10 marked squad cars and conduct refresher training for all sworn personnel. Ballistic shields are extremely useful when responding to an active shooter or a perceived lethal threat.
  6. The Beverage Alcohol Sellers and Servers Education and Training (BASSET) program is the Village's seller/server training program. It was originally adopted by the Village Board in September, 2006. The program is an educational and training tool to sellers/servers of alcoholic beverages to serve responsibly and stay within the law. Staff will evaluate the BASSET program, streamline the process, and recommend changes to the Village Code in order to streamline the process and allow the program to be more effective.
  7. Staff will research and recommend a Secondhand Dealer Ordinance to the Village Board. Pawn shops, governed by the Village Code, are required to maintain a log (available for inspection at anytime by law enforcement) of all transactions and hold all property for a fixed period of time. Secondhand Dealers are not held to the same standard. On occasion, stolen goods are sold to Pawn Shops and Second Hand Dealers. Requiring Second Hand Dealers to maintaining accurate records, and having the records available for inspection, is necessary for law enforcement to thoroughly investigate criminal cases.

# 2012-2013 Operating Budget

## Budget Analysis

### Police 300

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
230,834	227,300	232,866	232,866	Wages - full time salaried	232,866
2,873,282	2,910,827	2,985,681	3,000,000	Wages - full time hourly	3,029,491
60,289	68,327	80,425	70,000	Wages - part time hourly	81,385
4,646	8,253	10,400	10,400	Wages - seasonal hourly	10,400
285,767	240,494	260,000	260,000	Wages - overtime 1.5X	275,232
35,196	28,372	40,000	40,000	Grant Overtime	40,000
3,066	1,304	-	-	Wages - overtime 2X	-
28,348	24,033	28,000	28,000	Wages - special detail	28,000
16,036	17,004	17,480	17,480	Educational stipend	18,074
-	720	-	2,400	Opt Out Ins.	2,400
-	225	-	680	Phone Stipend	680
(107)	-	2,975	2,975	Tuition reimbursement	2,100
25,468	24,750	21,738	21,738	Uniform allowance	21,738
11,129	12,242	13,000	13,000	Pension - regular	14,000
32,786	33,940	38,249	38,249	Employer FICA	38,731
40,087	38,793	41,232	41,232	Employer Medicare	43,309
43,284	49,414	59,864	59,864	Employer IMRF	61,332
1,195,909	1,204,983	1,282,289	1,300,000	Employer police pension	1,410,184
6,578	6,675	5,205	5,205	Insurance - group life & AD&D	5,137
464,003	429,844	448,193	440,000	Insurance - group medical	443,021
41,108	43,462	46,415	46,415	Insurance - group dental	45,470
104,805	105,336	108,868	108,868	Insurance - workers compensation	110,060
<b>5,502,515</b>	<b>5,476,296</b>	<b>5,722,880</b>	<b>5,739,372</b>	<b>Personnel Services</b>	<b>5,913,610</b>
2,393	848	1,250	800	Animal control	1,250
6,000	6,000	7,500	6,000	Consulting	7,000
1,734	1,191	1,980	1,980	Other professional services	1,980
<b>10,127</b>	<b>8,039</b>	<b>10,730</b>	<b>8,780</b>	<b>Contractual Services</b>	<b>10,230</b>
3,556	1,289	1,950	1,950	R&M - firearms range	1,950
15,715	15,973	20,605	21,000	R&M - communications equipment	13,225
4,906	866	5,400	900	R&M - data processing equipment	5,400
350	-	800	800	R&M - police equipment	700
200	200	200	200	R&M - office equipment	200
18,541	23,764	25,100	30,000	R&M - vehicles	25,500
130	130	-	-	Equipment Rental	-
37,946	37,356	39,600	39,500	Intergovernmental fees & dues	38,100
1,599	1,139	1,000	1,500	Printing & copying services	2,000
977	1,471	1,315	1,315	Professional associations	1,145
8,447	9,107	13,080	13,080	Telephone	3,080
18,520	4,775	13,450	13,000	Training	18,000
31,103	34,873	59,975	50,000	Other contractual	59,975
6,872	8,512	8,480	8,500	Ammunition & range supplies	12,830
1,901	275	750	1,300	Books & publications	1,200
3,909	2,687	3,000	3,000	Computer supplies	4,500
54,340	73,852	58,000	69,000	Fuel	69,000
4,878	4,577	4,000	4,000	Office supplies	4,000
32,659	43,022	31,540	32,000	Program supplies	61,540
6,304	233	-	-	Repair parts	-
<b>252,853</b>	<b>264,101</b>	<b>288,245</b>	<b>291,045</b>	<b>Commodities</b>	<b>322,345</b>

# 2012-2013 Operating Budget

## Budget Analysis

### Police 300

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
1,530	1,480	2,495	2,450	Conference & meeting registrat	2,495
504	483	2,000	800	Local mileage, parking & tolls	3,000
375	68	1,100	2,500	Lodging	2,200
3,805	2,685	2,600	2,400	Meals	3,350
483	584	-	-	Purchased transportation	-
<b>6,696</b>	<b>5,300</b>	<b>8,195</b>	<b>8,150</b>	<b>Meetings and Travel</b>	<b>11,045</b>
86,085	85,225	89,000	93,000	Equipment - vehicles	89,500
<b>86,085</b>	<b>85,225</b>	<b>89,000</b>	<b>93,000</b>	<b>Capital Outlay</b>	<b>89,500</b>
<b>5,858,276</b>	<b>5,838,961</b>	<b>6,119,050</b>	<b>6,140,347</b>	<b>Total</b>	<b>6,346,730</b>

#### **Budget Highlights**

No increase in Personnel

\*\$6,300 budgeted for Interview  
room recording equipment

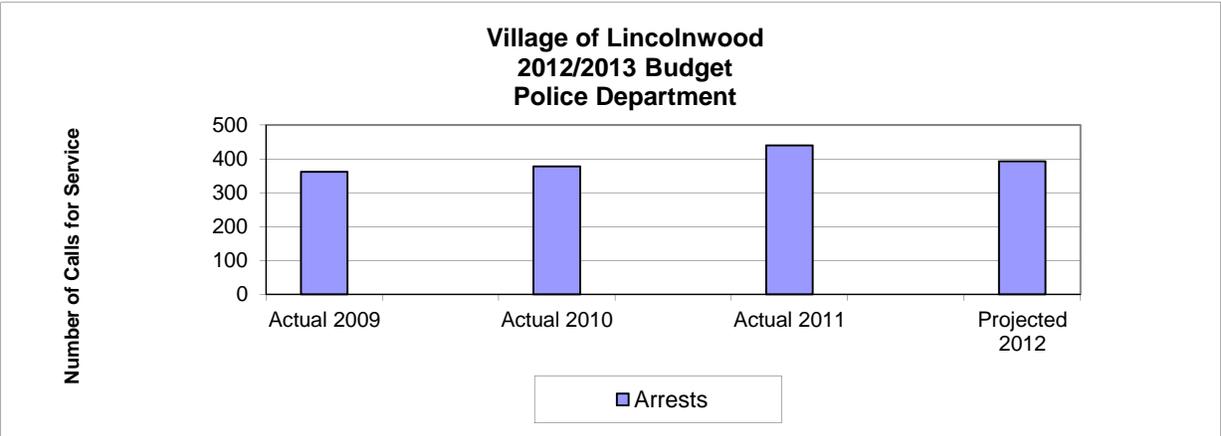
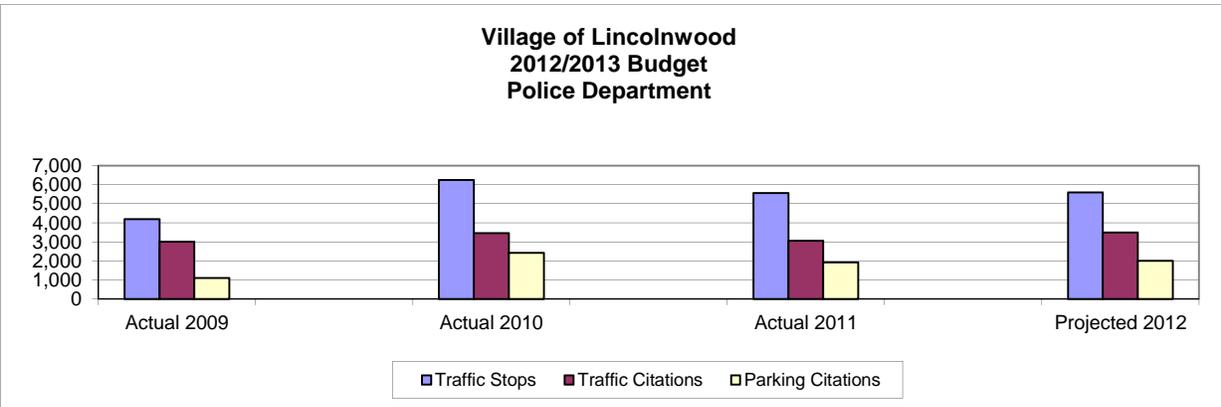
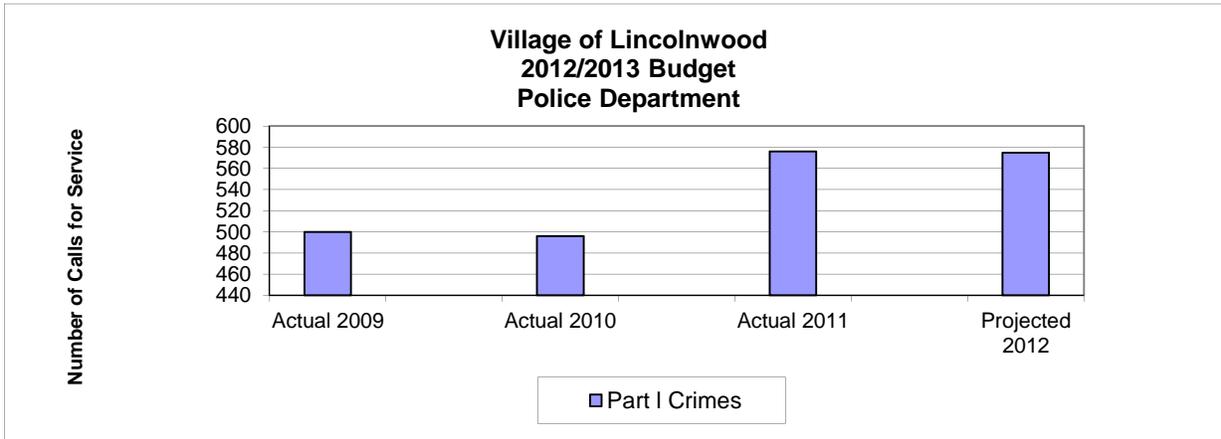
\*\$5,000 budgeted for Police/Fire  
training room improvements

\*\$89,500 budgeted for replacement  
of three Police vehicles

**Village of Lincolnwood  
2012/2013 Budget  
Police Department**

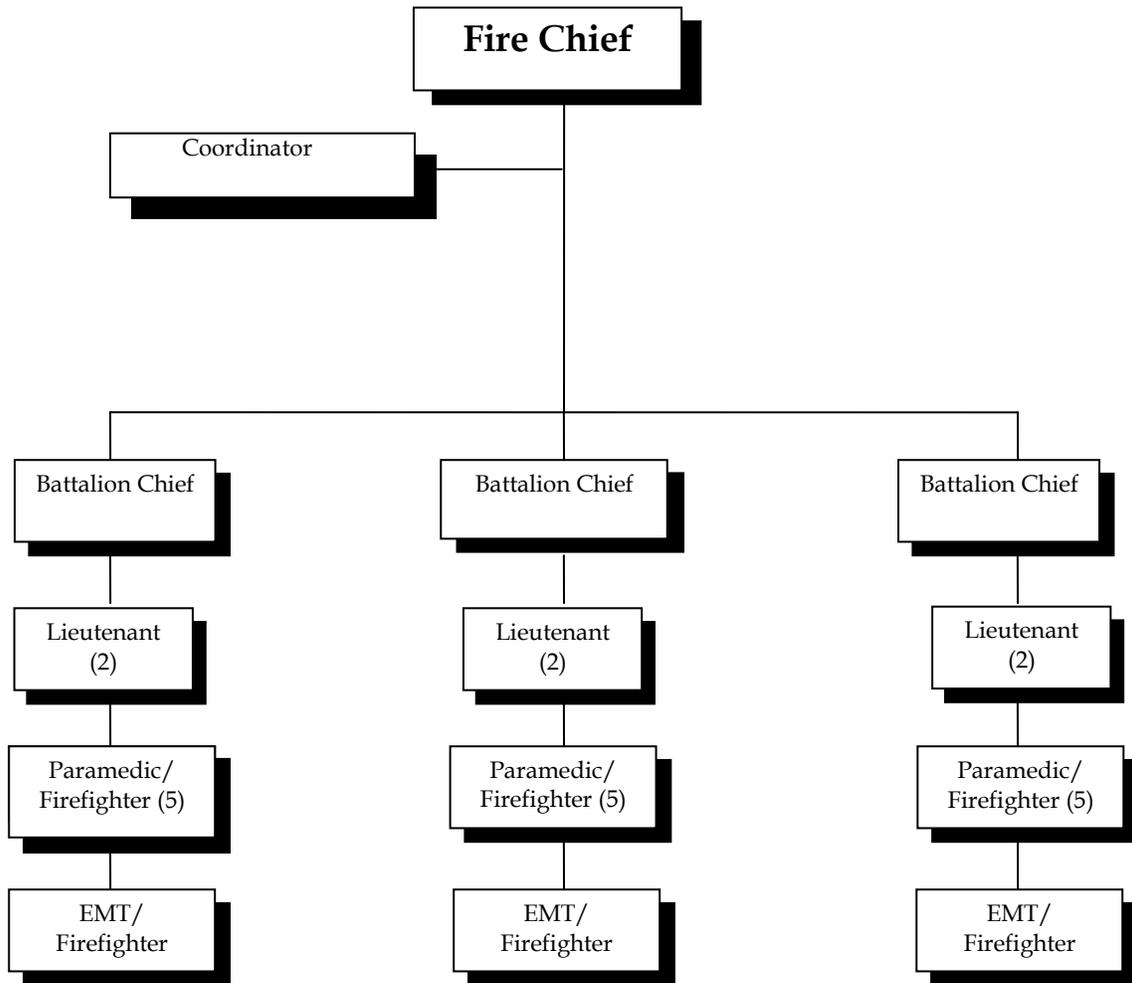
**Performance Measures**

	Actual 2009	Actual 2010	Actual 2011	Projected 2012
<b>Part I Crimes</b>				
Part I Crimes	500	496	576	575
<b>Enforcement</b>				
Traffic Stops	4,198	6,248	5,568	5,600
Traffic Citations	3,017	3,465	3,061	3,500
Parking Citations	1,109	2,428	1,931	2,000
<b>Arrests</b>				
Arrests	362	378	440	393
<b>Calls For Service</b>	18,128	20,118	20,688	20,700



# VILLAGE OF LINCOLNWOOD

## Fiscal Year 2012/13 Organizational Chart Fire Department



## Fire Department

### Department/Activity Description

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

### Prior Year's Goals Status

- 1) The Fire Department will revise and reapply for an Assistance to Firefighters Grant (AFG) to replace our existing breathing apparatus. These air packs allow firefighters to enter hazardous environments with life sustaining air to perform rescue, fire and hazardous materials operations. Our existing equipment currently does not meet current federal and NFPA specifications and needs replacement. This purchase of equipment will only occur with a successful grant award from FEMA.

*The Fire Department received notice that our grant application was not funded for this year.*

- 2) Continue implementation of the wireless alarm system. The Village will need to install 6 alarms located in existing Village owned buildings that will be the framework of the radio alarm network. Staff will develop an individualized plan for the Village to transition to a new alarm vendor and communicate with business and homeowners the advantages and efficiencies of the new radio network.

*The wireless radio alarm equipment was ordered and is currently installed. The Village owned buildings were the first buildings to receive the radio alarms followed by local business owners and residents.*

- 3) The Fire Department anticipates the delivery of the new fire truck in the first quarter 2011. Moving of equipment from our existing truck will be completed by using on-duty in-house staff. Additional driver's training skills and orientation of the vehicle will be completed. The sale of the existing truck will be researched and accomplished,

*The Fire Department received delivery of the new truck in February. The training and completed in-house work was completed in February and the vehicle went into full service in March. Our old truck has been stored inside a garage and there is some interest in the vehicle from two different brokers but no sale as of yet.*

### Current Year's Goals

- 1) The Fire Department will revise and reapply for an Assistance to Firefighters Grant (AFG) to replace our existing breathing apparatus. These air packs allow firefighters to enter hazardous environments with life sustaining air to perform rescue, fire and

hazardous materials operations. Our existing equipment currently does not meet current federal and National Fire Protection Association (NFPA) specifications and needs replacement. This purchase of equipment will only occur with a successful grant award from Federal Emergency Management Agency (FEMA).

- 2) The Fire Department will assemble a multi-discipline Task Force that will examine the Village's current response to calls when the residents' behavior is characterized by the excessive acquisition and inability or unwillingness to discard large quantities of objects (pets, house debris, garbage etc.) that would seemingly qualify as useless or without value (hoarding). It can also be dangerous if it puts the resident, their family and our first responders at risk for fire, falling, poor sanitation, and other health concerns. The Task Force will examine the current practice and policies of other communities and develop a practical and legal approach to this problem.
- 3) Our current Fire Department record management software vendor (FireHouse) is changing software platforms next year with an anticipated higher software fee. Staff will evaluate our current software vendor for fire data and fire prevention activities and determine the capabilities of other fire data software vendors with a recommendation to the Information Technology Committee and Village Board.
- 4) With the recent power outages to the Village complex, an electrical survey will be completed to review current electrical capacities of the Village complex generator and determine options so that every critical Village building will be protected with back-up power during such emergencies. Redundant power alternatives with an existing emergency Village owned generator will also be explored.

*2012-2013 Operating Budget*

Budget Analysis

Fire  
350

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
48,895	52,638	55,590	55,590	Wages - full time hourly	56,703
2,955	3,185	3,447	3,447	Employer FICA	3,516
691	745	806	806	Employer Medicare	822
4,009	4,749	5,487	5,487	Employer IMRF	6,192
162	165	177	177	Insurance - group life & AD&D	180
5,368	5,016	5,050	5,050	Insurance - group medical	4,902
457	493	510	510	Insurance - group dental	525
1,500	1,596	1,668	1,668	Insurance - Workers Comp	1,701
<b>64,037</b>	<b>68,587</b>	<b>72,735</b>	<b>72,735</b>	<b>Personnel Services</b>	<b>74,541</b>
2,433,549	2,467,468	2,508,101	2,508,100	Fire protection	2,558,203
5,531	8,547	1,950	1,950	Ambulance billing process	1,950
<b>2,439,080</b>	<b>2,476,015</b>	<b>2,510,051</b>	<b>2,510,050</b>	<b>Contractual Services</b>	<b>2,560,153</b>
2,166	2,761	1,000	2,000	R&M - buildings	1,000
314	1,891	1,500	1,400	R&M - communications equipment	1,500
13,921	14,535	11,700	11,700	R&M - Fire & EMS equipment	12,700
53,426	14,151	9,000	25,000	R&M - vehicles	9,000
2,941	929	1,000	1,850	R&M - other	1,000
10,810	10,620	10,480	10,480	Intergovernmental fees & dues	10,480
2,478	341	2,000	2,349	Printing & copying services	2,000
1,239	(3,209)	1,070	1,070	Professional associations	1,070
121,483	119,202	125,000	125,000	Other contractual	125,000
2,366	1,938	1,750	1,750	Books & publications	1,750
10,140	11,433	8,500	8,500	EMS supplies	8,500
9,488	8,444	8,000	7,500	Firefighting supplies	8,000
24,392	24,404	20,000	25,000	Fuel	25,000
198	545	500	-	Lubricants & fluids	500
2,996	2,870	1,200	2,500	Office supplies	3,000
16,647	14,614	18,600	18,000	Program supplies	15,300
11,570	13,126	9,000	8,000	Repair parts	9,000
781	390	1,000	1,000	Small tools	1,000
1,631	3,324	6,400	6,000	Training supplies	5,400
8,027	8,895	8,500	8,500	Other materials & supplies	8,500
<b>297,014</b>	<b>251,203</b>	<b>246,200</b>	<b>267,599</b>	<b>Commodities</b>	<b>249,700</b>
759	2,740	-	2,300	Equipment - communications	5,400
995	-	140,700	63,000	Equipment - public safety	126,740
-	-	-	-	Equipment- wireless radio system	82,240
1,068	7,013	7,700	5,500	Equipment - other	4,800
<b>2,822</b>	<b>9,753</b>	<b>148,400</b>	<b>70,800</b>	<b>Equipment</b>	<b>219,180</b>
-	842,652	-	-	Equipment - public safety	205,000
-	<b>842,652</b>	-	-	<b>Capital Outlay</b>	<b>205,000</b>
<b>2,802,953</b>	<b>3,648,210</b>	<b>2,977,386</b>	<b>2,921,184</b>	<b>Total</b>	<b>3,308,574</b>

**Budget Highlights**

No increase in Personnel

\*\$2,558,203 budgeted for Fire and EMS services

\$126,740 budgeted for new air packs

\*\$82,240 budgeted for wireless fire alarms

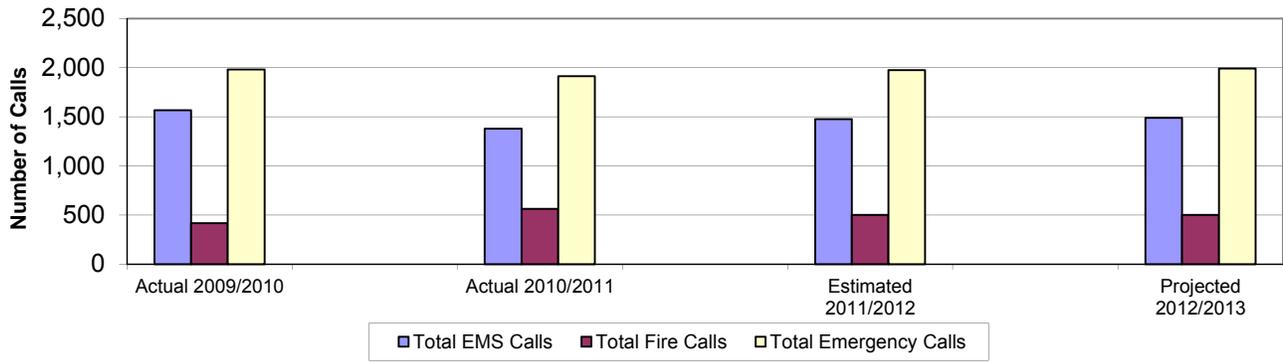
\*\$205,000 budgeted for purchase of ambulance

**Village of Lincolnwood  
2012/2013 Budget  
Fire Department**

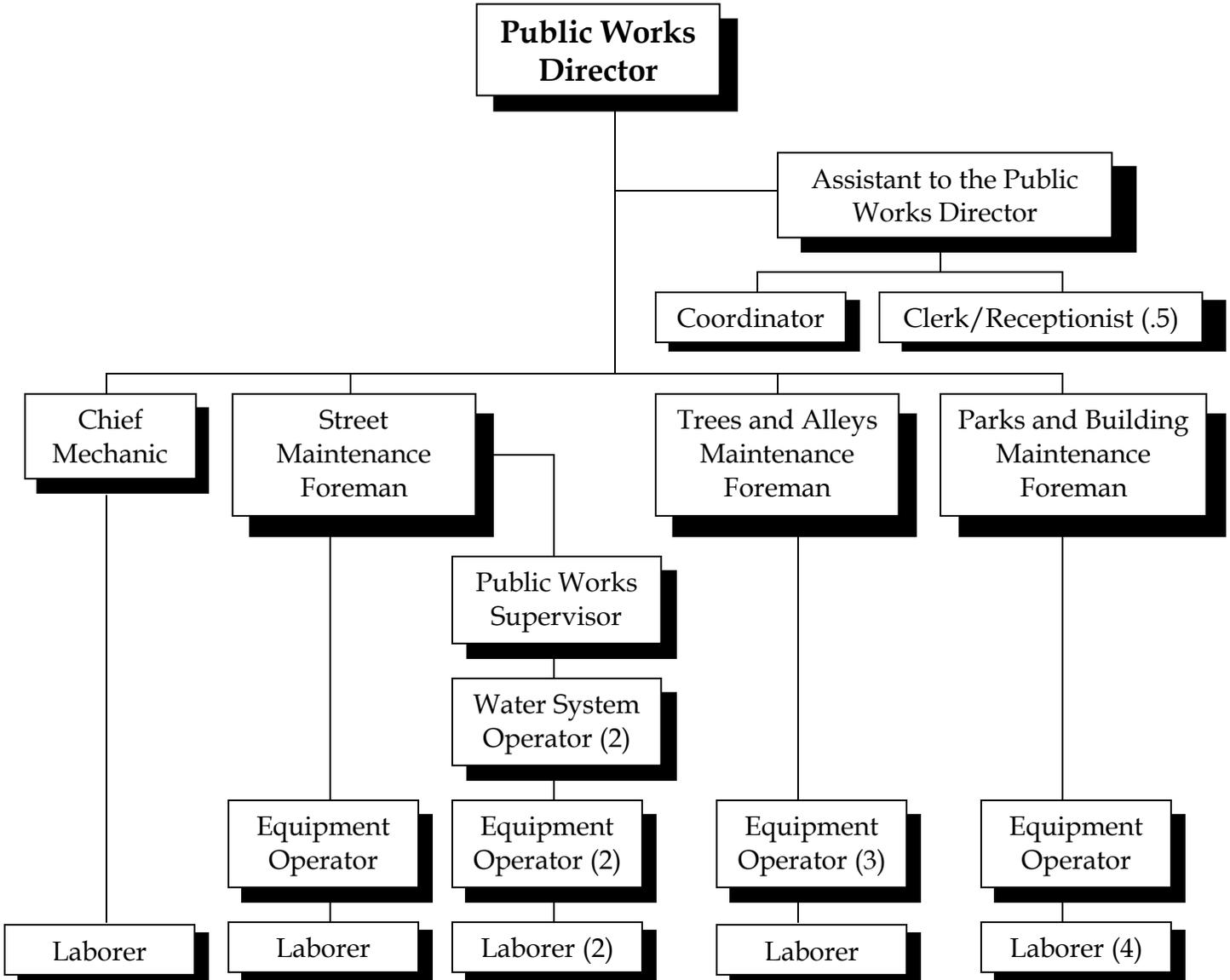
**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Emergency Calls</b>				
<i>EMS Calls</i>				
Advanced Life Support	786	654	725	750
Basic Life Support	725	697	700	690
No Service Rendered	55	52	50	50
Total EMS Calls	<u>1,566</u>	<u>1,378</u>	<u>1,475</u>	<u>1,490</u>
<i>Fire Calls</i>				
Total Emergency Calls	<u>417</u>	<u>563</u>	<u>500</u>	<u>500</u>
Total Emergency Calls	<u>1,983</u>	<u>1,914</u>	<u>1,975</u>	<u>1,990</u>
<b>Mutual Aid Calls</b>				
Given	31	31	30	30
Received	25	23	25	25
Total Mutual Aid Calls	<u>56</u>	<u>54</u>	<u>55</u>	<u>55</u>
<b>Response Time (Minutes)</b>				
Response Time	3.34	3.34	3.35	3.36
<b>Training</b>				
Hours Per Person	24.5	23.1	23.2	23.9
<b>Fire Prevention</b>				
Inspections	826	822	835	830
Re-Inspections	42	39	40	40
Plan Reviews	1	3	5	5
Total Fire Prevention	<u>869</u>	<u>864</u>	<u>880</u>	<u>875</u>
<b>Ambulance Billing</b>				
<i>Resident:</i>				
Basic Life Support	141	133	150	160
Advanced Life Support 1	444	419	450	455
Advanced Life Support 2	6	6	5	5
Total Resident	<u>591</u>	<u>558</u>	<u>605</u>	<u>620</u>
<i>Non-Resident:</i>				
Basic Life Support	92	65	80	90
Advanced Life Support 1	178	155	175	180
Advanced Life Support 2	1	0	0	0
Total Non-Resident	<u>271</u>	<u>220</u>	<u>255</u>	<u>270</u>

Village of Lincolnwood  
2011/2012 Budget  
Fire Department



**VILLAGE OF LINCOLNWOOD**  
**Fiscal Year 2012/13**  
**Organizational Chart**  
**Public Works**



## Public Works - Administration

### Department/Activity Description

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

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

### Prior Year's Goals

1. Achieve gold status in Clean Air Counts by the end of 2012. Staff will work with the green committee to develop a plan to achieve gold status within Clean Air Counts. The Village will continue to complete green initiatives that may be applied towards the gold application.

*During 2011 the Village completed several green initiatives that will count towards the goal of achieving gold status in Clean Air Counts by the end of 2012. A summary of the initiatives may be found below:*

- *Applied for and received a grant to retrofit lighting in the Village's municipal buildings so that it is more energy efficient*
- *Held a one day electronic waste and document destruction event for residents*
- *Created a "green tips" section within the Village's employee newsletter*
- *Researched composting language to be included in the Village Code*
- *Held discussions with Groot, the Village's refuse hauler regarding increasing recycling bins within the Village's parks and at Village events*

*During 2012, staff will finalize the Village's application for gold status. Some of the events and items planned for 2012 include conducting a one day electronic waste recycling event, researching if the Village can purchase compost bins for a discount rate from local suppliers to offer at a discounted rate to residents, installing anti-idling signs throughout the Village.*

2. Conduct three free public information workshops which will include a tree workshop, a flood mitigation presentation and a rain garden installation seminar to assist with advancing current goals of the Village and the knowledge of our residents.

*During the Spring of 2011 the Village advertised a tree workshop for residents. The advertisement required that attendees RSVP. Due to the fact that the event was being held on a Sunday staff decided that if five or more individuals did not RSVP the event would be cancelled. Staff received three RSVPs, therefore the event was cancelled. Staff plans to advertise again for the tree workshop as well as the flood mitigation presentation and rain garden installation seminar in the Spring of 2012.*

3. Have at least one Public Works employee obtain their International Society of Arboriculture Certified Arborist certification. This will be achieved by completing training sessions and taking a final examination. By having Public Works staff certified it will allow for a certified individual to conduct emergency evaluations of trees on days that the Arborist is not scheduled to be in the Village.

*The Director of Public Works, Assistant to the Director and an Equipment Operator are scheduled to take the International Society of Arboriculture Certified Arborist certification exam on February 6, 2012.*

4. Develop a Public Works disaster plan that will detail specific actions for the Department for events such as a tornado, earthquake, flood, etc. The plan will address elements such as how many employees will be needed, how the Village will be divided into work zones and equipment that will be necessary.

*Staff has begun working on the Public Works disaster plan with the Public Works Safety Committee. The plan will be completed by summer of 2012. To date staff has completed the following items which will be included in the overall plan: determined what zones the Village will be broken into, prepared a list of supplies kept on hand for emergencies, created an all Foreman call out number in the Department's Nextel phones so that all Foreman can be reached at one time, and prepared a list of all mutual aid contacts.*

5. Create an orientation agenda and presentation specifically for new Public Works personnel.

*Staff has prepared a presentation for new Public Works personnel which includes the following items:*

- *Village Overview*
- *Department Overview*
- *Organizational Structure*
- *Public Works Administration Overview*
- *Parks and Building Maintenance Division Overview*
- *Forestry/Alley Division Overview*
- *Water/Sewer/Street Division Overview*
- *Vehicle Maintenance Division Overview*
- *Snow and Ice Control Overview*
- *Uniform Policy*
- *Personal Protective Equipment*
- *Training*
- *Overtime*
- *Overtime Rotation*
- *Normal Workweek and Workday*

- *Personal Day*
- *Sick Days*
- *Vacation Days*
- *Funeral Leave*

- *Health Insurance*
- *Dental Insurance*
- *Life Insurance*
- *Important Phone Numbers*

6. Continue to research and apply for grants that will advance LED street lighting options for the Village.

*Staff continues to research grants that will offset the cost of LED street lighting options. In 2012 staff plans to apply for an Illinois Department of Transportation Enhancement Program (ITEP) grant to fund the Lincoln Avenue Streetscape Plan. As part of the ITEP application staff will request funding to replace the street lights on Lincoln Avenue with LED street lighting.*

### **Proposed Goals**

1. Develop a multi- project Capital Improvement Program (CIP) that includes all Public Works projects that are planned for the next five years. The CIP multi-project plan will assist the Department with evaluating potential projects at the same time, developing a planning schedule and identifying options for financing the plan.
2. Achieve gold status in Clean Air Counts by the end of 2012. Staff will work with the green committee to complete the necessary steps to achieve gold status within Clean Air Counts.
3. Research the steps necessary to receive accreditation through the American Public Works Association and evaluate if accreditation makes financial sense to pursue. The accreditation program is designed to enhance the effectiveness and competency of public works departments as well as to evaluate and upgrade the performance of departments.
4. Pursue an Illinois Department of Transportation Enhancement Program (ITEP) grant for the Lincoln Avenue Streetscape Plan. Staff will work with the Village Engineer to submit an application during the 2012 call for projects.
5. Work to create a public private partnership with a local business to purchase compost bins at a reduced cost to offer at a discounted rate to residents.
6. The Public Works Department will develop an updated Guide to Services for the Department that will be downloadable from the Village's website. Copies will also be printed for distribution at various Village events.
7. Evaluate potential options for obtaining potable water from alternative sources.
8. Continue pursuing partnership opportunities with private and public entities public entities for bidding, equipment sharing, sponsorship, etc.

*2012-2013 Operating Budget*

Budget Analysis

**Public Works Administration**  
**400**

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
145,434	147,272	155,696	155,696	Wages - full time salaried	159,887
46,004	46,467	48,552	48,552	Wages - full time hourly	49,996
22,279	14,021	26,700	25,000	Wages - Part time hourly	28,900
-	38	500		Wages - overtime 1.5X	500
295	305	335	335	Educational stipend	345
12,493	11,979	13,366	13,366	Employer FICA	13,657
2,986	2,917	3,361	3,361	Employer Medicare	3,475
17,316	18,565	22,877	22,000	Employer IMRF	26,534
613	678	617	617	Insurance - group life & AD&D	631
30,428	28,378	28,800	28,800	Insurance - group medical	30,028
2,695	2,900	3,070	3,070	Insurance - group dental	3,305
6,259	6,474	6,620	6,620	Insurance - workers compensation	6,825
<b>286,803</b>	<b>279,994</b>	<b>310,494</b>	<b>307,417</b>	<b>Personnel Services</b>	<b>324,083</b>
25,035	28,788	27,000	27,000	Other contract labor	27,000
6,405	9,660	8,000	8,000	Animal control	8,000
<b>31,440</b>	<b>38,448</b>	<b>35,000</b>	<b>35,000</b>	<b>Contractual Services</b>	<b>35,000</b>
275	302	300	300	R&M - communications equipment	300
889	442	485	958	R&M - office equipment	958
137	310	291	175	Advertising	275
1,500	1,500	1,500	1,500	Intergovernmental Fees and Due	1,500
156	78	200	100	Printing & copying services	150
545	551	500	597	Professional associations	600
9,004	7,126	5,000	5,000	Telephone	2,000
2,078	738	2,000	1,000	Training	2,000
-	-	194	75	Books & publications	150
1,035	2,596	2,500	2,500	Fuel	2,700
5,751	1,938	1,134	1,134	Office supplies	1,134
5,530	8,275	6,000	6,000	Program supplies	7,140
374	-	291	600	Repair parts	500
438	337	3,880	2,000	Green Initiatives	1,500
<b>27,711</b>	<b>24,193</b>	<b>24,275</b>	<b>21,939</b>	<b>Commodities</b>	<b>20,907</b>
50	-	1,100	-	Conference and Meeting Registr	1,100
-	30	200	50	Local mileage, parking & tolls	200
-	236	1,200	-	Lodging	1,200
20	20	400	-	Meals	400
-	-	400	-	Purchased Transportation	400
<b>70</b>	<b>286</b>	<b>3,300</b>	<b>50</b>	<b>Meetings and Travel</b>	<b>3,300</b>
<b>346,024</b>	<b>342,921</b>	<b>373,069</b>	<b>364,406</b>	<b>Total</b>	<b>383,290</b>

**Budget Highlights**

No increase in Personnel

**Village of Lincolnwood  
2012/2013 Budget  
Public Works-Administration Division**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Service Requests</b>				
Animal Control Requests	50	50	55	60
Refuse Service Requests	57	55	60	50
Other Service Requests	2,044	2,050	2,100	2,150
Total Service Requests	<u>2,151</u>	<u>2,155</u>	<u>2,215</u>	<u>2,260</u>
<b>Staff Trainings (Total Training Sessions)</b>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>

## **Public Works Department – Vehicle Maintenance**

### **Department/Activity Description**

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

## 2012-2013 Operating Budget

### Budget Analysis

### Public Works Vehicle Maintenance

410

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
112,691	116,286	135,692	130,000	Wages - full time hourly	140,006
11,589	11,437	11,500	11,500	Wages - Seasonal Hourly	11,500
1,711	2,030	4,000	4,000	Wages - overtime 1.5X	4,000
-	-	1,000	1,000	Wages - overtime 2X	1,000
1,157	1,078	1,350	1,350	Uniform allowance	1,350
7,306	7,696	9,520	9,520	Employer FICA	9,787
1,709	1,800	2,226	2,226	Employer Medicare	2,289
8,936	10,452	14,020	13,800	Employer IMRF	15,982
344	375	390	390	Insurance - group life & AD&D	402
21,424	20,402	24,940	23,000	Insurance - group medical	24,305
1,760	1,890	2,347	2,347	Insurance - group dental	2,347
4,249	4,288	4,606	4,606	Insurance - workers compensati	4,736
<b>172,875</b>	<b>177,733</b>	<b>211,591</b>	<b>203,739</b>	<b>Personnel Services</b>	<b>217,704</b>
308	338	300	300	R&M - communications equipment	300
-	800	800	800	R&M - public works equipment	1,300
1,743	1,128	970	970	R&M - vehicles	970
30	30	50	30	Professional Associations	30
-	45	970	350	Training	350
388	816	388	816	Books and Publications	400
1,520	2,168	3,000	3,000	Fuel	3,500
634	728	728	728	Lubricants and Fluids	1,000
7,174	8,111	8,402	8,402	Program supplies	8,702
4,924	4,845	8,000	8,000	Small tools	9,000
<b>16,722</b>	<b>19,010</b>	<b>23,608</b>	<b>23,396</b>	<b>Commodities</b>	<b>25,552</b>
-	-	50	-	Local Mileage, Parking & Tolls	-
-	-	50	-	Meals	-
-	-	<b>100</b>	-	<b>Meetings and Travel</b>	-
<b>189,597</b>	<b>196,743</b>	<b>235,299</b>	<b>227,135</b>	<b>Total</b>	<b>243,256</b>

<b>Budget Highlights</b>
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No increase in Personnel

**Village of Lincolnwood  
2012/2013 Budget  
Public Works Department-Vehicle Maintenance Division**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Fleet Maintenance</b>				
P.M.*-Pieces of Equipment	975	750	800	815
P.M.*-Hours	1,900	1,900	2,000	2,050
Work Orders-Completed	310	315	310	320
Walk-Ins				
<hr/>				
<b>Repairs</b>				
Small Engine Repairs	115	115	100	100
Body Repairs	11	25	20	22
Total Repairs	<u>126</u>	<u>140</u>	<u>120</u>	<u>122</u>
<hr/>				
<b>Equipment Rebuilding</b>				
Street Sweeper	0	1	1	0
Tractors	0	2	1	0
Lawn Mowers	1	2	0	2
Total Equipment Rebuilds	<u>1</u>	<u>5</u>	<u>2</u>	<u>2</u>

\* Preventative Maintenance

## **Public Works Department – Building Maintenance**

### **Department/Activity Description**

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

## 2012-2013 Operating Budget

### Budget Analysis

### PW Building Maintenance Div.

420

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
59,200	60,430	62,598	62,598	Wages - full time hourly	64,213
11,411	11,298	11,730	11,730	Wages - seasonal hourly	11,730
891	2,504	2,800	3,400	Wages - overtime 1.5X	3,100
-	369	800	900	Wages - overtime 2X	950
532	-	438	438	Uniform allowance	438
4,210	4,424	4,859	4,859	Employer FICA	4,987
985	1,035	1,136	1,136	Employer Medicare	1,166
4,747	5,533	6,577	6,577	Employer IMRF	7,502
375	375	108	200	Insurance - group life & AD&D	193
13,797	14,913	15,761	16,100	Insurance - group medical	15,456
1,237	1,372	1,469	1,469	Insurance - group dental	1,469
2,137	2,207	2,275	2,275	Insurance - workers compensation	2,320
<b>99,521</b>	<b>104,460</b>	<b>110,551</b>	<b>111,682</b>	<b>Personnel Services</b>	<b>113,524</b>
38,985	33,760	34,400	34,400	Janitorial	34,400
77,565	106,572	94,900	94,900	R&M - buildings	157,550
710	105	1,000	500	R&M - vehicles	1,000
144	47	291	100	Equipment Rental	1,000
-	-	600	300	Training	600
97	2,379	2,500	2,500	Fuel	2,700
3,875	3,399	5,000	5,000	Landscaping supplies	6,000
18,324	17,750	17,848	17,848	Program supplies	18,000
656	-	1,000	600	Small Tools	1,000
18,409	26,367	34,000	30,000	Utilities - government building	30,000
<b>158,767</b>	<b>190,380</b>	<b>191,539</b>	<b>186,148</b>	<b>Commodities</b>	<b>252,250</b>
<b>258,288</b>	<b>294,840</b>	<b>302,090</b>	<b>297,830</b>	<b>Total</b>	<b>365,774</b>

#### **Budget Highlights**

No increase in Personnel

\*\$40,000 budgeted for roof repairs  
and for back-up generator -  
Village Hall

\*\$20,000 budgeted for carpet  
replacement

**Village of Lincolnwood  
2012/2013 Budget  
Public Works Department-Buildings Division**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Service Requests</b>	815	850	875	900

## **Public Works Department – Streets Maintenance Division**

### **Department/Activity Description**

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

## 2012-2013 Operating Budget

### Budget Analysis

### PW Streets Maintenance Division

440

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
362,075	376,872	401,687	401,687	Wages - full time hourly	411,615
40,542	22,746	23,500	23,500	Wages - seasonal hourly	23,500
15,001	33,792	30,650	30,650	Wages - overtime 1.5X	33,000
1,772	11,586	8,150	8,150	Wages - overtime 2X	9,350
-	400	-	600	Opt Out Ins	2,400
4,489	4,428	4,625	4,625	Uniform allowance	4,625
-	-	275	275	Longevity stipend	275
25,222	26,716	29,071	29,071	Employer FICA	29,907
5,899	6,248	6,799	6,799	Employer Medicare	6,994
32,197	37,716	43,960	43,960	Employer IMRF	50,108
485	531	723	723	Insurance - group life & AD&D	744
83,761	81,182	79,665	79,665	Insurance - group medical	77,507
6,285	6,833	6,795	6,795	Insurance - group dental	8,662
13,851	13,348	14,067	14,067	Insurance - workers compensation	14,471
<b>591,580</b>	<b>622,398</b>	<b>649,967</b>	<b>650,567</b>	<b>Personnel Services</b>	<b>673,158</b>
34,070	17,429	40,000	25,000	Landscaping services	40,000
316	52,243	38,800	15,000	Street lights & traffic signal	38,800
<b>34,386</b>	<b>69,672</b>	<b>78,800</b>	<b>40,000</b>	<b>Contractual Services</b>	<b>78,800</b>
1,006,848	1,000,832	1,061,589	1,061,589	Garbage & recycling	1,077,513
<b>1,006,848</b>	<b>1,000,832</b>	<b>1,061,589</b>	<b>1,061,589</b>	<b>Refuse Services</b>	<b>1,077,513</b>
562	615	500	500	R&M - communications equipment	500
-	693	1,650	1,650	R&M - Public Works Equipment	1,650
31,296	18,582	25,220	25,220	R&M - vehicles	30,000
458	330	1,164	500	Training	800
13,107	6,939	10,000	10,000	Other Contractual	10,000
17,574	29,236	33,000	33,000	Fuel	35,000
1,881	2,370	1,940	2,500	Lubricants & fluids	2,500
6,687	4,876	5,141	5,141	Landscaping supplies	10,000
14,104	18,788	19,500	19,500	Program supplies	17,200
9,966	13,143	10,000	10,000	Small tools	13,200
11,221	8,481	11,000	15,000	Street materials - aggregate	15,000
12,617	13,730	15,000	25,000	Street materials- Bituminum	-
55,703	56,831	70,000	65,000	Street materials - salt & sand	65,000
3,272	8,594	9,000	9,000	Street materials - signs & bar	15,000
466	2,769	2,910	2,910	Street Materials - Other	2,910
124,527	133,574	125,000	125,000	Utilities - public way	125,000
<b>303,440</b>	<b>319,553</b>	<b>341,025</b>	<b>349,921</b>	<b>Commodities</b>	<b>343,760</b>

-	-	50	-	Local mileage, parking & tolls	-
-	-	50	-	Meals	-
-	-	<b>100</b>	-	<b>Meetings and Travel</b>	-
60,423	65,000	45,000	45,000	Street system construction/imp	75,000
2,998	-	-	-	Equipment - other	50,000
118,206	-	-	-	Equipment - Other	-
<b>181,627</b>	<b>65,000</b>	<b>45,000</b>	<b>45,000</b>	<b>Capital Outlay</b>	<b>125,000</b>
<b>2,117,881</b>	<b>2,077,454</b>	<b>2,176,481</b>	<b>2,147,077</b>	<b>Total</b>	<b>2,298,231</b>

<b>Budget Highlights</b>
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No increase in Personnel

\*\$1,077,513 budgeted for refuse services

\*\$75,000 budgeted for sidewalk replacement program

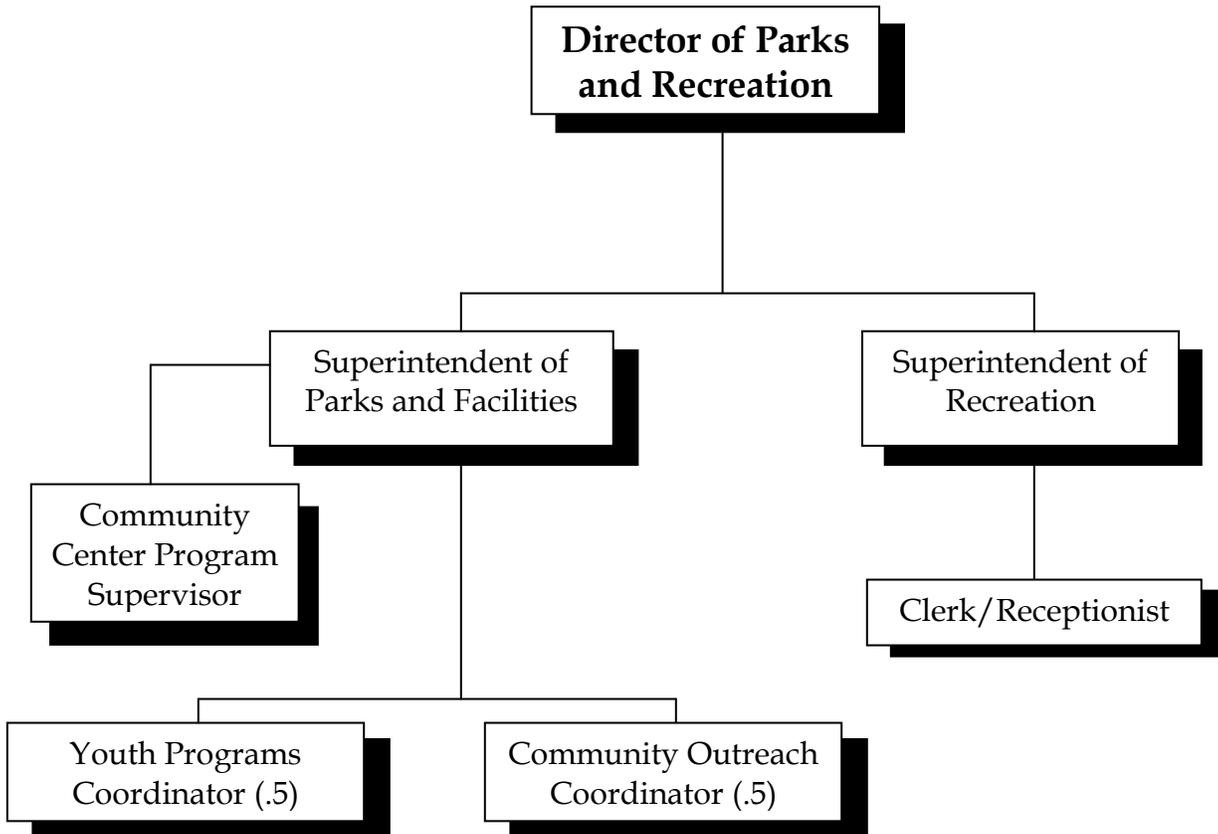
\*\$50,000 budgeted for equipment replacement

**Village of Lincolnwood  
2012/2013 Budget  
Public Works Department-Streets, Trees, and Alleys Division**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Street Maintenance</b>				
Signs Replaced	150	150	160	160
Pavement Markings (Lineal Feet)	25,000	25,000	25,000	25,000
Asphalt Patching (tons)	80	135.5	150	175
Sidewalks Repaired (Square Feet)	18,000	18,000	8,000	18,000
<b>Alleys</b>				
Miles Maintained				
<b>New Construction Inspections</b>				
Sidewalks	45	45	45	45
Street Openings	32	32	32	35
Street Patching	24	30	32	32
Total Inspections	101	107	109	112
<b>Forestry Maintenance</b>				
Trees Trimmed	1,951	1,951	1,977	1900
Trees Trimmed by Contract	0	0	0	0
Total Trees Trimmed	1,951	1,951	1,977	1,900
<b>Plantings</b>				
Trees	114	100	120	120
<b>Removals</b>				
Trees	137	110	130	130
Stumps	117	90	120	120
Total Removals	254	200	250	250

VILLAGE OF LINCOLNWOOD  
Fiscal Year 2012/13  
Organizational Chart  
Parks and Recreation



## Parks and Recreation Department

### Department/Activity Description

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

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

### Prior Year's Goals

- 1) Complete the Comprehensive Master Plan for parks and recreation by April, 2011

*The Comprehensive Master Plan was presented to and approved by the Park Board and Village Board in May, 2011. This document will serve as a roadmap for the future of the Department as the staff and board plan for program implementation, park and facility development and public relations.*

- 2) Complete the Americans with Disabilities Inventory and Transition Plan by March, 2011

*The Americans with Disabilities Inventory and Transition Plan was completed in March of 2011 and approved by the Park Board in April, 2011. A five-year transition plan was developed to aid in the planning of capital and facility expenditures.*

- 3) Successfully implement 100th Anniversary Celebration by December, 2011.

*Staff planned a variety of events and commemorations for the 100<sup>th</sup> birthday of Lincolnwood including a Kick-off Reception in Village Hall in January, The Centennial Winter Carnival in January, The 100<sup>th</sup> Birthday Party at Camp, Providing a free pool pass to the 100<sup>th</sup> resident to purchase a pass, The adult event, Passport to the World in September, the Centennial Gala in November, providing a free registration for future Turkey Trots to the 100<sup>th</sup> finishers in the 5k and 10k races, and the Ceremonial Filling of the Time Capsule in December. A centennial logo was developed by a resident in a contest and banners for Lincoln and Touhy Avenues were designed by another area designer.*

- 5) Propose a recycling program for the parks and facilities by December, 2011.

*In conjunction with the Public Works Department and Groot, a recycling program is being developed which will include the installation of recycling bins at the pool and Proesel Park.*

- 6) Earn Distinguished Agency Accreditation Status by January, 2012.

*The Department is anticipating a final visit in summer, 2012 from the accreditation team once the Personnel Policy is reviewed and presented to employees.*

### **Proposed Goals**

- 1) Start the American Camping Association (ACA) accreditation program for day camps by May 1, 2012. This accreditation program outlines the best standards for operating a day camp in the areas of administration, staffing, training, safety, participant management, programming, and facility management. Obtaining accreditation will increase efficiency and quality to the program and will further improve the reputation of the camp by current and potential future users.
- 2) Restructure and enhance the Summer Concert Series, utilizing themes and involving the local and regional business community by July 1, 2012. The proposed series would be expanded to encompass six weeks and will involve local restaurants providing food for sale and companies exhibiting and selling their wares.
- 3) Update Parks and Recreation Strategic Plan by June 1, 2012. The Department Strategic Plan is a three-year plan that serves as a roadmap for the operations of the department in key areas. The Plan is reviewed and updated in a planning session attended by department staff and the Parks and Recreation Advisory Board. The initiatives of other planning documents such as the Comprehensive Master Plan for Parks and Recreation, the Village's Strategic Plan, the Village Bikeway Plan, The Channel Runne Master Plan and the Community Center Feasibility Study are incorporated into the Strategic Plan, as well.
- 4) Develop an implementation plan for the Comprehensive Master Plan by April 1, 2013. The Comprehensive Master Plan was approved by the Village Board in May, 2011. It was developed in concert with staff, elected and appointed officials and the community under the leadership of an outside firm as a way to assess all the operations, programs, facilities, parks and public relations of the department. A list of suggested improvements was compiled for key areas. This plan, as identified in its name, is much more comprehensive than the Strategic Plan and will provide guidance for as many as ten years. Staff will develop a plan to systematically address the improvements and modifications outlined in the plan.

- 5) Complete the appraisal and negotiation processes of the Union Pacific Railway by April 30, 2013. The Village has received a Congestion Mitigation Air Quality grant from the Federal government to acquire the Union Pacific railway as it runs from Devon Avenue to Touhy Avenue to build a bike/pedestrian path. This goal, as outlined in the Village Bikeway Plan, is to develop a bike path that will be approximately a mile long that will connect to a similar path in Chicago at Devon Avenue. Engineering of the site will be completed in 2012 at which time the Village will start to negotiate a price to purchase the property. The construction of the path will start in the 2014-2015 timeframe.
  
- 6) Finalize a lease agreement with Commonwealth Edison by December 31, 2012 for the right-of-way that runs from Devon Avenue to the intersection of Lincoln and Jarvis. As outlined in the Village Bikeway Plan, a bike/pedestrian path will be constructed in 2013 with partial funding from a Congestion Mitigation Air Quality (CMAQ) grant from the Federal government. Staff is in the process of working with Commonwealth Edison to draft a recreational lease for the property. A second grant has been awarded to partially fund an overpass at Touhy Avenue for the path. This path will be part of the Skokie Valley Trail, connecting at Devon Avenue to a similar path in Chicago and ultimately, traveling to the Wisconsin state line.

# 2012-2013 Operating Budget

## Budget Analysis

## Parks and Recreation General

### 500

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
207,753	194,459	195,552	195,552	Wages - full time salaried	164,192
-	20,335	33,660	33,660	Wages - full time hourly	34,000
57,332	24,082	52,000	48,000	Wages - part time hourly	51,700
2,728	2,611	1,956	1,956	Educational stipend	1,920
-	345	-	615	Phone Stipend	720
19,957	18,466	17,557	17,557	Employer FICA	15,831
4,668	4,319	4,114	4,114	Employer Medicare	3,648
26,628	26,669	28,000	28,000	Employer IMRF	25,661
1,393	1,270	701	701	Insurance - group life & AD&D	733
25,048	29,980	32,400	32,400	Insurance - group medical	27,699
2,318	3,114	3,315	3,315	Insurance - group dental	3,413
10,759	10,980	8,530	8,530	Insurance - workers compensati	7,517
<b>358,586</b>	<b>336,631</b>	<b>377,785</b>	<b>374,400</b>	<b>Personnel Services</b>	<b>337,034</b>
8,510	11,724	5,110	5,110	R&M - office equipment	9,500
1,233	103	1,200	1,200	Advertising	1,200
10,913	12,658	12,000	12,000	Printing & copying services	12,000
1,316	2,820	1,600	1,600	Professional associations	1,800
831	254	200	200	Training	300
27,402	49,508	6,000	5,000	Other contractual	10,650
3,896	2,536	5,000	5,000	Office supplies	5,000
7,899	7,179	6,000	6,000	Postage	-
10,412	12,138	6,500	6,500	Credit card charges	7,000
1,001	1,734	600	1,003	Program supplies	-
<b>73,414</b>	<b>100,652</b>	<b>44,210</b>	<b>43,613</b>	<b>Commodities</b>	<b>47,450</b>
1,684	3,265	3,700	3,700	Conference & meeting registrat	4,700
493	1,039	1,300	1,000	Local mileage, parking & tolls	1,000
525	1,105	1,625	1,300	Lodging	1,800
685	831	1,035	1,035	Meals	2,000
<b>3,387</b>	<b>6,240</b>	<b>7,660</b>	<b>7,035</b>	<b>Meetings and Travel</b>	<b>9,500</b>
<b>435,386</b>	<b>443,522</b>	<b>429,655</b>	<b>425,048</b>	<b>Total</b>	<b>393,984</b>

### **Budget Highlights**

No increase in Personnel

**Village of Lincolnwood  
2012/2013 Budget  
Parks and Recreation Department**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Toddler/Youth Programs</b>				
Number of Programs	44	42	35	35
<b>Adult/Family Programs</b>				
Number of Programs	23	24	25	25
<b>Special Events</b>				
Number of Programs	20	15	15	15
<b>Athletics</b>				
Number of Programs	150	150	150	155
<b>Park Patrol</b>				
Number of public contacts	1500	1500	1500	1500
<b>Turkey Trot</b>				
Number of Participants	1,480	1,540	1,600	1,750
<b>Club Kid</b>				
Number of Participants	21	12	24	25
<b>Camp</b>				
Total Number of Programs	25	20	20	16
Total Number of Participants	1,058	1,063	1,019	1,100
<b>Softball</b>				
Total Number of Teams	28	24	36	42
<b>Pool Memberships</b>				
Daily Admissions	8,822	12,328	12,505	12,800
Memberships	3,400	3,464	3,768	4,000
<b>Swim Lessons</b>				
Number of Classes	13	10	10	10
Number of Participants	451	429	485	485
<b>Swim Team</b>				
Number of Participants	167	142	118	125
<b>Teen Programs</b>				
Number of Programs	2	0	0	1
<b>Senior</b>				
Club Memberships	145	147	135	130
Programs/Classes	48	48	48	40
Trips/Events	24	24	24	24
Subsidized Taxi Membership	35	28	22	22
<b>Community Center Rentals</b>				
Number of Rentals	131	119	125	130
<b>Total Number of Programs</b>				
Number of Programs	349	333	327	321

## **Public Works Department – Parks Maintenance Division**

### **Department/Activity Description**

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

### **Current Year's Goals**

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

*2012-2013 Operating Budget*

Budget Analysis

PW Park Maintenance Division

430

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
212,520	246,600	255,488	255,488	Wages - full time hourly	262,883
66,943	42,121	35,000	46,000	Wages - seasonal hourly	35,000
6,890	4,915	5,000	5,000	Wages - overtime 1.5X	5,600
4,748	5,919	5,600	5,600	Wages - overtime 2X	6,300
-	630	-	1,080	Opt Out Ins	2,400
3,455	3,879	2,700	2,700	Uniform allowance	2,700
17,439	18,045	18,860	21,900	Employer FICA	19,399
4,078	4,220	4,411	5,140	Employer Medicare	4,537
20,021	22,862	26,569	26,569	Employer IMRF	30,345
884	909	570	570	Insurance - group life & AD&D	572
60,687	55,914	49,770	49,770	Insurance - group medical	45,595
5,345	5,636	6,397	6,397	Insurance - group dental	6,406
8,458	8,795	9,066	9,066	Insurance - workers compensation	9,326
<b>411,467</b>	<b>420,444</b>	<b>419,431</b>	<b>435,280</b>	<b>Personnel Services</b>	<b>431,063</b>
19,029	19,314	20,000	20,000	Contract Maintenance	20,000
20	62	1,455	500	R&M - buildings	2,000
391	429	388	388	R&M - communications equipment	388
-	6,296	6,000	4,000	R&M - Recreation equipment	7,000
6,584	1,637	7,275	7,275	R&M - vehicles	7,275
717	166	1,000	500	R&M - Other equipment	1,000
543	559	485	485	Equipment rental	1,000
-	568	600	300	Training	500
13,022	16,362	11,000	11,000	Fuel	14,000
914	825	825	1,060	Lubricants & fluids	1,000
11,852	22,865	14,000	14,000	Landscaping supplies	19,000
29,048	24,706	38,010	38,010	Program supplies	38,310
6,721	3,323	9,190	9,190	Small tools	9,190
2,938	4,307	3,000	3,000	Utilities - government building	3,000
124	(2,057)	291	100	Utilities - public way	291
<b>91,903</b>	<b>99,362</b>	<b>113,519</b>	<b>109,808</b>	<b>Commodities</b>	<b>123,954</b>
71,687	-	-	-	Park Construction & Improvement	120,000
7,104	23,323	190,500	190,500	Equipment - other	44,600
<b>78,791</b>	<b>23,323</b>	<b>190,500</b>	<b>190,500</b>	<b>Capital Outlay</b>	<b>164,600</b>
<b>582,161</b>	<b>543,129</b>	<b>723,450</b>	<b>735,588</b>	<b>Total</b>	<b>719,617</b>

**Budget Highlights**

No increase in Personnel

\*\$120,000 budgeted for Springfield Park equipment replacement

\*\$44,600 budgeted for vehicle replacement

**Village of Lincolnwood  
2012/2013 Budget  
Public Works Department-Parks Maintenance Division**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Parks</b>				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Sqaure Feet)	4,000	4,000	4,000	4,000
Playground Equipment Repaired	160	150	140	150
Playground Equipment Replaced	21	22	25	25
<b>Plantings</b>				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

## **502 – Youth/Tot**

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

## *2012-2013 Operating Budget*

### Budget Analysis

### PR Youth/Tot 502

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
4,685	1,318	6,350	5,000	Wages - part time hourly	6,350
1,177	5,132	-	-	Wages - seasonal hourly	-
360	393	394	394	Employer FICA	394
84	92	92	92	Employer Medicare	92
191	180	191	191	Insurance - workers compensati	191
<b>6,497</b>	<b>7,115</b>	<b>7,027</b>	<b>5,677</b>	<b>Personnel Services</b>	<b>7,027</b>
12,986	13,011	13,000	16,000	Purchased program services	18,600
760	10	100	100	Concessions & food	100
-	487	500	500	Program supplies	500
<b>13,745</b>	<b>13,508</b>	<b>13,600</b>	<b>16,600</b>	<b>Commodities</b>	<b>19,200</b>
<b>20,242</b>	<b>20,623</b>	<b>20,627</b>	<b>22,277</b>	<b>Total</b>	<b>26,227</b>

### **503 – Adult / Family Programs**

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

## *2012-2013 Operating Budget*

### Budget Analysis

### PR Fitness 503

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
1,823	2,155	1,625	6,000	Wages - seasonal hourly	1,625
104	133	101	372	Employer FICA	101
24	31	24	87	Employer Medicare	24
60	30	49	49	Insurance - workers compensati	49
<b>2,012</b>	<b>2,350</b>	<b>1,799</b>	<b>6,508</b>	<b>Personnel Services</b>	<b>1,799</b>
6,050	16,853	15,540	15,000	Purchased program services	18,410
-	-	200	200	Advertising	150
49	-	250	250	Program supplies	150
<b>6,100</b>	<b>16,853</b>	<b>15,990</b>	<b>15,450</b>	<b>Commodities</b>	<b>18,710</b>
<b>8,112</b>	<b>19,203</b>	<b>17,789</b>	<b>21,958</b>	<b>Total</b>	<b>20,509</b>

**504 – Special Events:**

This budget accounts for the expenditures required to run community special events such as Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance, Farmers Market, Memorial Day Parade, the Community Halloween Party, Polar Express, and the new Adult Centennial Event: Passport to Lincolnwood planned for fall, 2011.

## 2012-2013 Operating Budget

### Budget Analysis

### PR Special Events

504

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
12,478	20,051	2,000	1,500	Wages - seasonal hourly	2,000
712	1,305	124	100	Employer FICA	124
166	305	29	20	Employer Medicare	29
60	60	60	60	Insurance - workers compensati	60
<b>13,416</b>	<b>21,721</b>	<b>2,213</b>	<b>1,680</b>	<b>Personnel Services</b>	<b>2,213</b>
5,780	6,650	14,500	10,350	Purchased program services	12,600
-	1,092	1,450	500	Advertising	2,000
-	624	650	650	Printing & copying services	1,700
3,198	4,785	6,700	3,000	Concessions & food	5,900
5,776	3,034	5,250	3,000	Program supplies	2,200
483	20	1,000	500	Other materials & supplies	1,000
<b>15,236</b>	<b>16,205</b>	<b>29,550</b>	<b>18,000</b>	<b>Commodities</b>	<b>25,400</b>
-	-	-	-	Equipment - Other	2,375
				<b>Capital Outlay</b>	<b>2,375</b>
<b>28,652</b>	<b>37,926</b>	<b>31,763</b>	<b>19,680</b>	<b>Totals</b>	<b>29,988</b>

## **505 - Athletic**

Many different athletic programs are offered such as Friday night and Saturday morning sports including basketball and floor hockey, and the new Central Suburban Flag Football and Basketball Leagues. These programs are planned by the department staff and the expenses allocated in this budget.

## *2012-2013 Operating Budget*

### Budget Analysis

### PR Athletic 505

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
1,475	1,075	2,484	4,800	Wages - seasonal hourly	2,500
102	67	154	297	Employer FICA	155
24	16	36	70	Employer Medicare	36
72	75	75	75	Insurance - workers compensati	75
<b>1,673</b>	<b>1,232</b>	<b>2,749</b>	<b>5,242</b>	<b>Personnel Services</b>	<b>2,766</b>
1,964	4,845	50	50	Purchased program services	5,500
-	-	25	25	Advertising	25
-	-	50	50	Awards	50
-	-	50	50	Program supplies	25
<b>1,964</b>	<b>4,845</b>	<b>175</b>	<b>175</b>	<b>Commodities</b>	<b>5,600</b>
<b>3,637</b>	<b>6,077</b>	<b>2,924</b>	<b>5,417</b>	<b>Total</b>	<b>8,366</b>

## **506 - Teen**

Programs are offered to teens, age 12-17. These programs are planned by the department staff and the expenses allocated in this budget. Cooperative programming with the schools help to enhance the program offerings.

## 2012-2013 Operating Budget

### Budget Analysis

### PR Teen 506

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
-	-	100	100	Wages - seasonal hourly	100
56	-	6	6	Employer FICA	6
13	-	1	1	Employer Medicare	1
24	24	3	3	Insurance - workers compensati	3
<b>93</b>	<b>24</b>	<b>110</b>	<b>110</b>	<b>Personnel Services</b>	<b>110</b>
750	-	450	250	Purchased program services	250
-	-	50	25	Concessions & food	25
<b>750</b>	<b>-</b>	<b>500</b>	<b>275</b>	<b>Commodities</b>	<b>275</b>
<b>843</b>	<b>24</b>	<b>610</b>	<b>385</b>	<b>Total</b>	<b>385</b>

## **508 - Park Patrol**

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

*2012-2013 Operating Budget*

Budget Analysis

PR Park Patrol

508

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
54,295	53,870	56,650	46,400	Wages - seasonal hourly	54,303
3,354	3,351	3,512	2,873	Employer FICA	3,367
785	784	821	672	Employer Medicare	787
1,704	1,650	1,700	1,700	Insurance - workers compensati	1,629
<b>60,138</b>	<b>59,654</b>	<b>62,683</b>	<b>51,645</b>	<b>Personnel Services</b>	<b>60,086</b>
-	-	-	-	Telephone	900
434	624	1,000	1,000	Program supplies	1,000
<b>434</b>	<b>624</b>	<b>1,000</b>	<b>1,000</b>	<b>Commodities</b>	<b>1,900</b>
<b>60,572</b>	<b>60,278</b>	<b>63,683</b>	<b>52,645</b>	<b>Total</b>	<b>61,986</b>

## **509 – Turkey Trot**

The Turkey Trot is an annual Chicago Area Runners' Association sanctioned event organized by the Parks and Recreation Department. A 5K and 10K run, 5K fitness walk and the children's run, The Drumstick Dash are offered to participants of all ages. This event is always held the Sunday before Thanksgiving. In 2011 the Race will celebrate its 35<sup>th</sup> Anniversary.

## 2012-2013 Operating Budget

### Budget Analysis

### PR Turkey Trot

509

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
-	-	-	-	Wages- full time salaried	6,798
-	-	-	-	Wages - seasonal hourly	2,900
-	-	-	-	Employer FICA	604
-	-	-	-	Employer Medicare	141
-	-	-	-	Employer IMRF	963
-	-	-	-	Insurance - group life & AD&D	29
-	-	-	-	Insurance Group medical	490
-	-	-	-	Insurance Group Dental	52
-	-	-	-	Insurance - workers compensati	293
-	-	-	-	<b>Personnel Services</b>	<b>12,270</b>
10,229	10,903	8,100	7,900	Purchased program services	13,175
-	-	400	30	Advertising	1,000
4,964	4,094	5,200	4,500	Equipment rental	5,200
615	-	-	-	Printing & copying services	500
720	930	1,000	811	Awards	1,000
820	1,211	1,600	1,400	Concessions & food	1,500
8,458	9,128	11,050	14,000	Program supplies	17,650
<b>25,806</b>	<b>26,266</b>	<b>27,350</b>	<b>28,641</b>	<b>Commodities</b>	<b>40,025</b>
				Equipment - Other	2,375
				<b>Equipment</b>	<b>2,375</b>
<b>25,806</b>	<b>26,266</b>	<b>27,350</b>	<b>28,641</b>	<b>Total</b>	<b>54,670</b>

## **520 – Club Kid**

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

## 2012-2013 Operating Budget

### Budget Analysis

### PR Club Kid 520

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
40,554	17,590	32,240	20,000	Wages - seasonal hourly	20,000
2,548	1,350	1,999	1,240	Employer FICA	1,240
596	316	467	290	Employer Medicare	290
1,394	1,146	967	967	Insurance - workers compensation	600
<b>45,092</b>	<b>20,402</b>	<b>35,673</b>	<b>22,497</b>	<b>Personnel Services</b>	<b>22,130</b>
42	249	1,000	750	Purchased program services	1,000
835	800	750	750	Telephone	750
1,234	1,094	2,200	2,200	Concessions & food	2,000
721	482	1,200	1,200	Program supplies	1,200
461	-	150	25	Other materials & supplies	100
<b>3,293</b>	<b>2,624</b>	<b>5,300</b>	<b>4,925</b>	<b>Commodities</b>	<b>5,050</b>
<b>48,384</b>	<b>23,026</b>	<b>40,973</b>	<b>27,422</b>	<b>Total</b>	<b>27,180</b>

### **530 – Summer Day Camp**

The Lincolnwood Summer Day Camp program is comprised of 16 different offerings for both residents and non-residents. Day camps are available for children ages 2 – 14 years of age with varied schedules, including full and half-day as well as full and partial-week registration options. Morning and evening extended care is also available for those wishing to extend the traditional camp day.

Camps are classified as either general recreation or specialty, based on the focus of the daily programming. General recreation camps provide a wide variety of activities including arts and crafts, small and large group games, athletics, field trips and recreational swimming. Specialty camps are more focused and include computer instruction, sports camp and baseball and soccer workshops.

The Lincolnwood Day Camp program is divided into two sessions. The first session is five weeks in length; the second is four weeks. Weekly registration (Pick-a-Week) is designed for parents wishing to customize their camp schedule even further. The majority of day camps are based out of Proesel Park. The exceptions include Prairie Dogs, which is held at O'Brien Park and Little Lincolns, which is held at Flowers Park.

## 2012-2013 Operating Budget

### Budget Analysis

### PR Day Camp Program

530

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
20,337	19,355	33,189	33,189	Wages- full time salaried	60,390
115,234	109,869	128,350	126,000	Wages - seasonal hourly	124,600
-	10	327	327	Educational Stipend	549
8,340	7,848	9,803	9,803	Employer FICA	11,269
1,951	1,836	2,285	2,285	Employer Medicare	2,690
1,676	1,844	3,258	3,258	Employer IMRF	6,016
-	-	104	104	Insurance - group life & AD&D	192
-	41	3,000	3,000	Insurance Group medical	4,901
-	4	255	255	Insurance Group Dental	525
5,003	4,455	4,728	4,728	Insurance - workers compensati	5,566
<b>152,540</b>	<b>145,262</b>	<b>185,299</b>	<b>182,949</b>	<b>Personnel Services</b>	<b>216,698</b>
32,505	48,818	50,000	34,572	Purchased program services	38,000
1,104	420	500	420	Facility rental	250
3,013	2,800	2,000	815	Telephone	1,250
18	322	325	826	Training	1,250
475	2,834	650	611	Other contractual	1,700
7,493	5,474	7,000	6,256	Concessions & food	5,500
23,498	20,401	25,000	23,539	Transportation	25,000
-	-	1,500	1,500	Credit Card Charges	1,500
4,996	4,954	5,500	9,032	Program supplies	8,500
<b>73,102</b>	<b>86,023</b>	<b>92,475</b>	<b>77,571</b>	<b>Commodities</b>	<b>82,950</b>
-	-	-	-	Equipment - Other	2,375
				<b>Capital Outlay</b>	<b>2,375</b>
<b>225,643</b>	<b>231,284</b>	<b>277,774</b>	<b>260,520</b>	<b>Total</b>	<b>302,023</b>

**540 - Softball:**

Softball leagues managed through the Parks and Recreation Department are accounted for in this budget. Currently leagues are offered two days per week in the summer and two days per week in the fall. Award money is given to the top 2 teams of the leagues.

*2012-2013 Operating Budget*

**Budget Analysis**

**PR Softball Program**

**540**

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
5,000	4,650	5,250	5,325	Awards	5,250
1,249	1,447	1,150	2,180	Program supplies	2,300
<b>6,249</b>	<b>6,097</b>	<b>6,400</b>	<b>7,505</b>	<b>Commodities Totals</b>	<b>7,550</b>

**550 - Tennis:**

This budget provides the necessary funds for the instructional tennis program, held year-round. Indoor tennis is provided at Niles West High School and Todd Hall, with summer lessons held at the tennis courts held in the parks.

*2012-2013 Operating Budget*

**Budget Analysis**

**PR Tennis Program**

**550**

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
26,311	28,677	24,000	24,000	Purchased program services	20,800
<b>26,311</b>	<b>28,677</b>	<b>24,000</b>	<b>24,000</b>	<b>Commodities Totals</b>	<b>20,800</b>

**560 - Pool:**

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

*2012-2013 Operating Budget*

Budget Analysis

PR Aquatic Center

560

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
63,400	65,054	67,684	62,000	Wages- full time salaried	60,540
152,956	167,019	176,000	176,917	Wages - seasonal hourly	176,000
-	-	657	449	Educational Stipend	605
9,461	10,302	15,108	14,600	Employer FICA	14,703
2,213	2,409	3,533	2,974	Employer Medicare	3,439
-	-	6,680	5,200	Employer IMRF	6,035
-	-	214	214	Insurance - group life & AD&D	193
-	-	6,000	6,000	Insurance - Group medical	12,000
-	-	510	510	Insurance - group dental	525
5,280	5,280	7,271	7,271	Insurance - workers compensation	7,114
<b>233,310</b>	<b>250,064</b>	<b>283,657</b>	<b>276,135</b>	<b>Personnel Services</b>	<b>281,154</b>
2,056	3,291	1,500	2,525	Purchased program services	2,000
2,696	5,755	6,000	6,513	R&M - buildings	6,750
4,966	5,626	7,500	5,199	R&M - pool equipment	7,500
4,293	16,698	20,000	4,000	R&M - other	19,500
-	-	750	-	Printing & copying services	500
2,338	2,268	1,900	1,900	Telephone	1,100
941	-	1,000	-	Training	1,000
-	-	50	-	Awards	50
20,245	28,213	27,500	29,292	Chemicals - swimming pool	28,500
12,393	13,109	3,500	1,502	Computer supplies	13,304
107	174	200	416	Concessions & food	300
-	42	200	-	Merchandise for resale	100
241	240	300	330	Office supplies	325
-	-	25	-	Postage	25
11,013	9,167	10,000	6,972	Credit Card Charges	10,000
9,549	8,825	10,000	7,375	Program supplies	9,425
-	-	1,500	673	Repair parts	1,750
1,187	858	1,000	340	Training supplies	750
18,772	10,895	23,000	23,000	Utilities - government buildin	23,000
<b>90,796</b>	<b>105,160</b>	<b>115,925</b>	<b>90,037</b>	<b>Commodities</b>	<b>125,879</b>
-	350	500	500	Conference & meeting registrat	550
-	-	1,200	1,200	Lodging	1,200
-	200	350	350	Meals	350
25	1,095	700	700	Purchased transportation	700
<b>25</b>	<b>1,645</b>	<b>2,750</b>	<b>2,750</b>	<b>Meetings and Travel</b>	<b>2,800</b>
-	-	30,000	30,000	Equipment- pool	29,375
-	-	<b>30,000</b>	<b>30,000</b>	<b>Equipment</b>	<b>29,375</b>
<b>324,131</b>	<b>356,868</b>	<b>432,332</b>	<b>398,922</b>	<b>Total</b>	<b>439,208</b>

**Budget Highlights**

No increase in Personnel

\*29,375 budgeted for equipment replacement

**561 - Swim Lessons Program:**

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

*2012-2013 Operating Budget*

Budget Analysis

PR Swim Lessons

561

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
14,683	13,805	15,600	12,097	Wages - seasonal hourly	14,050
910	856	967	750	Employer FICA	871
213	200	226	175	Employer Medicare	204
450	468	468	468	Insurance - Workers Compensati	422
<b>16,256</b>	<b>15,329</b>	<b>17,261</b>	<b>13,490</b>	<b>Personnel Services</b>	<b>15,547</b>
-	-	50	-	Office supplies	150
-	749	500	280	Program supplies	550
-	-	150	-	Training supplies	150
-	<b>749</b>	<b>700</b>	<b>280</b>	<b>Commodities</b>	<b>850</b>
<b>16,256</b>	<b>16,078</b>	<b>17,961</b>	<b>13,770</b>	<b>Totals</b>	<b>16,397</b>

**562 - Swim Team Program:**

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

# 2012-2013 Operating Budget

## Budget Analysis

## PR Swim Team

562

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
9,936	11,857	13,945	15,814	Wages - seasonal hourly	16,050
616	735	865	980	Employer FICA	995
144	172	202	229	Employer Medicare	233
405	418	418	418	Insurance - Workers comp.	482
<b>11,101</b>	<b>13,182</b>	<b>15,430</b>	<b>17,441</b>	<b>Personnel Services</b>	<b>17,760</b>
2,020	3,771	3,500	2,152	Purchased program services	3,500
69	74	75	-	Concessions & food	75
6,163	5,907	6,500	1,307	Program supplies	3,000
<b>8,252</b>	<b>9,753</b>	<b>10,075</b>	<b>3,459</b>	<b>Commodities</b>	<b>6,575</b>
<b>19,353</b>	<b>22,934</b>	<b>25,505</b>	<b>20,900</b>	<b>Total</b>	<b>24,335</b>

**563 - Concessions:**

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

*2012-2013 Operating Budget*

Budget Analysis

PR Aquatic Center Concessions

563

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
19,098	22,193	22,170	26,313	Wages - seasonal hourly	25,075
1,184	1,375	1,375	1,631	Employer FICA	1,555
277	321	321	382	Employer Medicare	364
558	483	483	-	Employer IMRF	-
621	643	643	643	Insurance - Workmens Comp	752
<b>21,738</b>	<b>25,015</b>	<b>24,992</b>	<b>28,969</b>	<b>Personnel Services</b>	<b>27,746</b>
-	-	1,100	625	Beverages	1,200
402	3,773	2,200	2,236	Supplies	1,500
21,505	27,547	25,000	27,504	Concessions & food	25,000
<b>21,906</b>	<b>31,320</b>	<b>28,300</b>	<b>30,365</b>	<b>Commodities</b>	<b>27,700</b>
<b>43,645</b>	<b>56,335</b>	<b>53,292</b>	<b>59,334</b>	<b>Total</b>	<b>55,446</b>

**570-Seniors**

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

*2012-2013 Operating Budget*

Budget Analysis

PR Seniors Program

570

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
7,997	8,544	5,200	8,900	Wages- Part time	5,200
2,006	2,929	-	-	Wages - seasonal hourly	-
678	706	322	530	Employer FICA	322
159	165	75	120	Employer Medicare	75
89	-	-	-	Employer IMRF	-
1,550	138	156	200	Insurance - workers compensation	156
<b>12,478</b>	<b>12,482</b>	<b>5,753</b>	<b>9,750</b>	<b>Personnel Services</b>	<b>5,753</b>
17,921	25,894	22,250	18,000	Purchased program services	18,000
2,935	3,161	2,500	2,000	Subsidized taxi program	2,000
2,147	2,561	2,650	2,400	Concessions & food	2,400
2,313	1,435	1,850	1,000	Program supplies	1,000
<b>25,316</b>	<b>33,050</b>	<b>29,250</b>	<b>23,400</b>	<b>Commodities</b>	<b>23,400</b>
<b>37,794</b>	<b>45,533</b>	<b>35,003</b>	<b>33,150</b>	<b>Total</b>	<b>29,153</b>

### **571 - Community Center**

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

## *2012-2013 Operating Budget*

### Budget Analysis

### PR Community Center

571

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
2,564	4,052	7,000	5,500	Wages - part time hourly	7,000
3,376	1,765	-	1,500	Wages - seasonal hourly	
361	361	434	434	Employer FICA	434
84	84	102	102	Employer Medicare	102
276	210	210	210	Insurance - workers compensation	210
<b>6,661</b>	<b>6,472</b>	<b>7,746</b>	<b>7,746</b>	<b>Personnel Services</b>	<b>7,746</b>
4,945	5,000	5,000	5,000	Janitorial	5,000
200	200	250	125	Advertising	250
1,923	2,200	4,750	4,500	Facility rental	5,500
1,626	1,664	1,300	1,300	Telephone	200
2,159	(395)	3,250	2,500	Program supplies	2,950
<b>10,854</b>	<b>8,669</b>	<b>14,550</b>	<b>13,425</b>	<b>Commodities</b>	<b>13,900</b>
<b>17,515</b>	<b>15,141</b>	<b>22,296</b>	<b>21,171</b>	<b>Total</b>	<b>21,646</b>

## **580 – Special Recreation**

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

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

*2012-2013 Operating Budget*

**Budget Analysis**

**PR Special Recreation Program**

**580**

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
125,024	120,102	128,000	128,000	Purchased program services	128,000
<b>125,024</b>	<b>120,102</b>	<b>128,000</b>	<b>128,000</b>	<b>Commodities Total</b>	<b>128,000</b>

## **Other Funds**

## **Motor Fuel Tax Fund**

### **Department/Activity Description**

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

## 2012-2013 Operating Budget

### Budget Analysis

### Motor Fuel Tax Fund

212

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
30,770	26,588	35,000	35,000	Street lights & traffic signal	35,000
-	-	35,100	18,155	Tree grant local match	-
-	22,832	6,540	6,540	ITEP grant local match	4,000
<b>30,770</b>	<b>49,420</b>	<b>76,640</b>	<b>59,695</b>	<b>Total</b>	<b>39,000</b>

#### **Funding Sources**

Motor Fuel Tax	305,000
Interest	1,000

#### **Budget Highlights**

\*\$35,000 budgeted for IDOT streetlight maintenance

## Transportation Improvement Fund

### Department/Activity Description

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

*2012-2013 Operating Budget*

Budget Analysis

Transportation Improvement Fund

213

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
37,385	33,009	50,000	50,000	Engineering	50,000
-	-	-	-	Road Repairs	25,000
-	713,972	1,178,083	200,000	Street lights' improvements	1,178,083
<b>37,385</b>	<b>746,981</b>	<b>1,228,083</b>	<b>250,000</b>	<b>Total</b>	<b>1,253,083</b>

**Funding Sources**

Gas Tax	345,000
Interest	1,000

**Budget Highlights**

\*\$1,228,083 budgeted for streetlight replacement - Pratt Ave.

## **E 9-1-1 Program**

### **Department/Activity Description**

The E 9-1-1 Communications Center service is an emergency communications operation that receives calls from the public for emergency service requests for the Police and Fire Departments. The six member E 9-1-1 Board is appointed to govern the Enhanced 9-1-1 funds and manage the 9-1-1 emergency telephone systems in accordance with state statutes.

# 2012-2013 Operating Budget

## Budget Analysis

### E-911 Program Fund

215

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
14,761	14,634	15,073	15,073	Wages - Full time salaried	15,073
95,735	95,027	105,121	105,121	Wages - full time hourly	105,743
1,132	117	1,763	1,763	Payroll-Salaries and Wages- Overtime	1,925
299	369	391	391	Educational stipend	391
6,502	6,589	7,613	7,613	Employer FICA	7,661
1,521	1,541	1,781	1,781	Employer Medicare	1,792
8,749	9,769	12,119	12,119	Employer IMRF	12,197
-	-	244	244	Insurance - group life & AD & D	246
13,560	12,556	17,288	17,288	Insurance - group medical	16,814
1,237	1,174	1,685	1,685	Insurance - group dental	1,685
3,480	3,525	3,679	3,679	Insurance - workers comp.	3,702
<b>146,977</b>	<b>145,301</b>	<b>166,757</b>	<b>166,757</b>	<b>Personnel Service</b>	<b>167,229</b>
-	56	-	-	Computer supplies	-
-	976	2,000	1,000	R & M Buildings	16,000
20,203	22,861	22,400	22,400	R&M - communications equipment	22,400
37	88	-	-	Professional associations	-
27,437	24,891	32,000	32,000	Telephone	32,000
-	-	2,000	1,500	Training	2,000
-	16,000	16,000	15,920	Other contractual	17,760
184	1,152	1,400	1,000	Computer supplies	13,900
1,758	232	3,800	1,500	Office supplies	1,000
<b>49,618</b>	<b>66,255</b>	<b>79,600</b>	<b>75,320</b>	<b>Commodities</b>	<b>105,060</b>
36,805	11,679	4,400	4,400	Equipment - data processing	7,900
<b>36,805</b>	<b>11,679</b>	<b>4,400</b>	<b>4,400</b>	<b>Equipment</b>	<b>7,900</b>
<b>233,400</b>	<b>223,235</b>	<b>250,757</b>	<b>246,477</b>	<b>Total</b>	<b>280,189</b>

#### **Funding Sources**

Wireless Surcharge	180,000
Interest	800
Fund Reserves	99,389

#### **Budget Highlights**

\*\$167,229 - Allocation of salaries and benefits for 911 services  
 \*\$7,900 Replacement of 911 computer equipment

## **Northeast Industrial District TIF Fund**

### **Department/Activity Description**

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

### **Current Year's Goals**

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

# 2012-2013 Operating Budget

## Budget Analysis

### NEID TIF Fund

217

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
1,500	1,500	1,500	1,500	Audit	1,500
20,695	41,265	20,500	20,500	Other professional services	3,500
-	-	15,000	7,500	Maintenance of TIF Improvement	15,000
<b>22,195</b>	<b>42,765</b>	<b>37,000</b>	<b>29,500</b>	<b>Contractual Services</b>	<b>20,000</b>
9,199	-	102,500	-	Community Development Grants	300,000
<b>9,199</b>	<b>-</b>	<b>102,500</b>	<b>-</b>	<b>Total Sharing</b>	<b>300,000</b>
450	475	450	450	Fiscal Charges	450
232,500	243,750	251,250	251,250	Principal - 2011A G.O. bonds	273,750
92,833	84,986	76,760	76,760	Interest - 2011A G.O. bonds	37,781
<b>325,783</b>	<b>329,211</b>	<b>328,460</b>	<b>328,460</b>	<b>Debt Service</b>	<b>311,981</b>
-	101,084	34,200	34,200	Engineering	12,000
1,412,590	1,885,436	179,000	140,000	Land acquisition & improvement	330,000
<b>1,412,590</b>	<b>1,986,520</b>	<b>213,200</b>	<b>174,200</b>	<b>Capital Outlay</b>	<b>342,000</b>
<b>1,769,767</b>	<b>2,358,496</b>	<b>681,160</b>	<b>532,160</b>	<b>Total</b>	<b>973,981</b>

#### **Funding Sources**

Property Tax Increment	1,725,000
Grant	20,000
Interest	16,000

#### **Budget Highlights**

\*\$300,00 budgeted for property enhancement grants  
 \*\$300,000 budgeted for back-up generator system

## **Touhy-Lawndale TIF Fund**

### **Department/Activity Description**

This budget accounts for tax increment revenues generated from property within the boundaries of the Touhy-Lawndale Tax Increment Financing District (Lowe's Property). Pursuant to the development agreement executed with Lowe's, the revenue received in this fund is rebated to Lowe's.

### **Current Year's Goals**

1) Payment of real estate property tax increments to Lowe's pursuant to agreement.

*2012-2013 Operating Budget*

Budget Analysis

Touhy/Lawndale TIF Fund

218

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
-	-	2,000	-	Consulting	2,000
577,067	427,207	600,000	486,000	Economic Dev RE Tax Agreement	490,000
<b>577,067</b>	<b>427,207</b>	<b>602,000</b>	<b>486,000</b>	<b>Total</b>	<b>492,000</b>

**Lincoln/Touhy TIF Fund**

**Department/Activity Description**

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

## *2012-2013 Operating Budget*

### Budget Analysis

### Lincoln/Touhy TIF Fund

219

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
-	38,829	25,000	17,000	Consulting	81,000
-	-	1,000	-	Other Professional Services	1,200,000
	<b>38,829</b>	<b>26,000</b>	<b>17,000</b>	<b>Contractual</b>	<b>1,281,000</b>
	-	-	-	Interest- Loan	40,000
	-	-	-	<b>Debt Service</b>	<b>40,000</b>
-	<b>38,829</b>	<b>26,000</b>	<b>17,000</b>	<b>Total</b>	<b>1,321,000</b>

## Debt Service Fund

### Department/Activity Description

This budget services all general long-term debt for the Village and any associated costs. The current outstanding debt of the Village includes two general refunding bonds issued in the year 2011 and a refunding issue in 2004.

### **Debt Administration**

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2009 values of \$870,660,389 (the most recent available information) this limitation would allow for \$75,094,459 in debt as compared to the \$8,930,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

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

## 2012-2013 Operating Budget

### Budget Analysis

### Debt Service Fund

330

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
750	750	700	700	Fiscal charges	700
280,000	290,000	300,000	300,000	Principal - 2002B G.O. bonds	-
77,500	81,250	83,750	83,750	Principal - 2002A GO bonds	-
600,000	615,000	635,000	635,000	Principal - 2004 GO Ref bonds	650,000
				Principal - 2011A Ref bonds	91,250
				Principal - 2011B Ref bonds	325,000
-	12,500	12,500	12,500	Principal-Illinois Finance Auth.	12,500
-	-	48,050	48,050	Principal-Fire Truck Loan	50,251
-	-	32,100	32,100	Lease payment Park lighting	32,100
-	-	27,144	27,144	Interest-Fire Truck Loan	24,943
112,198	102,048	91,535	91,535	Interest - 2002B G.O. bonds	-
30,944	28,329	25,587	25,587	Interest - 2002A GO Bonds	-
				Interest - 2011A Ref bonds	12,594
				Interest - 2011B Ref bonds	45,283
111,214	95,614	79,470	79,470	Interest - 2004 GO Ref bonds	61,690
<b>1,212,606</b>	<b>1,225,490</b>	<b>1,335,836</b>	<b>1,335,836</b>	<b>Total</b>	<b>1,306,311</b>

## **Property Enhancement Program & Green Improvements for Tomorrow**

### **Department/Activity Description**

The Village budgets \$100,000 annually to fund the Property Enhancement Program (PEP) and the Green Improvements for Tomorrow (GIFT). The Property Enhancement Program is designed to provide an incentive to business owners to make improvements to their building's exterior or other property enhancement that will improve the appearance of a business district. The PEP provided by the Village will pay for up to half the improvements up to a maximum limit. The Economic Development Commission administers this program and provides recommendations to the Village Board for PEP recipients.

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

# *2012-2013 Operating Budget*

## Budget Analysis

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b><u>PEP Fund</u> <u>452</u> Description</b>	<b>2013 Adopted</b>
-	-	-	-	PEP Fund	50,000
				<b>Totals</b>	<b>50,000</b>

## Channel Runne Park

### Department/Activity Description

The Village leases Channel Runne Park from the Metropolitan Water Reclamation District. This park runs from Devon Avenue to Touhy Avenue and is immediately east of McCormick Boulevard. Currently the Village offers a bike path and sculptures in the park. The Village received an Open Space Land Acquisition and Development grant from the Illinois Department of Natural Resources to build a parking lot with permeable pavers and rain gardens, to develop the outdoor area for use as an amphitheatre, to build a stage at the base of the amphitheatre that doubles as a fishing platform, a wheelchair accessible path to the base of the amphitheatre that will double as a path for kayaks, a disc golf course and other site park amenities to improve the appearance and functionality of this park.

### Prior Year's Goals Status

- 1) Develop a detailed site plan and bid documents for the development of this phase of the Channel Runne Master Plan.

*The site plan and bid documents will be prepared by fiscal year-end for the formal bid process.*

### Proposed Goals

- 1) Award bids and start construction on the project. The construction phase should be completed in Fiscal 2013.

# 2012-2013 Operating Budget

## Budget Analysis

## Channel Runne Improvement Fund

453

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
-	-	15,000	15,000	Engineering	10,000
-	-	270,000	285,000	Construction	370,000
-	-	<b>285,000</b>	<b>300,000</b>	<b>Total</b>	<b>380,000</b>

### **Funding Sources**

Grant	363,000
General Fund Transfer	17,000

### **Budget Highlights**

\*\$380,000 Phase 2 construction  
of Channel Runne Park

## **ROW Bike Path Fund**

### **Department/Activity Description**

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

*2012-2013 Operating Budget*

Budget Analysis

Com-Ed ROW Bike Path Fund

454

<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Adopted</b>	<b>2012 Projected</b>	<b>Description</b>	<b>2013 Adopted</b>
-	25,156	40,000	35,000	Engineering	126,000
-	<b>25,156</b>	<b>40,000</b>	<b>35,000</b>	<b>Total</b>	<b>126,000</b>

## Village Campus Improvement Fund

### Department/Activity Description

The Village Campus Improvement Fund is created to redesign and replace the Promenade and replace the HVAC system in the Police and Fire Building.

## *2012-2013 Operating Budget*

### Budget Analysis

### Village Campus Improvement

#### Fund

455

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
-	-	400,000	400,000	Construction	400,000
-	-	<b>400,000</b>	<b>400,000</b>	<b>Total</b>	<b>400,000</b>

#### **Funding Sources**

General Fund Transfer 400,000

#### **Budget Highlights**

\*\$200,000 budgeted for Promenade construction

\*\$200,000 budgeted for

HVAC replacement - Village Hall

## Water and Sewer Fund

### Department/Activity Description

Work required for the water distribution system includes: perform service and maintenance of service lines, valves, hydrants, and meters. Services include routine and emergency leak repairs, system maintenance, surveys, flushing, exercising valves, and meter pit maintenance. Water Pumping Station work includes: daily operation and monitoring of equipment, daily maintenance, maintain records, perform water sampling and chlorinization. Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets. The Water & Sewer Division is staffed by 12 full-time employees.

### Prior Year's Goals

1. Continue to move forward with the Village's stormwater management plan by implementing Phase II of the stormwater study. Phase II will provide the Village with recommendations regarding potential improvements to bring the system to a 10 year capacity as well as funding sources to offset the cost to improve the sewer system.

*On January 6, 2011 the Village Board approved an Amendment to the Village's stormwater study Agreement with AB&H, A Donohue Group to conduct Phase II of the Village's stormwater study. Phase II will be completed in 2011. Upon completion the Village will have a plan to move forward with improvements that will achieve a 10 year level of protection for the Village during flooding events.*

2. Upgrade the Village's supervisory control and data acquisition (SCADA) software (which is used to monitor alarms regarding the Village water system) to provide for remote access from the field and home. The upgrade will make the system more efficient and allow for the re-allocation of manpower because the system will be able to be run remotely.

*On January 6, 2011 the Village Board approved an Agreement with Tri-R Systems to complete the planned improvements. The recommended SCADA improvements will include upgraded software, introduction of a graphical user interface, additional alarms and network connectivity. The most noteworthy improvement will provide the Village with the ability to remotely operate the system from a laptop computer by logging into a virtual pump house.*

### Current Year's Goals

1. Develop a remote monitoring system policy to use with the Village's upgraded supervisory control and data acquisition (SCADA) upgrades. During the Spring/Summer of 2011 the Village completed several upgrades to the SCADA system which allowed for the creation of a virtual pump house that can be run from a Village owned laptop. Staff will work with the Village's

Water System Operators to develop a policy to reduce overtime hours by managing the pump house remotely during the weekend.

2. Complete Phase II of the Village's storm water management study. Phase II will provide the Village with recommendations regarding potential improvements to bring the system to a 10 year capacity as well as funding sources to offset the cost to improve the sewer system. In addition to completing Phase II staff will begin to research and apply for grants to complete the necessary improvements.

3. Complete year one of the Village's four year sewer improvement plan. These replacements are recommendations of the Village Engineer which are part of the year one recommendations that came out of the 2009 Sewer Televising Report. The total cost for the year one recommendations is \$490,000. The Village received a grant from the Department of Commerce and Economic Opportunity on August 19, 2011 which will fund approximately 50% of the year one costs. Staff will continue to pursue funds to complete years two through four.

# 2012-2013 Operating Budget

## Budget Analysis

## Water and Sewer Fund

660

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
408,633	450,079	444,363	460,000	Wages - full time hourly	460,351
43,095	33,850	34,500	34,500	Wages - season hourly	36,000
14,430	14,406	24,020	24,020	Wages - overtime 1.5X	26,110
8,333	11,242	13,325	13,325	Wages - overtime 2X	13,925
295	305	-	165	Educational Stipend	-
-	400	-	1,200	Opt Out Ins.	1,200
3,906	4,443	3,600	4,444	Uniform allowance	3,600
-	-	1,664	1,664	Longevity stipend	1,700
27,708	29,332	32,331	32,331	Employer FICA	33,585
6,480	6,860	7,561	7,561	Employer Medicare	7,854
33,862	40,505	48,064	48,064	Employer IMRF	55,221
659	818	1,174	1,174	Insurance - group life & AD&D	1,208
96,844	100,515	102,540	102,540	Insurance - group medical	99,296
7,459	8,059	9,465	9,465	Insurance - group dental	10,343
14,157	14,509	15,312	15,312	Insurance - workers compensation	15,886
<b>665,861</b>	<b>715,322</b>	<b>737,919</b>	<b>755,765</b>	<b>Personnel Services</b>	<b>766,279</b>
-	-	30,000	30,000	Liability Insurance	60,000
15,700	63,220	61,113	61,113	Data processing	86,829
-	-	-	-	Maintenance Agreement Expense	32,862
2,430	205	3,500	250	Printing & copying services	1,000
182	182	220	220	Professional associations	220
4,332	5,232	3,660	3,660	Telephone	7,048
-	170	970	500	Training	500
375	250	243	243	Books & publications	243
-	2,496	1,000	1,000	Office supplies	-
20,704	21,372	17,000	17,000	Postage	17,000
<b>43,724</b>	<b>93,127</b>	<b>117,706</b>	<b>113,986</b>	<b>Commodities</b>	<b>205,702</b>
332,215	249,805	171,000	171,000	Consulting	256,000
50,660	31,898	8,300	8,300	Other professional services	8,300
<b>382,875</b>	<b>281,703</b>	<b>179,300</b>	<b>179,300</b>	<b>Contractual Services</b>	<b>264,300</b>
13,663	10,363	6,000	5,000	R&M - buildings	8,500
502	489	485	485	R&M - communications equipment	485
11,472	23,301	19,400	19,400	R&M - vehicles	25,000
366	7,309	12,000	12,000	R&M - water system equipment	14,000
76	-	485	-	Equipment rental	485
1,555	1,816	2,004	1,500	Training	1,500
17,169	27,763	36,667	36,667	Other contractual	64,995
4,510	2,680	4,000	4,000	Chemicals - water system	4,500
20,042	22,706	20,000	20,000	Fuel	25,000

**Water and Sewer Fund**  
**660**

1,426	1,538	970	1,500	Lubricants & fluids	2,000
1,553	730	2,200	1,700	Landscaping supplies	2,200
5,542	6,205	16,583	16,583	Program supplies	12,833
5,658	12,895	23,500	23,500	Small tools	32,500
4,965	2,978	4,850	4,850	Street materials - Aggregate	4,850
777	-	1,940	3,000	Street materials - Other	3,000
2,805	3,004	3,000	3,000	Utilities - government building	3,000
40,499	38,984	45,000	32,000	Utilities - public way	45,000
1,094,571	1,312,425	1,255,000	1,355,000	Water purchases	1,631,500
1,685	-	3,000	3,000	Water system supplies	3,000
-	21,686	30,000	30,000	Water system repair parts	30,000
808	858	1,940	1,000	Green Initiatives	1,500
<b>1,229,644</b>	<b>1,497,728</b>	<b>1,489,024</b>	<b>1,574,185</b>	<b>Commodities</b>	<b>1,915,848</b>
-	-	247,652	247,652	Loan Principal Payments	253,882
-	126,300	132,504	132,504	Loan Interest Payments	126,273
-	<b>126,300</b>	<b>380,156</b>	<b>380,156</b>	<b>Debt Services</b>	<b>380,155</b>
-	-	-	-	Building acq/const/imprv	-
-	-	520,000	520,000	Sewer system const/imprv	348,700
-	-	155,000	142,687	Equipment - vehicles	137,500
-	-	35,683	35,683	Equipment - other	15,000
-	-	<b>710,683</b>	<b>698,370</b>	<b>Capital Outlay</b>	<b>501,200</b>
<b>2,322,103</b>	<b>2,714,181</b>	<b>3,614,788</b>	<b>3,701,762</b>	<b>Total</b>	<b>4,033,484</b>

**Funding Sources**

Water and Sewer fees	3,843,000
Interest	5,000

**Budget Highlights**

\*\$1,631,500 budgeted for water purchases- City of Chicago  
 \*348,700 budgeted for second year of sewer repairs  
 \*\$190,000 budgeted for Phase 3 Water management study  
 \*\$190,000 budgeted for equipment replacements

**Village of Lincolnwood  
2012/2013 Budget  
Public Works Department-Water and Sewer Division**

**Performance Measures**

	Actual 2009/2010	Actual 2010/2011	Estimated 2011/2012	Projected 2012/2013
<b>Combined Sewer Maintenance</b>				
Streets Cleaned (Miles)	1,332	1,332	1,332	1,332
Sewer Repairs	15	15	15	15
Catch Basin Cleaning	400	400	400	400
Catch Basin Repairs	15	22	25	25
Sewer Jet Rodding (Percentage of System)	50%	50%	50%	50%
Service Requests	70	70	70	80
Televised (Feet)	213,719	0	0	0
<b>Water Mains</b>				
Valves Repaired	10	10	11	10
Main Breaks Repaired	13	12	15	13
Water Leaks Repaired	32	30	30	30
<b>Water Meters</b>				
Water Meters Installed	2	17	15	15
<b>Fire Hydrants</b>				
Fire Hydrants Replaced	1	0	0	11
Fire Hydrants Repaired	5			
<b>Julie Markings</b>				
Calls	800	800	1,135	1,200
<b>Water Samples</b>				
Water Quality	64	64	65	65
Lead/Copper	0	0	1	0
Water Quality Compliance	100%	100%	100%	100%
<b>Water Pumped</b>				
Water Pumped (Gallons)	7,010,000	7,020,000	7,020,000	7,020,000
<b>Meter Readings</b>				
Water Meters Read	100	270	200	215

## **Police Pension Fund**

### **Department/Activity Description**

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

# 2012-2013 Operating Budget

## Budget Analysis

### Police Pension Fund

#### 801

2010 Actual	2011 Actual	2012 Adopted	2012 Projected	Description	2013 Adopted
1,500	-	1,800	1,800	Other compensation	1,800
63,229	58,308	50,000	50,000	Consulting	50,000
151	174	150	150	Printing & copying services	150
1,325	775	250	250	Professional associations	250
3,565	20,970	53,500	50,000	Other contractual	15,000
-	-	50	50	Computer supplies	50
-	-	200	200	Office supplies	200
-	-	25	25	Postage	25
-	-	-	-	Training	3,000
<b>69,770</b>	<b>80,228</b>	<b>105,975</b>	<b>102,475</b>		<b>70,475</b>
1,253,517	1,253,772	1,357,903	1,401,441	Pension - regular	1,347,896
107,787	177,669	104,059	104,059	Pension - spouse/dependent	223,033
34,053	34,644	35,012	110,536	Pension - disability	74,326
<b>1,395,358</b>	<b>1,466,086</b>	<b>1,496,974</b>	<b>1,616,036</b>		<b>1,645,255</b>
<b>1,465,127</b>	<b>1,546,313</b>	<b>1,602,949</b>	<b>1,718,511</b>	<b>Total</b>	<b>1,715,730</b>

#### **Funding Sources**

Property Taxes	1,410,184
Employee contributions	263,316
Investment income	400,000

#### **Budget Highlights**

\*Budget accounts for pension payments to retired police and spouses.

## **About the Village**

## **HISTORY**

Lincolnwood is an ethnically diverse, 2.69 square mile suburb of Chicago. Potawatomi originally settled the wooded area but vacated the land after the Indian Boundary Treaty of 1816. Rural development proceeded slowly on plank roads along present day Milwaukee and Lincoln Avenues. Johann Tess, for whom the Village was originally named, and his family migrated from Germany in 1856. Johann Tess purchased 30 acres of barren land in the area. 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. In 1911, 359 residents incorporated and named the community "Village of Tessville." Tessville annexed land throughout the 1920s, finally stretching to Central Avenue on the west and Kedzie Avenue on the east.

In 1931, Tessville elected its longest-serving mayor, Henry A. Proesel, a grandson of George Proesel, one of the original American settlers. In 1932, Lincoln Avenue, formerly a plank toll road, became a state highway. Mayor Proesel then worked with the federal government's Public Works Administration to hire the community's unemployed workforce to plant 10,000 elm trees on the Village streets. The community passed a liquor license law in 1934 that limited the number of licenses allowable within the Village limits and became a model ordinance for other communities. Mayor Proesel changed Tessville's image when he renamed it to the "Village of Lincolnwood" in 1936.

Lincolnwood's institutions and industries continued to grow. The Bryn Mawr Country Club (est. 1919), the East Prairie Welfare Club, later to become the Lincolnwood Woman's Club (est. 1927), the Lincolnwood Afternoon Club (est. 1953), American Legion Post #1226 (est. 1952), and the Lincolnwood Jewish Congregation (est. 1958) helped create a sense of community in the Village. Lincolnwood School District #74 formed in 1938, and the Lincolnwood Public Library (est. 1978) provided residents with quality education and offered much needed services. Bell & Howell's relocation to east Lincolnwood (est. 1942) spurred growth and increased other industry relocation to the Village.

The Village has now become a diversified and balanced community. The Village is predominantly residential but has a strong retail base. Very little vacant land remains for commercial and office development or light manufacturing. The following are the main employers in the Village.

<b>Major Employers</b>	<b># of Employees</b>
Publications International	351
Carson Pirie Scott	180
ATF	180
Dominick's	150
Lincolnwood Place	143
Lowe's	129
Lober	122
Grossinger Autoplex	120
Olive Garden	118
Kohl's	112
Rolf's	100
Lou Malnati's	100
Microway Systems	95
Village of Lincolnwood	93
L'Woods	90
Food For Thought	75
Airoom	70
Old Navy	68
Millard Group	60
Deibel Laboratories	42

Based on business license registration 5-1-2011

The Village of Lincolnwood is governed as a home rule community under Illinois law and operates under the Village Board form of government with a full-time Manager. Under home rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The Village President and the six member Board of Trustees are elected at large for four-year terms. 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 87 full-time employees and 6 part-time employees who work at any one of the seven departments (Police, Fire, Finance, Community Development, Public Works, Parks and Recreation) or in the Manager's office. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

## STATISTICS AND DEMOGRAPHICS



### LAND AREA

2000 2.69 square miles

2011 2.69 square miles

Region: Northeast Illinois

County: Cook

Elevation: 604 feet (mean)

### CLIMATE

Avg. Winter Temp 23.40 F -4.78 C

Avg. Summer Temp 75.70 F 24.27 C

Avg. Annual Rainfall 33.18 In 84.27 Cm

Avg. Annual Snowfall 37.10 In 94.23 Cm

### TRANSPORTATION

Major Highways/Routes

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

Airports

Name	Location	Distance
------	----------	----------

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

**Distance to Major Cities (miles)**

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

**Bold** Denotes Regional Market Destinations

**GOVERNMENT**

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

Special Financing Techniques Available:  
Tax Increment Financing

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

**TAXES**

**2010 Property Tax Rates (Payable in 2011)**

---

School District #74:	2.666
High School District #219:	2.538
<b>Village of Lincolnwood:</b>	<b>0.661</b>
Lincolnwood Public Library:	0.289
Metro Water Reclamation District of Greater Chicago:	0.274
County of Cook:	0.228
Oakton Community College District #535:	0.160
Suburban Cook County T.B. Sanitarium District:	0.000

Cook County Health Facilities:	0.082
Forest Preserve District of Cook County:	0.051
Niles Township:	0.032
Cook County Consolidated Elections:	0.000
North Shore Mosquito Abatement District:	0.009
Niles Township General Assistance:	0.004
Cook County Public Safety:	0.113
<b>Total</b>	<b>7.107</b>

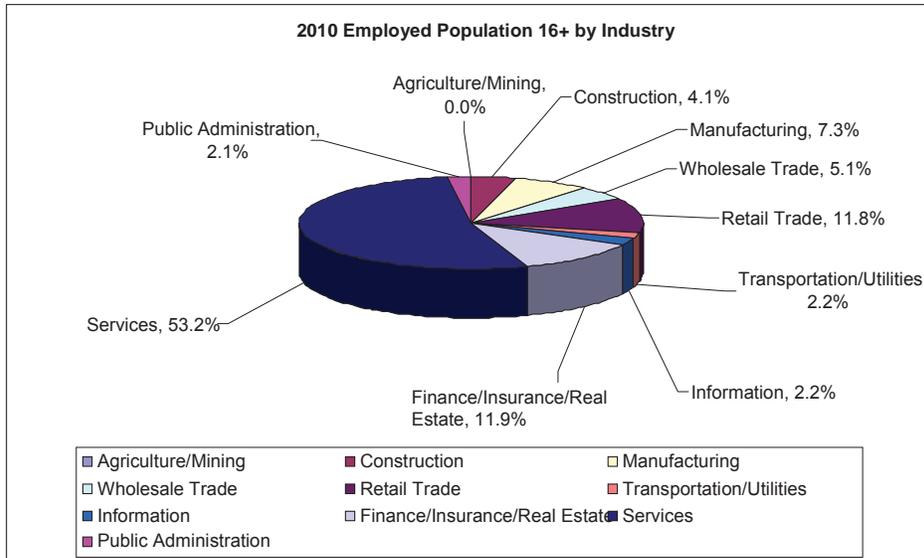
**UTILITIES**

Water Supplier: City of Chicago  
Source: Lake Michigan  
Storage Capacity: 5,250,000 gallons  
Treatment Capacity: 0 mil gpd  
Avg Daily Demand: 1.651 mil gpd  
Peak Daily Demand: 3.050 mil gpd  
Plant Capacity: 11,520,000 mil gpd  
Waste Water Waste Water Treatment:  
not applicable  
Supplier: not applicable  
Design Avg Flow: not applicable  
Design Max Avg: not applicable  
Current Avg Daily: not applicable  
Natural Gas Supplier: NICOR  
Electric Supplier: ComEd

**LABOR**

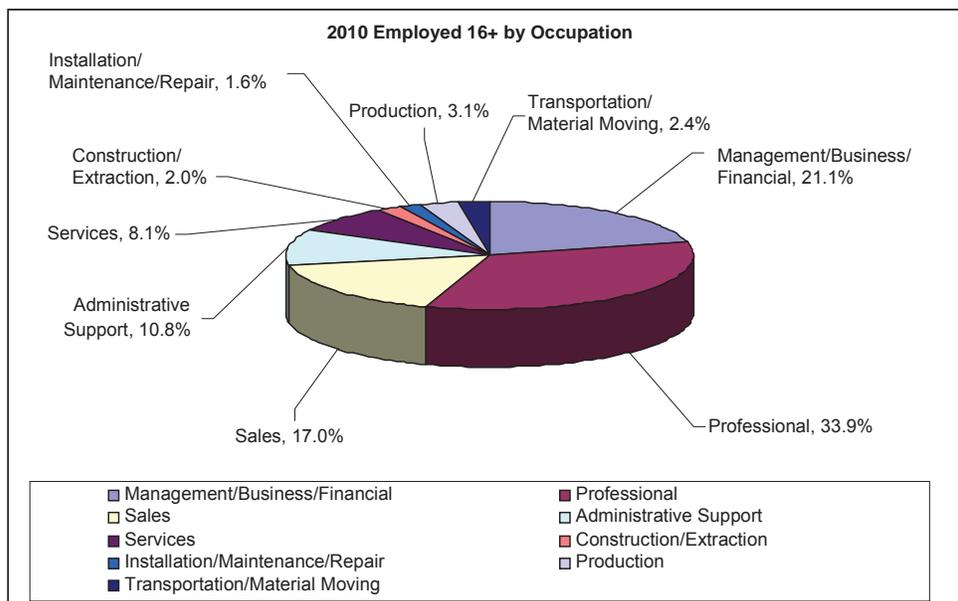
**2010 Employed Population ages 16+ by Industry**

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



### 2010 Employed Population 16+ by Occupation

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



## DEMOGRAPHIC SNAPSHOT

### Population Summary

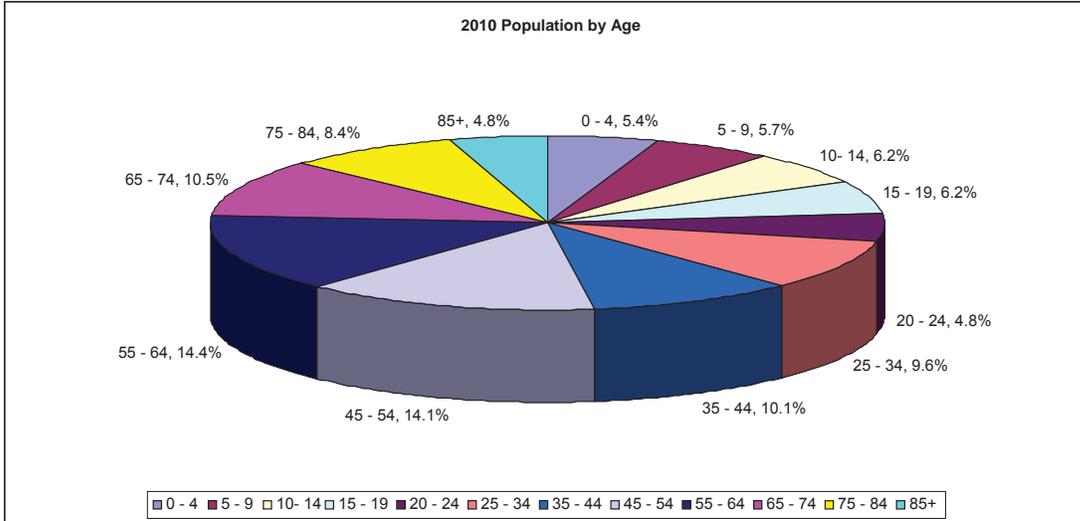
	<b>2000</b>	<b>2010</b>
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010	1.8%	

### Population by Sex

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

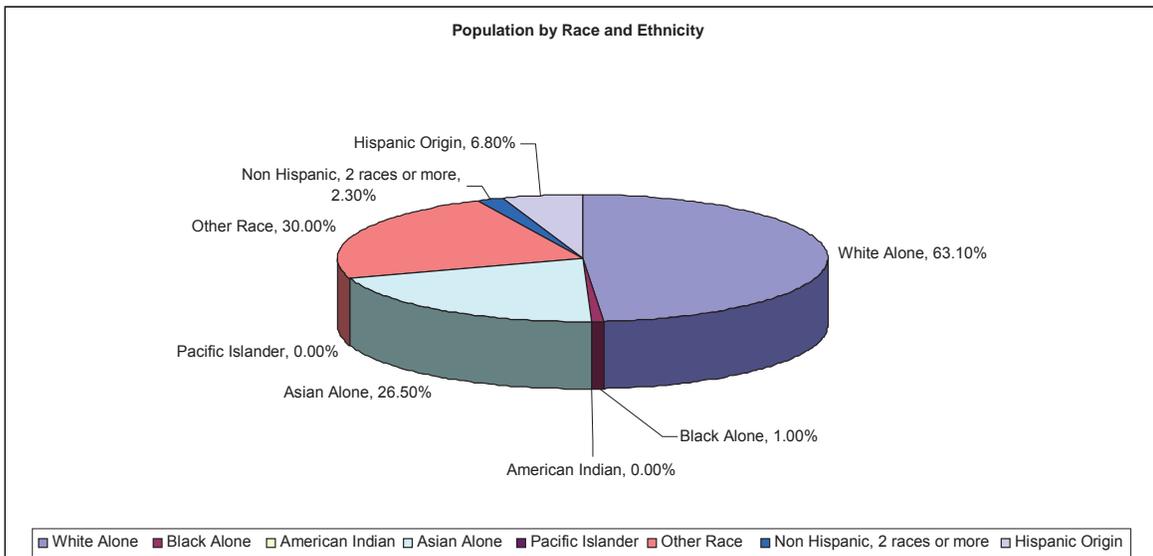
### Population by Age

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

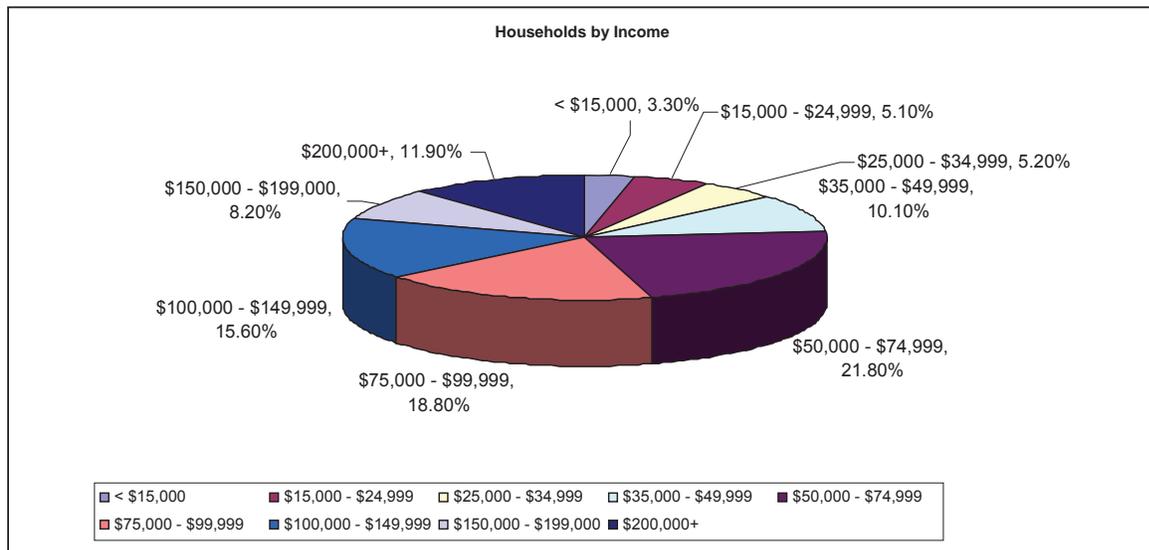


**Population by Race and Ethnicity**

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



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

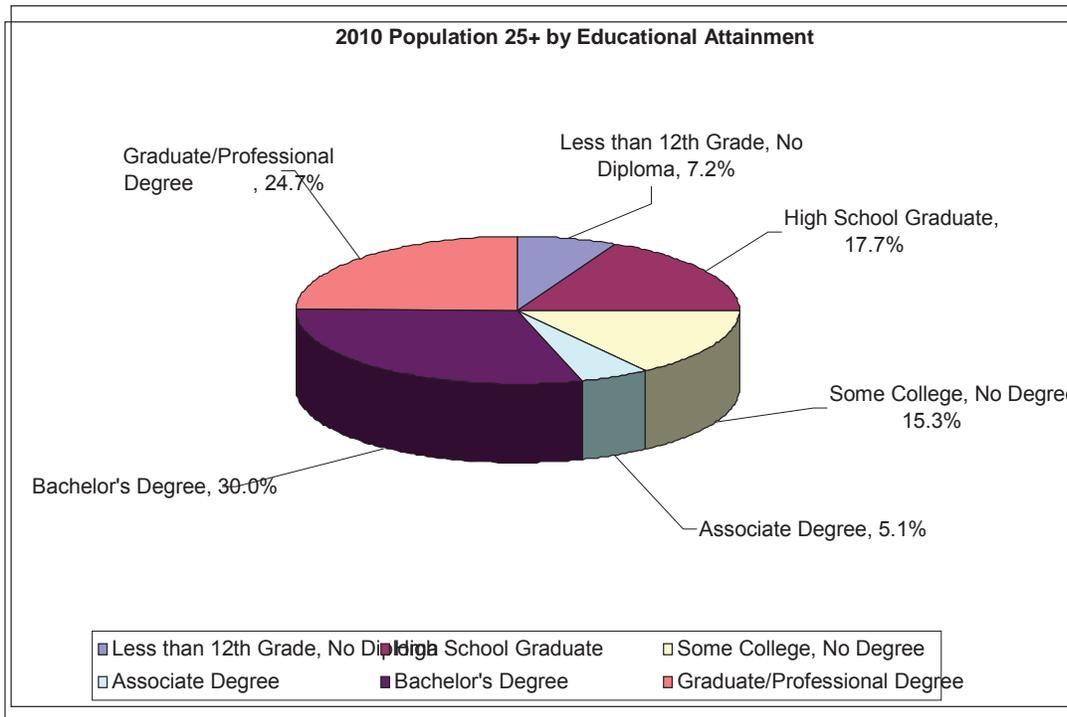


### 2000 Population 3+ by School Enrollment

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

**2010 Pop. Age 25+ by Educational Attainment**

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



**2000 Workers Age 16+ Means of Transportation to Work**

<u>Total</u>	<u>5,440</u>
Drove Alone - Car, Truck, or Van	78.6%
Carpooled - Car, Truck, or Van	10.4%
Public Transportation	5.1%
Walked	1.1%
Other Means	0.2%
Worked at Home	4.6%

**2000 Workers 16+ by Travel Time to Work**

<u>Total</u>	<u>5,440</u>
Did Not Work at Home	95.4%
Less than 5 minutes	0.8%
5 to 9 minutes	8.3%
10 to 19 minutes	25.5%
20 to 24 minutes	12.9%
25 to 34 minutes	20.5%
35 to 44 minutes	10.2%
45 to 59 minutes	9.2%
60 to 89 minutes	6.4%
90 or more minutes	1.5%
Worked at Home	4.6%

Average Travel Time to Work (in min) 27.1

**2000 Households by Vehicles Available**

<u>Total</u>	<u>4,482</u>
None	8.2%
1	29.0%
2	44.1%
3	13.7%
4	4.2%
5+	0.7%

Average Number of Vehicles Available 1.8

**LEGISLATIVE DISTRICTS**

**Illinois Governor**

Pat Quinn

**United States Senators**

Richard Durbin

Mark Kirk

**United States Representative**

9th Congressional District

Jan Schakowsky

**Illinois Senator**

8th Senate District

Ira Silverstein

**Illinois Representatives**

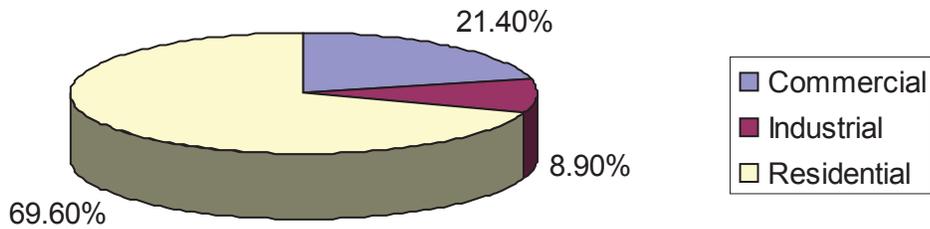
15th Representative District

John D'Amico

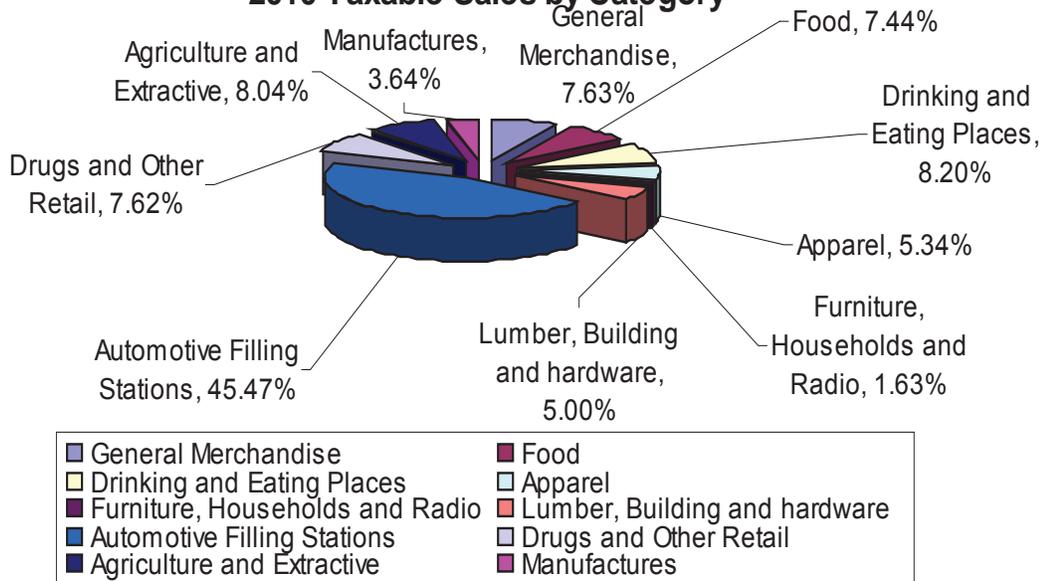
16th Representative District  
 Louis Lang

**Cook County Board Commissioner**  
 District 13  
 Larry Suffredin

### 2010 Assessed and Estimated Actual Value of Taxable Property



### 2010 Taxable Sales by Category



# **Debt Administration**

## **Village of Lincolnwood**

### **Debt Administration**

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2010 values of \$778,893,000 (the most recent available information) this limitation would allow for \$67,179,521 in debt as compared to the \$6,425,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

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

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1. The following are the outstanding bond issues as of May 1, 2012.

#### **General Government Debt**

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

**Refunding bond issue** – The Village issued \$5,230,000 of general obligation bonds in February, 2004 and refunded the October, 2001 issue.

**Fire Truck Loans**– The Village has two outstanding loans on the purchase of a fire truck. The first loan is a twenty year interest free loan totaling \$225,000 at May 1, 2012 from the Illinois Finance Authority. The second loan totals \$544,602 at May 1, 2012 from Oshkosh Capital and will be paid back over a period of ten years.

## **Enterprise Fund Debt**

**IEPA Loan** – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals \$5,114,046 at May 1, 2012, will be paid back over a period of twenty years. The debt service for this loan is included in the Water and Sewer Fund budget.

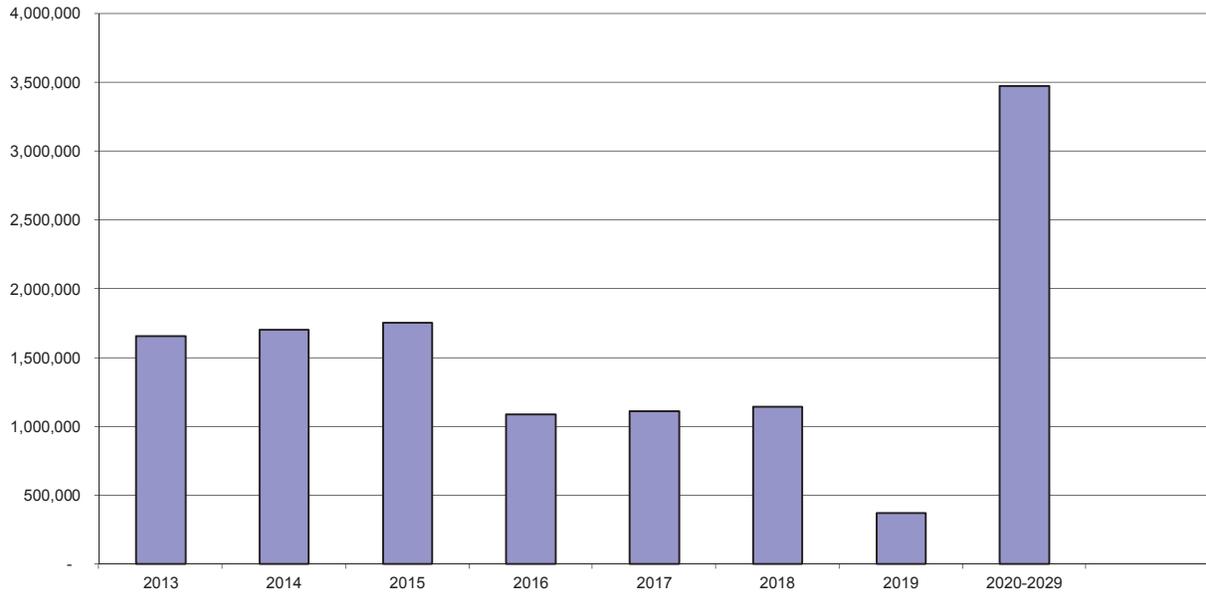
**Village of Lincolnwood  
Schedule of Debt Service Principal Payments**

**General Governmental Debt**

**Enterprise  
Fund Debt**

Fiscal Year	2011A 5Mil GOB	2112B 4 Mil GOB	2004 5.23 Mil Refunding	2010 250,000 Loan	2011 \$592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2013	365,000	325,000	650,000	12,500	50,251	1,402,751	253,881	1,656,632
2014	375,000	335,000	670,000	12,500	52,552	1,445,052	260,268	1,705,320
2015	385,000	345,000	690,000	12,500	54,959	1,487,459	266,816	1,754,275
2016	390,000	355,000		12,500	57,476	814,976	273,528	1,088,504
2017	400,000	360,000		12,500	60,109	832,609	280,408	1,113,017
2018	410,000	370,000		12,500	62,862	855,362	287,462	1,142,824
2019				12,500	65,741	78,241	294,695	372,936
2020				12,500	68,752	81,252	302,108	383,360
2021				12,500	71,900	84,400	309,708	394,108
2022				12,500		12,500	317,498	329,998
2023-2029				100,000		100,000	2,267,674	2,367,674
<b>Total</b>	<b>2,325,000</b>	<b>2,090,000</b>	<b>2,010,000</b>	<b>225,000</b>	<b>544,602</b>	<b>7,194,602</b>	<b>5,114,046</b>	<b>12,308,648</b>

**Total Debt Service- All Funds - FY 2013-2029**



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

Fiscal Year	General Government Debt				Enterprise Fund Debt		
	2011A 5 Mil GOB	2011B 4 Mil GOB	2004 5.23 Mil Refunding	2011 592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2013	50,375	45,283	61,690	24,943	182,291	126,273	308,564
2014	39,200	35,300	42,515	22,641	139,656	119,887	259,543
2015	31,700	28,600	20,882	20,234	101,416	113,340	214,756
2016	24,000	21,700		17,717	63,417	106,627	170,044
2017	16,200	14,600		15,085	45,885	99,747	145,632
2018	8,200	7,400		12,332	27,932	92,693	120,625
2019				9,453	9,453	85,462	94,915
2020				6,442	6,442	78,048	84,490
2021				3,293	3,293	70,448	73,741
2022						62,658	62,658
2023-2029						203,352	203,352
<b>Total</b>	<b>169,675</b>	<b>152,883</b>	<b>125,087</b>	<b>132,140</b>	<b>579,785</b>	<b>1,158,535</b>	<b>1,738,320</b>

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

Fiscal Year	General Governmental Debt			Enterprise Fund Debt				
	2011A 5 Mil GOB	2011B 4 Mil GOB	2004 5.23 Mil Refunding	2010 250,000 Loan	2011 592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2013	415,375	370,283	711,690	12,500	75,193	1,585,041	380,154	1,965,195
2014	414,200	370,300	712,515	12,500	75,193	1,584,708	380,155	1,964,863
2015	416,700	373,600	710,882	12,500	75,193	1,588,875	380,156	1,969,031
2016	414,000	376,700		12,500	75,193	878,393	380,155	1,258,548
2017	416,200	374,600		12,500	75,193	878,493	380,155	1,258,648
2018	418,200	377,400		12,500	75,193	883,293	380,155	1,263,448
2019				12,500	75,193	87,693	380,157	467,850
2020				12,500	75,193	87,693	380,156	467,849
2021				12,500	75,198	87,698	380,156	467,854
2022				12,500		12,500	380,156	392,656
2023-2029				100,000		100,000	2,471,026	2,571,026
<b>Total</b>	<b>2,494,675</b>	<b>2,242,883</b>	<b>2,135,087</b>	<b>225,000</b>	<b>676,742</b>	<b>7,774,387</b>	<b>6,272,581</b>	<b>14,046,968</b>

# **Property Tax Information**

**Property tax Rates- All Direct and Overlapping Governments**

**Last Ten Years**

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Village of Lincolnwood	0.821	0.799	0.820	0.700	0.679	0.704	0.586	0.576	0.585	0.661
Lincolnwood Public Library	0.255	0.332	0.388	0.335	0.323	0.339	0.285	0.280	0.286	0.289
School District No. 74	2.523	2.911	3.109	2.752	2.697	2.807	2.348	2.313	2.363	2.666
Community High School District No. 219	1.860	1.776	2.090	2.013	2.007	2.374	2.114	2.120	2.267	2.538
Oakton Community College District No. 535	0.186	0.179	0.186	0.161	0.158	0.166	0.141	0.140	0.140	0.160
Niles Township	0.033	0.033	0.033	0.030	0.029	0.031	0.027	0.027	0.029	0.032
Niles Township General Assistance	0.003	0.003	0.003	0.003	0.002	0.003	0.003	0.003	0.003	0.004
North Shore Mosquito Abatement District	0.010	0.009	0.009	0.008	0.008	0.009	0.008	0.008	0.008	0.008
County of Cook	0.545	0.534	0.489	0.471	0.421	0.500	0.186	0.224	0.203	0.009
Cook County Health Facilities	0.201	0.156	0.141	0.122	0.112	0.000	0.093	0.086	0.086	0.228
Forest Preserve District of Cook County	0.067	0.061	0.059	0.060	0.060	0.057	0.053	0.051	0.049	0.082
Cook County Consolidated Elections	0.032	0.000	0.029	0.000	0.014	0.000	0.012	0.000	0.021	0.051
Suburban Cook County T.B. Sanitarium District	0.007	0.006	0.004	0.001	0.005	0.005	0.167	0.105	0.105	0.113
Metro Water Reclamation District of Greater Chicago	0.401	0.371	0.361	0.347	0.315	0.284	0.263	0.252	0.261	0.274
<b>Total Rate per \$100 of EAV</b>	<b>6.944</b>	<b>7.170</b>	<b>7.721</b>	<b>7.003</b>	<b>6.830</b>	<b>7.279</b>	<b>6.286</b>	<b>6.185</b>	<b>6.406</b>	<b>7.107</b>

**Village of Lincolnwood**  
**Assessed and Estimated Actual Value of Taxable Property**  
**Last Ten Levy Years**

Fiscal Year	Tax Year Levy	Real Property (000's)		Ratio of Total Assessed Value to Total Estimated Actual Value
		Equalized Assessed Value	Estimated Actual Value	
2002	2001	497,969	1,568,603	0.32
2003	2002	527,042	1,660,182	0.32
2004	2003	526,109	1,657,242	0.32
2005	2004	629,177	1,943,604	0.32
2006	2005	669,007	3,066,865	0.32
2007	2006	667,457	2,060,637	0.32
2008	2007	822,179	2,469,000	0.32
2009	2008	886,487	2,615,030	0.32
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32

**Ratio of General Bonded Debt to Equalized Assessed  
Valuation and Net General Obligation Bonded Debt Per Capita**

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2001	12	497,969	12,520,000	1,387,767		11,132,233	2.24%	928
2002	12	527,042	11,700,000			11,700,000	2.22%	975
2003	12	526,109	20,299,495		5,000,000	15,299,495	2.91%	1,275
2004	12	629,177	19,320,605		4,730,000	14,590,605	2.32%	1,216
2005	12	627,900	17,781,933		3,345,000	14,436,933	2.30%	1,203
2006	12	669,007	15,963,233		3,135,000	12,828,233	1.92%	1,069
2007	12	667,457	13,875,000		2,921,250	10,953,750	1.64%	913
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	777
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	637
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	557

**Village of Lincolnwood**

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

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Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected
2001	3,941,699	3,895,554	98.8%
2002	4,088,345	4,030,061	98.6%
2003	4,211,065	4,174,467	99.1%
2004	4,314,090	4,286,468	99.4%
2005	4,395,203	4,359,834	99.2%
2006	4,542,380	4,477,807	98.6%
2007	4,670,532	4,586,069	98.2%
2008	5,008,652	4,942,904	98.7%
2009	5,014,344	4,961,786	99.0% *
2010	5,148,329	5,014,963	97.4% *

\*Tax levy still in collection

## **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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Capital Improvement Program**

**Fiscal Years 2013 – 2017**

### **Capital Improvement Program Summary**

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

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2013 column appear as capital expenditures throughout the proposed Fiscal 2013 budget.

VILLAGE OF LINCOLNWOOD  
CAPITAL IMPROVEMENT PROGRAM  
FY 2013- FY 2017

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VILLAGE OF LINCOLNWOOD  
CAPITAL IMPROVEMENT PROGRAM  
FY 2013- FY 2017

Introduction

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

Purpose of the Capital Improvement Program

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

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

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

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

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

#### Capital Improvement Project Definition

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

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

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

#### Capital Improvement Program Development

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2013-FY 2017 Capital Improvement Program Summary by Department.”

#### Summary Tables

The tables entitled “FY2013-FY2017

Capital Improvement Program and Capital Vehicles/Equipment Summary by Department” lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding was determined by the Department Head submitting the project to be most critical in Fiscal Year 2012-2013. The total Capital Improvement Program proposed for Fiscal Year 2012-2013 is \$3,298,483 with projected grants, donations and other funding totaling \$2,056,583.; leaving the Village of Lincolnwood with a total projected cost of \$1,241,900.

### Evaluation Criteria

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

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

1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction or extensive rehabilitation to extend a facility’s useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement-** Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.
4. **Protection and Conservation of Resources or Existing Investment-** A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination-** A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements

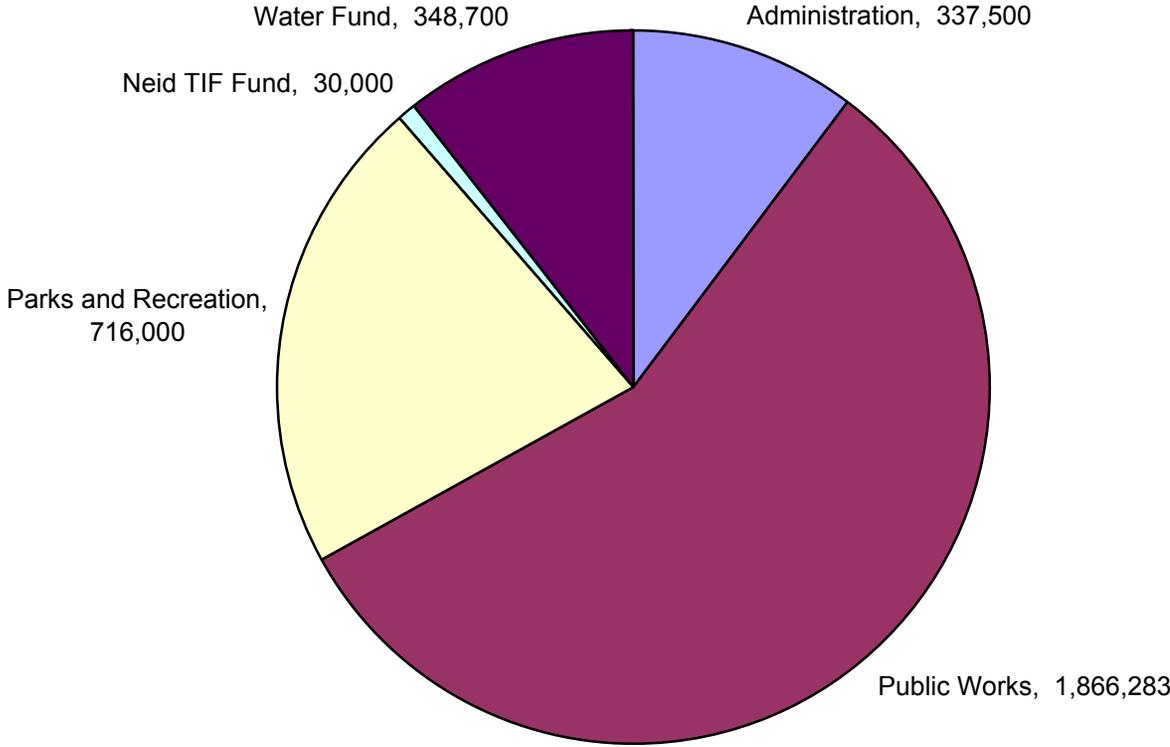
imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).

6. **Reduce Risk to Public Safety or Health-** A project which protects against a clear and immediate risk to public safety or public health.
7. **Improvement of Operating Efficiency-** A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
8. **Equitable Provision of Services or Facilities-** A project that serves the special needs of a segment of the Village's population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.
9. **Maintenance or Increase of Property Value-** A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

#### Capital Improvement Program Project Detail

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table "FY 2013-FY 2017 Capital Improvement Program Summary by Department." Projects, which are proposed for funding in FY 2012-2013, are followed in order by projects proposed for each of the remaining fiscal years.

**FY2012-2013 Capital Improvement Expenditures \$3,298,483**



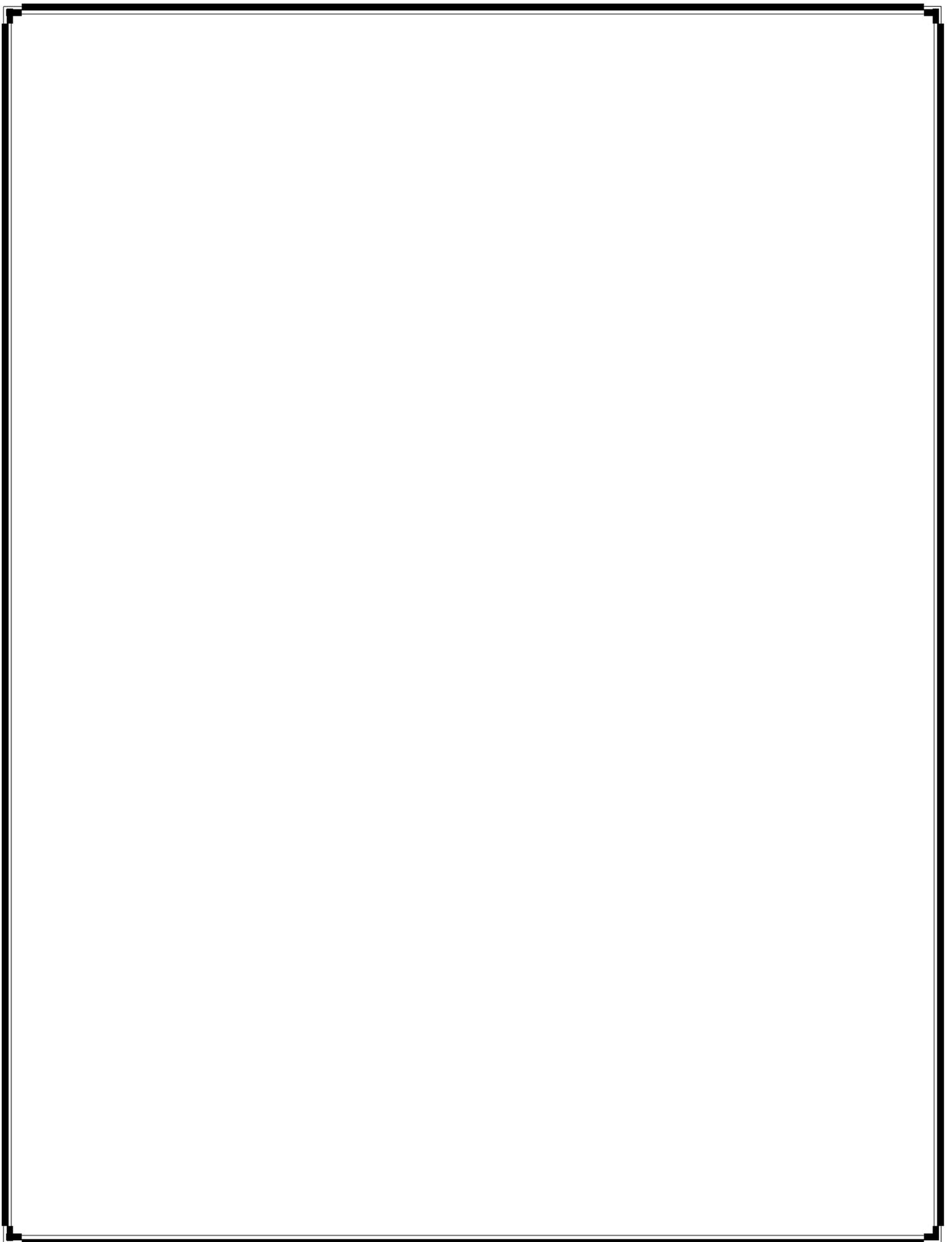
VILLAGE OF LINCOLNWOOD  
 FY 2013- FY 2017 CAPITAL IMPROVEMENT PROGRAM  
 (VILLAGE COSTS)

DEPARTMENT	PROJECT NAME	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	TOTAL COST	PROJECT NAME
<b>Administration</b>								
	Emergency Backup Power Preparedness	320,000	150,000	150,000			620,000	Emergency Backup Power Preparedness
	Police Dept Replacement Server	17,500					17,500	Police Dept Replacement Server
<b>Community Development</b>								
	McCormick Blvd Median Landscape & Sidewalk				500,000		500,000	McCormick Blvd Median Landscape & Sidewalk
	Edens Sidewalk & Landscape Project					500,000	500,000	Edens Sidewalk & Landscape Project
	Gateway Signs		40,000	40,000	40,000	40,000	160,000	Gateway Signs
	Lincoln Avenue Streetscape Improvements		30,000	2,150,170	2,609,100	2,127,180	6,916,450	Lincoln Avenue Streetscape Improvements
<b>Public Works</b>								
	Sidewalk Replacement Program	75,000	80,000	85,000	90,000	95,000	425,000	Sidewalk Replacement Program
	Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000	200,000	Parkway Tree Planting Program
	Street Light Replacement Projects	1,228,083	1,664,850	1,579,947	1,563,940		6,036,820	Street Light Replacement Projects
	Touhy Overpass for Skokie Valley Bike Trail	110,000	110,000		1,570,000		1,790,000	Touhy Overpass for Skokie Valley Bike Trail
	Bike Lane Lining and Signing	13,200	132,000				145,200	Bike Lane Lining and Signing
	HVAC Replacement	200,000	100,000				300,000	HVAC Replacement-Campus Buildings
	Promenade Replacement	200,000					200,000	Promenade Replacement
<b>Parks and Recreation</b>								
	ComEd Bike Path Development	126,000	998,000	110,000	785,000	785,000	2,804,000	ComEd Bike Path Development
	Union Pacific Land Acquisition		6,000,000				6,000,000	Union Pacific Land Acquisition
	Union Pacific Bike Path Development	60,000		825,000			885,000	Union Pacific Bike Path Development
	Community Center Expansion			2,700,000	2,700,000		5,400,000	Community Center Expansion
	Playground Replacement	120,000	125,000	125,000		125,000	620,000	Playground Replacement
	Channel Runne Park Project Phase II	380,000					380,000	Channel Runne Park Project Phase II
	Channel Runne Park Project Phase III		30,000	300,000			330,000	Channel Runne Park Project Phase III
	Proesel Park Aquatic Center Renovations	30,000	30,000	110,000	185,000	1,500,000	1,855,000	Proesel Park Aquatic Center Renovations
<b>NEID TIF Fund</b>								
	Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	30,000	150,000	Parkway Tree Planting and Sidewalk Installation
<b>Water Fund</b>								
	Sewer Televising improvements	348,700	346,500	275,000			970,200	Stormwater Improvement Project
	Stormwater Improvement-Berms and Restrictors		2,000,000	2,000,000	2,000,000		6,000,000	Stormwater Improvement-Berms and Restrictors
<b>Total Capital Improvement Project Costs</b>		<b>3,298,483</b>	<b>11,906,350</b>	<b>10,520,117</b>	<b>12,238,040</b>	<b>5,242,180</b>	<b>43,205,170</b>	
<b>Projected Grants, Donations and Other Funding</b>								
	ComEd Bike Path Development-Grant Funding	58,000	798,400	88,000	628,000	628,000	2,200,400	ComEd Bike Path Development-Grant Funding
	Union Pacific Land Acquisition-Grant Funding		4,800,000				4,800,000	Union Pacific Land Acquisition-Grant Funding
	Union Pacific Trail Development-Grant Funding	48,000		688,000			736,000	Union Pacific Trail Development-Grant Funding
	Resident Reimbursement from Parkway Tree Program	5,000	5,000	5,000	5,000	5,000	25,000	Resident Reimbursement from Parkway Tree Program
	Street Lights- from Transportation Impv. and MFT Funds	1,228,083	1,664,850	1,579,947	1,563,940		6,036,820	Street Lights- from Transportation Impv. Fund
	Channel Runne Park Grant Funding - 50%	363,300					363,300	Channel Runne Park Grant Funding - 50%
	Community Center Grant Funding				2,500,000		2,500,000	DCEO Grant Funding/parks
	Grant Funding (RTP)			150,000			150,000	Grant Funding (RTP)
	Bike Lane stripping/Grant-Donations	9,200	99,000				108,200	Grant Funding (RTP)
	Touhy overpass Grants/Donations	45,000	88,000		1,256,000		1,344,000	Bike Lane stripping/Grant-Donations
	NEID TIF- Emergency Backup Power Preparedness	300,000					300,000	Touhy overpass Grants/Donations
<b>Total Projected Grants, Donations and Other Funding</b>		<b>2,056,583</b>	<b>7,455,250</b>	<b>2,510,947</b>	<b>5,952,940</b>	<b>633,000</b>	<b>18,563,720</b>	
<b>Net Costs Incurred by Village After Projected Funding</b>		<b>1,241,900</b>	<b>4,451,100</b>	<b>8,009,170</b>	<b>6,285,100</b>	<b>4,609,180</b>	<b>24,641,450</b>	

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

<u>PROJECT</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Total</u>
<b>Administration</b>						
Total Projects	337,500	150,000	150,000			637,500
<b>Community Development</b>						
Total Projects	-	70,000	2,190,170	2,609,100	2,667,180	7,536,450
<b>Public Works</b>						
Total Projects	1,866,283	2,126,850	1,704,947	3,263,940	135,000	9,097,020
Funded by: Other Funds and Grants	(1,330,283)	(1,856,850)	(1,584,947)	(2,824,940)	(5,000)	(7,602,020)
Total General Fund Projects from Public Works	536,000	270,000	120,000	439,000	130,000	1,495,000
<b>Parks &amp; Recreation</b>						
Total Projects	716,000	7,183,000	4,170,000	3,795,000	2,410,000	18,274,000
Funded by: Grants	(511,300)	(5,598,400)	(926,000)	(3,128,000)	(628,000)	(10,791,700)
Donation-Friends of the Community Center	-	-	-	-	-	-
Total General Fund Projects from Parks & Recreation	204,700	1,584,600	3,244,000	667,000	1,782,000	7,482,300
<b>Total Capital Improvement Projects</b>	2,919,783	9,529,850	8,215,117	9,668,040	5,212,180	35,544,970
Funded by:Grants, Reimbursements, Donations and Other Funds	(1,841,583)	(7,455,250)	(2,510,947)	(5,952,940)	(633,000)	(18,393,720)
<b>Projected General Fund Costs</b>	1,078,200	2,074,600	5,704,170	3,715,100	4,579,180	17,151,250

## **Capital Improvement Detail**



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

<u>Department</u>	<u>Administration</u>				
<b><u>Project</u></b>	<b><u>2012-2013</u></b>	<b><u>2013-2014</u></b>	<b><u>2014-2015</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>
Emergency Backup Power Preparedness	320,000	150,000	150,000		
Police Dept. Replacement Server	17,500				
<b>Totals</b>	<b>337,500</b>	<b>150,000</b>	<b>150,000</b>	-	-

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 2/16/2012

Department: Admin

Project Name and Location Emergency Backup Power Preparedness

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		\$ 42,000	\$ 20,000	\$ 20,000		
Site, etc. Acquisition						
Vehicle/ Equipment		\$ 278,000	\$ 130,000	\$ 130,000		
Construction/ Repair						
Other Costs Consulting						
<b>Total Project Cost</b>		<b>\$ 320,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>		
<b>Funding</b>						
Cost to Village		\$ 320,000	\$ 150,000	\$ 150,000	\$ -	\$ -
Grant/Donation						
<b>Total Funding</b>		<b>\$ 320,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Basis of Project Costs:**

Bids Received

**Engineer, Architect, Etc.**

Comparable Costs

**Contractor/Vendor Estimate**

Other Basis

Discuss Basis of Project Costs:

This project consists of installing generators at all Municipal Facilities to prepare for power outages that result in a disruption of providing services to the public. Facilities include the Village Hall, Public Works Main Facility, Water Pumping Station, the Water Standpipe, and the Aquatic Center. The Police and Fire Department have a generator but it needs to be connected to the Village Hall. The first phase of the project connects the Village Hall Server Room to the Police and Fire generator and installs natural gas generators at the Public Works Main Facility and Standpipe. The second phase installs a natural gas generator at the Pumping Station. The third phase installs a natural gas generator at the Aquatic Center.

Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 2/16/2012 Department: Admin

Project Name and Location: Emergency Backup Power Preparedness

Name of Contractor: To be Determined

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

This project consists of installing generators at all Municipal Facilities to prepare for power outages that result in a disruption of providing services to the public. Facilities include the Village Hall, Public Works Main Facility, and the Water Standpipe. The Police and Fire Department have a generator but it needs to be connected to the Village Hall Server Room. The first phase of the project connects the Village Hall to the Police and Fire generator and installs natural gas generators at the Public Works Main Facility and Standpipe.

#### Project Benefits

This will ensure that the Village Hall Server Room has power during an outage which supplies server and telephone service to the Municipal Center. Unexpected powerloss to a server room can damage data and equipment. The Standpipe is the Village's water tower and will not operate if it is not powered by electricity. This project will provide electricity to the Standpipe during a power outage. The Public Works Main Facility is a facility which houses the gasoline pumping station and mechanic's garage for municipal vehicles and Public Works personnel. Providing electricity to these facilities during a power outage will be essential to supporting public safety and service delivery.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
1-May-12	Receive proposals from electrical engineers
1-Jun-12	Engage an electrical firm
1-Jul-12	Site surveys
1-Aug-12	Develop bid specifications
1-Oct-12	Advertise for Bids
1-Jan-13	Receive Village Board approval
1-Feb-13	Apply for Building Permits
1-Mar-13	Install and Test Generators

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/12/2011

Department: IT

Project Name and Location PD Replacement Server

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		\$ -				
Site, etc. Acquisition		\$ 15,000				
Vehicle/ Equipment						
Construction/ Repair						
Other Costs Consulting		\$ 2,500				
Total Project Cost						
<b>Funding</b>						
Cost to Village		\$ 17,500	\$ -	\$ -	\$ -	\$ -
Grant/Donation						
Total Funding		\$ 17,500	\$ -	\$ -	\$ -	\$ -

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 2/16/2012 Department: Information Technology

Project Name and Location: Police Department Server Room

Name of Contractor: ClientFirst

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

In this process the Village will replace two physical servers with one virtualized server.

Project Benefits

Conserves resources, reduces electricity, and reduces the amount of heat generated in the Police Server Room.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>1-May-12</u>	<u>Specify equipment</u>
<u>15-May-12</u>	<u>Receive Proposals for Server and Virtual Software</u>
<u>1-Jun-12</u>	<u>Issue Purchase Order for Server and Virtual Software</u>
<u>1-Jul-12</u>	<u>Install equipment and software</u>
<u>1-Oct-12</u>	<u>Move files from old servers to new virtualized server, test, and complete</u>

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

<u>Department</u>	<u>Community Development</u>				
<u>Project</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
McCormick Blvd Median Ldscape & Sidwk				500,000	
Edens Sidewalk & Landscape Project					500,000
Gateway Signs & Monument		40,000	40,000	40,000	40,000
Lincoln Avenue Streetscape Improvements		30,000	2,150,170	2,069,100	2,127,180
<b>Totals</b>	<b>-</b>	<b>70,000</b>	<b>2,190,170</b>	<b>2,609,100</b>	<b>2,667,180</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/29/2011

Department: Community Development

Project Name and Location McCormick Boulevard Median and Sidewalk

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			-	-	500,000	
Other Costs						
<b>Total Project Cost</b>			-	-	500,000	
<b>Funding</b>						
Cost to Village			-	-	500,000	
Grant/Donation						
<b>Total Funding</b>			-	-	500,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue Transfer

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 29-Dec Department: Community Development

Project Name and Location: McCormick Blvd median landscaping and sidewalk

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

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

Installation of a landscaped median in McCormick Blvd and west sidewalk

Project Benefits

The project is recommended in the Village's Beautification Opportunities Plan to improve the Village's appearance, eliminate an eyesore and increase pedestrian safety.

Implementation Schedule

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

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



**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/29/2011

Department: Community Development

Project Name and Location Edens Sidewalk and landscaping Project

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						500,000
Other Costs						
Total Project Cost						500,000
<b>Funding</b>						
Cost to Village						500,000
Grant/Donation						
Total Funding						500,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue Transfer

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/29/2011

Department: Community Development

Project Name and Location Gateway Signs and Monuments

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			40,000	40,000	40,000	40,000
Other Costs						
<b>Total Project Cost</b>			40,000	40,000	40,000	40,000
<b>Funding</b>						
Cost to Village			40,000	40,000	40,000	40,000
Grant/Donation						
<b>Total Funding</b>			40,000	40,000	40,000	40,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue and Potential Private Business Financing

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/29/2011 Department: Community Development

Project Name and Location: Gateway Signs and Monument

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

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

Construction and installation of Village gateway monument signs at various main intersections entering the Village. Some elements of this project may be borne by private developers.

Project Benefits

Many of the comments from residents for the Comprehensive Plan had to do with the image and appearance of the Village. This project is recommended by the Beautification Opportunities Plan and is expected to help address residents interest in improving Vil

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2011	Touhy-Cicero
2012	Crawford-Devon
2013	Devon-Lincoln
2014	Touhy-McCormick
2015	Devon-McCormick
2016	Cicero-Devon
beyond	Other locations

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/29/2011 Department: Community Development

Lincoln Avenue Streetscape Project

<b>Cost Elements</b>	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design			195,470	188,100	193,380
Site, etc. Acquisition					
Vehicle/ Equipment					
Construction/ Repair		30,000	1,777,000.00	1,710,000	1,758,000
Other Costs			177,700	171,000	175,800
<b>Total Project Cost</b>		30,000	2,150,170	2,069,100	2,127,180
<b>Funding</b>					
Cost to Village		30,000	2,150,170	2,069,100	2,127,180
Grant/Donation					
<b>Total Funding</b>		30,000	2,150,170	2,069,100	2,127,180

**Basis of Project Costs:**

Comparable Costs

Bids Received

Contractor/Vendor Estimate

**Engineer, Architect, Etc.**

Other Basis

Discuss Basis of Project Costs:

Project costs are an estimate provided by the engineering consultant.

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Financing Other than Current Revenue Sources and Other Information:

Financing provided through Motor Fuel Tax Fund.

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/29/2011 Department: Community Development

Project Name and Location: Lincoln Avenue Streetscape Proejct

Name of Contractor: Gewalt Hamilton

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

Carries forward the community vision enunciated by in the 2005 Task Force Report for the corridor. this plan incorporates multi-modal transportation alternatives. In addition to accommodating vehicle traffic and encouraging pedestrian use of the public right-of-way, this streetscape plan also calls for creation of dedicated bike lanes in the corridor, consistent with regional bikeway plans.

Project Benefits

Designated parking lanes for much of the corridor, improves pedestrian safety and pedestrian crosswalks, assists in reducing high traffic speeds of vehicles, modifies certain corridor intersections to improve public safety, minimizes parkway curb cuts and envisions completion of median landscaping, parkway restoration and installation of new street lighting and attractive pedestrian-friendly amenities.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2012-2013</u>	<u>Jarvis Avenue to Touhy Avenue</u>
<u>FY 2013-2014</u>	<u>Touhy Avenue to Tripp Avenue</u>
<u>FY 2014-2015</u>	<u>Tripp Avenue to Pratt Avenue</u>
<u>FY 2015-2016</u>	<u>Pratt Avenue to Proesel Avenue</u>
<u>FY 2016-2017</u>	<u>Proesel Avenue to Devon Avenue</u>

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

<u>Department</u>	<u>Public Works</u>				
<u>Project</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Sidewalk Replacement Program	75,000	80,000	85,000	90,000	95,000
Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000
Funded by: Resident reimbursement	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Touhy Overpass for Skokie Valley Bike Trail	110,000	110,000		1,570,000	
Funded by Grant/Donation	(88,000)	(88,000)		(1,256,000)	
Bike Lane Lining and Signing	13,200	132,000			
Funded by Grant/Donation	(9,200)	(99,000)			
Street Light Replacement Program	1,228,083	1,664,850	1,579,947	1,563,940	
Funded by: Transportation Improvement Funds and MFT Funds	(1,228,083)	(1,664,850)	(1,579,947)	(1,563,940)	
HVAC Replacement	200,000	100,000			
Promenade Replacement	200,000				
<b>Totals</b>	<b>536,000</b>	<b>270,000</b>	<b>120,000</b>	<b>439,000</b>	<b>130,000</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2011

Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		75,000	80,000	85,000	90,000	95,000
Other Costs		75,000	80,000	85,000	90,000	95,000
Total Project Cost						
<b>Funding</b>						
Cost to Village		75,000	80,000	85,000	90,000	95,000
Grant/Donation						
Total Funding		75,000	80,000	85,000	90,000	95,000

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 11/29/2011 Department: Public Works Department

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

Name of Contractor: Project will be bid.

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

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

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

Project Benefits

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

Implementation Schedule

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

2012-2017 Sidewalks are replaced within budget availability each year.

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2011

Department: Public Works Department

Project Name and Location Parkway Tree Planting Program

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs	40,000	40,000	40,000	40,000	40,000	40,000
Total Project Cost	40,000	40,000	40,000	40,000	40,000	40,000
<b>Funding</b>						
Cost to Village	35,000	35,000	35,000	35,000	35,000	35,000
Grant/Donation	5,000	5,000	5,000	5,000	5,000	5,000
Total Funding	40,000	40,000	40,000	40,000	40,000	40,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

50% of the cost of new parkway trees and planting will be shared by the property owner. The Village will fund the replacement cost of trees removed from the parkway that are dead or hazardous.

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Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 11/29/2011 Department: Public Works Department

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

Name of Contractor: Tree Consortium

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2012-2017</u>	<u>Trees are planted within budget availability each year. Actual number of trees planted is dependent upon program popularity and number of trees removed.</u>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/20/2011

Department: Public Works Department

Project Name and Location Touhy Overpass for Skokie Valley Bike Trail

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		110,000	110,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair					1,570,000	
Other Costs						
<b>Total Project Cost</b>						
<b>Funding</b>						
Cost to Village		22,000	22,000		314,000	
Grant/Donation		88,000	88,000		1,256,000	
<b>Total Funding</b>		110,000	110,000		1,570,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The bike overpass will connect the Skokie Vally Bike Trail.

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/20/2011 Department: Public Works Department

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

Name of Contractor: Unknown

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

Site Acquisition [ ] Facility Repair [ ]

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

Description of Project

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

Project Benefits

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

Implementation Schedule

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

2012 \_\_\_\_\_ Phase I Engineering

2014 \_\_\_\_\_ Phase II Engineering

2016 \_\_\_\_\_ Construction

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/20/2011

Department: Public Works Department

Project Name and Location Bike Lane Lining and Signing

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2013</b>	<b>Y/E 2014</b>	<b>Y/E 2015</b>	<b>Y/E 2016</b>	<b>Y/E 2017</b>
Planning/ Design		13,200				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			132,000			
Other Costs						
<b>Total Project Cost</b>						
<b>Funding</b>						
Cost to Village		4,000	33,000			
Grant/Donation		9,200	99,000			
<b>Total Funding</b>		13,200	132,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/20/2011 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2012	Design
2013	Construction

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/11

Department: Public Works Department

Project Name and Location Street Lighting

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2013</b>	<b>Y/E 2014</b>	<b>Y/E 2015</b>	<b>Y/E 2016</b>	<b>Y/E 2017</b>
Planning/ Design		160,577	217,154	206,080	203,992	-
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,067,506	1,447,696	1,373,867	1,359,948	-
Other Costs						
<b>Total Project Cost</b>		<b>1,228,083</b>	<b>1,664,850</b>	<b>1,579,947</b>	<b>1,563,940</b>	<b>-</b>
<b>Funding</b>						
Cost to Village		1,228,083	1,664,850	1,579,947	1,563,940	-
Grant/Donation						
<b>Total Funding</b>		<b>1,228,083</b>	<b>1,664,850</b>	<b>1,579,947</b>	<b>1,563,940</b>	<b>-</b>

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 11/29/2011 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

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

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2012-2013	Pratt Avenue (Non-TIF)
FY 2013-2014	Touhy Avenue (TIF and Non-TIF) McCormick (Non-TIF)
FY 2014-2015	Lincoln Avenue
FY 2015-2016	Devon Avenue and Crawford Avenue

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2011

Department: Public Works Department

Project Name and Location Replacement of Village Municipal Campus HVAC System.

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2013</b>	<b>Y/E 2014</b>	<b>Y/E 2015</b>	<b>Y/E 2016</b>	<b>Y/E 2017</b>
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		200,000	100,000			
Other Costs						
<b>Total Project Cost</b>		200,000	100,000			
<b>Funding</b>						
Cost to Village		200,000	100,000			
Grant/Donation						
<b>Total Funding</b>		200,000	100,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Replacement of a 20+ year old system over 3 years.

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 11/29/2011 Department: Public Works Department

Project Name and Location: Replacement of heating ventilation and air conditioning (HVAC) system throughout the Village Municipal Campus.

Name of Contractor: To be determined.

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

Description of Project

Replace the Village's existing HVAC system which is 20+ years old. The work will consist of replacement of the in-office control temperature gauges, roof top units and any boilers or chillers throughout the buildings.

Project Benefits

This project will make the Village's system run more efficiently, reduce maintenance costs, and replace an antiquated system that is difficult to obtain parts for.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2012	Replacement of HVAC system at Village Hall
2013	Replacement of HVAC system at Public Works

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2011

Department: Public Works Department

Project Name and Location Village Hall Promenade

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		200,000				
Other Costs						
<b>Total Project Cost</b>						
<b>Funding</b>						
Cost to Village Grant/Donation		200,000				
<b>Total Funding</b>		200,000				

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Replacement of concrete and landscaping at the Village Hall promenade.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:



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

Department      Parks & Recreation

<u>Project</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
<b>ComEd Bike Path Development</b>					
Bike Path/Overpass Design and Construct.	126,000	998,000	110,000	785,000	785,000
Grant Funding - 80% (CMAQ)	(100,000)	(798,400)	(88,000)	(628,000)	(628,000)
<b>Union Pacific Bike Path Development</b>					
Acquisition of Land		6,000,000			
Grant Funding - 80% (CMAQ)		(4,800,000)			
Design and Construction of Bike Path (TIF)	60,000		825,000		
Grant Funding - 80% (CMAQ)	(48,000)		(688,000)		
<b>Community Center</b>					
Possible Acquisition/Renovation			2,700,000	2,700,000	
Possible Grant Funding - 50%				(2,500,000)	
<b>Playground Replacement</b>					
Springfield Park	120,000	125,000	125,000	125,000	125,000
<b>Channel Runne Park</b>					
Project Phase II	380,000				
Grant Funding - 50% (OSLAD)	(363,300)				
Project Phase III		30,000	300,000		
Grant Funding - 80% (RTP)			(150,000)		
Proesel Park Aquatic Center Renovations	30,000	30,000	110,000	185,000	1,500,000
<b>Totals</b>	<b>204,700</b>	<b>1,584,600</b>	<b>3,244,000</b>	<b>667,000</b>	<b>1,782,000</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/19/2011 Department: Parks and Recreation

Project Name and Location ComEd Bike Path and Overpass Development

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		126,000	118,000	110,000	60,000	60,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			880,000		725,000	725,000
Other Costs						
<b>Total Project Cost</b>		126,000	998,000	110,000	785,000	785,000
<b>Funding</b>						
Cost to Village	130,000	26,000	199,600	22,000	157,000	157,000
Grant/Donation		100,000	798,400	88,000	628,000	628,000
<b>Total Funding</b>		126,000	998,000	110,000	785,000	785,000

**Basis of Project Costs:**

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

This land will be utilized through a lease with ComEd.

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

Future plans for the site include a dog park.

An overpass will be constructed over Touhy Avenue for pedestrian and bike usage. The overpass may also serve as a gateway for those entering Lincolnwood off the Edens.

Financing Other than Current Revenue Sources and Other Information:

Both the construction of the bike path and the overpass will be funded through the Congestion Mitigation Air Quality (CMAQ) grant program, covering 80% of the project cost.

Impact on Operating Costs:

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



**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/19/2011 Department: Parks and Recreation

Project Name and Location: ComEd Bike Path Development and Touhy Overpass

Name of Contractor: TBD

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

Description of Project

As part of the Village Bikeway plan, The Village will negotiate a lease for the ComEd right-a-way that runs from Devon to Jarvis. A bike path will meander down the length of the right-of-way, adjacent to the service road. The bike/pedestrian path will be a 10 foot asphalt path with a limestone screening shoulder on each side. The path will connect to the already established Sauganash Trail in Chicago that terminates at Devon. In 2011 the Village was notified that a Congestion Mitigation Air Quality (CMAQ) grant was approved to fund 80% of the cost of an overpass over Touhy for use by pedestrians and cyclists using the path.

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2012	Conceptual Plan, Phase I engineering
2013	Phase II engineering/Environmental Test/Development of Bid Documents
2013	Award Bid, Start Construction

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/19/2011 Department: Parks and Recreation

Project Name and Location Union Pacific Right-of-Way Path Development

Cost Elements	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		60,000 (48,000)				
Site, etc. Acquisition			6,000,000 (4,800,000)			
Vehicle/ Equipment						
Construction/ Repair				825,000 (688,000)		
Other Costs						
Total Project Cost						
<b>Funding</b>						
Cost to Village		12,000	1,200,000	137,000		
Grant/Donation		48,000	4,800,000	688,000		
Total Funding		60,000	6,000,000	825,000		

**Basis of Project Costs:**

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

The Village received a grant for acquisition of the property from the federal government under the Congestion Mitigation Air Quality (CMAQ) program which will cover 80% of the cost of acquisition.

In 2011 the Village was notified that a Congestion Mitigation Air Quality (CMAQ) grant was awarded to fund 80% of the construction of the trail once the land is acquired.

The Village's portion of the project will be done utilizing TIF funds.

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/19/2011 Department: Parks and Recreation

Project Name and Location: Union Pacific Railway Bike Path Development

Name of Contractor: TBD

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

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2011	Conceptual Plan, Phase I engineering
2012	Phase II engineering/Environmental Test/Appraisal and Negotiation
2013	Purchase
2015	Final Design/Development of Bid Documents
2015	Construction of Bike Path

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/19/2011

Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design	20,000			100,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				2,600,000	2,700,000	
Other Costs						
<b>Total Project Cost</b>				2,700,000	2,700,000	
<b>Funding</b>						
Cost to Village				2,700,000	2,700,000	
Grant/Donation						
<b>Total Funding</b>				2,700,000	2,700,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

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

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/19/2011 Department: Parks and Recreation

Project Name and Location: Community Center Renovation or Replacement

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

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

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

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

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2015	Design, engineer and start construction
2016	Completed construction and furnish building

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/19/2011

Department: Parks and Recreation

Project Name and Location Springfield Park Renovation

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		120,000	125,000	125,000	125,000	125,000
Other Costs						
<b>Total Project Cost</b>		120,000	125,000	125,000	125,000	125,000
<b>Funding</b>						
Cost to Village		120,000	125,000	125,000	125,000	125,000
Grant/Donation						
<b>Total Funding</b>		120,000	125,000	125,000	125,000	125,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/19/2011 Department: Recreation

Project Name and Location: Park Replacement Program

Name of Contractor: TBD

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

Description of Project

All of the neighborhood parks were updated around the same time and all are becoming outdated and in some cases, ammenities in the parks such as playgrounds, fences are unsafe and are not in compliance with national playground standards and the Americans with Disabilities Act. Springfield is the last wood playground structure in the park system.

So far, Columbia, Kildare, Goebelt and Kenneth have been renovated.

Project Benefits

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

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2013	Renovation Springfield Park
2014	Renovate Drake Park
2015	Renovate Proesel Park
2016	Renovate one park
2017	Renovate one park

## Village of Lincolnwood - Capital Improvement Program (CIP)

### Project Cost Summary

Date: 12/18/2011

Department: Parks & Recreation

Project Name and Location Channel Runne Development

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design	80,000	10,000	30,000		10,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair	130,000	370,000		300,000		
Other Costs						
<b>Total Project Cost</b>						
<b>Funding</b>						
Cost to Village	210,000	16,700		200,000		
Grant/Donation		363,300		100,000		
<b>Total Funding</b>	210,000	380,000	-	300,000		

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The phases are outlined in the Channel Runne Master Plan. Phase II includes the development of an outdoor amphitheatre with handicapped accessible path, fishing platform that doubles as a stage.

A disc golf course will also be included on the site, as well as a parking lot.

The parking lot will be made of a combination of asphalt and permeable pavers, and will include rain gardens to enhance drainage and aesthetics

Phase III includes a shelter/restroom facility, nature path and lookout over the channel.

Financing Other than Current Revenue Sources and Other Information:

Illinois Dept. of Natural Resources OSLAD Grant for Phase II

Staff will pursue grant funding for Phase III

Impact on Operating Costs:

Staff will be programming the site as soon as phase II is complete. Other than special events, such as concerts, programs will be supported through fees.

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/18/2011 Department: Parks and Recreation

Project Name and Location: Channel Runne Park Development

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

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

Site Acquisition [ ] Facility Repair [ X ]

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

Description of Project

Complete phase II of development of Channel Runne Park which includes an outdoor amphitheatre, combination fishing pier and stage, wheelchair accessible path to the channel access, a disc golf course, parking lot and various site amenities. Fifty percent of the costs of this project will be covered by an OSLAD (Open Space Land Acquisition and Development) grant acquired through the Illinois Department of Natural Resources.

We are waiting to hear whether or not we will receive a Recreation Trails Program grant for 80% of Phase III of the development, which will include a shelter, restrooms, nature trail and lookout.

Project Benefits

The greatest improvement to the park will be the parking lot, which will make it accessible by vehicular and bus traffic. The other amenities will provide both passive and active recreation for the community and the area.

If constructed, the shelter will serve as a rental site for picnics and special activities and will provide a revenue source for the department. Staff wil continue to pursue grant opportunities for this project.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2013	Construction of Phase II
2015	Construction of Shelter/Restroom Facility, Nature path and scenic lookout
2016	Finish the garden area at Pratt

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 1/5/2012 Department: Parks and Recreation

Project Name and Location Proesel Park Aquatic Center Renovations

Cost Elements	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		30,000	30,000	110,000	185,000	1,500,000
Other Costs						
Total Project Cost						
<b>Funding</b>						
Cost to Village						
Grant/Donation						
Total Funding						

**Basis of Project Costs:**

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

Purchased services will be used for the design phase and construction phases of the new features. Our public works department will have the opportunity to install some of the features unless otherwise authorized.

Locker rooms need renovation to become ADA compliant and this would include a family changing room. Slides will need repair to maintain safety standards.

Financing Other than Current Revenue Sources and Other Information:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Impact on Operating Costs:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 1/5/2012 Department: Parks and Recreation

Project Name and Location: Proesel Park Aquatic Center Renovations

Name of Contractor: TBD

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

Description of Project

As part of the improvements to the pool the water features need to be updated and replaced. This can cause safety hazards and concerns for those using the pool throughout the summer. With constant resurfacing and damage to slides they will need to be replaced to continue to run at a safe and consistent quality. New features will also need to be purchased to continue with trends in the industry. Locker rooms will need updated to accommodate ADA regulations and the opportunity for a ADA compliant family changing room. Video surveillance will be purchased to maintain credit card purchases and safety of staff and patrons.

Project Benefits

The additions to the pool will keep up with current ADA compliant standards. We will also replace areas to stay current with trends in the industry and continue to have our Aquatic Center be a place where people want to come and purchase their summer pool pass.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2012	Kiddie Slide
2013	Kiddie Pool Play Features
2014	Video Surveillance
2014	Vortex Play Feature
2015	Cooling Zone
2015	Shade Structures
2015	Waterslide Repair/Replacement
2016	Locker Room Renovations
2016	Turn styles at Front Desk

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

<u>Department</u>	<u>NEID</u>					
<u>Project</u>		<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Trees and Sidewalks		30,000	30,000	30,000	30,000	30,000
<b>Totals</b>		<b><u>30,000</u></b>	<b><u>30,000</u></b>	<b><u>30,000</u></b>	<b><u>30,000</u></b>	<b><u>30,000</u></b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2011

Department: NEID TIF

Project Name and Location Parkway Tree Planting and Sidewalk Installation

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
<b>Total Project Cost</b>		30,000	30,000	30,000	30,000	30,000
<b>Funding</b>						
Cost to Village						
Grant/Donation						
<b>Total Funding</b>		30,000	30,000	30,000	30,000	30,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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

Financing Other than Current Revenue Sources and Other Information:

NEID TIF Funds

Impact on Operating Costs:

Ongoing PW maintenance and operating costs

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 11/29/2011 Department: Public Works

Project Name and Location: Parkway Tree Planting Program  
Various Locations dependent upon resident requests  
Name of Contractor: Tree Consortium

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

Description of Project

Planting of trees at various locations throughout TIF areas within the Village.  
Trees come with a 1 year warranty.  
Construction of new concrete sidewalk and curb throughout the TIF areas of the Village  
Construction of a new concrete sidewalk from Touhy (mall entrance) east to McCormick and  
south to Pratt Avenue.

Project Benefits

Improves aesthetics of Village, reduces water runoff, and improves quality of life.  
Makes pedestrian areas throughout the Village safer by having a safe walkway.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2013/2017</u>	<u>Trees are planted within budget availability every year.</u>
	<u>Sidewalks are installed within budget availability every year.</u>

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

<u>Department</u>	Water Fund					
<u>Project</u>		<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Sewer Televising Improvements		348,700	346,500	275,000	275,000	
Stormwater Improvements- Berms and Restrictors		190,000	2,000,000	2,000,000	2,000,000	-
<b>Totals</b>		<b>538,700</b>	<b>2,346,500</b>	<b>2,275,000</b>	<b>2,275,000</b>	<b>-</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2011

Department: Public Works Department

Project Name and Location Sewer Televising Improvements

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		31,700	31,500	25,000		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		317,000	315,000	250,000		
Other Costs						
<b>Total Project Cost</b>		348,700	346,500	275,000		
<b>Funding</b>						
Cost to Village		348,700	346,500	275,000		
Grant/Donation						
<b>Total Funding</b>		348,700	346,500	275,000		

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

All costs will be paid for out of water and sewer funds.

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 11/29/2011 Department: Public Works

Project Name and Location: Sewer Televising Improvements

Name of Contractor: To be determined once the project is bid.

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

Description of Project

In 2009 the Village conducted televising of its 213,719 linear feet of combined sewer system to determine its condition and whether or not repairs and/or additional cleaning was needed. This process is recommended by the American Public Works Association to be completed every 10-12 years. Upon completion of televising the Village Engineer developed a report which included a four year capital improvement program for repairs and/or replacements of approximately 7,062 linear feet of combined sewer. The project has been spread out over a four year period.

Project Benefits

By repairing and/or replacing poor sewer lines the Village will reduce the likelihood of sewer collapses in the Village sewer as well as sewer clogs that could lead to flooding concerns.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2012-2013	Cured in place lining of 2,643 linear feet of sewer
FY 2013-2014	Cured in place lining of 2,628 linear feet of sewer
FY 2014-2015	Miscellaneous repairs/manholes/other replacements

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/20/2011

Department: Public Works Department

Project Name and Location Stormwater Improvements-Berms and Restrictors

<b>Cost Elements</b>	Cost to Date	Y/E 2013	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017
Planning/ Design		190,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			2,000,000	2,000,000	2,000,000	
Other Costs						
Total Project Cost						
<b>Funding</b>						
Cost to Village						
Grant/Donation						
Total Funding						

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Design of berms and restrictors for the Village's stormwater management plan to increase the Village's level of stormwater protection to a 10 year event.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:



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

<u>Department</u>	<u>F/Y</u> <u>2012-2013</u>	<u>F/Y</u> <u>2013-2014</u>	<u>F/Y</u> <u>2014-2015</u>	<u>F/Y</u> <u>2015-2016</u>	<u>F/Y</u> <u>2016-2017</u>	<u>Total</u>
<hr/>						
Fire Department						
Replacement Pumper		465,398				465,398
Air Pack compressor, Fill Station 4 bottles	53,000					53,000
Replacement Ambulance	200,000	195,037				395,037
Ford F250 Pickup 4X4			55,672			55,672
Ford Expedition 4X4				55,415		55,415
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Police Department						
Replacement of Three (3) Police Vehicles	88,500	92,000	94,500	94,500	94,500	464,000
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Public Works Department						
Small pick-up with bucket (Streets)		75,000				75,000
Plow for Chipper Truck (Streets)	12,000					12,000
Replace Director's Truck (half in Water)	12,500					12,500
Replace Director's Truck (half in Streets)	12,500					12,500
Small Chipper (Streets)		28,500				28,500
Bob cat breaker (Water)	15,000					15,000
Sewer Televising Equipment		100,000				100,000
Tractor 4 (Half in streets)	37,500					37,500
Truck 24 (Water)	125,000					125,000
Truck 11		125,000				125,000
Truck 6			125,000			125,000
Vac-Con				400,000		400,000
<hr/>						
Parks & Recreation						
Replace Tractor 4 (Half in Streets Budget)	37,500					37,500
Picnic Table Replacement	7,100	7,100	7,100			21,300
<b>Totals</b>	<b>600,600</b>	<b>1,088,035</b>	<b>282,272</b>	<b>549,915</b>	<b>94,500</b>	<b>2,602,822</b>